

**Conference Agenda**  
**The Earmark Training Conference**  
Hosted by the Philadelphia Earmark Center of Excellence (PEC)

**\*\*\* Click on the session name to access the presentation used in that particular session \*\*\***

**DAY ONE**

**7:30-8:45 am** Registration

**9:00 am** Welcome

**9:15 am** Conference Overview

**9:30 am** [Background on Earmark Grants and the Award Process](#)

**10:30 am** B - R - E – A - K

**10:45 am** [Overview of Grant Requirements](#)

**11:45 am** LUNCH (on your own)

**1:15 pm** [Collaboration with the Workforce Investment System: WIA & WIRED](#)

**2:15 pm** B - R - E – A - K

**2:30 pm** Concurrent Workgroups:  
[Writing an Acceptable Earmark Proposal](#)

**5:00 pm** Wrap-up & Adjourn—End of Day 1

## DAY TWO

- 9:00 am** Performance Measurement and Management
- 10:00 am** B - R - E – A - K
- 10:15 am** Concurrent Workgroups Resume  
Budgeting for an Earmark Proposal

**12:00 pm** LUNCH (on your own)

**After lunch grantees will divide into two tracks: (1) Program and (2) Fiscal**

### 1. Program Track

- 1:30 pm** Concurrent Workgroups Resume  
Finalizing the Proposal
- 3:00 pm** B - R - E – A – K
- 3:15 pm** Financial Management for Project Administrators
- 5:00 pm** Wrap-up & Adjourn--End of Day 2

### 2. Fiscal Track

During these sessions, grantee accounting staff will meet with financial management experts for the following workshops:

- 1:30 pm** Overview of Federal Financial Management Requirements for Grantee Accounting Staff
- 3:00 pm** B - R - E – A - K
- 3:15 pm** Cost Allocation, Indirect Cost, and Administrative Costs
- 5:00 pm** Wrap-up & Adjourn--End of Day 2

## **DAY THREE**

**8:00–9:00 am** Performance Technical Assistance Session  
(Optional)

**9:00 am** **Project Evaluation**

**10:00 am** Q & As/Remarks

**10:30 am** B - R - E – A - K

**10:45 am** Meeting with Your Regional Office  
Representative(s)

**12:00 pm** Wrap-up & Adjourn