

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Financial Reporting
	CORRESPONDENCE SYMBOL OGM
	DATE January 19, 2024

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 16-22, CHANGE 1

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
ALL DIRECT ETA GRANT RECIPIENTS

FROM: BRENT PARTON 
Principal Deputy Assistant Secretary

SUBJECT: Change 1 to Training and Employment Guidance Letter No. 16-22, *Revised ETA-9130 Financial Report Instructions and Additional Guidance*

1. **Purpose.** This Change provides clarification/updates to the ETA-9130 financial reporting guidance contained in Training and Employment Guidance Letter (TEGL) No. 16-22.
2. **Action Requested.** Please disseminate this guidance to all staff directly or indirectly responsible for financial management and financial reporting for Employment and Training Administration (ETA) grant awards and cooperative agreements.
3. **Summary and Background.**
 - a. Summary – This guidance provides clarification on the following items:
 - Initial ETA-9130 financial report – the first financial report submission due date when the Period of Performance (POP) end date falls on the last day of the quarter.
 - Quarter Ending March 31 ETA-9130 financial report – the financial report submission due date for reports for the quarter ending March 31.
 - Final ETA-9130 financial report – when a financial report is marked final prior to the POP end date.
 - b. Background – Every grant awarded by ETA requires accurate quarterly reporting as a part of sound financial management responsibilities. This reporting supports the Department of Labor’s ability to measure fund utilization for performance accountability and assess compliance with statutory expenditure requirements. This information also helps measure successful outcomes for participants, ensures sound service delivery and reporting practices and determines whether the federal funds achieved maximum benefit.

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4. ETA-9130 Financial Reporting Clarifications.

a. Initial ETA-9130 Financial Report Due Dates.

The POP start date in GrantSolutions (GS), ETA’s grants management system, determines the due date of the initial ETA-9130 financial report. As such, if a grant is awarded on, or near the last day of the quarter/reporting period, an ETA-9130 will be generated for that reporting period and must be submitted by the appropriate due date.

POP Start Date	Initial ETA-9130 Quarter End Date	Initial ETA-9130 Due Date
4/1/2023	6/30/2023	8/15/2023
6/30/2023	6/30/2023	8/15/2023
7/1/2023	9/30/2023	11/15/2023

b. Quarter Ending March 31 ETA-9130 Financial Report Due Dates.

Due to the way the GS system is configured and generates the ETA-9130 financial reports in the Payment Management System (PMS), **the ETA-9130 financial report for the quarter ending March 31 is due on May 16.** The due date for the ETA-9130 financial reports for the other three quarters is unchanged; they remain the 15th of the month. The following chart provides the due dates for each quarter.

Quarter End Date	Quarterly ETA-9130 Due Date
March 31	May 16
June 30	August 15
September 30	November 15
December 31	February 15

As a reminder, the deadline to submit ETA-9130 financial reports does not change in instances when the reporting due date falls on a weekend or holiday. Recipients can submit reports at any time in advance of the due date. Please make note of PMS weekend and holiday hours.

c. End of Grant Reporting.

If an ETA-9130 financial report is marked final prior to the POP end date, subsequent quarterly ETA-9130 financial reports will continue to be generated in PMS until the grant expires. Recipients should work with their Federal Project Officer to amend the POP end date, using the grant amendment process, in advance of the quarterly reporting deadline, if doing so is deemed appropriate for that specific grant project. Otherwise, recipients must continue to submit quarterly ETA-9130 financial reports until the final reporting period of the POP.

5. **Inquiries.** Please direct any inquiries as follows:

- a. Questions on this Guidance – please contact your assigned regional representative or the appropriate regional office.
- b. Assistance with Completing the ETA-9130 Financial Reports – please contact your assigned regional representative or the appropriate regional office.
- c. Questions on the Final ETA-9130 Financial Report – please consult with the Closeout Specialist assigned to the award and copy your assigned regional representative.
- d. Technical Assistance with the Online Reporting System – please contact the PMS Helpdesk at: PMSSupport@psc.hhs.gov and copy your assigned regional representative. Recipients also have the option to submit an online ticket at: https://gditshared.servicenowservices.com/hhs_pms.

To facilitate a prompt response, please include the following information in your request:

- Recipient name
 - Grant number
 - Quarter end date of the report for which technical assistance is needed
 - Contact name and telephone number (in the event a telephone call is needed)
 - Description of the issue
- e. Grant Closeout Information – please visit: <https://www.dol.gov/agencies/eta/grants/management/closeout>.

6. **References.**

- Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128) Titles I, III, and V, as amended;
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- Paperwork Reduction Act of 1995 (PRA), codified at 44 U.S.C. §§ 3501–3521;
- 87 FR 25304, 60-Day *Federal Register Notice*, ETA Financial Report Form ETA-9130;
- 87 FR 58376, 30-Day *Federal Register Notice*, ETA Financial Report Form ETA-9130;
- Consolidated Appropriations Act, 2023 (Pub. L. 117-328), Division H, Title I, Department of Labor, Employment and Training Administration, Training and Employment Services, paragraph (1)(C);
- Training and Employment Notice No. 16-22, *The Employment and Training Administration is Implementing Grant Solutions for Grant Award Processing and the Payment Management System for Financial Reporting*, issued January 18, 2023, <https://www.dol.gov/agencies/eta/advisories/ten-16-22>;

- Training and Employment Guidance Letter No. 12-22, *Award Closeout Process for Expired Grants and Agreements*, issued March 20, 2023, <https://www.dol.gov/agencies/eta/advisories/tegl-12-22>; and
- Training and Employment Guidance Letter No. 16-22, *Revised ETA-9130 Financial Report Instructions and Additional Guidance*, issued May 12, 2023, <https://www.dol.gov/agencies/eta/advisories/tegl-16-22>.

7. **Attachment(s)**. Not applicable.