

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 18-06
	<b>DATE</b> December 19, 2006

**To:** ALL STATE WORKFORCE LIAISONS  
ALL STATE WORKFORCE AGENCIES  
DISCRETIONARY GRANTEES

**From:** JACK H. RAPPORT /s/  
Administrator  
Office of Field Operations

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

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

The primary goal of these sessions is to provide in-depth guidance and technical support on ETA financial and administrative requirements. Topics for the forums include financial reporting, monitoring, procurement, indirect costs, salary and bonus limitations, audit requirements, and a host of other financial and administrative management topics. Each 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 are 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. Locations and Schedule.** The locations and dates of the training are as follows:

**[Sheraton Midtown Atlanta Hotel](#)**

Atlanta, GA  
(404) 892-6000

**Room rate: \$124**

January 29 – February 1, 2007

**[Phoenix Marriot Mesa Hotel](#)**

Mesa, AZ  
(480) 898-8300

**Room rate: \$141**

February 20 – February 23, 2007

**Westin Chicago North Shore**

Wheeling, Illinois

(847) 777-6500

**Room rate: \$138**

April 2 – April 5, 2007

A block of rooms has been held at each 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.

Each forum will begin in the afternoon of the first day and end at noon on the fourth day. Please make travel reservations with this in mind.

**4. Registration.** Please visit [www.branchassoc.com/conference](http://www.branchassoc.com/conference) to register for a 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](http://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](mailto:fiscalconference@dol.gov).