



CostShare Training

October 17 & 18, 2019

Hancock Whitney Building, 701 Poydras Street, Floor 38
New Orleans, Louisiana 70139

Thursday, October 17th

8:30am	Continental Breakfast
9:00 – 9:15	Welcome and Introductions SUSTA Staff
9:15 – 9:30	Executive Overview Bernadette Wiltz, Executive Director
9:30 – 10:15	SUSTA Overview Danielle Coco, Communications Director
10:15 – 10:30	Break
10:30 – 12:00	Application How-To Deneen Wiltz, CostShare Director Tina Meshell, CostShare Liaison
12:00 – 1:15	Lunch (on your own)
1:15 – 2:30	Amending your Application Deneen Wiltz, CostShare Director
2:30 – 4:00	Eligible Expenses & Required Documentation Deneen Wiltz, CostShare Director Kathy Trimmer, CostShare Expense Claim Coordinator
4:00pm	Adjourn



Friday, October 18th

8:30am	Continental Breakfast
9:00 – 9:30	Eligible Expenses & Required Documentation (Continued) Deneen Wiltz, CostShare Director Kathy Trimmer, CostShare Expense Claim Coordinator
9:30 – 10:30	Expense Claim Submission How-To Deneen Wiltz, CostShare Director Kathy Trimmer, CostShare Expense Claim Coordinator Travel Documentation (travel reimbursement for this training) Deneen Wiltz, CostShare Director
10:30 – 12:00	One-on-One Meetings Come prepared with specific questions in regards to your application, marketing strategy, expense claims...
12:00pm	Adjourn