

U.S. Department of Labor

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



March 30, 2005

WIA AND SWA ISSUANCE NO. 05-05

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

1. Purpose. To announce the DOL Region 3 Fiscal Forum to be held in Atlanta, Georgia, on April 26-29, 2005, at the Atlanta Marriott Perimeter Center. The Forum will provide crucial information in the area of grants administration, with an emphasis on improving grants management accountability and performance in DOL programs.

2. References. The Workforce Investment Act (WIA) of 1998, as codified in Title 20 Code of Federal Regulations (CFR), Parts 660-667; Title 29 CFR Part 95, Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations; and Part 97, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

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 three-day Fiscal Forum that will address financial and administrative subject matter as it relates to compliance with the Workforce Investment Act (WIA). The Forum will address the need to improve grants management, which is a high priority item in the Employment and Training Administration. There will be coverage in significant areas such as financial analysis, common performance measures, and grant closeout. Our goal is to ensure that grant recipients are provided clear and accessible information on how to comply with the requirements of WIA and other applicable regulations.

4. Logistics. The Region 3 Fiscal Forum is scheduled to begin on Tuesday, April 26, 2005, at 1:00 p.m. and conclude on Friday, April 29, 2005, at noon. The Forum will be held at the following location:

Atlanta Marriott Perimeter Center
246 Perimeter Center Parkway
Atlanta, Georgia 30346
(770) 394-6500

A block of rooms has been set aside at a rate of \$113.00, excluding tax, for a single or double room. Reservations may be made by calling the hotel at (770) 394-6500 and referencing the DOL Region 3 Fiscal Forum. **To ensure room and rate availability, you are encouraged to make your reservations no later than Friday, April 15, 2005.** The room rate and availability cannot be guaranteed after that date.

The registration fee for the Forum is \$150.00. Attendees may register by completing and returning the attached registration form and check or money order to this office, attention: Cecelia Ford. **The check should be made payable to the Georgia Department of Labor.**

A shuttle operates van and limousine services between Hartsfield International Airport and the Atlanta Marriott Perimeter Center. The current rate is \$25.00 per person one way and \$40.00 round-trip. For reservations, please call (770) 619-5336. The cost to ride the Metro Atlanta Rapid Transit Authority (MARTA) is \$1.75. Travelers will take the North Springs train to the Dunwoody Station. The hotel is located across from the train station.

5. Attendance. It is requested that State Workforce Agencies and Liaisons, Local Workforce Investment Areas (LWIAs), Faith-based, Discretionary, Earmark, and other DOL grantees in Region 3 participate in this informative Forum.

6. 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 it with payment to this office no later than Friday, April 15, 2005.** This Forum is limited to the first 200 registrants, so please be prompt with your registration.

7. Inquiries. Questions regarding this Issuance may be directed to Cecelia Ford or Jim Schlottman in the Office of Systems Support at (404) 562-2095.

8. Expiration Date. April 29, 2005.

Helen N. Parker

HELEN N. PARKER
Regional Administrator

Attachments

REGISTRATION FORM

USDOL-ETA Region 3 Fiscal Forum – Atlanta Marriott Perimeter Center
April 26-29, 2005

NAME: _____

TITLE: _____

PROGRAM: (WIA, Faith-based, Earmark, Discretionary, etc.) _____

AGENCY: _____

ADDRESS: _____

STATE: _____ ZIP: _____

PHONE: (____) _____

E-MAIL ADDRESS: _____

METHOD OF PAYMENT: Check one

Agency Check : _____ Personal Check : _____

Checks should be made payable to the Georgia Department of Labor

Please send Registration Form and check to the following address:

U. S. Department of Labor
Employment and Training Administration
Room 6M12 – Attn: Cecelia Ford
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
Phone: (404) 562-2095
Fax: (404) 562-2150

Payment must be received in this office by Friday, April 15, 2005

The Fiscal Forum is limited to the first 200 registrants

U.S. Department of Labor (DOL) Region 3 Fiscal Forum April 26-29, 2005

Title of Workshop: Financial Reporting

Description: This workshop is a best practice approach that provides guidance to states on how to capture data and maintain a subrecipient reporting system. This methodology will allow states to incorporate costs at all levels of the system for submission of the Quarterly Financial Status Report.

Title of Workshop: Grant Closeout

Description: This workshop will focus on the distinction between recipient and subrecipient closeout requirements. However, the closeout requirements are specifically designed for ETA grant recipients for developing and maintaining a system to comply with closeout requirements.

Title of Workshop: Procurement

Description: This workshop will provide a general overview of the guidance for procurement of goods and services, the various methodologies for procurement, and the development of procurement policies and procedures for contracts.

Title of Workshop: Cash Management

Description: This workshop will provide a general overview of cash management requirements; i.e., time between receipt and disbursement of funds, payments in advance, reimbursements, and much more for non-state grantees and subgrantees.

Title of Workshop: Audit/Audit Resolution

Description: This workshop will provide an overview of ETA audit requirements and the resolution of audit findings, both questioned costs and administrative deficiencies.

Title of Workshop: On-Line Reporting/SF 269

Description: This workshop will provide an overview of the three-step process of using the ETA On-Line Reporting System for SF 269 Financial Status Report (FSR), as well as discuss the goals of Public Law 106-107 to assist grantees in reporting their quarterly financial status reports accurately and easily.

Title of Workshop: Introduction to Grants Management

Description: This workshop is designed for new employees and/or new grantees. It will cover topics such as basic grants administration, grant relationships, hierarchy of legal authority, and grant cycle steps, and will briefly discuss cost principles and the criteria for allowability.

Title of Workshop: Monitoring

Description: This workshop will provide a general overview of monitoring and compliance. The primary focus of this workshop will discuss the various methods of monitoring; i.e., technical performance evaluation, financial accountability, timeliness, and much more.

Title of Workshop: Real Property

Description: This workshop will provide an overview of policy guidance, interpretations of existing regulations and other general requirements applicable to the acquisition, use, and disposition of real property acquired by or amortized with funds provided under Section 903 of the Social Security Act (Reed Act), Title

III of the Social Security Act, or Wagner-Peyser Act.

Title of Workshop: Composition Management of Resource Sharing Agreements

Description: This workshop will provide an in-depth discussion on the methodologies of Cost Allocation and Resource Sharing Agreements (RSA) in a large, comprehensive One-Stop with two affiliate centers; how to develop the RSA; and the structure and content of the RSAs.

Title of Workshop: Accrual Reporting

Description: This workshop will discuss the general methodologies for maintaining an accrual accounting system that will identify when revenue and expenses are recorded to ensure that ETA-funded programs' financial data represent the most current and accurate financial data.

Title of Workshop: Performance Measures

Description: This workshop will provide an overview of ETA's revised common measures policy for job training and employment programs, including WIA, Wagner-Peyser, and TAA programs. ETA plans to implement the revised common measures policy on July 1, 2005, for WIA and Wagner-Peyser programs and on October 1, 2005, for TAA programs. These common measures are a part of the President's Management Agenda and one of the five government-wide goals in this initiative-budget and performance integration.

Title of Workshop: Understanding Expenditure Data

Description: This workshop will provide an overview of DOL techniques for analyzing state financial report data and how to address the underreporting of expenditures.

Title of Workshop: Performance Reporting Requirements

Description: This workshop will provide an overview of the planned changes to existing reporting requirements for WIA, Wagner-Peyser, and TAA programs. The planned implementation of the proposed ETA Management Information and Longitudinal Evaluation (EMILE) system was delayed to allow time for ETA to explore in greater detail both the startup costs and ongoing costs of EMILE. In the interim, ETA will revise existing reporting requirements for WIA, Wagner-Peyser, and TAA programs to collect needed information to implement the common measures.

Title of Workshop: Resource Justification Model (RJM)

Description: This workshop will provide an overview of the RJM used as a data collection system that allows state agencies to request the administrative resources they need to operate their respective Unemployment Insurance (UI) programs. RJM's objectives are to determine resource needs for budget requests and have credibility with all stakeholders, reflect all required activities, ensure service with acceptable quality, allow for use of technology and technological change, address capital investment needs, and tie budget formulation with allocation.

Title of Workshop: General Indirect Costs

Description: This workshop will cover general requirements of federal cost principles for organizations seeking reimbursement for indirect costs associated with operating federal grants. Subjects covered will include, but not be limited to, cost principles, types of costs, indirect rate proposals, cost allocation plans, federal cognizance, types of indirect cost rates, and more. Questions and discussion will be welcomed.

Workshop Title: OMB Circular A-87 – Cost Principles for State, Local, and Indian Tribal

Governments

Description: This workshop will focus on Attachment B of OMB Circular A-87, Selected Items of Cost. Attachment B sets forth certain critical items of cost and addresses the allowability and allocability of each. There will be coverage of all applicable items of cost in Attachment B with opportunities for questions, answers and discussion.

Workshop Title: OMB Circular A-122 – Cost Principles for Nonprofit Organizations

Description: This workshop will focus on Attachment B of OMB Circular A-122, Selected Items of Cost. Attachment B sets forth certain critical items of cost and addresses the allowability and allocability of each. There will be coverage of all applicable items of cost in Attachment B with opportunities for questions, answers and discussion.