Creating the Announcement Letter

1. Locate the Announcement letter on the S drive that will be used to create the new Announcement letter. Locate the template here:

S:\JTD\1.3 MONITORING\MONITORING PROCEDURES\Announcement Letter

1. Review the most current LWIA Matrix and find the LWIA you will be reviewing. This will give you the names of the LWIA staff that will be included in the Announcement letter. In addition to reviewing the Matrix, look at last year’s Announcement letter to compare the names to ensure you have the most updated information. If names have been changed in the Matrix, you will use the Matrix as your guide, and include these names in the Announcement letter.
2. Begin editing the Announcement letter template.
3. Insert the date at the top as the date in which the Announcement letter is to be sent to the LWIA. You can find this date on the S drive in the PY20 Monitoring schedule.
4. Insert the LWIA name, title, grantee name, address, city, state, zip of the name you found on the most recent LWIA Matrix. If the name is the same from last year’s Announcement letter, you can simply copy and paste that information into this section.
5. For the Grant Number section of the letter, Type “Tamika will insert grant numbers” and highlight in Yellow. This is the current process and Tamika’s preference. Note: Tamika may send the grant numbers in a separate email to you, so if this occurs, you can insert the grant numbers into the letter yourself.
6. The monitoring Start Date will be the next day in which last year’s monitoring ended. For example, if last year’s date range for monitoring ended March 31, 2020, the new Start date will be April 1, 2020. The End date will be the last month reported in GRS prior to the due date for the documents on the request for materials in the monitoring letter.  For example, if documents are due 9/28 (the week before the start date of the event), the last month reported in GRS would be August.  That is because grantees must report on the 20th for the previous month.
7. The Review date to be inserted into the letter can be found on the PY20 Monitoring schedule. Insert the date from the schedule listed under “On-site Start” column. This is also the same date and time as when the Entrance Conference is scheduled to be conducted.
8. Insert all monitoring team members into this paragraph. These names can be found on the PY 20 Monitoring Schedule on the S Drive.
9. The next date to be filled in is further down in the letter. It states, *“The required documents for each selected participant file should be uploaded into IWDS within the Application Menu heading “List all Documents” on or before [DATE].”* This date will be the Friday before the Entrance Conference/On-site start date begins. Most Entrance Conference dates are on a Monday, so use the Friday before the Entrance Conference date to insert the due date for file uploads to be completed.
10. The next date to fill in is in the sentence *“We will begin monitoring directly after the entrance conference on [DATE].”*  This date will be the Entrance Conference/On-site start date.
11. Next sentence to fill in is “*If you have any questions concerning the review or problems in scheduling, do not hesitate to contact [LEAD MONITOR] at [PHONE]XXX-XXX-XXXX or via email at [EMAIL*].” Insert your name, phone number, and email here.
12. For the “cc” section, insert all LWIA staff listed on the Matrix or look on last year’s letter to see who is listed and if the names are the same, use those names. Also include all of the monitoring team. Don’t forget to add Tamika, Bryan/Annie to this as well.
13. For the Fiscal portion of the letter, insert the name(s) and email address of the fiscal monitor(s) on the monitoring team. Also include Tamika’s name and email address in this paragraph. The date the documents are due is one week PRIOR to the Entrance Conference.
14. For the Programmatic portion of the letter, insert the Team Lead name and email address as well as Tamika’s name and email address. The date the documents are due is one week PRIOR to the Entrance Conference.
15. Once the letter has been completed to this point, send the letter to the fiscal monitor for him/her to fill in the fiscal dates. The fiscal monitor will then send the letter back to you with the fiscal dates filled in.
16. Review letter for accuracy on all dates. Review letter for any typos. Run a spell check on the letter.
17. Send the letter to Tamika for her review at least 5 working days prior to the letter being scheduled to be sent to the LWIA. This will allow Tamika time to review the letter and then send to John for his review and signature. Once John signs the letter, Tamika will send out the letter on the designated date to the LWIA and she will also send a copy to all team members.
18. Once you receive the final letter with John’s signature, remember to upload the Announcement letter into ACME. In ACME, click on “Documents” tab and then click under “Letter” tab to upload the letter.