
Recovery and Beyond: Paving the Road to Economic Stability Discretionary Grantee Conference

February 15-17, 2011
Crowne Plaza Hotel
Philadelphia, PA

Conference Goals

Tuesday

FEBRUARY 15TH

- ✓ **New Grantee Orientation**
Provide new grantees with the information necessary for managing grants and being good stewards of Federal funds. Familiarize grantees on fiscal responsibilities, the role of the Regional Office and managing the grant award package.

Wednesday

FEBRUARY 16TH

- ✓ **Maximize Partnership Potential**
Emphasize and share successes on the road to recovery via discussions on partnership, green and the economy. Highlights will include a motivational speaker, Federal collaborations and predictions for economic recovery.

Thursday

WEDNESDAY 17TH

- ✓ **Effective Grant Management**
Breakout sessions discussing monitoring, performance tracking and rules for successful grant management; small group discussion on strategies that work; peer-to-peer exchange with fellow grantees to share successes and discuss common challenges; and an opportunity for Federal Project Officers to provide technical assistance.

Registration

3:00 p.m. – 6:00 p.m.	MONDAY EVENING REGISTRATION
8:00 a.m. – 5:00 p.m.	TUESDAY REGISTRATION
8:00 a.m. – 9:00 a.m.	WEDNESDAY MORNING REGISTRATION
7:00 a.m. – 8:00 a.m.	THURSDAY MORNING REGISTRATION

Tuesday, February 15, 2011

9:00 a.m.	Welcome and Opening Remarks	Room Liberty
9:15 a.m.	Plenary: Understanding the Role of the Regional Office This session will provide: ETA's mission and vision; a view of the ETA organization; the role of the Regional Office; and an introduction to your FPO.	Room Liberty
9:45 a.m.	Plenary: Understanding the Grant Award Package This session includes a review of each section of the grant award package.	Room Liberty
10:45 a.m.	Break	
11:00 a.m.	Plenary: Grants Management 101 This session will provide information on several key components of the grant management process: performance outcomes, tracking performance, grant monitoring and grant modifications.	Room Liberty
11:45 a.m.	Lunch (on your own)	
1:00 p.m. (includes two 15 min. breaks)	Plenary: Fiscal Primer This session will provide details on fiscal topics, such as: Uniform Administrative Requirements, Selected Items of Cost, and Indirect Cost Rate Agreements.	Room Liberty
4:30 p.m.	Adjourn	

Wednesday, February 16, 2011

9:00 a.m.	Welcome and Opening Remarks	Room Liberty
9:15 a.m.	Panel: The Economy in 2011 Where is the new economy taking us and where have we been as an organization? What role will your discretionary grant play in stabilizing the economy in 2011? LMI grantees will share where the green jobs are and their successes in training participants and getting them jobs.	Room Liberty
10:45 a.m.	Break	
11:00 a.m.	Plenary: The Path to Overcoming Hurdles to Partnership This session features the Pathways Out of Poverty grantees located in Philadelphia. This session will present obstacles to partnership; the use of shared resources within the city; and how the grantees collaborate to build successful partnerships.	Room Liberty
12:15 p.m.	Lunch (on your own)	
1:30 p.m.	Panel: Strategies for Serving Disadvantaged Populations Grantees struggle with serving populations that have barriers to employment. This session will highlight how some grantees are able to achieve successful outcomes with these populations. Featured grantees include: Youthbuild, Older Workers and Disabled Workers grantees.	Room Liberty
3:00 p.m.	Break	
3:15 p.m.	Plenary: Creating Effective Partnerships This session will help grantees tackle the challenges involved in developing and managing partnerships and will incorporate some best practices for grantees to use in forming effective partnerships.	Room Liberty
4:15 p.m.	Plenary: Legislative Outlook and Updates A forecast of future funding sources, and the impact of the new administration on ETA programs.	Room Liberty
4:45 p.m.	Adjourn	

Thursday, February 17, 2011

8:00 a.m.	Opening and Recap	Room Liberty
8:15 a.m.	Workshops: Round One Workforce3One: Using E-Learning Tools to Stay Connected Monitoring Your Investment Grant Management Rules of the Road – Part 1 To Mod or Not to Mod?	Room Independence Liberty A Liberty B Liberty C
9:30 a.m.	Workshops: Round Two Guide to Federal Funding in ETA Monitoring Your Investment Grant Management Rules of the Road – Part 2 Keeping Great Participant Files	Room Independence Liberty A Liberty B Liberty C
10:45 a.m.	Break	
11:00 a.m.	Plenary: Building Partnerships for Effective Employability Development Quality of life depends, in part, on meaningful work, income opportunities, asset accumulation, nurturing and healthy relationships, education and workplace skills, support networks and community knowledge. One sector or agency working alone cannot address all of these issues. Rapid changes occurring in demographics, the labor market and technology, together with the economic crises, make change in how we do business inevitable and partnership essential. This session will provide an overview of some of the systemic dilemmas confronting all of us working toward similar goals with similar populations and offer a three tiered model for more effective practice. The information and analysis provided in a supply-demand portrait will challenge us to reconsider traditional roles and responsibility for government, business, philanthropy and the non-profit community.	Room Liberty
12:15 p.m.	Lunch (on your own)	
1:30 p.m.	Workshops: Round Three Guide to Federal Funding in ETA From On-the-Job Training to Permanent Employment To Mod or Not to Mod Keeping Great Participant Files	Room Independence Liberty A Liberty B Liberty C
2:45 p.m.	On-Site Technical Assistance and Peer-to-Peer Exchange An opportunity for grantees to participate in a Peer-to-Peer Exchange with fellow grantees, as well as to meet with FPOs to discuss issues, concerns or other grant matters.	Room Technical Assistance – Independence Recent Reports Support – Liberty A Upcoming Desk Reviews – Liberty B Experience Exchange – Liberty C

4:00 p.m.

Adjourn

Workshop Descriptions:

To Mod or Not to Mod

Your grant proposal and budget are considered binding, and making changes often requires prior ETA approval. This session explains what ETA requires of grantees, and will cover the paperwork and process you need to know. Modifications such as budget realignments, equipment purchases, time extensions and statement of work changes will be discussed. This session is a winner for any attendee that might ever want to modify a grant.

Keeping Great Participant Files

This session will highlight the participant information ETA expects grantees to collect and maintain over the life of a grant. This session lends itself well to grantees that provide direct job training and placement services.

Using E-Learning Tools to Stay Connected

Workforce³ One is an e-learning, knowledge sharing webspace that offers workforce professionals, employers, economic development, and education professionals a dynamic network featuring innovative workforce solutions. Online learning events, resource information, and tools help organizations learn how to develop strategies that enable individuals and businesses to be successful in the 21st century economy.

Grant Management Rules of the Road

This presentation will share, outline and detail the top ten rules of grant management. Examples to be shared are: Procurement Issues, The Close-Out Process and Fidelity to your statement of work.

Guide to Federal Funding in ETA

This workshop will provide tips on: ETA's competitive grant opportunities; understanding the SGA; preparing to write the proposal; and where to go for further information.

Monitoring Your Investment

This session will provide an overview of what a Federal monitoring review may consist of and the responsibilities that grantees have in monitoring their sub-recipients. The various components of monitoring will be addressed, such as technical performance, financial accountability, timeliness, and much more.

From On-the Job Training to Permanent Employment

On-the-job training (OJT) is a training strategy that the workforce investment system can offer local employers and job seekers. This strategy is particularly important during the current economic environment. OJT puts unemployed workers back to work earning a wage while receiving training. This session will discuss the resources that are available to help Discretionary Grantees learn how to implement OJT in your area.