

National Financial and Administrative Forums

Plenary Sessions & Workshop Summaries

Plenary Sessions

WIRED 101 & ETA Budget - This session will deal with ETA initiatives, new directives, and upcoming events. It will discuss the legislative calendar, provide updates on START and introduce STEM. This session will discuss WIRED (Workforce Innovation in Regional Economic Development), a component of the President's Competitiveness Agenda. WIRED is an initiative that focuses on the role of talent development in driving regional economic competitiveness, increased job growth and new opportunities for American workers. Also to be discussed is ETA's expectations for overall grant management and the current status of the federal budget for ETA programs.

Audience: All Grantees

Uniform Administrative Requirements & Financial Management Standards – This session will provide information on the uniform administrative requirements, financial management standards, and internal control systems for grantees that are State and local governments, institutions of higher education, hospitals and non-profit organizations.

Audience: All Grantees

Cost Principles & Items of Cost - This session will address the basic OMB Cost Principles Circulars and regulations applicable to ETA grantees. The session will focus on certain items of cost that are: unallowable; allowable based upon reasonableness; and/or allowable under certain conditions or with prior approval.

Audience: All Grantees

Workshops

Financial Reporting Using the New ETA-9130 Form - This workshop will discuss the submission requirements for DOL-ETA grantees (including direct, discretionary, and WIA NEG grantees but excluding WIA Formula funded grantees) that are required to complete the new quarterly expenditure report (ETA-9130) and will highlight some of the new reporting elements, and issues/errors that grantees may face in completing the new form. This form replaces the reporting of expenditures through the SF-269. Topics to be discussed will also include accruals, administrative costs, differences between obligations versus expenditures, on-line reporting issues and new reporting elements on the ETA- 9130 form.

Audience: All Grantees

Repeat: Yes

WIA Financial Reporting for State Formula Grantees – This workshop will address the submission and instruction requirements for filing including the differences among the seven quarterly WIA formula financial reports using the new ETA-9130 form. On line grantee reporting requirements including accrual accounting and sub recipient reporting will be discussed. The explanation of the Fund Utilization Rate (FUR) and possible changes to the recapture methods will be addressed.

Audience: State Formula Grantees

Repeat: Yes

National Financial and Administrative Forums Plenary Sessions & Workshop Summaries

Cost Classification including Program Income and Administrative Costs - In this workshop, you will learn about the basic principles and DOL requirements for classifying costs such as administration and program costs as well as program income. The distinction between administrative costs and indirect costs as well as costs contained in an indirect cost rate will be shared as well as other cost classification issues affecting certain DOL-ETA programs.

Audience: All Grantees

Repeat: Yes

Cost Allocation, Cost Pooling & Time Distribution - This workshop will review cost pools, cost allocation plans, time distribution or activity reports/systems that are currently in use by grantees. The workshop will explain through actual examples the step by step process in which costs are allocated to the appropriate programs or grants.

Audience: All Grantees

Repeat: Yes

MOU and Resource Sharing Agreements – This workshop will provide actual examples of memoranda of understandings (MOU) and Resource Sharing Agreements used by local areas. Additional materials will be provided by grantee organizations on roadblocks they faced and methods they have employed to comply with the requirements as well as how they have used this information for program planning and decision making.

Audience: WIA Grantees

Repeat: Yes

Procurement & Contracting (A) & (B) - These workshops will present the basic principles and standards governing the procurement and contracting of goods and services with federal funds. These sessions will also address the various (formal versus informal) methods available for procurement and how to develop and maintain procurement policies and procedures. Workshop (B) is a continuation of Workshop (A).

Audience: All Grantees

Repeat: Yes – Workshops (A) & (B)

Indirect Costs and Applying for Indirect Cost Rates & Plans for Non-Profits – This workshop will discuss when Non-Profits need to prepare an indirect cost proposal or indirect cost plan for approval; to whom these proposals should be submitted; the required components of these proposals; and the frequency of submissions.

Audience: Non-Profit Grantees

Repeat: No

Indirect Costs and Applying for Indirect Cost Rates & Plans for States/Local Governments – This workshop will discuss when States and local governments need to prepare an indirect cost proposal or indirect cost plan for approval; to whom these proposals should be submitted; the required components of these proposals; and the frequency of submissions.

Audience: States and Local Govt Grantees Repeat: No

Budgeting – SF 424 Initial and Modification - In this workshop for discretionary grantees, you will learn of the budget's role in the grant application process. This workshop will also show you how to prepare a SF-424A, develop budget narrative and introduce you to the budget modification process.

Audience: Discretionary Grantees

Repeat: Yes

National Financial and Administrative Forums Plenary Sessions & Workshop Summaries

Budgeting – Use & Analysis/Tracking - The workshop will discuss the need for analysis of grant expenditure and outcome data; understanding what to do with the information derived from analysis; and how to utilize two tools for simple analysis of budget and grant expenditure information.

Audience: All Grantees

Repeat: Yes

Incident Reporting & Fraud - This workshop will introduce grantees to the incident reporting process and common fraud techniques used in the public sector.

Audience: All Grantees

Repeat: Yes

Discrimination and Complaint Systems – In this workshop, you will learn about the different types of complaints and the requirements and procedures for handling such allegations.

Audience: All Grantees

Repeat: Yes

Cash Management - This workshop will discuss the basic principles for effectively managing the receipt and disbursement of funds as well as practices to eliminate idle cash balances at the grantee and sub recipient levels. An overview of the Cash Management Improvement Act, Payment Management System and common areas of non-compliance will be shared.

Audience: All Grantees

Repeat: Yes

Monitoring – In this workshop, participants will understand how Federal and State fiscal monitors: prepare for monitoring visits; Approach monitoring; consider the most significant fiscal and administrative issues; conduct exit meetings; write reports; and discuss ideas/solutions for reducing findings. The audience will also work through a practical case study illustrating issues that may arise during a monitoring review.

Audience: All Grantees

Repeat: Yes

Audit Requirements - This workshop will introduce the audience to the basic OMB Circular A-133 requirements for grantees and sub recipients including commercial organizations. The responsibilities of the auditee and DOL will be shared as well as the individual components of a Single Audit Report. The audience will learn how to test the compliance of the audit requirements through a tracking mechanism as well as dissecting a sample audit report and schedule of expenditures.

Audience: All Grantees

Repeat: Yes

Equipment, Facilities, Capital Improvement & Real Property – This workshop will focus on the DOL and OMB requirements on equipment and allowable facilities costs (depreciation, use allowance, operations and maintenance, and capital improvements). The DOL requirement for acquisition, use, and disposition of real property with DOL equity will also be addressed during this workshop.

Audience: All Grantees

Repeat: Yes

National Financial and Administrative Forums Plenary Sessions & Workshop Summaries

Intellectual Property, Match & Leveraged Resources – This workshop will cover federal grant rules that apply to intellectual property (IP) and will include: the use of IP with DOL-ETA funds, the development of intellectual property (IP), including training curriculums and computer software and; the acquisition of IP from developers. This workshop will also review allowable costs for both development and acquisition of federally developed IP, the use of revenue/royalties as program income, title and ownership. This workshop will define match and leveraged resources and identify the programs with such requirements. The distinctions between match and leveraged resources; and in-kind versus cash contributions; and revenue generating activities such as fee for service will also be discussed.

Audience: All Grantees

Repeat: No

Not just for Geeks – This workshop will deal with IT basics. A simple instructional method will walk through basic IT terminology, Internet Technology, and the use of technological gizmos like white boards, webinars and other advances hitting the mainstream. The workshop will demonstrate available technologies.

Audience: All Grantees

Repeat: No

Grants.gov - This workshop will include an overview of the Grants.gov process for application for federal funding. It will include a demonstration of how to access the system; effectively search for federal funding opportunities; register to use the online application system; download and complete an application; and electronically submit an application through the Grants.gov system.

Audience: All Grantees

Repeat: Yes

Program Basics for Formula & Discretionary Grantees - This workshop will discuss the basic program requirements for the Unemployment Insurance (UI), Wagner Peyser, Trade, WIA and Discretionary programs that are awarded by DOL-ETA.

Audience: All Grantees

Repeat: Yes

How to Get into Financial Trouble with your Grants – This session covers the 10 most frequent mistakes grantees make. To develop the program, ETA staff consulted internal monitoring reports, state monitoring reports and state A-133 audits. The session deals with issues such as internal controls, cost allocation and time management. The session is highly interactive and serves as a good primer to the more in-depth sessions offered at the conference.

Audience: All Grantees

Repeat: Yes

Salary and Bonus Limitations – This workshop will inform states and other Employment and Training Administration (ETA) funded recipients and sub-recipients of new limitations on salary and bonus payments that can be made with funds appropriated to ETA and subsequently allocated to fund recipients, and also to provide guidance on ensuring compliance with this new requirement. This workshop will review the new limitations on salary contents of TEGL 5-06 and answer questions about the programs impacted by the provisions of Public Law 109-234, section 7013.

Audience: All Grantees

Repeat: Yes