



JUDY McDONALD
Executive Director

April 22, 2013

Dear Community Partners:

The Workforce Solutions for Tarrant County Board wanted to take this opportunity to thank you for your partnership in serving the employers and job seekers of Tarrant County. As such, we wanted to notify you of a change in the reference to the Board or our centers in grant solicitations from the Department of Labor (DOL). They have recently changed their reference to the one-stop career centers or the local workforce investment boards to the **American Job Centers (AJC)**. We anticipate that most grant solicitations from DOL in the future will require any community partner to include a letter of commitment/support or Memorandum of Understanding (MOU) that clearly specifies the roles and responsibilities of each organization/entity.

The letter of commitment/support or MOU must include how you will coordinate services to support the target populations of your grant proposals with the services provided by the centers or Board. These specific activities may change in each grant solicitation but will generally cover paid and unpaid work experience, OJTs, internships, apprenticeships, and unsubsidized full and part-time employment.

In order to be as fair as possible to all parties in the community, the Board is asking that any future request for letters of commitment/support or MOUs include an Executive Summary of your grant proposal as well as specific information regarding the role the Board or our Centers will play in your grant.

Finally, we are keenly aware that without these letters of support, your grant solicitation cannot proceed. Therefore, we really appreciate you being mindful that we will need time to properly process your requests. We encourage you to talk to our Board staff before you send in these letters to get the feedback on your ideas and proposed partnerships. All possible funding opportunities and requests for support are reviewed and approved in our Funding Opportunity Group meetings and the earlier we are notified of a possible request, the better.

Thank you for your kind attention to this notice. And, good luck in your efforts to generate resources for the good of our community!

A handwritten signature in black ink, appearing to read "Judy McDonald".

Judy McDonald
Executive Director