

## U.S. Department of Labor

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



FEB 26 2009

WIA AND SWA ISSUANCE NO. 09-04

SUBJECT: U. S. Department of Labor (DOL) Indirect Cost Rate Training

1. Purpose. To announce that Indirect Cost Rate Training will be conducted by the U.S. Department of Labor on March 24-25, 2009, in downtown Atlanta, Georgia, at the Hilton Garden Inn.
2. Background. Through feedback from the 2007 Fiscal Forums and based on financial compliance findings throughout the region, it has been determined that there is a high demand for such training. The training will cover the development, submission, and application of an indirect cost rate proposal for the purposes of receiving an approved indirect cost rate.
3. Logistics. The training is scheduled to begin at 8 a.m. on Tuesday, March 24, 2009, and conclude at 5 p.m. on Wednesday, March 25, 2009. The training will be held at the Hilton Garden Inn, 275 Baker Street, Atlanta, Georgia 30313.

A block of rooms has been set aside at a rate of \$141, excluding tax, for a single room. Reservations may be made by calling the hotel at (404) 577-2001 and reference "U.S. Department of Labor". **To ensure room and rate availability, you are encouraged to make your reservations no later than Friday, March 13, 2009.** The room rate and availability cannot be guaranteed after March 13, 2009. Based on availability, the room rate will be offered three days before and three days after the training for attendees that plan to arrive early and/or stay longer.

4. Attendance. Grantee staff that are directly responsible for the collection and development of an indirect cost proposal and the submission and negotiation of an authorized indirect cost rate are likely candidates for this training.
5. Action. Recipients of this Issuance are requested to provide this information to agency staff listed below. **To register for the training, attendees should complete and fax or e-mail the attached form to Cecelia Ford at (404) 302-5383 or [ford.cecelia@dol.gov](mailto:ford.cecelia@dol.gov) . Registration for the training may also be completed online at [www.theeventconn.com](http://www.theeventconn.com) . No registration fee is required to attend the training. Additionally, attendees should call the hotel to make room reservations no later than Friday, March 13, 2009.**

6. Inquiries. Questions regarding this Issuance should be directed to Cecelia Ford in the Division of Financial, Management, and Administrative Services at **(404) 302-5322**.

7. Expiration Date. March **25, 2009**.

  
Helen N. Parker *for*  
Regional Administrator

Attachment

cc:

Emily Burke, Florida Agency for Workforce Innovation

Gloria Avent-Kindred, North Carolina Department of Commerce

Jackie Turner, Mississippi Department of Employment Security

Kevin Carlson, North Carolina Department of Commerce

Lisa Earls, Georgia Department of Labor

Marvin Peebles, Tennessee Department of Labor and Workforce Development

Miranda Thompson, South Carolina Employment Security Commission

Patricia Cannon, Alabama Department Employment and Security

Tommy Goins, Kentucky Education and Workforce Development Cabinet

## REGISTRATION FORM

### **U.S. Department of Labor Employment and Training Administration (ETA)**

#### **"Developing an Indirect Cost Rate Proposal"**

**Hilton** Garden Inn - 275 Baker Street, Atlanta, Georgia 30313

Training Dates: March 24-25,2009

(Training will begin each day at 8 a.m. and end approximately at 5 p.m.)

- Each attendee must fill out a registration form.
- Conference registration and hotel reservations must be made no later than March **13<sup>th</sup>**.
- Early registration is appreciated!
- Please type or print your information as it should appear on each name badge.
- Ensure all information is correct and legible.
- Attendance is mandatory for the full two days of training. 16 hours of CPE credit will be provided.
- Grantees wanting to register more than one individual must contact the Regional Office for approval.
- For hotel questions contact Denise Donnahoo at (303)972-8372 or [ddonnahoo@performance-excellence.us](mailto:ddonnahoo@performance-excellence.us).
- For all other questions, please contact Cecelia Ford at **(404)302-5322**.

### **PARTICIPANT INFORMATION**

First & Last Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail\*: \_\_\_\_\_

(\*must include in order to be registered)

Special Needs: \_\_\_\_\_ Accessibility \_\_\_\_\_ Disability \_\_\_\_\_ Assistance \_\_\_\_\_ Dietary

Identify a direct Federal grant received from DOL-ETA: \_\_\_\_\_

Training Concerns: What issue regarding the development, submission, or application of an indirect cost rate agreement and rate would you like to have addressed during the training?

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**Please fax or e-mail this completed registration form to Cecelia Ford at (404) 302-5383 or [ford.cecelia@dol.gov](mailto:ford.cecelia@dol.gov) or register online at [www.theeventconn.com](http://www.theeventconn.com)**

DON'T FORGET TO MAKE YOUR HOTEL RESERVATION

**By** March 13,2009 – **Hilton** Garden Inn at **1-404-577-2001** – Room Block Name is "U.S. Department of Labor"

**NOTE: By faxing/e-mailing this form, you are registering for the conference only  
Room reservations are made separately through the hotel**