



Agenda at a Glance

New Grantee Pre-Conference Session- January 26, 2010

8:00am – 9:00am	Registration
9:00am – 9:30am	Welcome <i>Opening Remarks</i>
9:30am – 10:30am	The Grant Award Package
10:30am – 10:45am	Break
10:45am – 11:45am	Planning, Tracking and Delivering your Project
11:45am – 1:00pm	Lunch (On your own)
1:00pm – 2:00pm	Uniform Administrative Requirements
2:00pm – 3:30pm	Reporting
3:30pm – 3:45pm	Break
3:45pm – 4:45pm	Keeping In Compliance
4:45pm	Adjourn

Day One - January 27, 2010

8:00am – 9:00am	Registration
9:00am – 9:30am	Welcome <i>Opening Remarks</i>
9:30am – 10:30am	Plenary <i>State of the Economy in the Mid-Atlantic States</i>
10:30am – 10:45am	Break
10:45am – 11:45am	Plenary <i>Items of Cost</i>
11:45am – 1:00pm	Lunch (on your own)

1:00pm-2:30pm	Breakout Sessions
•	<i>Performance Reporting - Claypoole Room</i>
•	<i>Categories of Cost - Flower Room</i>
•	<i>ETA Program Basics - Bromley Room</i>
•	<i>Cost Allocation - Ballroom</i>
•	<i>Monitoring - Reynolds Room</i>

2:30pm – 2:45pm	Break
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2:45pm-4:15pm	Breakout Sessions
•	<i>Performance Reporting - Claypoole Room</i>
•	<i>Categories of Cost - Flower Room</i>
•	<i>Procurement & Contracting - Ballroom</i>
•	<i>Linking with the Workforce System - Bromley Room</i>
•	<i>Monitoring - Reynolds Room</i>

4:15-4:45pm	Closing Comments <i>Lenita Jacobs-Simmons ETA Regional Administrator</i>
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4:45pm	Adjourn
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Day Two - January 28, 2010

9:00am – 9:30am	Reflections on Day One
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9:30am – 10:30am	Plenary <i>The Green Jobs Movement</i>
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10:30am – 11:30am	Plenary <i>How to Stay Out of Jail</i>
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11:30am – 12:45pm	Lunch (On your own)
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12:45pm-1:45pm	Breakout Sessions
•	<i>Grant Modifications - Claypoole Room</i>
•	<i>9130 Reporting - Ballroom</i>
•	<i>Indirect Cost Agreements - Flower Room</i>
•	<i>Grant Closeout - Bromley Room</i>
•	<i>Uniform Administrative Requirements - Reynolds Room</i>

1:45pm – 2:00pm	Break
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2:00pm – 3:00pm	Breakout Sessions
•	<i>Grant Modifications - Claypoole Room</i>
•	<i>9130 Reporting - Ballroom</i>
•	<i>Indirect Cost Agreements - Flower Room</i>
•	<i>Grant Closeout - Bromley Room</i>
•	<i>Uniform Administrative Requirements - Reynolds Room</i>

3:00pm	Adjourn
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