

## ETA 9130 Narrative Reporting Requirements

**This Attachment provides additional instructions for SWAs to complete the ETA 9130** Refer to Sections 4.a.vi (PUA), 4.b.vi (PEUC), 4.c.vi (MEUC), 4.d.vi (FPUC) of this UIPL.

**Instructions:** For each applicable program, in addition to the standard Quarterly Financial Reporting requirements for the ETA 9130 report, SWAs must submit a narrative update under Line Item 12. The following outline details the information SWAs should include in this section of the ETA 9130 report for these grants.

SWAs should keep in mind that the character limit for Line Item 12/Remarks in the ETA 9130 report is 4,000 characters when developing the narrative updates (*e.g.*, for reference, this is approximately the length of Section 3. of this UIPL).

### **Remarks - Narrative Reporting Requirements**

#### **A. Brief Summary of Funding Usage**

Provide a brief summary of funds usage associated with the underlying grant funds. This summary should provide a brief overview of how these funds have, and/or will, be used to support the administration of the particular program.

This summary may change during the life of the grant if the SWA determines the funds will be used for additional activities after the first ETA-9130 report submitted, however any changes that fall outside the scope of work in the initial grant application submitted by the SWA would require a grant modification.

#### **B. Timeline for Grant Activities, Milestones, and Deliverables**

Provide a high-level timeline for the use of the grant funds and any progress made completing any specific grant activities outlined in the SWA's grant application for this quarter.

#### **C. Project Challenges, Risk Mitigation Efforts/Modification Requests, and Technical Assistance Needs**

Provide a brief summary to include:

- **Challenges:**  
Briefly describe any major issues encountered in using grant funds for administrative activities during the quarter.
- **Risk Mitigation:**  
Summarize actions taken to address or reduce the impact of identified challenges.
- **Ongoing Issues:**  
Provide updates on previously reported challenges and their current resolution status.

- **Technical Assistance Needs:**

List any questions for DOL or requests for technical assistance from DOL or other sources.

- **Modification Requests:**

- Indicate if a request to modify funding usage (from the original application) has been submitted.

- Include the current status of the request.

- **No Updates:**

If there is nothing to report for the quarter, clearly state that.

**D. Additional Information**

SWAs should report, as appropriate, any other grant-specific information not captured above that they feel is relevant to the use or availability of the grant funding.