



SESSION DESCRIPTIONS

Welcome And Opening, January 26

This session will provide introductions, an overview of the day's agenda and a discussion on why ETA has provided grant funds to participants.

Leo Miller and Keith Hubert, DOL/ETA

The Grant Award Package

All ETA grantees receive a grant award package. This session will summarize the major components of the award package (Notice of Obligation, Execution Letter, 424 Application, Statement of Work, 424a Budget, Assurances & Certifications, and Special Clauses & Conditions). The implications of each component will be discussed as well as maintenance the award package over the life of the project.

Presenter: Keith Hubert and Chris Ransome, DOL/ETA

Planning, Tracking and Delivering Your Project

This session will provide information on several key components of the grant management process.

Presenters: Holly Blake and Kimberly Smith, DOL/ETA

Uniform Administrative Requirements

This session will provide information on the administrative, financial and internal control regulations that govern all grantees.

Judi Fisher, DOL/ETA

Reporting

Performance Reporting

Completing timely and accurate program reports is a grantee requirement. This session will discuss quarterly program reports all grantees are required to complete; highlighting required information and proper completion and submission.

Presenters: Kenisha Davis and O'Shell Howell, DOL/ETA

9130 Reporting

Completing timely and accurate financial reports is a grantee requirement. This session will discuss in detail the 9130 financial report all grantees are required to complete; highlighting required information and proper completion and submission.

Presenter: Jason Yucis, DOL/ETA

***Recovery Act: 1512 Reporting***

ARRA Grantees Only (All non-recovery grantees may take a break and return at 3:45pm)

The President has called for an unprecedented level of transparency and accountability for Recovery Act investments and each ETA Recovery Act grantee must be familiar with the reporting requirements in Section 1512 of the Act. OMB has established a public Web site upon which detailed grantee performance reports are to be posted not later than 10 days after the end of each calendar. Workshop attendees will gain an overview of Section 1512 reporting requirements, important details of the reporting requirements as well as tools to help meet recipient responsibilities.

Judi Fisher and Jim Aaron, DOL/ETA

Keeping In Compliance

This session will review ETA rules and expectations that will help keep grantees in compliance with Federal guidelines and out of trouble. Topics will include: drawdowns, record keeping, prior approvals, reporting requirements, financials, and equipment inventories.

Presenters: Jason Yucis and Melissa Lehman, DOL/ETA

**Welcome And Opening, January 27**

This session will provide introductions, an overview of the day's agenda and an overview of the conference purpose

Leo Miller and Keith Hubert, DOL/ETA

The State of the Economy in the Mid-Atlantic States

This session will focus on the state of the economy in the Mid-Atlantic states. Specifically, Mr. Perrins will give a snapshot of the region's circumstances, what industries are suffering most, what industries are growing, and if labor statistics are capturing all the problems.

Speaker: Gerald Perrins, Regional Economist
Mid-Atlantic Information Office, Bureau of Labor Statistics, DOL

Items of Cost

Grant funding must be spent in accordance with three basic rules, the item or service purchased must be: necessary, reasonable, and allowable. This session will deal with the allowability of expenditures, using the cost principles as a guide.

Judi Fisher, DOL/ETA

Day One Breakout Sessions**Performance Reporting**

This session will provide attendees with an overview of ETA performance requirements with a focus on data collection, data processing and reporting results, including expected outcomes.

Presenters: Ed Bowman and O'Shell Howell, DOL/ETA

Categories of Cost

This session will define the difference between Program and Administrative costs, and explain why grantees need to identify and report them separately. The distinction between Administrative costs and costs contained in Indirect Cost Rate Agreements will be made. Additionally, Program Income and its treatment will be discussed.

Presenter: Keith Hubert, DOL/ETA

**ETA Program Basics**

ETA operates several programs with the goal of assisting American workers in finding and keeping employment.

This session will provide an overview of the Agency's mission and discuss the various programs that are funded via formula, as well as programs that are funded competitively.

Presenters: Jim Aaron, DOL/ETA

Cost Allocation

This workshop will review cost pools, cost allocation plans, time distribution and will describe processes by which costs are properly allocated to their appropriate funding streams (such as your ETA grant).

Leo Miller, DOL/ETA

Monitoring

This session will provide an overview of what a Federal monitoring review may consist of and the responsibilities 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.

Presenters: Kenisha Davis, DOL/ETA

Linking with the Workforce Investment System

Workforce development is bigger than one individual grant. This panel will discuss programs at the local, state, and Federal level – and why & how grantees should link with these resources to improve project services.

Presenters: Jim Aaron, DOL/ETA

Procurement & Contracting

This session will present the standards and principles governing the procurement of goods and services with Federal funds. Methodologies for procurement and the development of policies & procedures will be addressed.

Judi Fisher, DOL/ETA



Reflections on Day One, January 28
Kenisha Davis, DOL/ETA

This session will provide an overview of yesterday's sessions and provide and outline the day's agenda.

The Green Jobs Movement

The term "green," prevalent in our current national dialogue, is widely applied to a substantial variety of products, services, and even lifestyle or consumer choices. Gain ideas how to think about the "green" economy and how these ideas apply to the workforce system.

Speaker: Keith Hubert, DOL/ETA

How to Stay Out of Jail

This session is an easy overview of the most commonly seen issues that arise in grantee audits. The session will deal with several important areas of compliance including cost allocation, internal controls, and allowability.

Speaker: Leo Miller, DOL/ETA

Day Two Breakout Sessions

Grant Modifications

It is not unusual that grantees want to make changes to their grants; budgets, statements of work, periods of performance, etc. This session will explain the Grant Modification process. Content will include an overview of the process, authority to make changes, and the roles of the grantee, FPO, and the Regional and National Offices.

Presenters: Chantal Watler and Barbara Shelly,
 DOL/ETA

9130 Reporting

Completing timely and accurate financial reports is a grantee requirement. This session will discuss in detail the 9130 financial report all grantees are required to complete; highlighting required information and proper completion and submission.

Presenter: Jason Yucis, DOL/ETA

Indirect Cost Agreements

This workshop will discuss why and when organizations may want to consider getting an Indirect Cost Agreement and the process involved. Included in the discussion will be Agreement cost principles, cost allocation plans, federal cognizance, types of indirect cost rates, and more.

Presenter: Stephen Cosminski, DOL/OASAM

Grant Closeout

Eventually, all ETA grants end. ETA requires that grantees complete a final programmatic and financial "Closeout." This session will discuss the Closeout timeline and requirements, as well as offer suggestions as to what grantees can do over the life of the grant to ensure a smooth Closeout.

Presenter: Ed Bowman, DOL/ETA



Uniform Administrative Requirements

This session will provide information on the administrative, financial and internal control regulations that govern all grantees.

Judi Fisher, DOL/ETA