



**One-Stop & ETA Grant Programs Comprehensive Financial Management Training
San Francisco, CA April 26-30, 2004**

Topical Agenda (*DRAFT*)

Monday, April 26th

- 1:00 – 2:00: Registration (Hotel Nikko, San Francisco, CA)**
- 2:00 – 2:15: Welcoming Remarks**
- 2:15 - 3:30: Plenary Session: Improving Service Delivery & Customer Satisfaction**
- 4:00 – 5:30 Plenary Session: Training Overview, Learning Objectives, and WIA Reauthorization**
- 5:30-6:30 Networking Reception**

Tuesday, April 27th (Financial Management in the One-Stop System)

- Identification of Shared Costs & Budgets**
- Proportionate Share and Cost Allocation**
- Financial Clinics (opportunity for individual consultations)**
- Resource Sharing and Resource Sharing Agreements**
- Plenary: Case Studies of One-Stop Financial Management**

Wednesday, April 28th (Financial Management for ETA grant Programs)

- Fund Distribution, Financial Management Systems, & Cash Management**
- Cost Principles & Allowable Costs**
- Financial Clinics (opportunity for individual consultations)**
- Cost Classification & Program Income**
- Records Retention, Closeout, & Resources**

Thursday April 29th (Financial Management for ETA grant Programs)

- Cost Allocation**
- Financial Reporting**
- Financial Clinics (opportunity for individual consultations)**
- Property Management and Procurement**
- Audits and Audit Resolution**

Friday, April 30th

- Plenary Session: Dept. of Labor Office of Inspector General staff: Recent Trends in Audits**
- Closing Plenary: Qs & As, Future Technical Assistance opportunities**
- Adjourn: approximately 11 am**

U.S. Department of Labor – ETA
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LOGISTICAL FACT SHEET

Lodging Location:

Hotel Nikko San Francisco

222 Mason Street
San Francisco, CA 94102

Phone: (415) 394-1111
<http://www.hotelnikkosf.com>

Meeting Location:

The training will be at the Hotel Nikko San Francisco. Conference registration will open on Monday, April 26, 2004 at 1 pm. **The training kicks off with a General Session from 2-5 pm. The complete session will end Friday the 30th at about 11:00 am.**

Registration Info:

Registration is by fax or mail only. Please print out the Registration Form and fax to Ellen Lupinski's attention at (703) 299-4589 or mail to: DTI Associates, Inc., ATTN: EL, 2920 South Glebe Rd, Arlington, VA 22206. **Registration Deadline is April 16, 2004.**

Register Soon! Attendance will be limited to 250. We will accept a maximum of 2 attendees per organization.

Reservations:

Please call the Hotel Nikko (415) 394-1111 to make your reservation. The group rate of \$139.00 + tax will be honored by identifying yourself as a member of the **US Department of Labor Financial Management Meeting**. The group rate is available three days before and after the meeting if you would like to extend your stay (subject to space availability).

All hotel reservations must be made by April 2, 2004. Our group room rate cannot be guaranteed after this date.

Cancellations:

If for some reason you need to cancel your attendance, please contact the Hotel Nikko directly to cancel your reservations 48 hours prior to the day of arrival to avoid penalty. Please also contact Ellen Lupinski with notice of your cancellation.

**Airport
Transportation:**

San Francisco International Airport is about 25 minutes from the Hotel Nikko. Super Shuttle is located on the second level of the terminal, and costs \$17 each way. A taxi from the airport to the hotel will cost approximately \$40.

Parking:

Valet parking is available to overnight guests of the hotel for a fee of \$39 per day.

For logistical questions, contact Ellen Lupinski at 703-299-1618 or elupinski@dtihq.com.
For program questions, contact Evelyn Denwiddie of ETA at 202-693-3340, denwiddie.evelyn@dol.gov or Robert White of DTI at 703-299-1607, rwhite@dtihq.com

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REGISTRATION FORM

Deadline to Register: April 16, 2004

Hotel reservation deadline: April 2, 2004

Please type or print clearly

Name: _____
(First) (Last)

Title: _____

Organization: _____

Mailing Address: _____

City State Zip

Phone: _____ Fax: _____

Email: _____

I will be attending: **One-Stop Training only (Monday-Tuesday)**_____
 ETA Grant Programs Training only (Wednesday-Friday)_____
 Complete Program (Monday-Friday) _____

You will receive an email confirmation within 2 days of receipt of registration form.

Please fax to Ellen Lupinski (703) 299-4589 or mail (with ATTN: EL) to
DTI Associates, Inc., 2920 South Glebe Rd, Arlington, VA 22206

*If you have any questions regarding the logistics of this meeting or have special needs,
please call Ellen Lupinski (703) 299-1618, or email: elupinski@dtihq.com*