

Guidelines for D5 Correspondence June 2014

Please follow this set of guidelines when preparing correspondence for District 5. Any letter addressed to an elected official must be sent by Secretary Downs. If Noranne is not available to sign the letters, a Director can sign for her, but it needs to go out under her name. Noranne did say that is an elected official emails you directly to ask a question, you can respond directly. These guidelines are mainly regarding signed and emailed documents and letters. It is not a rigid set of rules and allows for some modifications based on commonly accepted practices. Below is an example of a left-aligned letter. If you center the date, you should also center the salutation.

Date
Person's Name
Job Title
Company
Street Address
Mailing Address (if different)
City, State Zip
Subject: or Re:
Dear XXX:
Body of letter
Sincerely,
Noranne Downs, P.E. District Five Secretary
Initials: (Optional) SI:PI:a (SI – Signer's Initials in all caps , PI – Initials in all caps for the person who prepared the letter, a – Typist/Assistant's last initial in lowercase)
Enclosures or Attachments (if any):
cc: people copied

Comments regarding the body of letter:

- If you are responding to a letter or inquiry that was sent directly to or forwarded to DOT, we must thank them for contacting us: "Thank you for your letter to District Secretary Downs dated <date>, regarding <subject>. Ms. Downs has asked me to respond to you on her behalf."
- Paragraphs should not be indented.
- Please use plain language
- If the letter extends past one page, continue your second page with a heading at the top left:
 - Name of individual the letter is addressed to
 - Date of Letter
 - Page 2

- Provide a contact name and number at the close of the letter---our letterhead doesn't have one listed. (Don't change the electronic letterhead except for the office location address.)
- Sample Signature Blocks:

Ananth Prasad, P.E.
Secretary

Richard Biter
Assistant Secretary for Intermodal Systems Development

Brian Peters
Assistant Secretary for Finance and Administration

Noranne Downs, P.E.
District Five Secretary

Frank J. O'Dea, P.E.
D5 Director of Transportation Development

Alan E. Hyman, P.E.
D5 Director of Transportation Operations

When bringing a draft copy of a letter for the District Secretary or one of the Directors to sign, send an electronic copy of the document to his/her assistant in case changes are required.

Signature for:	Assistant	Contact #	Email
Noranne Downs, P.E.	Crystal Bass	386-943-5475	crystal.bass@dot.state.fl.us
Alan E. Hyman, P.E.	Norma Mejias	386-943-5478	norma.mejias@dot.state.fl.us
Frank J. O'Dea, P.E.	Norma Mejias	386-943-5478	norma.mejias@dot.state.fl.us

Letters sent to any elected official must be sent under Noranne's name. Coordinate with Crystal Bass.

Public Meeting Notification Letters

All letters for public meetings, along with any attachments that will be distributed during the meeting, need to be reviewed by PIO Steve Olson or Jessica Keane before they can be sent.

Letters can be mailed or emailed to recipients. Letters addressed to elected officials must be sent under Noranne's name and she **prefers** to email the elected officials versus signing letters. Send Crystal Bass the approved draft letter, list of recipients with email addresses, and project map or newsletter that is distributed with it. She will ensure that the letter is approved before going out and will email it to the elected officials.

Secretary Downs also asks for the following:

- Name of the person who drafted the letter
- Name of the DOT person who verified the project is within the limits of the addressed legislators
- Name of the DOT person who verified the names of all the elected officials to ensure they are current.

Project managers can sign letters for or email appointed officials and all others.

Please send materials for review at least 2 weeks prior to them needing to be emailed out to allow for all the review levels.

Addressing Elected Officials

All letters going to any elected official (not appointed officials) needs to go out under Secretary Downs' name. If Noranne is not available to sign the letters, a Director can sign for her, but it needs to go out under her name.

The inside address for elected (not appointed) officials starts with "The Honorable."

Official	Inside Address/Envelope	Salutation
State Governor	The Honorable Rick Scott Governor of Florida	Dear Governor Scott:
State Lieutenant Governor	The Honorable Jennifer Carroll Lieutenant Governor of Florida	Dear Ms. Carroll:
U.S. Senator	The Honorable Jean Shipley United States Senate	Dear Senator Shipley:
U.S. Representative	The Honorable Marcus Shipley United States House of Representatives	Dear Congressman Shipley:
State Senator	The Honorable Jean Shipley The Senate of Florida	Dear Senator Shipley:
State Representative	The Honorable Marcus Shipley House of Representatives State of Florida	Dear Representative Shipley:
State Treasurer, Auditor, Comptroller	The Honorable Marcus Shipley Treasurer/Auditor/Comptroller of Florida	Dear Mr. Shipley:
State District Attorney	The Honorable Jean Shipley District Attorney State of Florida	Dear Ms. Shipley:
County Attorney	Marcus Shipley County Attorney, <County> County Courthouse	Dear Mr. Shipley:
County Manager	Jean Shipley County Supervisor, <County> County	Dear Ms. Shipley:
City or County Commissioners	The Honorable Jean Shipley Board of Commissioners of the City of <City>	Dear Commissioner Shipley: or - Dear Chairman Shipley:
City Mayor	The Honorable Marcus Shipley Mayor of <City>	Dear Mayor Shipley:
City Attorney or Counsel	Marcus Shipley City Attorney, City of <City>	Dear Mr. Shipley:
Sheriff	The Honorable Marcus Shipley Sheriff	Dear Sheriff Shipley:
School Board Members	The Honorable Marcus Shipley Board Member __ County School Board	Dear Mr. Shipley:
Property Appraisers/Tax Collectors	The Honorable Marcus Shipley Property Appraiser (or Tax Collector) __ County	Dear Mr. Shipley:

County and city commissioners refer to themselves differently depending on which city or county they represent (council member, commissioner, councilman, councilwoman, chairperson, etc). It is not standard across the board, so verify the job titles when addressing.

Frequently Used DOT Words And Phrases

- It is acceptable to use the form "I-75" when referring to the name of an interstate highway.
- If using abbreviations to name county, state, or federal roads, use the abbreviations US for federal highways (such as US 192), SR for state roads (such as SR 436), and CR for county roads (such as CR 427). These abbreviations should always be capitalized followed by a space before the number. Use the designation that is most commonly used (US 17-92 vs. SR 15-600).
- The phrase "state-maintained" is hyphenated when it is used to describe a road.
- "Statewide" is one word and is not hyphenated. It should not be capitalized unless it begins a sentence.
- "Department" should be capitalized when referring to DOT, but do not capitalize "departmental."
- "District" and "Districtwide" are capitalized when referring to specific DOT service areas with or without the number. Use Arabic numbers to avoid any possible confusion (such as District 5).
- Capitalize state, county, or city when they are part of a name, but type in lower-case when they stand alone.
 - State of Florida
 - A wonderful state
 - Volusia County
 - Your local county office
 - City of Winter Park
- Do not capitalize such words as charter, amendment, certificate, corporation, statement, permit, legislative, and trustee unless they are in a direct quote or part of a definite title. Do capitalize "Legislature" when referring to a specific body, such as "the 1998 Legislature." This rule also applies to words like district, ward, precinct, board, committee, commission, bureau, election, and member.
- Acronyms can be used in correspondence but should be identified the first time used. For instance: "The Metropolitan Planning Organization Advisory Council (MPOAC) submitted a request on January 1, 1998. The MPOAC requested. . ."