



BOS/RA-L2010-600580-TM

WORKFORCE SYSTEMS LETTER NO.: 10-08

DATE: March 30, 2010

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>ATTACHMENTS</u>
	<input type="checkbox"/> All Formula Grantees	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> All WIA Grantees	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> UI Directors	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Discretionary Grantees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SUBJECT: Fiscal and Administrative Training for Region 1 Discretionary Grantees
(Boston: April 28 – 30, 2010; New York City: May, 5 - 7, 2010)

1. **Purpose:** To announce U.S. Department of Labor, Employment and Training Administration (ETA) Region I training sessions for Discretionary Grantees' fiscal and administrative staff. To help ensure broad participation, two identical sessions will be held in consecutive weeks in two different locations.

ETA has made significant discretionary investments to a broad range of grantees over the past few years. Because of continued emphasis on accountability and transparency, and to ensure all Federal funds are invested in a manner that has the greatest impact on the communities served, this training session will cover a broad range of fiscal and administrative issues. The ETA Regional Office, through its oversight and technical assistance efforts, has identified a number of common fiscal and administrative issues and concerns. This training will target those areas.

Presenters will include fiscal and administrative staff from ETA's regional and national offices, Federal Project Officers, staff accountants, and Federal grant managers. This conference is an opportunity for attendees to not only learn from Federal fiscal and administrative experts, but also to share issues, concerns, and best practices with peers from across the region. A draft agenda is attached.

2. **Background:** Throughout Region I, there are more than 250 grants and more than \$380 million invested in discretionary programs. These investments involve programs related to ex-offenders, disadvantaged youth, dislocated workers, older workers, farm workers, and green jobs. With these significant investments comes the responsibility to operate with transparency and accountability. These training sessions will help ensure that discretionary grantee fiscal and administrative staff are fully trained and equipped to operate these programs in a manner that meets these high standards and expectations.
3. **Target Audience:** The training sessions are designed for discretionary grant staff responsible for fiscal and/or administrative matters. Several years have passed since the ETA Region I office last held fiscal and administrative training for discretionary grantees; consequently, the Regional Office will hold identical sessions in Boston and New York City. We plan to accommodate all registrants; however, meeting space is limited, so please register as soon as possible.

4. **Logistics:** The first training session will be held April 28 - 30, 2010, at the Taj Boston Hotel in Boston, Massachusetts. The meeting will begin at 1:00 p.m. on April 28 and conclude by 12:15 p.m. on April 30. The second session will be held May 5 - 7, 2010, at the Sheraton New York Hotel and Towers in New York, New York. The meeting will begin at 1:00 p.m. on May 5 and conclude by 12:15 p.m. on May 7. When registering, please select one site.

To register, please complete the attached form and send it to Ms. Tanya Hall via fax at (617) 788-0101 or via e-mail to hall.tanya@dol.gov by April 9, 2010. As mentioned above, the Regional Office plans to accommodate all registrants, but space is limited. If one session is over-subscribed, registrants may be asked to attend the other session.

A limited number of hotel rooms have been held in each location under the name, "U.S. Department of Labor Discretionary Grantee Meeting."

- If you plan to attend the Boston session, please contact the Taj Boston Hotel (<http://www.tajhotels.com/boston/>) at 877-482-5267. Hotel rooms are being reserved at the daily rate of \$231, plus applicable taxes.
- If you plan to attend the New York City session, please contact the Sheraton New York Hotel & Towers (<http://www.sheraton.com/newyork>) at 888-627-7067. Hotel rooms are being reserved at the daily rate of \$229, plus applicable taxes.

Hotel reservations are the responsibility of each attendee and must be made **no later than April 16, 2010**. After this date, special rates and/or availability cannot be guaranteed. In order to guarantee your room, please be sure to provide a major credit card when making your reservation. Room and tax charges, along with all incidental charges, are the responsibility of each individual and must be paid upon departure.

5. **Inquiries:** If you have any questions concerning logistics, please contact Ms. Tanya Hall at (617) 788-0120 or hall.tanya@dol.gov. If you have questions concerning programmatic content, please contact your Federal Project Officer or Mr. Trevor Capon at (617) 788-0391 or capon.trevor@dol.gov.



Holly C. O'Brien
Acting Regional Administrator

Attachment

AGENDA

(dated 3/29/2010)

Fiscal and Administrative Training for Region 1 Discretionary Grantees (Boston: April 28 – 30, 2007; New York City: May 5 -7, 2007)

DAY 1	Boston – April 28, 2010		New York City – May 5, 2010
11:00 – 01:00 p.m.	Registration		
01:00 – 01:15 p.m.	Welcome Holly O'Brien Acting Regional Administrator		
01:15 – 01:45 p.m.	Conference Overview “Grant package/grant process”		
01:45 – 02:00 p.m.	Break - 15 minutes		
	Track 1	Track 2	Track 3
02:00 – 03:15 p.m.	Modifications	Equal Opportunity /Salary&Bonus/Intellectual Property	Budget Management
03:15 – 03:30 p.m.	Break – 15 minutes		
03:30 – 04:45 p.m.	Allowability of Costs	Cost Allocation	Cash Management

DAY 2	Boston – April 29, 2010		New York City – May 6, 2010
	Track 1	Track 2	Track 3
08:00 – 09:15 a.m.	Cost Allocation	Modifications	Equal Opportunity /Salary&Bonus/Intellectual Property
09:15 – 09:30 a.m.	Break – 15 minutes		
09:30 – 10:45 a.m.	Procurement & Contracting	Cash Management	Modifications
10:45 – 11:00 a.m.	Break – 15 minutes		
11:00 – 12:15 p.m.	Financial Reporting	Internal Controls	Allowability of Costs
12:15 – 01:15 p.m.	Lunch		
01:15 – 02:30 p.m.	Cash Management	Procurement & Contracting	Cost Allocation
02:30 – 02:45 p.m.	Break – 15 minutes		
02:45 – 04:00 p.m.	Budget Management	Financial Reporting	Procurement & Contracting
04:00 – 04:15 p.m.	Break – 15 minutes		
04:15 – 05:30 p.m.	Internal Controls	Allowability of Costs	Financial Reporting

DAY 3	Boston – April 30, 2010		New York City – May 7, 2010
	Track 1	Track 2	Track 3
08:30 – 09:45 a.m.	Equal Opportunity /Salary&Bonus/Intellectual Property	Budget Management	Internal Controls
09:45 – 10:00 a.m.	Break – 15 minutes		
10:00 – 11:00 a.m.	General Items –1512, A-133		
11:00 – 12:00 p.m.	Question & Answer Panel		
12:00 – 12:15 p.m.	Closing Remarks Holly O'Brien Acting Regional Administrator		

**U.S. Department of Labor—Region 1
Employment and Training Administration (ETA)**

*Fiscal and Administrative Training Sessions for
Region 1 Discretionary Grantees*

Taj Boston Hotel
Boston, Massachusetts
April 28 – 30, 2007

The Sheraton New York Hotel & Towers
New York, New York
May 5 -7, 2007

Please type or print your information, as it should appear on each name badge. Each attendee needs to fill out a registration form. For questions regarding registration, please contact Tanya Hall at 617-788-0120 or hall.tanya@dol.gov.

PARTICIPANT INFORMATION

I wish to attend the following session (please chose only one):

Boston

New York City

First Name: _____

Last Name: _____

Organization: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Fax: _____

Email: _____

Special Needs: Accessibility/Disability/Assistance/ Dietary

Registrations must be made no later than April 9, 2010.

Early registration is appreciated.

**Please fax or email this completed registration form to Tanya Hall at 617/788-0101
or hall.tanya@dol.gov.**

Please remember to make your hotel reservation by April 16, 2010.

Rooms are reserved under the name, “U.S. Department of Labor Discretionary Grant Meeting”

*PLEASE NOTE: By faxing/emailing this form, you are registering for the conference itself.
Room reservations are made separately by each attendee.*