

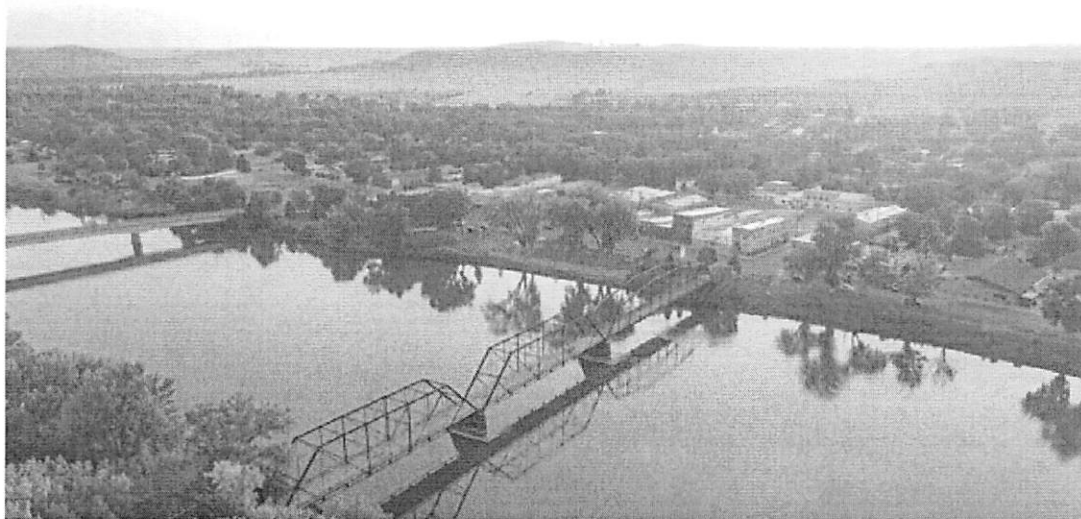
**Glenda Wiles**

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**From:** Community Development Division <comdev@announcements.mt.gov>  
**Sent:** Friday, June 28, 2019 11:26 AM  
**To:** Ravalli County Commissioners Office  
**Subject:** REMINDER: TSEP Administration Workshop



MONTANA DEPARTMENT OF COMMERCE



Greetings!

Staff with the Treasure State Endowment Program will be holding a grant administration workshop on **Tuesday, July 9, 2019 in Helena**, for projects awarded through House Bill 11 and House Bill 652 during the 2019 legislative process.

This day-long workshop will provide valuable insight for administering your grant award and managing a successful project. Directly after the workshop, staff will be available to discuss individual projects. **Please schedule a time if there are specific questions about your project.** There are a limited number of spots available so please contact us soon.

If you plan to attend the workshop, please send us an email at [DOCCDD@mt.gov](mailto:DOCCDD@mt.gov) with the number of attendees and the project being represented. Your response will assist us in planning for room space and workshop materials and will serve as your registration for the workshop.

If you are unable to attend the workshop in person, the presentations will be broadcast via webinar. If at all possible, it is recommended to attend in person. Webinar details will be sent out prior to the workshop date and posted on the TSEP website [here](#).

Join us **July 9 beginning at 8:30 a.m. at the Department of Commerce, 301 S. Park Ave, Room 228 in Helena.** Please see the below draft agenda for a brief outline of the day's schedule.

<b>8:30 a.m. - 8:45 a.m.  </b>	Welcome and Introductions
<b>8:45 a.m. - 8:50 a.m.  </b>	Review schedule for day
<b>8:50 a.m. - 9:30 a.m.  </b>	Chapter 1 - Start-up conditions
<b>9:30 a.m. - 10:10 a.m.  </b>	Chapter 2 - Project Management
<b>10:10 a.m. - 10:20 a.m.  </b>	Break
<b>10:20 a.m. - 11:45 a.m.  </b>	Chapter 2 - Project Management, cont.
<b>11:45 a.m. - 12:45 p.m.  </b>	Lunch - on your own
<b>12:45 p.m. - 2:00 p.m.  </b>	Chapter 2 - Project Management, cont.
<b>2:00 p.m. - 2:10 p.m.  </b>	Break
<b>2:10 p.m. - 3:30 p.m.  </b>	Tool Kit guidance
<b>3:30 p.m.  </b>	Wrap up and Adjourn


Have you made your hotel reservations? **A block of rooms is being held at The Delta Hotel until July 2, 2019.** Reservations need to be made prior to this date to receive the workshop rate of \$101.00 single occupancy, \$117.00 double occupancy (plus tax). Please notify the reservation desk you will be attending the TSEP workshop.

Thanks, we look forward to seeing you on Tuesday, July 9.

MONTANA DEPARTMENT OF COMMERCE  
COMMUNITY DEVELOPMENT DIVISION

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