



2026 Administration & Finance Training

March 17-19, 2026 | Denver, CO

Draft Agenda

TUESDAY, MARCH 17

11:30a – 5:00p **HOSPITALITY DESK** Crestone Foyer

*Check in & pick up your name badge to attend all sessions

1:30p – 3:00p **OPENING PLENARY SESSION** Crestone Ballroom

3:00p – 3:30p **BREAK** Crestone Foyer

3:30p – 5:00p **CONCURRENT BREAKOUT SESSIONS**

USDOL FUNDING | LOCATION TBA

TRACK Grants Management

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.

COST PRINCIPLES | LOCATION TBA

TRACK Financial Management

Navigating the world of federal grant cost principles doesn't have to be a mystery. This interactive session will break down the essential elements that determine whether costs are allowable, reasonable, and allocable under federal awards. We'll explore the distinctions between direct and indirect costs, clarify the line between programmatic and administrative expenses, and examine special considerations for specific cost categories. Whether you're new to grants management or looking to sharpen your understanding, this workshop will provide practical insights and real-world examples to help you confidently manage your grant budgets.

UI FINANCIAL ADMINISTRATION | LOCATION TBA

TRACK UI

This session provides an overview of the key aspects and complexities of the UI administrative grant, discusses UIPL's and handbooks, key target and planning dates, time charging basics, the 5th quarter, automation funds, obligations and liquidations, extension requests, and Supplemental Budget Requests.

TITLE I WIOA GRANT- OVERVIEW & FUNDING ALLOCATIONS | LOCATION TBA

TRACK Workforce

Attendees will learn key information needed in understanding the WIOA Title I grant and receive an acronym glossary, discuss Training and Employment Guidance Letters (TEGLs) and other resources, review key target dates and understand state and local boards and state plans. Discussion will also include the review of state, local and infrastructure funding allocations and allotments, laws and guidance, the calculation methods for in-state allocations, and the award notifications from the state to the local entities.

WEDNESDAY, MARCH 18

8:00a – 5:00p **HOSPITALITY DESK** Crestone Foyer

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6:30a – 8:30a **BREAKFAST** On your own

*Reminder – The hotels provide complimentary breakfast for their guests.

8:30a – 10:00a **CONCURRENT BREAKOUT SESSIONS**

USDOL FUNDING | LOCATION CRYSTAL A

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10:00a – 10:30a **BREAK**

Crestone Foyer

10:30a – 12:00p **CONCURRENT BREAKOUT SESSIONS**

GRANT APPLICATIONS | LOCATION CRYSTAL A

TRACK Grants Management

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,

developing a budget for the grant, preparation of the required information (424, 424a) and signatures, and finally the award notifications.

INTERNAL CONTROLS | LOCATION CRYSTAL B

TRACK Financial Management

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.

BUILING A STRONG RESOURCE JUSTIFICATION MODEL (RJM) | LOCATION CRYSTAL C

TRACK UI

This session will focus on the Department of Labor (DOL) Resource Justification Model, providing an overview of its framework, objectives, and application in aligning resource allocation with strategic priorities. Participants will review current modeling approaches, discuss data inputs and assumptions, and collaborate on refining methodologies to support budget planning and performance outcomes.

TITLE I WIOA – FINANCIAL REPORTING & UNIQUE COST ISSUES | LOCATION ASPEN ROOM

TRACK Workforce

Focus on all aspects of the ETA Financial Reports (9130 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. Discussion will include fiscal topics such as program limitations, flexibility and allowable statewide activities. Review definition of administration and program costs, limitations, carryover, and examples of where programs overlap, where they do not and considerations when implementing innovative programs.

12:00p – 1:30p **HOSTED LUNCH** Crestone Ballroom

1:30p – 3:00p **CONCURRENT BREAKOUT SESSIONS**

GRANT OPERATIONS & FINANCIAL ANALYSIS | LOCATION CRYSTAL A

TRACK Grants Management

Now the grant has been awarded, management of the grant is discussed along with analyzing the financial data produced by the grant. This session will also discuss projecting expenses on the grant, draw down justifications, and communications with program staff.

AUDITS | LOCATION CRYSTAL B

TRACK Financial Management

Review the requirements for navigating a successful 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.

UI FUNDING | LOCATION CRYSTAL C

TRACK UI

This session will delve into various aspects of UI funding for a state agency, from UI Trust Fund benefits, Extended Benefits (EB), to Disaster Unemployment Assistance (DUA); and, UI administration, penalty and interest uses and allocations, REED Act, alternate funding sources, and more. Each of these programs will be explained and discussed.

OTHER USSDOL EMPLOYMENT SERVICES – ES (WAGNER-PEYSER); WIG; RESEA; VETS; BLS AND APPRENTICESHIP | LOCATION ASPEN ROOM

TRACK Workforce

Provide a comprehensive overview of key grants, Employment Services (ES), Workforce Innovation Grants (WIG), Reemployment Services and Eligibility Assessments (RESEA), Veterans' Employment and Training Service (VETS), Apprenticeship, and Bureau of Labor Statistics (BLS). Attendees will learn about the objectives and requirements of each grant, and services that support workforce development.

3:00p - 3:30p

BREAK

Crestone Foyer

3:30p – 5:00p

CONCURRENT BREAKOUT SESSIONS

FINANCIAL REPORTING & CLOSEOUT | LOCATION CRYSTAL A

TRACK Grants Management

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

COST ALLOCATION | LOCATION CRYSTAL B

TRACK Financial Management

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.

NAVIGATING UI FINANCIAL REPORTING REQUIREMENTS | LOCATION CRYSTAL C

TRACK UI

In this session you will learn to manage and fulfill the numerous reporting obligations for UI funding. This session discusses requirements categorized into three essential areas: grant reporting, UI trust fund reporting, and program reporting.

MANAGING LOCAL AREA ALLOCATIONS & FOSTERING PARTNERSHIPS | LOCATION ASPEN ROOM

TRACK Workforce

Focus on fostering effective partnerships through strategies aimed at building strong relationships with local boards and agencies. This includes maintaining excellent working relationships and providing ongoing support and technical assistance. By employing collaborative approaches, we can maximize resources and enhance the impact of workforce development initiatives. An interactive Q&A session and discussion will provide attendees with the opportunity to address specific questions, share their experiences, and gain valuable insights from their peers.

THURSDAY, MARCH 19

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