U.S. DOL ETA FINANCIAL REPORT

(Follow instructions on the back.)

3. Recipient Organization, (Name and complete address including Zip code) 4a. Unique Ently Identifier 4b. EIN S. Recipient Account Number or Identifying Number S. Final Report S. Resis of Reporting Proceeding Food and Control S. Project/Scient Period From: (MMDDYYYY) 3. Reporting Period End Date (MMDDYYYY) 4b. Transactions Federal Class:	1. Federal Agency and	Organizational Elemen	nt to Which Report is Sub	•	Federal Grant or C	Other Identifying Number Assig	gned by DOL	OMB Approval No. 1205-0461 Expires 1/31/2025
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Prescribed by OMB Uniform Guidance 2 CFR 200.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Public reporting burden for this collection of information, which is required to obtain or retain benefits (2 CFR 200.327 and WIOA Section 185(e)(2)), is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The reason for the collection of information is general program oversight, evaluation and performance assessment. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to ETA Office of Management and Administrative Services, Rm N-4653, U.S. Department of Labor, Washington DC 20210.



U.S. Department of Labor Employment and Training Administration Financial Report Instructions

ETA-9130 (C) – Statewide Adult

There are different variations of form ETA-9130, each pertaining to a specific program/funding stream.

The instructions for the various ETA-9130 forms are not identical.

Please ensure that you are using the correct ETA-9130 form and instructions.

Report Submission

Beginning with the March 31, 2023, quarterly reporting period, grant recipients will submit their ETA-9130 financial reports in the Payment Management System (PMS). Recipients primary and secondary contacts must have access to PMS to submit and certify financial reports. Please refer to Training and Employment Notice No.16-22 for additional guidance at https://www.dol.gov/agencies/eta/advisories/ten-16-22

<u>PMS Access</u> – ETA grant recipient must have an account.

- 1. If you organization has an active grant with ETA, a PMS account that is used to draw down grant funds already exists. Please log in to PMS and update your account permissions to request access to the ETA-9130 financial reporting forms.
- 2. Grant Recipients that do not have access to PMS should submit a new User Access request to PMS.
- 3. Detailed instructions on how to request access as a new user and to update user permissions are available at: https://pms.psc.gov/grant-recipients/user-access.html

<u>PMS Self-Service Web Portal</u> is available to grant recipients if additional assistance is needed:

- a. PMS Helpdesk https://pms.psc.gov/support/help-desk.html. T
- b. Online service tickets https://gditshared.servicenowservices.com/hhs pms

<u>PMS Representative</u> – ETA grant recipients can find their PMS Representative/PMS Liaison Accountant at: https://pms.psc.gov/find-pms-liaison-accountant.html

Reporting Requirements

- 1) Submission of the ETA-9130 is required on a quarterly basis. **Reporting quarter end dates shall correspond to the following calendar quarter end dates: March 31, June 30, September 30, and December 31.** A final quarter ETA-9130 is required at the completion of the quarter, encompassing the grant award end date, or at the completion of the quarter in which all funds have been expended, whichever comes first. The final quarter ETA-9130 must be indicated by selecting "YES" in Item 6, Final Report.
- Quarterly reports, including the final quarter report, are required to be submitted *no later than 45 calendar days* after the end of each specified reporting period. The reporting due dates are: May 15, August 15, November 15, and February 15. The deadlines for ETA-9130 submissions do not change, even in instances when the reporting due date falls on a weekend or holiday. The e-reporting system is available 24 hours a day, 7 days a week, and reports can be submitted in advance of the due date. However, technical support is available only during normal business hours (EST), Monday through Friday.
- 3) All financial data is required to be reported **cumulative from grant inception**, through the end of each reporting period. Expenditure data is required to be reported on an **accrual basis**.
- 4) A separate ETA-9130 is required for each program and each fund source (subaccount) awarded to a grant recipient.
- 5) All sections of the report must be completed unless otherwise noted in the grant agreement.

For more information regarding DOL/ETA grants and financial reporting, please visit http://www.doleta.gov/grants/. Additional assistance may be provided through your Federal Project Officer.

Please ensure that the certifying official information contained in Items 14a -14d is correct. Any outdated information will delay transmission of the grant's closeout package and relevant information affecting the grant.

Line Item Number	Reporting/Line Item	Instructions			
Cover Infor	mation				
1	Federal Agency and Organizational Element to Which Report is Submitted	"U.S. Department of Labor Employment & Training Administration." PRE-ENTERED			
2	Federal Grant or Other Identifying Number Assigned by DOL	Grant number assigned for the award by DOL/ETA and contained on the grant award document. Also called Federal Award Identification Number (FAIN) under the Uniform Guidance (2 CFR 200). PRE-ENTERED			
3	Recipient Organization	Name and complete address of recipient organization. PRE-ENTERED			
4a	Unique Entity Identifier	Recipient organization's Unique Entity Identifier, currently known as the Data Universal Numbering System (DUNS) number or Central Contractor Registry extended DUNS number until such time a Unique Entity Identifier (UEI) is determined. PRE-ENTERED			
4b	EIN	Recipient organization's Employer Identification Number (EIN). Also known as the Federal Employer Identification Number (FEIN), or the Federal Tax Identification Number, the EIN is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purpose of identification. PRE-ENTERED			
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the grant award. This number is strictly for the recipient's use and is not required by DOL/ETA.			
6	Final Report (Yes/No)	Select appropriate box. Check "Yes" only if this is the final quarter report for subject grant subaccount. For grants with multiple subaccounts, each subaccount may be indicated "final" at the time all funds in that subaccount are expended. However, the grant closeout will not occur until after the grant end date			
7	Basis of Reporting (Accrual)	ACCRUAL has been pre-entered on all ETA-9130 reports. DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis. For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. NOTE: Uniform Guidance, 2 CFR 2900.14: "In addition to the guidance set forth in 2 CFR 200.327, for Federal awards from the Department of Labor, the DOL awarding agency will prescribe whether the report will be on a cash or an accrual basis. If the DOL awarding agency requires reporting on an accrual basis and the recipient's accounting system is not on the accrual basis, the recipient will not be required to convert its accounting system, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand."			
	Project/Grant Period, From: (MM/DD/YYYY)	The beginning date of the grant award as defined in the grant award document. PRE-ENTERED			
8	Project/Grant Period, To: (MM/DD/YYYY)	The ending date of the grant award as defined in the grant award document, and the final date for which any accrued expenditures can be incurred under the subject grant award. PRE-ENTERED			
9	Reporting Period End Date: (MM/DD/YYYY)	The last date of the quarter for which cumulative data is provided on the subject ETA-9130. (Required reporting quarter end dates are contained in the "Reporting Requirements" in the first section of these instructions.) PRE-ENTERED			
	Transactions				
10	Enter cumulative amounts in the Cumulative Column for each line item requiring data entry, as of the reporting period end date. NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.				
	Line items which will be automatically calculated are grayed out, and no data entry will be permitted by the reporting entity. Cumulative data for the current reporting quarter will become the Previous Period Column in the following quarter. This Period data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.				

Line Item Number	Reporting/Line Item	Instructions		
Federal Cas	sh			
	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date. Cash received means cash deposited in your bank account . Drawdowns initiated on the last business day of a quarter should NOT be reflected in this amount, but in the subsequent quarter's cash receipts.		
10a		Cumulative drawdowns posted in the Payment Management System (PMS) through the end of the reporting period end date reflect drawdowns for both Statewide and Local activities. This entry must reflect the Statewide portion only. The sum of the 10a entry on this report and the 10a entry on the Local Adult report (ETA-9130 (D)) must equal the cumulative PMS record amount posted for this subaccount.		
		Cash receipts reported should correspond to payment for allowable Statewide Adult costs (and allowable advances to subrecipients) associated with the funding authority identified on Line 10d (Total Federal Funds Authorized).		
		NOTE: For grant recipients operating on a reimbursement basis, this amount should NOT reflect cash utilized from other fund sources of the recipient organization to initially pay for subject grant activities.		
	Cash Disbursements	Enter the cumulative amount of cash disbursed from the cash receipts identified on 10a , as of the reporting period end date. The cash disbursements reported must be all or a portion of the cash receipts reflected on Item 10a.		
10b		This entry should reflect the sum of actual cash disbursements for direct charges for goods and services, the amount of cash paid out for indirect expenses, and the amount of cash advance payments and payments made to subrecipients and subcontractors.		
100		NOTE : Line 10e (Federal Share of Expenditures) will typically be greater than Line 10b due to the inclusion of accruals, for which payment has not been made. If allowable advances made to subrecipients, cause Line 10b to exceed Line 10e, a valid explanation should be provided in Section 12, Remarks.		
		If the cumulative entry for this line item is less than the previous period cumulative amount, a valid explanation should be provided in Section 12, Remarks.		
	Cash on Hand (line 10a minus line 10b)	This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).		
10c		The cash on hand amount should represent immediate cash needs. An explanation for the excess cash on hand amount should be provided in Section 12, Remarks.		
		NOTE: In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.		
Federal Exp	Federal Expenditures and Unobligated Balance:			
		Enter the total amount of Adult funds (from the Adult funding stream allotment) retained at the State level for allowable statewide activities.		
10d	Total Federal Funds Authorized	NOTE: This entry cannot exceed 15% of the Adult funding Program Year allotment during the first 2 years of the availability of that allotment. After the first 2 years, the recapture of local Adult funds to be used for allowable statewide activities will be reflected as an increase in this entry. A corresponding reduction should be made to the Local Adult report (ETA-9130 (D)) on Line 10d.		
10e	Federal Share of Expenditures	Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line10d (Total Federal Funds Authorized).		
1.00		DOL/ETA requires reporting on an accrual basis. If the recipient's accounting system is not on an accrual basis, the recipient will not be required to convert its accounting system,		

Line Item Number	Reporting/Line Item	Instructions
		but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).
		Expenditures for reports prepared on an accrual basis are the sum of: actual cash disbursements specified in Line 10b for direct charges for goods and services; the amount of indirect expenses incurred; net increase or decrease in the amounts owed by the non-Federal entity for goods and property received; and services performed by employees, contractors, subrecipients, and other payees, and programs for which no current services or performance are required such as annuities, insurance claims, or other benefit payments, minus any rebates, refunds, or other credits.
		Unless cash advances have been made to subrecipients or there is a reduction for rebates, refunds, or other credits, this entry will usually be greater than Line 10b (Cash Disbursements) because accruals (goods and services received but not yet paid for) must be included on this line item. Non-Federal entities must liquidate existing cash advances before requesting additional advances (2 CFR 2900.7). In addition, recipients operating on a reimbursement basis must report all accrued expenditures (including cash disbursements for allowable grant activities) in the quarter in which they occur.
		NOTE: If the cumulative entry for this line item is less than the previous period cumulative amount, a valid explanation should be provided in Section 12, Remarks.
		During the closeout process, funds not expended during the grant period will be de- obligated. Exception: Funds obligated for pay-for-performance contracts (WIOA Sec. 189 (g)(2)(D)).
		Enter the cumulative amount of accrued expenditures charged to the Adult statewide subaccount for administrative activities. (This line item is a portion of the amount reported on Line 10e (Federal Share of Expenditures).
10f	Total Administrative Expenditures	NOTE: While the up to 5% of the Adult funds available for the costs of administration is part of the up to 15% of the total Adult funds retained at the State level for statewide activities, those funds, identified on this line item, do not need to be allocable to the statewide Adult program, but may be allocable to Youth and Dislocated Worker activities, as well.
		According to WIOA Sec. 3 (1), "[t]he term "administrative costs" means expenditures incurred [] in the performance of administrative functions and in carrying out activities under title I that are not related to the direct provision of workforce investment services (including services to participants and employers). Such costs include both personnel and nonpersonnel costs and both direct and indirect costs."
	Federal Share of Unliquidated Obligations	Enter any obligations incurred, for which an accrued expenditure has not yet been recorded, as of the reporting period end date.
		Unliquidated obligations should include amounts which will become due to subrecipients and contractors. On the final report, this line item should be zero.
10g		The OMB Uniform Guidance defines "Obligation" in 2 CFR 200.71 as follows: "When used in connection with a non-Federal entity's utilization of funds under a Federal award, obligations means orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period." Please refer to 2 CFR 200 and 2 CFR 2900 for additional guidance.
		NOTE: For DOL/ETA grants, the only liquidation that can occur during closeout is the liquidation of accrued expenditures (NOT obligations) for goods and/or services received during the grant period.
		Do not include any amount on Line 10g that has been reported on Line 10e (Federal Share of Expenditures) or 10f (Total Administrative Expenditures). Do not include any

	amount on Line 10g for a future commitment of funds/encumbrances (e.g., entire lease, budgeted salary costs) for which an obligation has not yet been incurred.
	Local funds obligated for Pay-for-Performance contracts remain available until expended. See WIOA Sec. 189 (g)(2)(D).
Total Federal Obligations (sum of lines 10e and 10g)	This is an automatic calculation, which is the sum of Lines 10e (Federal Share of Expenditures) and 10g (Federal Share of Unliquidated Obligations).
Unobligated Balance of Federal Funds (line 10d minus line 10h)	This is an automatic calculation, which is Line 10d (Total Federal Funds Authorized) minus Line Item 10h (Total Federal Obligations).
hare:	
Total Recipient Share Required	Enter the total match requirement, if applicable. A match requirement will be listed in the grant award document and on the SF-424a, Section A, Column F "Non-Federal." If there is no match requirement, a ZERO must be entered.
Recipient Share of Expenditures	Enter any non-Federal funds expended, by recipient organization, for the purposes or activities of subject grant. Expenditures identified on this line item must be allowable costs which could otherwise have been paid for out of subject grant funds. These expenditures should include both match and other non-Federal leveraged resources. The value of allowable non-Federal in-kind match contributions should also be included. This entry may (and often will) exceed the required match entered on Line 10j (Total Recipient Share Required). NOTE: Non-Federal funds expended for the purposes or activities of the subject grant,
	which are allowable under the OMB Uniform Guidance (2 CFR 200 and 2 CFR 2900), but which are not completely allowable under the subject grant (due to a program specific restriction), should not be reported on this line item, but should be included in the quarterly progress report. Other federal funds expended for the purpose and benefit of this grant should be included in line item 11a (Other Federal Funds Expended).
Remaining Recipient Share to Be Provided (line 10j minus line10k)	This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures). When the match requirement identified on Line 10j has been met, or if Line 10j is zero, the value on Line 10l will automatically be set to zero.
come:	
Total Program Income Earned	Enter the total amount of program income earned as the result of allowable grant activity. The addition method for recording and reporting program income is required for all ETA programs/grants. For additional reference, program income is defined in the applicable program regulations and in 2 CFR 200.80 and 2 CFR 200.307. Either gross or net program income may be reported. If gross program income is reported,
, and the second	the costs for generating the income should be included on Line 10e (Federal Share of Expenditures). If net program income is reported, the costs for generating the income are subtracted from the total income earned before entering the net amount on 10m. If no program income is earned, a ZERO must be entered.
Program Income Expended in Accordance with the Addition Method	Enter the cumulative amount of accrued expenditures incurred against the program income earned on Line 10m (Total Program Income Earned). **NOTE: Program income is to be expended during the same grant period in which it is earned and must be disbursed before requesting new cash advance payments (2 CFR 200.305 (b)(5)).
Unexpended Program Income (line 10m minus line 10n)	This is an automatic calculation, which is Line10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).
	Unobligated Balance of Federal Funds (line 10d minus line 10h) hare: Total Recipient Share Required Remaining Recipient Share to Be Provided (line 10j minus line10k) come: Total Program Income Earned Program Income Expended in Accordance with the Addition Method Unexpended Program Income

Line Item Number	Reporting/Line Item	Instructions		
11	Additional Expenditure Data Required			
11a	Other Federal Funds Expended	Enter any other Federal funds expended, by the recipient organization and any subrecipient organizations for the same purposes or activities of the subject grant. Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds. Other Federal funds expended by any non-subrecipient partner organizations for the benefit of this grant program should be included in the quarterly progress report. This entry should include expenditures of all Federally funded leveraged resources, whether or not such expenditures are the result of a leveraging requirement.		
11b	Real Property Proceeds Expended	Enter expenditure of funds resulting from the sale of real property purchased with DOL/ETA ES or UI funds. Further guidance on this requirement can be found in Training and Employment Guidance Letter No. 3-07, Transfer of Federal Equity in State Real Property to the States, dated August 1, 2007. **NOTE: This amount should not be included in the amount reported on Line 10e (Federal Share of Expenditures).		
11c	Recaptured Funds Expended	Enter expenditure of funds recaptured from the local areas. This amount should be included on Line 10e (Federal Share of Expenditures).		
11d	Training Expenditure	Enter the cumulative amount of expenditures for training services provided to Adult program participants. This line item should consider all costs for training, including but not limited to tuition, fees, books, tools, transportation, other supportive services to enable participation in training, etc., as applicable. All forms of training, as defined in guidance, must be accounted for. This line item should represent the total accrued training activities expenditures for this Adult Grant and it is a portion of the amount reported in 10e (Federal Share of Expenditures).		
	Remarks			
12	Enter any explanations deemed necessary by the recipient or information required by DOL/ETA. (This section supports transactions entered on lines identified in Sections 10, 11, and 13, as applicable.)			
13	Indirect Expenditures Complete this information only for indirect expenses incurred by the non-federal entity receiving direct awards from DOL and using an indirect cost rate. State recipients using a Statewide Cost Allocation Plan (SWCAP) and/or subrecipients will not report indirect expenditures. Indirect cost expenditures are only required to be reported on the Final Report. Recipients must enter information on lines 13a – 13h at the end of the project/grant period.			
13a	Type of Rate	State whether indirect cost rate(s) is Provisional, Predetermined, Final, Fixed, Fixed with Carry-Forward, DeMinimis, or other.		
13b	Rate	Enter the indirect cost rate(s) in effect during the reporting period.		
13c	Rate Approval Date	Enter the date on which the indirect cost rate was approved.		
13d	Period From	Enter the date on which the approved indirect cost rate became effective. NOTE: The indirect cost rate period must apply to the Project/Grant Period in line 8 above.		
	Period To	Enter the last date (ending date) on which the approved indirect cost rate was (or is going to be) effective.		

Financial Report Instructions

Line Item Number	Reporting/Line Item	Instructions	
		NOTE: The indirect cost rate period must apply to the Project/Grant Period in line 8 above.	
13e	Base	Enter the amount of the distribution base against which the rate(s) was applied, such as modified total direct costs (MTDC). Distribution bases are described in 2 CFR Part 200 and the Federal Acquisition Regulations (FAR). MTDC is defined at 2 CFR Part 200.68.	
13f	Amount Charged	Enter the amount of indirect costs charged during the time period specified. Multiply 13b (Rate) x 13e (Base).	
13g	Federal Share	Enter the Federal share of the amount in 13f (Amount Charged).	
13h	Totals	Enter the totals for 13e (Base), 13f (Amount Charged), and 13g (Federal Share) respectively.	
14a-b	Certification The authorized official certifies accuracy of reported data by entering assigned PIN. "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812)."		
14c	Telephone (Area Code, Number and Extension)	The telephone number of the certifying official is automatically displayed. If the information contained in this field is outdated or incorrect, please contact your Federal Project Officer (FPO) and Grant Officer to inform him/her of the error and the need to request a change.	
14d	Email Address	The email address of the certifying individual is automatically displayed. If the information contained in this field is outdated or incorrect, please contact your Federal Project Officer (FPO) and Grant Officer to inform him/her of the error and the need to request a change.	
14e	Date Report Submitted (MM/DD/YYYY)	The date the ETA-9130 is certified/submitted to DOL/ETA is automatically displayed.	
15	Agency Use Only	This section is reserved for DOL/ETA use.	