

Wednesday, March 13

7:30 AM – 5:00 PM
Floor

Hospitality Desk

Grand Ballroom Foyer, 17th

Pick up your name badge. Check in for the Administration and Finance Training. **A name badge is required for entry into all event programming.**

7:30 – 8:30 AM

Hosted Breakfast

Mezzanine Level

8:30 – 10:00 AM

Concurrent Training Sessions

USDOL Funding | *Track: Grants Management*

Conference A – Conference Level

The USDOL provides workforce-related funding through a variety of grants in multiple divisions. Hear a high-level overview of the divisions (Employment & Training Administration, VETS, Bureau of Labor Statistics, etc.), formula and competitive grants and their intent, common reporting elements and some partner funding from other federal agencies that state workforce agencies may also encounter.

Moderator: **Jackie Turner** – NASWA consultant
Presenters: **Michael Fairchild** – Utah
Emily Ward – South Dakota

Cost Principles | *Track: Financial Management*

Frick – Conference Level

Review key components of the Uniform Guidance at 2 CFR Part 200 Cost Principles such as Allowable Cost, Prior Written Approval and Compensation of Personal Services and how state policies and procedures implemented should reflect key components of Cost Principles. This includes real-life examples of costs subject to 2 CFR Part 200.

Moderator: **Mike Smith** - Indiana
Presenters: **Chanel Castaneda** – USDOL
Jenny Noren – Texas

UI Grant Overview | *Track: Unemployment Insurance (UI)* Bob and Dolores Hope – Mezzanine Level

Learn key information needed in understanding the UI Administrative grant and receive an acronym glossary, discuss UIPL's and Handbooks, key target dates, planning targets, and base and above-base funding.

Moderator: **Kevin Carlson** – North Carolina
Presenters: **Marisol Lopez** – USDOL
Chris LaVigne – Connecticut

WIOA Grant Overview | *Track: Workforce Innovation & Opportunity Act (WIOA)* Lawrence Welk – Mezzanine Level

Learn key information needed in understanding WIOA Title I and III grants and receive an acronym glossary, discuss TEGl's and other resources. Review key target dates and understand state and local boards and state plans.

Moderator: **Jim Van Erden** - NASWA
Presenters: **Chris Nelson** – Texas
Tim Urbanovsky – Texas

10:00 – 10:30 AM **Beverage Break** **Mezzanine Level**

10:30 AM – 12:00 PM **Concurrent Training Sessions**

Grant Applications | *Track: Grants Management* Conference A – Conference Level

All aspects of the USDOL Federal Grant Application process for formula and competitive grants will be reviewed, starting with USDOL notifications of funding or funding opportunities, online portals for submission, access permissions to the portals, preparation of the required information (424, 424a) and signatures, and finally the award notifications.

Moderator: **Jackie Turner** – NASWA consultant
Presenters: **Dorothee Schlotterbeck** – Maryland
Alex Sackey-Ansah – Maryland

Cost Allocation | *Track: Financial Management Track* Frick – Conference Level

A basic understanding of cost allocation and categorizing costs will be provided along with how costs can be attributed to one or multiple grants by determining whether they benefit one or multiple programs. The methodologies of allocating costs will be reviewed: Cost Allocation Plans, Negotiated Indirect Cost Rates, and De Minimis rates as well as proper monitoring to ensure compliance with federal grants.

Moderator: **Darcy Kennedy** - Colorado
Presenters: **Debbie Strama** – USDOL
Emily Ward – South Dakota

UI Financial Administration | *Track: UI* Bob and Dolores Hope – Mezzanine Level

Learn the complexities of the UI administrative grant. Key dates, time charging and its impact on the RJM, the 5th quarter, automation funds, obligations and liquidations, extension requests, and Supplemental Budget Requests will be discussed.

Moderator: **Jim Van Erden** - NASWA
Presenters: **Marisol Lopez** – USDOL
Tina Moore – Alabama

WIOA Unique Cost Issues | *Track: WIOA*

Lawrence Welk – Mezzanine Level

A review and discussion of select WIOA fiscal topics such as program limitations, flexibility and allowable WIOA statewide activities. This includes a review of administration and program costs, limitations, carryover, and examples of where programs overlap, where they do not and considerations when implementing innovative programs.

Moderator: **Gordon Zook** - Pennsylvania
Presenters: **Chris Nelson** - Texas
Jenny Noren – Texas

12:00 PM – 1:00 PM

Hosted Lunch

Mezzanine Level

1:30 – 3:00 PM

Concurrent Training Sessions

Budget Management | *Track: Grants Management*

Conference A – Conference Level

Explore maintaining and managing realistic budgets that support approved levels by USDOL and meet the needs and expectations of the agency. Hear how to manage the approved 424a categories, 10 percent flexibility, how to set up budget controls, tips, and tricks in managing budgets, forecasting, period of performance, modifications and close out.

Moderator: **Jim Van Erden** - NASWA
Presenters: **Mike Smith** - Indiana
Debbie Strama – USDOL

Internal Controls | *Track: Financial Management*

Frick – Conference Level

Review the importance and key components of internal controls and discussions on successfully implementing them at state agencies. Discuss things to consider when implementing, reviewing, and documenting internal controls to ensure effective internal controls have been implemented.

Moderator: **Darcy Kennedy** - Colorado
Presenters: **Chris Nelson** - Texas
Glarion Webb – USDOL

UI Financial Reporting | *Track: UI*

Bob and Dolores Hope – Mezzanine Level

Attendees will be exposed to the numerous reporting requirements of UI funding. Discussions will be categorized by grant reporting, UI trust fund reporting and program reporting.

Moderator: **Tina Moore** - Alabama
Presenter: **Kevin Carlson** – North Carolina

WIOA Financial Reporting | *Track: WIOA*

Lawrence Welk – Mezzanine Level

Focus on all aspects of the ETA Financial Reports (9130 and 425 reports), starting with ETA reporting instructions, the online portal for submission, accessing permissions to the portal,

preparation of the required information, quality controls and the on-line submission and certification.

Moderator: **Jackie Turner** – NASWA consultant
Presenters: **Alex Sackey-Ansah** - Maryland
Dorothee Schlotterbeck – Maryland

3:00 – 3:30 PM

Beverage Break

Mezzanine Level

3:30 – 5:00 PM

Concurrent Training Sessions

Financial Reporting | *Track: Grants Management*

Conference A – Conference Level

Review the 9130 reporting requirements and best practices for state agencies. Includes the key elements needed to complete the 9130, how the chart of accounts should map to these elements, appropriate quality control practices to have in place and how to close out the grant.

Moderator: **Jackie Turner** – NASWA consultant
Presenter: **Tim Urbanovsky** - Texas

Audits | *Track: Financial Management*

Frick – Conference Level

Review the requirements for conducting an audit and the roles and responsibilities of the auditors and the auditee. This includes monitoring, check lists, preparation for the audit, resolution of findings; entrance and exit conferences; and corrective action plans.

Moderator: **Jondra Oswalt** - Alabama
Presenters: **Chris LaVigne** - Connecticut
Ramona Melo – USDOL

UI Non-Grant Funding | *Track: UI*

Bob and Dolores Hope – Mezzanine Level

Delve into the other funds that impact the day-to-day operations of a state agency, from the UI trust fund and its monitoring to penalty and interest uses and allocations, Extended Benefits (EB), and Disaster Unemployment Assistance (DUA). Each of these programs will be explained and discussed.

Moderator: **Jim Van Erden** - NASWA
Presenter: **Kevin Carlson** – North Carolina

WIOA Funding Allocations | *Track: WIOA*

Lawrence Welk – Mezzanine Level

Review all aspects of the WIOA Title I state and local allocations and the infrastructure funding allocations, including the Employment & Training Administration notifications of state allotments, law and guidance, the calculation methods for in-state allocations, the award notifications from the state to the local entities and federal guidance and processes for infrastructure funding at the state level.

Moderator: **Michelle Britten** - Oklahoma
Presenters: **Chris Nelson** – Texas
Jenny Noren – Texas
Dorothee Schlotterbeck – Maryland

Thursday, March 14

7:00 – 8:00 AM **Hosted Breakfast** **Mezzanine Level**

7:30 AM – 12:00 PM **Hospitality Desk** **Grand Ballroom Foyer, 17th Floor**

8:00 – 9:30 AM **Concurrent Training Sessions**

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Presenters: **Chris Nelson** – Texas
Tim Urbanovsky – Texas

9:30 – 10:00 AM

Beverage Break

Mezzanine Level

10:00 – 11:30 AM

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Chris Nelson - Texas

11:30 am – 12:30 PM

Hosted Lunch

Mezzanine Level

1:00 – 2:30 PM

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Presenters: **Glarion Webb** – USDOL
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2:30 – 2:45 PM

Beverage Break

Mezzanine Level

2:45 – 4:15 PM

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Moderator: **Emily Ward** – South Dakota

Presenters: **Chris Nelson** - Texas
Jenny Noren – Texas
Dorothee Schlotterbeck – Maryland

4:30 – 5:15 PM

Closing Plenary

Urban Ballroom, 17th Floor

A wrap up and discussion on how states continue to experience declining resources: loss of agency knowledge due to staff turnover, management of day-to-day operations amid declining federal funding, increasing operating costs and complexities of administering programs. This moderated discussion will explore lessons learned among states and the strategies and steps they have taken, or are currently taking, to mitigate these declining resources which may help inform other states' efforts.

Hotel Maps

