



DWI/OSS/BOS-L2007-501824-MW

WORKFORCE SYSTEMS LETTER NO.: 07-16**DATE:** September 24, 2007

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>WITH ATTACHMENTS</u>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> State Workforce Agencies	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Formula Grantees	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Discretionary Grantees	<input checked="" type="checkbox"/>

SUBJECT: Training Sessions for All ETA Grantees on the New ETA Financial Reporting Form (ETA 9130)

1. Purpose: To announce two training sessions on the new ETA financial reporting form (ETA 9130). These training sessions are intended to provide the U. S. Department of Labor, Employment and Training Administration's (ETA) formula and discretionary grantees in Region I with training on the use of ETA's new financial reporting form.

2. Background: ETA has developed a new quarterly financial reporting form (ETA 9130) which will be used by all ETA formula and discretionary grantees. This form will be used by WIA grantees that formerly used the ETA 9076 forms and by other formula and discretionary grantees that previously used the SF 269 form.

Use of the form will be implemented for the reporting quarter ending September 30, 2007. For all grantees, the ETA 9130 report will be due within 45 days after the end of the reporting quarter. All grantees will continue to report using ETA's on-line electronic reporting system.

The training will be conducted by staff from ETA's National Office and Region I. The first training session which will be conducted on October 23, 2007 is designed for WIA formula grantees who formerly reported on the ETA 9076 forms. The second training session which will be conducted on October 24, 2007 is designed for all other formula and discretionary grantees who formerly reported on the SF 269.

3. Target Audience: Grantees are encouraged to participate in these valuable training sessions. The training sessions are designed for the ETA formula and discretionary grantee staff who are responsible for the tracking, compiling and reporting of costs for ETA grants. Seating is limited to 50 persons per session; therefore, each grantee may send no more than two participants to the session. There is no registration fee for these sessions. Grantees are responsible for their travel costs.

4. Location: The training sessions for Region I grantees will be held at the DoubleTree Guest Suites Hotel at 400 Soldiers Field Road in Boston, Massachusetts 02134.

Each of the sessions will begin with registration at 7:00 a.m. The training sessions will run from 8:30 a.m. to 4:00 p.m. A continental breakfast and afternoon break will be provided. Lunch will be on you own.

A block of rooms has been reserved at the DoubleTree Guest Suites Hotel at 400 Soldiers Field Road in Boston, Massachusetts for the nights of October 22 and 23, 2007. The rooms are reserved under the group name "U. S. Department of Labor" with a room rate of \$220.00 + tax per night. Please contact the hotel directly at 617-783-0090 to make your room reservation. The cutoff date for hotel reservations is October 10, 2007.

Additional information concerning transportation to the hotel is provided on the Logistical Fact Sheet (attachment 2).

5. Registration: DTI, Inc. is providing logistical and on-site support for these training sessions. Each person who will attend one of the training sessions should complete the registration form (attachment 1) and fax it to Elizabeth (Betsy) Holran at 703-299-4589. Be sure to indicate on the registration form which session(s) you will attend. Please return your registration form no later than October 18, 2007.

As seating is limited, early registration is encouraged.

6. Inquiries: If you have any questions concerning the logistics for the sessions, please contact Betsy Holran at 703-299-1614. If you have questions concerning the content of the training sessions, please contact your Federal Project Officer.

Grace A. Kilbane
Regional Administrator

Attachments

**U.S. Department of Labor Employment and Training Administration
Financial Reporting Training**

REGISTRATION FORM

DoubleTree Guest Suites, Boston, MA

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- WIA Formula Grantees – October 23, 2007**
 Discretionary & All Other ETA Grantees – October 24, 2007
Please check which session you will be attending

PARTICIPANT INFORMATION

Please type or print your information as it should appear on each name badge.

First Name: _____

Last Name: _____

Organization: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Special Needs: Accessibility/Disability Assistance

Dietary

Other

PLEASE REMEMBER TO MAKE YOUR HOTEL RESERVATION
No later than: October 10, 2007 – DoubleTree Guest Suites Boston – (800) 222-8733

Group Name – “U.S. Department of Labor”

Registrations are due by October 18, 2007

Duplicate this form if you have more than one person attending. The completed registration form should be faxed to Betsy Holran at 703-299-4589. Contact Betsy at 703-299-1614 with any questions.

THIS FORM IS FOR CONFERENCE REGISTRATION ONLY

**U.S. Department of Labor/ETA
Training Session
Financial Reporting Training
October 23-24, 2007
Boston MA**

LOGISTICAL FACT SHEET

Lodging Location:

DoubleTree Guest Suites Boston
400 Soldiers Field Road
Boston, MA 02134
Phone: (617) 783-0090
Reservations: (800) 222-8733
Web-site: [Doubletree Guest Suites Boston](http://www.doubletree.com)

Please contact the hotel directly to make your reservation at the rate of \$220.00 plus tax per night. Ask for the "US Department of Labor" room block. You will be asked to give a credit card to guarantee your reservation. Hotel reservations must be made prior to Wednesday, October 10th. You will be responsible for all charges.

Cancellations:

If for some reason you need to cancel your attendance, please contact the DoubleTree Guest Suites directly to cancel your hotel reservations 24 hours prior to the day of arrival to avoid penalty.

Airport Transportation:

Located beside the scenic Charles River and Boston Esplanade recreational trails with panoramic views of the Boston and Cambridge skylines, the Doubletree is just 7 miles away from Logan International Airport.

Zebra Shuttle Service

Zebra Shuttle offers non-stop shuttle service to and from the airport and costs \$12.00 - \$18.00 one way per person. No reservations are necessary. For more information call 1-508-481-7300.

Red Line on the T

The Doubletree Guest Suites is a 15 minute walk from Central Square station of the "T" on the Red Line. For more information, please visit the Massachusetts Bay Transportation Authority website at www.mbtta.com

TAXI

Taxi fare is approximately \$30 one way.

Driving Directions:

Directions to the hotel may be printed out from the hotel webpage [Doubletree Guest Suites Boston](http://www.doubletree.com) under maps and directions.

Meeting Times:

WIA Formula Grantees - Tuesday, October 23, 2007:

Registration begins at 7:00am and the meeting will begin at 8:30am. The meeting will adjourn for the day at 4:00pm.

Discretionary Grantees - Wednesday, October 24, 2007:

Registration begins at 7:00am and the meeting will begin at 8:30am. The meeting will adjourn for the day at 4:00pm.

Miscellaneous:

Please fill out the registration form and return by fax to (703) 299-4589 **no later than Thursday, October 18th, 2007.**

If you have any other logistical questions, feel free to contact Betsy Holran at eholran@dtihq.com or by calling (703) 299-1614.