

TRAINING AND EMPLOYMENT NOTICE	NO. 28-06
	DATE April 5, 2007

TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS
ALL DISCRETIONARY GRANTEEES

FROM: HELEN PARKER
Acting Administrator
Office of Field Operations

SUBJECT: Employment & Training Administration (ETA) Grantee Financial and Administrative Forums

- 1. Purpose:** To announce a fourth ETA-sponsored national training session on federal financial and administrative requirements to be held in 2007.

Due to a high level of interest in the first three Financial and Administrative Forums, ETA is sponsoring a fourth session. The primary goal of this session is to provide in-depth guidance and technical support on ETA financial and administrative requirements. Topics for the forum include financial reporting, monitoring, procurement, indirect costs, salary and bonus limitations, audit requirements, and a host of other financial and administrative management topics. The forum will provide educational opportunities for state, local and discretionary grantees and enhance their understanding of the requirements of operating Federal grants. Fiscal and administrative staff working in ETA's formula and discretionary grant programs should attend. Interested program staff is also invited to attend.

- 2. Background.** ETA provides grant funds to a variety of state, local and discretionary grantees. These grantees have the responsibility to ensure that funds are properly managed and that administrative systems are established and operated in accordance with the applicable federal guidelines. These training sessions will serve to enhance grantees' knowledge of these guidelines as they pertain to ETA grants.

- 3. Location and Schedule.** The location and dates of the training are as follows:

Westin Chicago North Shore

August 7-9

Wheeling, Illinois

(847) 777-6500

Room rate: \$141

A block of rooms is being held at the hotel under the group name *ETA 2007 Financial Forum*. **Attendees are responsible for making their own hotel reservations.** Please provide a major credit card when making your reservation to guarantee your arrival. Room

and tax charges, along with all incidental charges, are the responsibility of each individual and must be paid upon departure.

Registration will begin at 7:30 a.m. on August 7. Please make travel reservations with this in mind.

4. **Registration.** Please visit www.branchassoc.com/conference to register for the conference or fax completed registration forms to Maxine Sherman of Branch Associates, Inc. at (215) 731-9987. Since space is limited, interested persons are encouraged to register as soon as possible. **No registration fee is required.** A draft agenda and workshop descriptions can also be found at www.branchassoc.com/conference.
5. **Action Required.** State Workforce Agencies should share this notice with state and local fiscal, administrative and program staff.
6. **Inquiries.** Questions regarding this notice should be directed to the Division of Financial Management and Administrative Services in your ETA Regional Office or to fiscalconference@dol.gov.