

**U.S. Department of Labor**

**Employment and Training Administration  
Sam Nunn Atlanta Federal Center  
Room 6M12 - 61 Forsyth Street, S.W.  
Atlanta, Georgia 30303**



January 14, 2003

MEMORANDUM FOR: ALL STATE WORKFORCE LIAISONS  
ALL STATE WORKFORCE AGENCIES  
ALL LOCAL WORKFORCE INVESTMENT AGENCIES  
ALL WELFARE-TO-WORK GRANTEES  
ALL FAITH-BASED GRANTEES  
ALL EARMARK AND OTHER DISCRETIONARY GRANTEES

FROM: *Helen N. Parker*  
HELEN N. PARKER  
Regional Administrator

SUBJECT: U. S. Department of Labor (DOL) Region 3 Fiscal Form

1. Purpose. To announce the DOL Region 3 Fiscal Forum to be held in Chattanooga, Tennessee, on August 18-21, 2003, at the Marriott Chattanooga – Convention Center. The forum will provide two critical workshops in the area of Financial Management – Contract Procurement and Accrual Reporting.
2. References. The Workforce Investment Act (WIA) of 1998 and Federal Acquisition Regulations codified at Title 48, Code of Federal Regulation, Part 31, Contract Costs Principles and Procedures.
3. Background. Through communication with our customers in the workforce development community and information gathered during our on-site technical assistance and compliance reviews, we have planned a series of customized financial workshops that will focus on and resolve issues or concerns surfaced during those reviews. These training sessions should be beneficial to our State and local agencies.

To begin our series of workshops, we will focus on two areas that significantly impact the expenditure of WIA funds. As you know, the Employment and Training Administration continuously reviews the expenditure rate of its grantees with emphasis on expending WIA funds. As you will recall, we had a rescission in the dislocated worker program because of low expenditure levels. While programmatic considerations may be a major reason for the low expenditure levels, we have learned through on-site reviews that many grantees are not reporting expenditures on an accrual basis, which significantly affects the level of expenditures reported in the WIA program. Therefore, one of our workshops will be on “Accrual Reporting” in the Employment and Training arena.

Additionally, we have determined that many DOL grantees need formal training in procurement and contracting fundamentals, particularly at the local level. The second workshop will focus on those fundamentals.

4. Logistics. The registration fee for the Forum is \$35.00. Attendees may register by completing and returning the attached registration form and check or money order to this office, Attention: Nzinga Terrell. The check should be made payable to MJ Phillips Company.

The Region 3 Fiscal Forum is scheduled to begin on Monday, August 18, 2003, at 1:00 p.m. in Chattanooga, Tennessee, and conclude on Thursday, August 21 at 3:00 p.m. The Forum will be held at the following location:

Chattanooga Marriott  
2 Carter Plaza  
Chattanooga, Tennessee 37402

A block of rooms has been set aside at a single rate of \$55.00 or double rate of \$65.00, plus 15.25% applicable taxes per night. Reservations may be made by calling the hotel at (423) 756-0002; reference the DOL Region 3 Fiscal Forum. To ensure room and rate availability, you are encouraged to make your reservations by no later than Monday, August 4, 2003. Room availability cannot be guaranteed after that date.

5. Continuing Education Units (CEUs). CEUs will be offered through the Missouri Training Institute, University of Missouri at Columbia. To obtain the CEUs, each participant will complete an Affidavit of Attendance at the end of each workshop. The affidavits will be collected and forwarded to the Missouri Training Institute and each participant should receive certification by U.S. Mail no later than 60 days after the end of the conference. The cost of the CEUs is included in the registration fee.

6. Attendance. It is requested that State Workforce Agencies and Liaisons, Local Workforce Investment Areas (LWIAs), and other DOL grantees in Region 3 participate in this informative forum. The "Accrual Reporting" workshop is intended for those individuals who are involved in the **data collection and reporting process, as well as the financial staff who maintain the books and records**. The "Procurement and Contracting" workshop is intended for those staff involved in the **planning, solicitation, negotiation, administration, and monitoring of contracts**.

7. Action. Recipients of this issuance are requested to provide this information to appropriate staff and encourage their attendance. Participants planning to attend this workshop should immediately complete the attached registration form and submit payment to this office no later than Friday, August 8, 2003. This Forum is limited to the first 150 registrants, so please be prompt with your registration.

8. Inquiries. Questions regarding this issuance may be directed to Felicia Martin, Linda Scott or Virginia Mays in the Office of Financial and Administrative Services at (404) 562-2095.

9. Expiration Date. August 21, 2003.

Attachment