

# Accountability and Grants Management: Connecting the Dots

U.S. Department of Labor  
Employment and Training Administration, Region 4  
Discretionary Grantee Training Conference  
March 1 – 2, 2011



## *Workshop Descriptions*

### **Breakout 1: March 1 3:15 – 4:45pm**

#### **Aspects of Program Management**

This session for program administrators will cover Federal Project Offers' (FPOs) roles and responsibilities, grant award documents, on-site monitoring, participant files, MOUs, participant eligibility, and developing program policies and procedures.

#### **Cost Classification including Administrative Costs**

This session will cover the classification or category of program, administrative, matching/leverage resource costs and program income. Emphasis will be on the WIA Administrative cost definition and the distinction between direct and indirect program and administrative costs.

#### **Cost Principles and Selected Items of Cost**

This session will address the basic cost principles and the regulations applicable to ETA grantees. The session will focus on selected items of cost that are allowable, allowable under certain conditions and unallowable.

#### **ETA 9134 Workshop (Part I)**

This workshop will present an overview of Sections A through C of the ETA 9134, the OMB-approved quarterly program reporting format for High Growth and Community-Based Job Training Grantees, with an emphasis on individual data elements and reporting expectations. The session will also include a practical exercise to allow grantee staff the opportunity to review a fictitious report containing common reporting errors.

#### **ETA 9153 Reporting Workshop**

This session will feature a presentation of the ETA Form 9153 and an overview of the Recovery Act Data (RAD) System.

## **Breakout 2: March 2 8:45-10:15am**

### **ETA 9134 Workshop (Part II)**

This workshop will present an overview of Section D.1 of the ETA 9134, the *Narrative* portion of the quarterly report format, with an emphasis on expectations for each subsection and common reporting errors. (Individual grantee concerns and questions not able to be addressed during the workshop can be discussed during the “Office Hours” available during the last breakout period.)

### **Financial Management (Part I): Budget Analysis and Cash Management**

In this session, grantees will learn how to understand need for analysis of grant expenditure and the outcomes data. They will learn how to understand what to do with the information derived from analysis, and be able to utilize two tools for simple analysis of budget and grant expenditure information. Grantees will also learn about the basic components of cash management, safeguarding federal funds, drawdowns, protecting assets, interest income, program income and tracking cash back to source documentation

### **Financial Reporting – The 9130 Reporting**

This workshop will present an overview of all sections of the ETA-9130, the OMB-approved quarterly program reporting format, with emphasis on Section 10 Transactions, including Federal Cash, Federal Expenditures and Unobligated Balance, Recipient Share, Program Income; and Section 11 Additional Expenditure Data Required. Data elements and reporting expectations will be discussed.

### **Grant Modifications**

This workshop will explain the grant modification process. Attendees will be guided through the modification process with step by step instructions on how to determine if a modification is needed, when to request grant officer approval to modify the grant, and how to develop and compose an official written modification request. A variety of sample modifications will be provided to allow attendees the opportunity to have first hand knowledge of what to do and what not to do. The presenter will take you behind the scenes and explain the regional process for reviewing and approving modification requests.

### **Procurement & Contracting**

This workshop will present an overview of the procurement and contracting process. Specific topics include: procurement requirements, procurement methods, types of contracts, procurement cycle, contract administration, grant/contract administration and post-award & closeout.

### **Breakout 3: March 2 10:30am - noon**

#### **Cost Classification including Administrative Costs**

This session will cover the classification or category of program, administrative, matching/leverage resource costs and program income. Emphasis will be on the WIA Administrative cost definition and the distinction between direct and indirect program and administrative costs.

#### **Cost Principles and Selected Items of Cost**

This session will address the basic cost principles and the regulations applicable to ETA grantees. The session will focus on selected items of cost that are allowable, allowable under certain conditions and unallowable.

#### **Engaging Employers**

Participants will learn how to enhance recruiting and building partnerships with employers so grantees can better meet their projects' objectives, including increased job and OJT opportunities, provision of in-kind resources, and forging longer-term relationships to the mutual benefit of all concerned: employers, workers, and workforce and education system partners.

#### **Financial Management (Part II): Internal Controls**

This session will provide an overview of internal controls: what they are; their objectives; their limitations; how they benefit your organization, and the risks your organizations run without them.

#### **Program Reporting Open House**

This session will provide an opportunity for grantees to discuss individual grantee concerns and questions with the 9134 and 9153 program reporting experts.