



**Grants on Track - Basic Administration Workshop
Governor's Housing Conference, Pre-Conference Workshop
November 12, 2008**

Agenda

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|----------------------------|--|
| 9:30 am – 9:45 am | Overview of agenda and workshop objectives |
| 9:30 am – 10:45 am | Program & Budget Management |
| 10:45 am – 11:00 am | Break |
| 11:00 am – 12:00 pm | Program and Other Monitoring |
| 12:00 pm – 1:00 pm | Lunch |
| 1:00 pm – 2:00 pm | Financial Monitoring |
| 2:00 pm – 2:15 pm | Break |
| 2:15 pm – 3:00 pm | Contracting and Procurement + Q&A |



**Grants on Track - Basic Administration Workshop
Old Dominion University, Webb Center
June 9 & 10, 2008
Hosted by Congresswoman Thelma Drake**

June 10th Agenda

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|----------------------------|--|
| 8:30 am – 9:00 am | Sign in & Networking |
| 9:00 am – 10:00 am | Federal Grants Supermarket |
| 10:00 am – 10:30 am | Welcome <i>Questions and Answers from Day One</i> |
| 10:30 am - 11:30 am | + Q&A |
| 11:30 am – 12:00 am | Break – Visit Federal Grants Supermarket |
| 12:00 am – 12:45 pm | Other Monitoring Considerations + Q&A |
| 12:45 pm – 1:30 pm | Insurance + Q&A |
| 1:30 pm | Wrap up |

End of Day 2

**Thank you for coming -
Please remember to complete your evaluation and give to Instructor**

Our sincere thanks to the Webb Center and Old Dominion University for their gracious hospitality.