

**DOL ETA 9130  
GRANTEE USER GUIDE**

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Version 1

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## VERSION HISTORY

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# DOL ETA-9130 Federal Financial Reports

The DOL ETA-9130 Federal Financial Reports are included with the SF-425 Federal Financial Reports in PMS where possible (navigation, search, etc.). Since the data collected for the ETA-9130 Reports are different than the SF-425 Reports, form data screens are specific to the type of form.

See user guides for the SF-425 Reports on the PMS application: FFR Grantee User Guide and FFR Agency User Guide under the Federal Financial Reporting menu.

For DOL ETA, the following Financial Reports are submitted quarterly. The type of report is determined based on awarded grant:

1. **ETA-9130 (Basic):** For discretionary grants and any other grants not specifically listed below
2. **ETA-9130 (A/B)**
  - A: WIOA Statewide Youth
  - B: WIOA Local Youth
3. **ETA-9130 (C/D)**
  - C: WIOA Statewide Adult
  - D: WIOA Local Adult
4. **ETA-9130 (E/F/H)**
  - E: WIOA Statewide Dislocated Worker
  - F: WIOA Local Dislocated Worker
  - H: Statewide Rapid Response
5. **ETA-9130 (G):** National Dislocated Worker Grants
6. **ETA-9130 (I):** Employment Services & Unemployment Insurance
7. **ETA-9130 (J):** National Farmworker Jobs Program
8. **ETA-9130 (K):** Senior Community Service Employment Program
9. **ETA-9130 (L):** Indian and Native American Program
10. **ETA-9130 (M):** Trade Adjustment Assistance Program

# DOL ETA-9130 Federal Financial Report Form Instructions

This section contains information from the ETA-9130 Form Instructions.

## Report Submissions

1. The U.S. Department of Labor (DOL) Employment and Training Administration (ETA) requires all grant recipients to submit the ETA-9130 Financial Report electronically through PMS.
2. Grant recipients must register in PMS to prepare, submit, and certify their reports. This user guide provides detailed instructions for using PMS to complete your ETA-9130 Financial Reports.
3. Report submission is a three-step process:
  - **Data Entry:** Users with the Preparer privilege are responsible for entering the required data on the ETA-9130, after logging into PMS
  - **Data Certification:** Users with the Certifier privilege are responsible for certifying the accuracy of the data, after logging into PMS
  - **Data Acceptance:** DOL/ETA is responsible for reviewing the certified ETA-9130, communicating with recipients, as necessary, and accepting the report within 10 business days after report certification. If a modification is required, the certification and acceptance processes must be repeated.

## 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.
2. 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. For details on PMS Access and Help Desk, see <https://pms.psc.gov/support/help-desk.html>.
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. If you require technical assistance for PMS, please visit <https://pms.psc.gov/support/help-desk.html>.

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

# Line-Item Instructions for ETA-9130 Forms

## ETA-9130 Basic

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		
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 <b>and contained on the grant award document</b> . 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. <b>This number is strictly for the recipient's use and is not required by DOL/ETA.</b>
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)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports.  <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established.  <b>NOTE:</b> <i>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."</i>
8	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 <b>accrued expenditures</b> 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

Line Item	Reporting/Line Item	Instructions
		instructions.) PRE-ENTERED
	<b>Transactions</b>	
	Enter cumulative amounts in the Cumulative Column for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b>	
10	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 <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.	
<b>Federal Cash</b>		
10a	Cash Receipts	This amount will be <b>PRE-ENTERED</b> to agree with DOL cumulative quarter-end drawdown records associated with this grant and the specific subaccount identified in Item 2. This is equal to the cumulative drawdowns posted in the Payment Management System (PMS) through the end of the reporting period end date.  <i><b>NOTE:</b> For grant recipients operating on a reimbursement basis, this amount will NOT reflect cash utilized from other fund sources of the recipient organization to pay for subject grant activities, until such funds are drawn down under the subaccount specifically associated with this grant as identified in Item 2.</i>
10b	Cash Disbursements	Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b> , 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.  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.  <i><b>NOTE:</b> 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.</i>  <i>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.</i>
10c	Cash on Hand (line 10a minus line 10b)	This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).  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.  <i><b>NOTE:</b> In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</i>
<b>Federal Expenditures and Unobligated Balance:</b>		
10d	Total Federal Funds Authorized	This amount is pre-entered for all grants, except WIA or WIOA formula-funded. This entry should agree with the grant award amount specified in the official grant award document for this subaccount, as identified in Item 2. (Discrepancies must be identified by recipient and corrected, as necessary, by the Grant Officer.)

Line Item	Reporting/Line Item	Instructions
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized).</p> <p>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, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).</p> <p>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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p>
10f	Total Administrative Expenditures	<p><b>An entry is required for this line item for all grants subject to an administrative cost limitation. This line item is a portion of the amount reported on Line 10e (Federal Share of Expenditures).</b></p> <p>Enter the cumulative amount of accrued expenditures for administrative activities.</p> <p>Consult the appropriate program rules and regulations and/or grant award specifications for specific definitions and/or limitations on administrative costs. Some grants may be identified in the grant agreement as exempt from breaking out administrative costs.</p> <p><b>If no data entry is required, a ZERO must be entered.</b></p>
10g	Federal Share of Unliquidated Obligations	<p>Enter any obligations incurred, for which an accrued expenditure has not yet been recorded, as of the reporting period end date.</p> <p>Unliquidated obligations should include amounts which will become due to subrecipients and contractors. On the final report, this line item should be zero.</p> <p>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.</p> <p><b>NOTE:</b> For DOL/ETA grants, the only liquidation that can occur</p>

Line Item	Reporting/Line Item	Instructions
		<p>during closeout is the liquidation of accrued expenditures (NOT obligations) for goods and/or services received during the grant period.</p> <p>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.</p>
10h	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).
10i	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).
<b>Recipient Share:</b>		
10j	Total Recipient Share Required	<p>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."</p> <p><b>If there is no match requirement, a ZERO must be entered.</b></p>
10k	Recipient Share of Expenditures	<p>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.</p> <p>This entry may (and often will) exceed the required match entered on Line 10j (Total Recipient Share Required).</p> <p><b>NOTE:</b> 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).</p>
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	<p>This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures).</p> <p><b>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.</b></p>
<b>Program Income</b>		
10m	Total Program Income Earned	<p>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.</p> <p>Either gross or net program income may be reported. If gross program income is reported, 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.</p> <p><b>If no program income is earned, a ZERO must be entered.</b></p>

Line Item	Reporting/Line Item	Instructions
10n	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).  <b>NOTE:</b> 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)).
10o	Unexpended Program Income (line 10m minus line 10n)	This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).
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. <b>Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds.</b>  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.
12	<b>Remarks</b> 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	<b>Indirect Expenditures</b>  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.  <b>NOTE:</b> The indirect cost rate period must apply to the Project/Grant Period in line 8 above.
13d	Period To	Enter the last date (ending date) on which the approved indirect cost rate was (or is going to be) effective.  <b>NOTE:</b> 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	<b>Certification</b> The authorized official certifies accuracy of reported data by entering assigned PIN.	

Line Item	Reporting/Line Item	Instructions
		"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.

## ETA-9130 (A) – WIOA Statewide Youth

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		
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 <b>and contained on the grant award document</b> . 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. <b>This number is strictly for the recipient's use and is not required by DOL/ETA.</b>
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)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports.  <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For

Line Item	Reporting/Line Item	Instructions
		<p>accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established.</p> <p><b>NOTE:</b> <i>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."</i></p>
8	Project/Grant Period, From: (MM/DD/YYYY)	<p>The beginning date of the grant award as defined in the grant award document. PRE-ENTERED</p>
8	Project/Grant Period, To: (MM/DD/YYYY)	<p>The ending date of the grant award as defined in the grant award document, and the final date for which any <b>accrued expenditures</b> can be incurred under the subject grant award. PRE-ENTERED</p>
9	Reporting Period End Date: (MM/DD/YYYY)	<p>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</p>
10	<p><b>Transactions</b></p> <p>Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b></p> <p>Line items which will be automatically calculated are grayed out, and no data entry will be permitted by the reporting entity.</p> <p>Cumulative data for the current reporting quarter will become the <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.</p>	
<b>Federal Cash</b>		
10a	Cash Receipts	<p>Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date. <b>Cash received means cash deposited in your bank account.</b> Drawdowns <b>initiated</b> on the last business day of a quarter should <b>NOT</b> be reflected in this amount, but in the subsequent quarter's cash receipts.</p> <p>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. <b>This entry must reflect the Statewide portion only.</b> The sum of the 10a entry on this report and the 10a entry on the Local Youth report (ETA-9130 (B)) must equal the cumulative PMS record amount posted for this subaccount.</p> <p>Cash receipts reported should correspond to payment for allowable Statewide Youth costs (and allowable advances to subrecipients) associated with the funding authority identified on Line 10d (Total Federal Funds Authorized).</p> <p><b>NOTE:</b> <i>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.</i></p>
10b	Cash Disbursements	<p>Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b>, as of the reporting period end date. The</p>



Line Item	Reporting/Line Item	Instructions
		<p>cash disbursements reported must be all or a portion of the cash receipts reflected on Item 10a.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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.</p>
10c	Cash on Hand (line 10a minus line 10b)	<p>This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).</p> <p>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.</p> <p><b>NOTE:</b> In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</p>
<b>Federal Expenditures and Unobligated Balance</b>		
10d	Total Federal Funds Authorized	<p>Enter the total amount of Youth funds (from the Youth funding stream allotment) retained at the <b>State level</b> for allowable statewide activities.</p> <p><b>NOTE:</b> This entry cannot exceed 15% of the Youth funding Program Year allotment during the first 2 years of the availability of that allotment. After the first 2 years, the recapture of local Youth 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 Youth report (ETA-9130 (B)) on Line 10d.</p>
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized).</p> <p>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, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).</p> <p>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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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</p>

Line Item	Reporting/Line Item	Instructions
		<p>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.</p> <p><b>NOTE:</b> <i>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.</i></p> <p><i>During the closeout process, funds not expended during the grant period will be de-obligated. <b>Exception:</b> Funds obligated for pay-for-performance contracts (WIOA Sec. 189 (g)(2)(D)).</i></p>
10f	Total Administrative Expenditures	<p>Enter the cumulative amount of accrued expenditures charged to the Youth statewide subaccount for administrative activities.</p> <p><b>NOTE:</b> <i>While up to 5% of the Youth funds available for the costs of administration is part of the up to 15% of the total Youth 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 Youth Program, but may be allocable to Adult and Dislocated Worker activities, as well.</i></p> <p>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.”</p> <p><b>This line item is a portion of the amount reported on Line 10e (Federal Share of Expenditures).</b></p>
10g	Federal Share of Unliquidated Obligations	<p>Enter any obligations incurred, for which an accrued expenditure has not yet been recorded, as of the reporting period end date.</p> <p>Unliquidated obligations should include amounts which will become due to subrecipients and contractors. On the final report, this line item should be zero.</p> <p>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.</p> <p><b>NOTE:</b> <i>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.</i></p> <p><i>Local funds obligated for Pay-for-Performance contracts remain available until expended. See WIOA Sec. 189 (g)(2)(D).</i></p>
10h	Total Federal Obligations (sum of lines 10e and 10g)	<p>This is an automatic calculation, which is the sum of Lines 10e (Federal Share of Expenditures) and 10g (Federal Share of Unliquidated Obligations).</p>

Line Item	Reporting/Line Item	Instructions
10i	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).
<b>Recipient Share</b>		
10j	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."  <b>If there is no match requirement, a ZERO must be entered.</b>
10k	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).  <b>NOTE:</b> 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).
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures). <b>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.</b>
<b>Program Income</b>		
10m	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, 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.  <b>If no program income is earned, a ZERO must be entered.</b>
10n	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).  <b>NOTE:</b> 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)).
10o	Unexpended Program Income (line 10m minus line 10n)	This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus Line 10n (Program Income Expended in Accordance with the Addition Method).
11	<b>Additional Expenditure Data Required</b>	
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. <b>Expenditures included</b>

Line Item	Reporting/Line Item	Instructions
		<p><b>must be allowable costs which could otherwise have been paid for out of subject grant funds.</b></p> <p>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.</p> <p>This entry should include expenditures of all Federally funded leveraged resources, whether or not such expenditures are the result of a leveraging requirement.</p>
11b	Real Property Proceeds Expended	<p>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.</p> <p><b>NOTE:</b> This amount should <i>not</i> be included in the amount reported on Line 10e (Federal Share of Expenditures).</p>
11c	Recaptured Funds Expended	<p>Enter expenditure of funds recaptured from the local areas. This amount should be included on Line 10e (Federal Share of Expenditures).</p>
11d	Out-of-School Youth Funds Expended on Direct Services	<p>Enter expenditures for allowable services provided <b>directly</b> to participants meeting Out-of-School Youth eligibility criteria (WIOA Sec. 129 (a)(1)(B).)</p> <p>WIOA Sec. 129 (a)(4)(A) requires that a minimum of seventy-five percent of statewide and local Youth funds provided to carry out the program in the State for a program year must be expended to provide youth workforce investment activities for Out-of-School Youth.</p> <p><b>Expenditure Rate Calculation:</b> Out-of-School Youth expenditures divided by In-School plus Out-of-School Youth expenditures.  <math>\text{OSY Expenditure Rate (\%)} = \text{OSY} \div (\text{ISY} + \text{OSY})</math></p>
11e	In-School Youth Funds Expended on Direct Services	<p>Enter expenditures for allowable direct services for participants meeting eligibility criteria for In-School youth (WIOA Sec. 129 (a)(1)(C)).</p>
11f	Training Expenditures	<p>Enter the cumulative amount of expenditures for training services provided to Youth program participants.</p> <p>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, with the exception of Youth on-the-job training (OJT).</p> <p>This line item should represent the total accrued training activities expenditures for this Youth Grant and it is a portion of the amount reported in 10e (Federal Share of Expenditures).</p>
12	<b>Remarks</b>	<p>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.)</p>
13		<p><b>Indirect Expenditures</b></p> <p>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.</p> <p>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.</p>
13a	Type of Rate	<p>State whether indirect cost rate(s) is Provisional, Predetermined, Final, Fixed, Fixed with Carry-Forward, DeMinimis, or other.</p>

Line Item	Reporting/Line Item	Instructions
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.  <b>NOTE:</b> <i>The indirect cost rate period must apply to the Project/Grant Period in line 8 above.</i>
13d	Period To	Enter the last date (ending date) on which the approved indirect cost rate was (or is going to be) effective.  <b>NOTE:</b> <i>The indirect cost rate period must apply to the Project/Grant Period in line 8 above.</i>
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.
	<b>Certification</b>	
14a-b	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.

## ETA-9130 (B) – WIOA Local Youth

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		
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 <b>and contained on the grant award document</b> . Also called Federal Award Identification Number (FAIN) under the Uniform Guidance (2 CFR 200). PRE-ENTERED

Line Item	Reporting/Line Item	Instructions
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. <b>This number is strictly for the recipient's use and is not required by DOL/ETA.</b>
6	Final Report (Yes/No)	Select appropriate box. Check "Yes" only if this is the final quarter report for subject grant. The grant closeout will not occur until after the grant end date.
7	Basis of Reporting (Accrual)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports.  <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established.  <b>NOTE:</b> <i>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."</i>
8	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 <b>accrued expenditures</b> 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
10	<p><b>Transactions</b></p> <p>Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b></p> <p>Line items which will be automatically calculated are grayed out, and no data entry will be permitted by the reporting entity.</p> <p>Cumulative data for the current reporting quarter will become the <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.</p>	
<b>Federal Cash</b>		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date. <b>Cash received means</b>

Line Item	Reporting/Line Item	Instructions
		<p><b>cash deposited in your bank account.</b> Drawdowns <b>initiated</b> on the last business day of a quarter should <b>NOT</b> be reflected in this amount, but in the subsequent quarter's cash receipts.</p> <p>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. <b>This entry must reflect the Local portion only.</b></p> <p>The sum of the 10a entry on this report and the 10a entry on the Statewide Youth report (ETA-9130 (A)) should equal the cumulative PMS record amount posted for this subaccount.</p> <p>Cash receipts reported should reflect the <b>State's receipt of cash</b> to be disbursed to local areas to pay for allowable Local Youth costs associated with the funding authority identified on Line 10d (Total Federal Funds Authorized).</p> <p><b>NOTE:</b> For grant recipients operating on a reimbursement basis, this amount should <b>NOT</b> reflect cash utilized from other fund sources of the recipient organization to initially pay for subject grant activities.</p>
10b	Cash Disbursements	<p>Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b>, 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.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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.</p>
10c	Cash on Hand (line 10a minus line 10b)	<p>This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).</p> <p>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.</p> <p><b>NOTE:</b> In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</p>
<b>Federal Expenditures and Unobligated Balance</b>		
10d	Total Federal Funds Authorized	<p>Enter the total amount of Youth funds (from the State Youth funding stream allotment) allocated to the <b>local areas</b> for allowable local youth activities.</p> <p><b>NOTE:</b> After the first 2 years of a Program Year of funding, any local youth funds recaptured by the State and returned for statewide activities should be reflected by a decrease in this entry. A corresponding increase will be made to Line 10d of the Statewide Youth report (ETA-9130 (A)). Local youth funds recaptured from one local area and allocated to another local area will precipitate no change to this line item.</p>

Line Item	Reporting/Line Item	Instructions
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized).</p> <p>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, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).</p> <p>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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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.</p> <p><b>NOTE:</b> <i>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.</i></p> <p><i>During the closeout process, funds not expended during the grant period will be de-obligated. <b>Exception:</b> Funds obligated for pay-for-performance contracts (WIOA Sec. 189 (g)(2)(D)).</i></p>
10f	Total Administrative Expenditures	<p>Enter the cumulative amount of accrued expenditures charged to the Youth local area grants for administrative activities. <b>This line item is a portion of the amount reported on Line 10e (Federal Share of Expenditures).</b></p> <p><b>NOTE:</b> <i>Because 10% of the total Youth, Adult, and Dislocated Worker funds available for expenditure at the local areas may be expended on administration (without regard to funding source), the funds identified on this line item, do not need to be allocable to the local Youth program, but may be allocable to local Adult and Dislocated Worker activities, as well.</i></p> <p>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.”</p>
10g	Federal Share of Unliquidated Obligations	<p>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.</p> <p>The OMB Uniform Guidance defines “Obligation” in 2 CFR 200.71 as</p>



Line Item	Reporting/Line Item	Instructions
		<p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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).</p>
10h	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).
10i	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).
<b>Recipient Share</b>		
10j	Total Recipient Share Required	<p>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."</p> <p><b>If there is no match requirement, a ZERO must be entered.</b></p>
10k	Recipient Share of Expenditures	<p>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.</p> <p>This entry may (and often will) exceed the required match entered on Line 10j (Total Recipient Share Required).</p> <p><b>NOTE:</b> 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).</p>
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	<p>This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures).</p> <p><b>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.</b></p>
<b>Program Income</b>		
10m	Total Program Income Earned	<p>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</p>

Line Item	Reporting/Line Item	Instructions
		<p>program income is reported, 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.</p> <p><b>If no program income is earned, a ZERO must be entered.</b></p>
10n	Program Income Expended in Accordance with the Addition Method	<p>Enter the cumulative amount of accrued expenditures incurred against the program income earned on Line 10m (Total Program Income Earned).</p> <p><b>NOTE:</b> 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)).</p>
10o	Unexpended Program Income (line 10m minus line 10n)	<p>This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).</p>
<b>11 Additional Expenditure Data Required</b>		
11a	Other Federal Funds Expended	<p>Enter any other Federal funds expended, by the recipient organization and any subrecipient organizations for the same purposes or activities of the subject grant. <b>Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds.</b></p> <p>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.</p> <p>This entry should include expenditures of all Federally funded leveraged resources, whether or not such expenditures are the result of a leveraging requirement.</p>
11b	Real Property Proceeds Expended	<p>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.</p> <p><b>NOTE:</b> This amount should <u>not</u> be included in the amount reported on Line 10e (Federal Share of Expenditures).</p>
11c	Out-of-School Youth Expenditures	<p>Enter expenditures for allowable program activities for participants meeting eligibility criteria for Out-of-School Youth (WIOA Sec. 129 (a)(1)(B)). This line item should represent the total accrued Out-of-School Youth expenditures for all local areas and it is a <b>portion of the amount reported in 10e (Federal Share of Expenditures)</b>.</p> <p>WIOA Sec. 129 (a)(4)(A) requires that a minimum of seventy-five percent of statewide and local Youth funds provided to carry out the program in the State for a program year must be expended on Out-of-School Youth. The expenditure rate for local area funds is calculated <u>after</u> subtracting out funds spent on administrative costs. For example, if a local area receives \$1 million and spends \$100,000 on administrative costs, the remaining \$900,000 is subject to the Out-of-School Youth expenditure rate. In this example, the local area would be required to spend at least \$675,000 (75 percent) of the \$900,000 to provide youth workforce investment activities for Out-of-School Youth.</p> <p><b>Expenditure Rate Calculation:</b> Out-of-School Youth Expenditures (11c) divided by Total Federal Funds Authorized (10d) minus Total Administrative Expenditures (10f).  → OSY Expenditure Rate (%) = <math>11c \div (10d - 10f)</math></p>

Line Item	Reporting/Line Item	Instructions
11d	In-School Youth Expenditures	<p>Enter expenditures for allowable program activities for participants meeting eligibility criteria for In-School Youth (WIOA Sec. 129 (a)(1)(C)). This line item should represent the total accrued In-School Youth expenditures for all local areas and it is a <b>portion of the amount reported in 10e (Federal Share of Expenditures)</b>.</p> <p><b>Lines 11c (Out-of-School Youth Expenditures) Plus 11d (In-School Youth Expenditures) Plus 10f (Total Administrative Expenditures) should EQUAL Line 10e (Federal Share of Expenditures).</b></p>
11e	Federal Share of Unliquidated Obligations for Pay-for-Performance Contracts	<p>Enter any obligations incurred for pay-for-performance contracts for which an expenditure has not yet been recorded, as of the reporting period end date. This amount should represent the aggregate unliquidated obligations for pay-for-performance contracts for local areas and it is a <b>portion of the amount reported in 10g (Federal Share of Unliquidated Obligations)</b>.</p>
11f	Pay-for-Performance Contract Expenditures	<p>Enter the cumulative amount of expenditures charged to the Local Youth grants for pay- for-performance contract costs. This line item should represent the total accrued pay-for- performance contract expenditures for all local areas and it is a <b>portion of the amount reported in 10e (Federal Share of Expenditures)</b>.</p> <p>WIOA Sec. 129 (c)(1)(D) sets a pay-for-performance contract expenditure cap of ten percent of the amount of Federal funds allocated to local areas to carry out the Youth program for a fiscal year.</p>
11g	Work Experience Expenditures	<p>Enter the cumulative amount of expenditures charged to the Local Youth grants for work experience activities. This line item should represent the total accrued work experience expenditures for all local areas and it is a <b>portion of the amount reported in 10e (Federal Share of Expenditures)</b>.</p> <p>WIOA Sec. 129 (c)(4) requires that a minimum of twenty percent of Federal funds allocated to local areas to carry out the local Youth program for a fiscal year must be expended on work experience activities.</p> <p><b>Expenditure Rate Calculation:</b> Work Experience Expenditures (11g) divided by Total Federal Funds Authorized (10d) minus Total Administrative Expenditures (10f).  → Work Experience Expenditure Rate (%) = <math>11g \div (10d - 10f)</math></p>
11h	Training Expenditures	<p>Enter the cumulative amount of expenditures for training services provided to Youth program participants.</p> <p>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, with the exception of Youth on-the-job training (OJT).</p> <p>This line item should represent the total accrued training activities expenditures for this Youth Grant and it is a portion of the amount reported in 10e (Federal Share of Expenditures).</p>
12	<p><b>Remarks</b></p> <p>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 and 11.)</p>	
13	<p><b>Certification</b></p> <p>The authorized official certifies accuracy of reported data by entering assigned PIN.</p> <p>"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete,</p>	

Line Item	Reporting/Line Item	Instructions
		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).”
13c	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.
13d	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.

## ETA-9130 (C) – WIOA Statewide Adult

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		
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 <b>and contained on the grant award document</b> . 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. <b>This number is strictly for the recipient’s use and is not required by DOL/ETA.</b>
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)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports. <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. <b>NOTE: Uniform Guidance, 2 CFR 2900.14: “In addition to the</b>

Line Item	Reporting/Line Item	Instructions
		<i>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."</i>
8	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 <b>accrued expenditures</b> 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
10	<p><b>Transactions</b></p> <p>Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b></p> <p>Line items which will be automatically calculated are grayed out, and no data entry will be permitted by the reporting entity.</p> <p>Cumulative data for the current reporting quarter will become the <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.</p>	
<b>Federal Cash</b>		
10a	Cash Receipts	<p>Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date. <b>Cash received means cash deposited in your bank account.</b> Drawdowns <b>initiated</b> on the last business day of a quarter should <b>NOT</b> be reflected in this amount, but in the subsequent quarter's cash receipts. 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. <b>This entry must reflect the Statewide portion only.</b> 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.</p> <p>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).</p> <p><b>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.</b></p>
10b	Cash Disbursements	<p>Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b>, 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.</p> <p>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.</p> <p><b>NOTE: Line 10e (Federal Share of Expenditures) will typically be greater than Line 10b due to the inclusion of accruals, for which</b></p>

Line Item	Reporting/Line Item	Instructions
		<p>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.</p> <p>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.</p>
10c	Cash on Hand (line 10a minus line 10b)	<p>This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).</p> <p>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.</p> <p><b>NOTE: In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</b></p>
<b>Federal Expenditures and Unobligated Balance</b>		
10d	Total Federal Funds Authorized	<p>Enter the total amount of Adult funds (from the Adult funding stream allotment) retained at the <b>State level</b> for allowable statewide activities.</p> <p><b>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.</b></p>
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized).</p> <p>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, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).</p> <p>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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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.</p> <p><b>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.</b></p> <p><i>During the closeout process, funds not expended during the grant period will be de-obligated. <b>Exception:</b> Funds obligated for pay-for-performance contracts (WIOA Sec. 189 (g)(2)(D)).</i></p>
10f	Total Administrative Expenditures	<p>Enter the cumulative amount of accrued expenditures charged to the Adult statewide subaccount for administrative activities. <b>(This line item is a portion of the amount reported on Line 10e (Federal Share of Expenditures)).</b></p> <p><b>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</b></p>

Line Item	Reporting/Line Item	Instructions
		<p>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.</p> <p>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.”</p>
10g	Federal Share of Unliquidated Obligations	<p>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.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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).</p>
10h	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).
10i	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).
<b>Recipient Share</b>		
10j	Total Recipient Share Required	<p>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.”</p> <p><b>If there is no match requirement, a ZERO must be entered.</b></p>
10k	Recipient Share of Expenditures	<p>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.</p> <p>This entry may (and often will) exceed the required match entered on Line 10j (Total Recipient Share Required).</p> <p><b>NOTE:</b> 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).</p>

Line Item	Reporting/Line Item	Instructions
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures). <b>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.</b>
<b>Program Income</b>		
10m	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, 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. <b>If no program income is earned, a ZERO must be entered.</b>
10n	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). <b>NOTE:</b> 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)).
10o	Unexpended Program Income (line 10m minus line 10n)	This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).
11	<b>Additional Expenditure Data Required</b>	
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. <b>Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds.</b> 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. <b>NOTE:</b> This amount should <u>not</u> 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 Expenditures	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).



Line Item	Reporting/Line Item	Instructions
12	<b>Remarks</b>	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 and 11.)
13	<b>Indirect Expenditures</b>	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. <b>NOTE:</b> The indirect cost rate period must apply to the Project/Grant Period in line 8 above.
13d	Period To	Enter the last date (ending date) on which the approved indirect cost rate was (or is going to be) effective. <b>NOTE:</b> 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	<b>Certification</b>	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.

## ETA-9130 (D) – WIOA Local Adult

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		

Line Item	Reporting/Line Item	Instructions
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 <b>and contained on the grant award document</b> . 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. <b>This number is strictly for the recipient's use and is not required by DOL/ETA.</b>
6	Final Report (Yes/No)	Select appropriate box. Check "Yes" only if this is the final quarter report for subject grant. The grant closeout will not occur until after the grant end date.
7	Basis of Reporting (Accrual)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports. <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. <b>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."</b>
8	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 <b>accrued expenditures</b> 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
10		<b>Transactions</b> Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b>  Line items which will be automatically calculated are grayed out, and no data entry will be permitted by the reporting entity.

Line Item	Reporting/Line Item	Instructions
		Cumulative data for the current reporting quarter will become the <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.
<b>Federal Cash</b>		
10a	Cash Receipts	<p>Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date. <b>Cash received means cash deposited in your bank account.</b> Drawdowns initiated on the last business day of a quarter should <b>NOT</b> be reflected in this amount, but in the subsequent quarter's cash receipts. 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. <b>This entry must reflect the Local portion only.</b></p> <p>The sum of the 10a entry on this report and the 10a entry on the Statewide Adult report (ETA-9130 (C)) should equal the cumulative PMS record amount posted for this subaccount.</p> <p>Cash receipts reported should reflect the <b>State's receipt of cash</b> to be disbursed to local areas to pay for allowable Local Adult costs associated with the funding authority identified on 10d (Federal Funds Authorized).</p> <p><b>NOTE:</b> For grant recipients operating on a reimbursement basis, this amount should <b>NOT</b> reflect cash utilized from other fund sources of the recipient organization to initially pay for subject grant activities.</p>
10b	Cash Disbursements	<p>Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b>, 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.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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.</p>
10c	Cash on Hand (line 10a minus line 10b)	<p>This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).</p> <p>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.</p> <p><b>NOTE:</b> In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</p>
<b>Federal Expenditures and Unobligated Balance</b>		
10d	Total Federal Funds Authorized	<p>Enter the total amount of Adult funds (from the State Adult funding stream allotment) allocated to the <b>local areas</b> for allowable local Adult activities.</p> <p><b>NOTE:</b> After the first 2 years of a Program Year of funding, any local Adult funds recaptured by the State and returned for statewide activities should be reflected by a decrease in this entry. A corresponding increase will be made to Line 10d of the Statewide Adult report (ETA-9130 (C)). Local Adult funds recaptured from one local area and allocated to another local area will precipitate no change to this line item.</p>
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized).</p>

Line Item	Reporting/Line Item	Instructions
		<p>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, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).</p> <p>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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>During the closeout process, funds not expended during the grant period will be de- obligated. <b>Exception:</b> Funds obligated for pay-for-performance contracts (WIOA Sec. 189 (g)(2)(D)).</p>
10f	Total Administrative Expenditures	<p>Enter the cumulative amount of accrued expenditures charged to the Adult local area grants for administrative activities. <b>This line item is a portion of the amount reported on Line 10e (Federal Share of Expenditures).</b></p> <p><b>NOTE:</b> Because 10% of the total Youth, Adult, and Dislocated Worker funds available for expenditure at the local areas may be expended on administration (without regard to funding source), the funds identified on this line item, do not need to be allocable to the local Adult program, but may be allocable to local Youth and Dislocated Worker activities, as well.</p> <p>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."</p>
10g	Federal Share of Unliquidated Obligations	<p>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.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>Do not include any amount on Line 10g that has been reported on</p>

Line Item	Reporting/Line Item	Instructions
		<i>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).</i>
10h	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).
10i	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).
<b>Recipient Share</b>		
10j	Total Recipient Share Required	<p>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."</p> <p>If there is no match requirement, a ZERO must be entered.</p> <p><b>This line item must include the amount of non-federal share employers are required to provide based on incumbent worker training (IWT) contracts.</b></p> <p><b>NOTE:</b> Per WIOA Sec. 134 (d)(4)(C), employers participating in a local area incumbent worker training (IWT) program shall be required to pay for the non-Federal share of the cost of providing the training to incumbent workers of the employers.</p> <p>WIOA Sec. 134 (d)(4)(D)(ii) specifies that such contributions shall not be less than:</p> <ul style="list-style-type: none"> <li>• 10 percent of the cost, for employers with not more than 50 employees;</li> <li>• 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and</li> <li>• 50 percent of the cost, for employers with more than 100 employees.</li> </ul>
10k	Recipient Share of Expenditures	<p>Enter any non-Federal funds expended, by recipient organization, for the purposes or activities of subject grant.</p> <p>This line item must include employers' share of expenditures, as applicable to the IWT employer match requirement in line 10j. Additionally, expenditures identified on this line item <u>must</u>:</p> <ul style="list-style-type: none"> <li>• Be allowable costs which could otherwise have been paid for out of subject grant funds;</li> <li>• Include both match and other non-Federal leveraged resources; and</li> <li>• Include allowable non-Federal in-kind match contributions.</li> </ul> <p>This entry may (and often will) exceed the required match entered on Line 10j (Total Recipient Share Required).</p> <p><b>NOTE:</b> 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).</p>
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	<p>This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures).</p> <p><b>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.</b></p>
<b>Program Income</b>		
10m	Total Program Income Earned	<p>Enter the total amount of program income earned as the result of allowable grant activity.</p> <p>The addition method for recording and reporting program income is required for all ETA programs/grants. For additional reference,</p>

Line Item	Reporting/Line Item	Instructions
		<p>program income is defined in the applicable program regulations and in 2 CFR 200.80 and 2 CFR 200.307.</p> <p>Either gross or net program income may be reported. If gross program income is reported, 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.</p> <p><b>If no program income is earned, a ZERO must be entered.</b></p>
10n	Program Income Expended in Accordance with the Addition Method	<p>Enter the cumulative amount of accrued expenditures incurred against the program income earned on Line 10m (Total Program Income Earned).</p> <p><b>NOTE:</b> 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)).</p>
10o	Unexpended Program Income (line 10m minus line 10n)	<p>This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).</p>
11	<b>Additional Expenditure Data Required</b>	
11a	Other Federal Funds Expended	<p>Enter any other Federal funds expended, by the recipient organization and any subrecipient organizations for the same purposes or activities of the subject grant. <b>Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds.</b></p> <p>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.</p> <p>This entry should include expenditures of all Federally funded leveraged resources, whether or not such expenditures are the result of a leveraging requirement.</p>
11b	Real Property Proceeds Expended	<p>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.</p> <p><b>NOTE:</b> This amount should <u>not</u> be included in the amount reported on Line 10e (Federal Share of Expenditures).</p>
11c	Expenditure of Adult Funds on the Dislocated Worker Program	<p>Enter the amount of Adult funds expended on the Dislocated Worker program.</p> <p>This amount should represent the aggregate amount of Adult funds expended on the Dislocated Worker program for local areas and it is a portion of the amount reported in 10e (Federal Share of Expenditures).</p> <p><b>Per WIOA Sec. 133 (b)(4), a local board may transfer, if such a transfer is approved by the Governor, up to and including 100 percent of Adult funds to the Dislocated Worker program and vice versa.</b></p> <p><b>NOTE: Line 10d (Total Federal Funds Authorized) DOES NOT CHANGE.</b> The funding source paying for the Adult funds expended on the Dislocated Worker program remains the Adult fund source. It is the <b>expenditure</b> of Adult funds on the Dislocated Worker program that becomes allowable within the approved transfer authority.</p>
11d	Federal Share of Unliquidated Obligations for Pay-for-Performance Contracts	<p>Enter any obligations incurred for pay-for-performance contracts for which an expenditure has not yet been recorded, as of the reporting period end date. This amount should represent the aggregate unliquidated obligations for pay-for-performance contracts for local areas and it is a <b>portion of the amount reported in 10g (Federal Share of Unliquidated Obligations).</b></p>
11e	Pay-for-Performance Contract Expenditures	<p>Enter the cumulative amount of expenditures charged to the Local Adult grants for pay-for- performance contract costs. This line item should represent the total accrued pay-for-performance contract expenditures for all local areas and it is a <b>portion of the amount</b></p>

Line Item	Reporting/Line Item	Instructions
		<b>reported in 10e (Federal Share of Expenditures).</b> WIOA Sec. 134 (d)(1)(A)(iii) sets a pay-for-performance contract expenditure cap of ten percent of the amount of Federal funds allocated to local areas to carry out the Adult program for a program year.
11f	Transitional Jobs Expenditures	Enter the cumulative amount of expenditures charged to the Local Adult grants for transitional jobs costs. This line item should represent the total accrued transitional jobs contract expenditures for all local areas and it is a <b>portion of the amount reported in 10e (Federal Share of Expenditures)</b> . WIOA Sec. 134 (d)(5) sets a transitional jobs expenditure cap of ten percent of the amount of Federal funds allocated to local areas to carry out the Adult program for a program year.
11g	Incumbent Worker Training Expenditures	Enter the cumulative amount of expenditures charged to the Local Adult grants for incumbent worker training costs. This line item should represent the total accrued incumbent worker training contract expenditures for all local areas and it is a <b>portion of the amount reported in 10e (Federal Share of Expenditures)</b> . WIOA Sec. 134 (d)(4)(A)(i) sets an incumbent worker training expenditure cap of twenty percent of the amount of Federal funds allocated to local areas to carry out the Adult program for a program year.
11h	Training Expenditures	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).
12	<b>Remarks</b> 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 and 11.)	
13	<b>Certification</b> 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)."	
13c	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.
13d	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.	

## ETA-9130 (E) – WIOA Statewide Dislocated Worker

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		
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 <b>and contained on the grant award document.</b> 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. <b>This number is strictly for the recipient's use and is not required by DOL/ETA.</b>
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)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports. <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. <b>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."</b>
8	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 <b>accrued expenditures</b> 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
10	<b>Transactions</b>	Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular</b>



Line Item	Reporting/Line Item	Instructions
		<p><b>grant/program, a ZERO must be entered.</b></p> <p>Line items which will be automatically calculated are grayed out, and no data entry will be permitted by the reporting entity.</p> <p>Cumulative data for the current reporting quarter will become the <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.</p>
<b>Federal Cash</b>		
10a	Cash Receipts	<p>Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date. <b>Cash received means cash deposited in your bank account.</b> Drawdowns <b>initiated</b> on the last business day of a quarter should <b>NOT</b> be reflected in this amount, but in the subsequent quarter's cash receipts. Cumulative drawdowns posted in the Payment Management System (PMS) through the end of the reporting period end date reflect drawdowns for Statewide and Local Dislocated Worker as well as Rapid Response activities. <b>This entry must reflect the Statewide Dislocated Worker portion only.</b> The sum of the 10a entry on this report, the 10a entry on the Statewide Rapid Response report (ETA-9130 (H)), and the Local Dislocated Worker report (ETA-9130 (F)) must equal the cumulative PMS record amount posted for this subaccount.</p> <p>Cash receipts reported should correspond to payment for allowable Statewide Dislocated Worker costs (and allowable advances to subrecipients) associated with the funding authority identified on Line 10d (Total Federal Funds Authorized).</p> <p><b>NOTE:</b> For grant recipients operating on a reimbursement basis, this amount should <b>NOT</b> reflect cash utilized from other fund sources of the recipient organization to initially pay for subject grant activities.</p>
10b	Cash Disbursements	<p>Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b>, 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.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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.</p>
10c	Cash on Hand (line 10a minus line 10b)	<p>This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).</p> <p>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.</p> <p><b>NOTE:</b> In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</p>
<b>Federal Expenditures and Unobligated Balance</b>		
10d	Total Federal Funds Authorized	<p>Enter the total amount of Dislocated Worker (DW) funds (from the DW funding stream allotment) retained at the <b>State level</b> for allowable statewide activities.</p> <p><b>NOTE:</b> This entry cannot exceed 15% of the DW funding Program Year allotment during the first 2 years of the availability of that allotment. After the first 2 years, the recapture of local DW funds to be</p>

Line Item	Reporting/Line Item	Instructions
		<p><i>used for allowable statewide activities will be reflected as an increase in this entry. A corresponding reduction should be made to the Local DW report (ETA-9130 (F)) on Line 10d.</i></p>
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized).</p> <p>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, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).</p> <p>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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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.</p> <p><b>NOTE:</b> <i>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.</i></p> <p><i>During the closeout process, funds not expended during the grant period will be de-obligated. <b>Exception:</b> Funds obligated for pay-for-performance contracts (WIOA Sec. 189 (g)(2)(D)).</i></p>
10f	Total Administrative Expenditures	<p>Enter the cumulative amount of accrued expenditures charged to the DW statewide subaccount for administrative activities. <b>(This line item is a portion of the amount reported on Line 10e (Federal Share of Expenditures)).</b></p> <p><b>NOTE:</b> <i>While the up to 5% of the Dislocated Worker funds available for the costs of administration is part of the up to 15% of the total Dislocated Worker 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 Dislocated Worker program, but may be allocable to Youth and Adult activities, as well.</i></p> <p>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."</p>
10g	Federal Share of Unliquidated Obligations	<p>Enter any obligations incurred, for which an accrued expenditure has not yet been recorded, as of the reporting period end date.</p> <p>Unliquidated obligations should include amounts which will become due to subrecipients and contractors. On the final report, this line item should be zero.</p> <p>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</p>

Line Item	Reporting/Line Item	Instructions
		<p>to 2 CFR 200 and 2 CFR 2900 for additional guidance.</p> <p><b>NOTE:</b> 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).</p>
10h	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).
10i	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).
<b>Recipient Share</b>		
10j	Total Recipient Share Required	<p>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."</p> <p><b>If there is no match requirement, a ZERO must be entered.</b></p>
10k	Recipient Share of Expenditures	<p>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.</p> <p>This entry may (and often will) exceed the required match entered on Line 10j (Total Recipient Share Required).</p> <p><b>NOTE:</b> 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).</p>
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	<p>This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures).</p> <p><b>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.</b></p>
<b>Program Income</b>		
10m	Total Program Income Earned	<p>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, 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.</p> <p><b>If no program income is earned, a ZERO must be entered.</b></p>
10n	Program Income Expended in Accordance with the Addition Method	<p>Enter the cumulative amount of accrued expenditures incurred against the program income earned on Line 10m (Total Program Income Earned).</p> <p><b>NOTE:</b> Program income is to be expended during the same grant</p>

Line Item	Reporting/Line Item	Instructions
		<i>period in which it is earned and must be disbursed before requesting new cash advance payments (2 CFR 200.305 (b)(5)).</i>
10o	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).
11	<b>Additional Expenditure Data Required</b>	
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. <b>Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds.</b> 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. <b>NOTE:</b> This amount should <i>not</i> 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 Expenditures	Enter the cumulative amount of expenditures for training services provided to Dislocated Worker 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 Dislocated Worker Grant and it is a portion of the amount reported in 10e (Federal Share of Expenditures).
12	<b>Remarks</b> 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	<b>Indirect Expenditures</b> 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. <b>NOTE:</b> The indirect cost rate period must apply to the Project/Grant Period in line 8 above.
13d	Period To	Enter the last date (ending date) on which the approved indirect cost rate was (or is going to be) effective. <b>NOTE:</b> 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

Line Item	Reporting/Line Item	Instructions
		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	<b>Certification</b> 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.

## ETA-9130 (F) – WIOA Local Dislocated Worker

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		
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 <b>and contained on the grant award document</b> . 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. <b>This number is strictly for the recipient's use and is not required by DOL/ETA.</b>

Line Item	Reporting/Line Item	Instructions
6	Final Report (Yes/No)	Select appropriate box. Check "Yes" only if this is the final quarter report for subject grant. The grant closeout will not occur until after the grant end date.
7	Basis of Reporting (Accrual)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports. <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. <b>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."</b>
8	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 <b>accrued expenditures</b> 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
10	<b>Transactions</b> Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b>  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 <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.	
<b>Federal Cash</b>		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date. <b>Cash received means cash deposited in your bank account.</b> Drawdowns <b>initiated</b> on the last business day of a quarter should <b>NOT</b> be reflected in this amount, but in the subsequent quarter's cash receipts. Cumulative drawdowns posted in the Payment Management System (PMS) through the end of the reporting period end date reflect drawdowns for Statewide and Local Dislocated Worker as well as Rapid Response activities. <b>This entry must reflect the Local Dislocated Worker portion only.</b> The sum of the 10a entry on this report, the 10a entry on the Statewide Dislocated Worker report (ETA-9130 (E)), and the Statewide Rapid Response report (ETA-9130 (H)) should equal the cumulative PMS record amount posted for this subaccount. Cash receipts reported should reflect the <b>State's receipt of cash</b> to be disbursed to local areas to pay for allowable Local Dislocated Worker costs associated with the funding authority identified on 10d (Federal Funds Authorized). <b>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.</b>

Line Item	Reporting/Line Item	Instructions
10b	Cash Disbursements	<p>Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b>, 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.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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.</p>
10c	Cash on Hand (line 10a minus line 10b)	<p>This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).</p> <p>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.</p> <p><b>NOTE: In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</b></p>
<b>Federal Expenditures and Unobligated Balance</b>		
10d	Total Federal Funds Authorized	<p>Enter the total amount of Dislocated Worker (DW) funds (from the State DW funding stream allotment) allocated to the <b>local areas</b> for allowable local DW activities.</p> <p><b>NOTE:</b> After the first 2 years of a Program Year of funding, any local DW funds recaptured by the State and returned for statewide activities should be reflected by a decrease in this entry. A corresponding increase will be made to Line 10d of the Statewide DW report (ETA-9130 (E)). Local DW funds recaptured from one local area and allocated to another local area will precipitate no change to this line item.</p>
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized).</p> <p>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, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).</p> <p>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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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.</p> <p><b>NOTE:</b> If the cumulative entry for this line item is less than the</p>

Line Item	Reporting/Line Item	Instructions
		<p>previous period cumulative amount, a valid explanation should be provided in Section 12, Remarks.</p> <p>During the closeout process, funds not expended during the grant period will be de-obligated. <b>Exception:</b> Funds obligated for pay-for-performance contracts (WIOA Sec. 189 (g)(2)(D)).</p>
10f	Total Administrative Expenditures	<p>Enter the cumulative amount of accrued expenditures charged to the DW local area grants for administrative activities. <b>This line item is a portion of the amount reported on Line 10e (Federal Share of Expenditures).</b></p> <p><b>NOTE:</b> Because 10% of the total Youth, Adult, and Dislocated Worker funds available for expenditure at the local areas may be expended on administration (without regard to funding source), the funds identified on this line item, do not need to be allocable to the local DW program, but may be allocable to local Youth and Adult activities, as well.</p> <p>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.”</p>
10g	Federal Share of Unliquidated Obligations	<p>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.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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).</p>
10h	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).
10i	Unobligated Balance of Federal Funds (line 10d minus line 10i)	This is an automatic calculation, which is Line 10d (Total Federal Funds Authorized) minus Line Item 10h (Total Federal Obligations).
<b>Recipient Share</b>		
10j	Total Recipient Share Required	<p>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.”</p> <p>If there is no match requirement, a ZERO must be entered.</p> <p><b>This line item must include the amount of non-federal share employers are required to provide based on incumbent worker training (IWT) contracts.</b></p> <p><b>NOTE:</b> Per WIOA Sec. 134 (d)(4)(C), employers participating in a local area incumbent worker training (IWT) program shall be required to pay for the non-Federal share of the cost of providing the training to incumbent workers of the employers.</p>



Line Item	Reporting/Line Item	Instructions
		<p><i>WIOA Sec. 134 (d)(4)(D)(ii) specifies that such contributions shall not be less than:</i></p> <ul style="list-style-type: none"> <li>• 10 percent of the cost, for employers with not more than 50 employees;</li> <li>• 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and</li> <li>• 50 percent of the cost, for employers with more than 100 employees.</li> </ul>
10k	Recipient Share of Expenditures	<p>Enter any non-Federal funds expended, by recipient organization, for the purposes or activities of subject grant.</p> <p>This line item must include employers' share of expenditures, as applicable to the IWT employer match requirement in line 10j. Additionally, expenditures identified on this line item <u>must</u>:</p> <ul style="list-style-type: none"> <li>• Be allowable costs which could otherwise have been paid for out of subject grant funds;</li> <li>• Include both match and other non-Federal leveraged resources; and</li> <li>• Include allowable non-Federal in-kind match contributions.</li> </ul> <p>This entry may (and often will) exceed the required match entered on Line 10j (Total Recipient Share Required).</p> <p><b>NOTE:</b> <i>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).</i></p>
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	<p>This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures).</p> <p><b>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.</b></p>
<b>Program Income</b>		
10m	Total Program Income Earned	<p>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, 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.</p> <p><b>If no program income is earned, a ZERO must be entered.</b></p>
10n	Program Income Expended in Accordance with the Addition Method	<p>Enter the cumulative amount of accrued expenditures incurred against the program income earned on Line 10m (Total Program Income Earned).</p> <p><b>NOTE:</b> <i>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)).</i></p>
10o	Unexpended Program Income (line 10m minus line 10n)	<p>This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).</p>
11	<b>Additional Expenditure Data Required</b>	
11a	Other Federal Funds Expended	<p>Enter any other Federal funds expended, by the recipient organization and any subrecipient organizations for the same purposes or activities of the subject grant. <b>Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds.</b></p> <p>Other Federal funds expended by any non-subrecipient partner</p>

Line Item	Reporting/Line Item	Instructions
		<p>organizations for the benefit of this grant program should be included in the quarterly progress report.</p> <p>This entry should include expenditures of all Federally funded leveraged resources, whether or not such expenditures are the result of a leveraging requirement.</p>
11b	Real Property Proceeds Expended	<p>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.</p> <p><b>NOTE:</b> This amount should <i>not</i> be included in the amount reported on Line 10e (Federal Share of Expenditures).</p>
11c	Expenditure of Dislocated Worker funds on the Adult Program	<p>Enter the amount of Dislocated Worker funds expended on the Adult program.</p> <p>This amount should represent the aggregate amount of Dislocated Worker funds expended on the Adult program for local areas and it is a portion of the amount reported in 10e (Federal Share of Expenditures).</p> <p><b>Per WIOA Sec. 133 (b)(4), a local board may transfer, if such a transfer is approved by the Governor, up to and including 100 percent of Dislocated Worker funds to the Adult program and vice versa.</b></p> <p><b>NOTE:</b> Line 10d (Total Federal Funds Authorized), DOES NOT CHANGE. The funding source paying for the DW funds expended on the Adult program remains the Dislocated Worker fund source. It is the <b>expenditure</b> of Dislocated Worker funds on the Adult program that becomes allowable within the approved transfer authority.</p>
11d	Federal Share of Unliquidated Obligations for Pay-for-Performance Contracts	<p>Enter any obligations incurred for pay-for-performance contracts for which an expenditure has not yet been recorded, as of the reporting period end date. This amount should represent the aggregate unliquidated obligations for pay-for-performance contracts for local areas and it is a <b>portion of the amount reported in 10g (Federal Share of Unliquidated Obligations).</b></p>
11e	Pay-for-Performance Contract Expenditures	<p>Enter the cumulative amount of expenditures charged to the Local Dislocated Worker grants for pay-for-performance contract costs. This line item should represent the total accrued pay-for-performance contract expenditures for all local areas and it is a <b>portion of the amount reported in 10e (Federal Share of Expenditures).</b></p> <p>WIOA Sec. 134 (d)(1)(A)(iii) sets a pay-for-performance contract expenditure cap of ten percent of the amount of Federal funds allocated to local areas to carry out the Dislocated Worker program for a program year.</p>
11f	Transitional Jobs Expenditures	<p>Enter the cumulative amount of expenditures charged to the Local Dislocated Worker grants for transitional jobs costs. This line item should represent the total accrued transitional jobs contract expenditures for all local areas and it is a <b>portion of the amount reported in 10e (Federal Share of Expenditures).</b> WIOA Sec. 134 (d)(5) sets a transitional jobs expenditure cap of ten percent of the amount of Federal funds allocated to local areas to carry out the Dislocated Worker program for a program year.</p>
11g	Incumbent Worker Training Expenditures	<p>Enter the cumulative amount of expenditures charged to the Local Dislocated Worker grants for incumbent worker training costs. This line item should represent the total accrued incumbent worker training contract expenditures for all local areas and it is a <b>portion of the amount reported in 10e (Federal Share of Expenditures).</b> WIOA Sec. 134 (d)(4)(A)(i) sets an incumbent worker training expenditure cap of twenty percent of the amount of Federal funds allocated to local areas to carry out the Dislocated Worker program for a program year.</p>
11h	Training Expenditures	<p>Enter the cumulative amount of expenditures for training services provided to Dislocated Worker program participants.</p>

Line Item	Reporting/Line Item	Instructions
		<p>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.</p> <p>This line item should represent the total accrued training activities expenditures for this Dislocated Worker Grant and it is a portion of the amount reported in 10e (Federal Share of Expenditures).</p>
12	<b>Remarks</b>	
	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 and 11.)	
13	<b>Certification</b>	
	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).”	
13c	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.
13d	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.

## ETA-9130 (G) – National Dislocated Worker Grants

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		
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 <b>and contained on the grant award document</b> . 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

Line Item	Reporting/Line Item	Instructions
		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. <b>This number is strictly for the recipient's use and is not required by DOL/ETA.</b>
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)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports. <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. <b>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."</b>
8	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 <b>accrued expenditures</b> 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
10		<b>Transactions</b> Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b>  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 <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.
<b>Federal Cash</b>		
10a	Cash Receipts	This amount will be <b>PRE-ENTERED</b> to agree with DOL cumulative quarter-end drawdown records associated with this grant and the specific subaccount identified in Item 2. This is equal to the cumulative drawdowns posted in the Payment Management System (PMS) through the end of the reporting period end date. <b>NOTE: For grant recipients operating on a reimbursement basis, this amount will NOT reflect cash utilized from other fund sources of the recipient organization to pay for subject grant activities, until such funds are drawn down under the subaccount specifically associated with this grant as identified in Item 2.</b>
10b	Cash Disbursements	Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b> , as of the reporting period end date. The

Line Item	Reporting/Line Item	Instructions
		<p>cash disbursements reported must be all or a portion of the cash receipts reflected on Item 10a.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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.</p>
10c	Cash on Hand (line 10a minus line 10b)	<p>This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).</p> <p>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.</p> <p><b>NOTE:</b> In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</p>
<b>Federal Expenditures and Unobligated Balance</b>		
10d	Total Federal Funds Authorized	<p>This amount is pre-entered for all grants, except WIA or WIOA formula-funded. This entry should agree with the grant award amount specified in the official grant award document for this subaccount, as identified in Item 2. (Discrepancies must be identified by recipient and corrected, as necessary, by the Grant Officer.)</p>
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized).</p> <p>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, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).</p> <p>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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p>
10f	Total Administrative Expenditures	<p><b>An entry is required for this line item for all grants subject to an administrative cost limitation. This line item is a portion of the amount reported on Line 10e (Federal Share of Expenditures).</b></p> <p>Enter the cumulative amount of accrued expenditures for administrative activities.</p>

Line Item	Reporting/Line Item	Instructions
		Consult the appropriate program rules and regulations and/or grant award specifications for specific definitions and/or limitations on administrative costs. Some grants may be identified in the grant agreement as exempt from breaking out administrative costs. <b>If no data entry is required, a ZERO must be entered.</b>
10g	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. 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. <b>NOTE:</b> 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.
10h	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).
10i	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).
<b>Recipient Share</b>		
10j	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." <b>If there is no match requirement, a ZERO must be entered.</b>
10k	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). <b>NOTE:</b> 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).
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures). <b>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.</b>
<b>Program Income</b>		

Line Item	Reporting/Line Item	Instructions
10m	Total Program Income Earned	<p>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, 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.</p> <p><b>If no program income is earned, a ZERO must be entered.</b></p>
10n	Program Income Expended in Accordance with the Addition Method	<p>Enter the cumulative amount of accrued expenditures incurred against the program income earned on Line 10m (Total Program Income Earned).</p> <p><b>NOTE:</b> 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)).</p>
10o	Unexpended Program Income (line 10m minus line 10n)	<p>This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).</p>
11	<b>Additional Expenditure Data Required</b>	
11a	Other Federal Funds Expended	<p>Enter any other Federal funds expended, by the recipient organization and any subrecipient organizations for the same purposes or activities of the subject grant. <b>Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds.</b></p> <p>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.</p> <p>This entry should include expenditures of all Federally funded leveraged resources, whether or not such expenditures are the result of a leveraging requirement.</p>
11b	Transitional Jobs Expenditures	<p>Enter the cumulative amount of expenditures charged to this National Dislocated Worker Grant for transitional jobs costs. This line item should represent the total accrued transitional jobs contract expenditures for this National Dislocated Worker Grant and it is a <b>portion of the amount reported in 10e (Federal Share of Expenditures)</b>. WIOA Sec. 134 (d)(5) sets a transitional jobs expenditure cap of ten percent of the amount of Federal funds allocated to local areas to carry out the Adult and Dislocated Worker programs for a program year. Because the NDWG program is so closely related to the Adult and Dislocated Worker programs, DOL has chosen to also apply this cap to expenditures for transitional jobs under NDWGs.</p>
11c	Training Expenditures	<p>Enter the cumulative amount of expenditures for training services provided to National Dislocated Worker Grant program participants.</p> <p>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.</p> <p>This line item should represent the total accrued training activities expenditures for this National Dislocated Worker Grant and it is a portion of the amount reported in 10e (Federal Share of Expenditures).</p>
12	<p><b>Remarks</b></p> <p>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.)</p>	
13	<b>Indirect Expenditures</b>	

Line Item	Reporting/Line Item	Instructions
		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. <b>NOTE:</b> The indirect cost rate period must apply to the Project/Grant Period in line 8 above.
13d	Period To	Enter the last date (ending date) on which the approved indirect cost rate was (or is going to be) effective. <b>NOTE:</b> 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.
	<b>Certification</b>	
14a-b		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.

## ETA-9130 (H) – Statewide Rapid Response

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		



Line Item	Reporting/Line Item	Instructions
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 <b>and contained on the grant award document</b> . 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. <b>This number is strictly for the recipient's use and is not required by DOL/ETA.</b>
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)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports. <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. <b>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."</b>
8	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 <b>accrued expenditures</b> 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
10	<b>Transactions</b>	Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b>
		Line items which will be automatically calculated are grayed out, and no data entry will be permitted by the reporting entity.

Line Item	Reporting/Line Item	Instructions
<p>Cumulative data for the current reporting quarter will become the <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.</p>		
<b>Federal Cash</b>		
10a	Cash Receipts	<p>Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date. <b>Cash received means cash deposited in your bank account.</b> Drawdowns <b>initiated</b> on the last business day of a quarter should <b>NOT</b> be reflected in this amount, but in the subsequent quarter's cash receipts. Cumulative drawdowns posted in the Payment Management System (PMS) through the end of the reporting period end date reflect drawdowns for Statewide and Local Dislocated Worker as well as Rapid Response activities. <b>This entry must reflect the Statewide Rapid Response portion only.</b></p> <p>The sum of the 10a entry on this report plus the 10a entries on the Statewide Dislocated Worker report (ETA-9130 (E)) and the Local Dislocated Worker report (ETA-9130 (F)) should equal the cumulative PMS record amount posted for this subaccount.</p> <p>Cash receipts reported should correspond to payment for allowable Statewide Rapid Response costs (and allowable advances to subrecipients) associated with the funding authority identified on Line 10d (Total Federal Funds Authorized).</p>
10b	Cash Disbursements	<p>Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b>, 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.</p> <p>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.</p> <p><b>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.</b></p> <p><b>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.</b></p>
10c	Cash on Hand (line 10a minus line 10b)	<p>This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).</p> <p>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.</p> <p><b>NOTE: In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</b></p>
<b>Federal Expenditures and Unobligated Balance</b>		
10d	Total Federal Funds Authorized	<p>Enter the total amount of Rapid Response (RR) funds (from the Dislocated Worker (DW) funding stream allotment) retained at the <b>State level</b> for allowable Rapid Response activities.</p> <p><b>NOTE: This amount cannot exceed 25% of the DW funding stream allotment.</b></p>
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized).</p> <p>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, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).</p>

Line Item	Reporting/Line Item	Instructions
		<p>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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p>
10f	Total Administrative Expenditures	<b>This entry should be ZERO, as administrative costs cannot be charged to Rapid Response.</b>
10g	Federal Share of Unliquidated Obligations	<p>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.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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.</p>
10h	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).
10i	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).
<b>Recipient Share</b>		
10j	Total Recipient Share Required	<p>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."</p> <p><b>If there is no match requirement, a ZERO must be entered.</b></p>
10k	Recipient Share of Expenditures	<p>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.</p>

Line Item	Reporting/Line Item	Instructions
		<p>This entry may (and often will) exceed the required match entered on Line 10j (Total Recipient Share Required).</p> <p><b>NOTE:</b> <i>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).</i></p>
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	<p>This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures).</p> <p><b>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.</b></p>
<b>Program Income</b>		
10m	Total Program Income Earned	<p>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, 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.</p> <p><b>If no program income is earned, a ZERO must be entered.</b></p>
10n	Program Income Expended in Accordance with the Addition Method	<p>Enter the cumulative amount of accrued expenditures incurred against the program income earned on Line 10m (Total Program Income Earned).</p> <p><b>NOTE:</b> <i>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)).</i></p>
10o	Unexpended Program Income (line 10m minus line 10n)	<p>This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).</p>
11	<b>Additional Expenditure Data Required</b>	
11a	Other Federal Funds Expended	<p>Enter any other Federal funds expended, by the recipient organization and any subrecipient organizations for the same purposes or activities of the subject grant. <b>Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds.</b></p> <p>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.</p> <p>This entry should include expenditures of all Federally funded leveraged resources, whether or not such expenditures are the result of a leveraging requirement.</p>
11b	Real Property Proceeds Expended	<p>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.</p> <p><b>NOTE:</b> <i>This amount should <u>not</u> be included in the amount reported on Line 10e (Federal Share of Expenditures).</i></p>
11c	Rapid Response Funds Expended on Other Statewide Programs	<p>Enter the cumulative amount of Rapid Response funds expended on other statewide programs, regardless of whether the funds were expended at the State or local level. This line item is a portion of the amount reported in 10e (Federal Share of Expenditures). WIOA Sec. 134 (a)(2)(A)(ii) stipulates that Rapid Response funds that</p>

Line Item	Reporting/Line Item	Instructions
		remain unobligated after the first program year for which such funds were allotted may be used by the Governor to carry out statewide activities authorized under WIOA Sec. 134 (a)(2)(B) or WIOA Sec. 134 (a)(3)(A).
12	<b>Remarks</b>	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	<b>Indirect Expenditures</b>	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. <b>NOTE:</b> The indirect cost rate period must apply to the Project/Grant Period in line 8 above.
13d	Period To	Enter the last date (ending date) on which the approved indirect cost rate was (or is going to be) effective. <b>NOTE:</b> 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	<b>Certification</b>	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.

# ETA-9130 (I) – Employment Services & Unemployment Insurance

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		
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 <b>and contained on the grant award document</b> . 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. <b>This number is strictly for the recipient’s use and is not required by DOL/ETA.</b>
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)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports. <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. <b>NOTE:</b> <i>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.”</i>
8	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 <b>accrued expenditures</b> 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

Line Item	Reporting/Line Item	Instructions
10	<p><b>Transactions</b></p> <p>Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b></p> <p>Line items which will be automatically calculated are grayed out, and no data entry will be permitted by the reporting entity.</p> <p>Cumulative data for the current reporting quarter will become the <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.</p>	
<b>Federal Cash</b>		
10a	Cash Receipts	<p>This amount will be <b>PRE-ENTERED</b> to agree with DOL cumulative quarter-end drawdown records associated with this grant and the specific subaccount identified in Item 2. This is equal to the cumulative drawdowns posted in the Payment Management System (PMS) through the end of the reporting period end date.</p> <p><b>NOTE: For grant recipients operating on a reimbursement basis, this amount will NOT reflect cash utilized from other fund sources of the recipient organization to pay for subject grant activities, until such funds are drawn down under the subaccount specifically associated with this grant as identified in Item 2.</b></p>
10b	Cash Disbursements	<p>Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b>, 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.</p> <p>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.</p> <p><b>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.</b></p> <p><i>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.</i></p>
10c	Cash on Hand (line 10a minus line 10b)	<p>This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).</p> <p>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.</p> <p><b>NOTE: In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</b></p>
<b>Federal Expenditures and Unobligated Balance</b>		
10d	Total Federal Funds Authorized	<p>This amount is pre-entered for all grants, except WIA or WIOA formula-funded. This entry should agree with the grant award amount specified in the official grant award document for this subaccount, as identified in Item 2. (Discrepancies must be identified by recipient and corrected, as necessary, by the Grant Officer.)</p>
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized).</p> <p>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, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).</p> <p>Expenditures for reports prepared on an accrual basis are the sum of:</p>

Line Item	Reporting/Line Item	Instructions
		<p>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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p>
10f	Total Administrative Expenditures	<p><b>Enter a zero for this line item.</b> Administrative costs are <b>NOT</b> required to be broken out of total Federal Share of Expenditures reported on line 10e, for ES and UI grants.</p>
10g	Federal Share of Unliquidated Obligations	<p>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.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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.</p>
10h	Total Federal Obligations (sum of lines 10e and 10g)	<p>This is an automatic calculation, which is the sum of Lines 10e (Federal Share of Expenditures) and 10g (Federal Share of Unliquidated Obligations).</p>
10i	Unobligated Balance of Federal Funds (line 10d minus line 10h)	<p>This is an automatic calculation, which is Line 10d (Total Federal Funds Authorized) minus Line Item 10h (Total Federal Obligations).</p>
<b>Recipient Share</b>		
10j	Total Recipient Share Required	<p>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."</p> <p><b>If there is no match requirement, a ZERO must be entered.</b></p>
10k	Recipient Share of Expenditures	<p>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.</p>



Line Item	Reporting/Line Item	Instructions
		<p>This entry may (and often will) exceed the required match entered on Line 10j (Total Recipient Share Required).</p> <p><b>NOTE:</b> <i>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).</i></p>
10l	Remaining Recipient Share to Be Provided <i>(line 10j minus line 10k)</i>	<p>This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures).</p> <p><b>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.</b></p>
<b>Program Income</b>		
10m	Total Program Income Earned	<p>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, 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.</p> <p><b>If no program income is earned, a ZERO must be entered.</b></p>
10n	Program Income Expended in Accordance with the Addition Method	<p>Enter the cumulative amount of accrued expenditures incurred against the program income earned on Line 10m (Total Program Income Earned).</p> <p><b>NOTE:</b> <i>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)).</i></p>
10o	Unexpended Program Income <i>(line 10m minus line 10n)</i>	<p>This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).</p>
<b>11 Additional Expenditure Data Required</b>		
11a	Other Federal Funds Expended	<p>Enter any other Federal funds expended, by the recipient organization and any subrecipient organizations for the same purposes or activities of the subject grant. <b>Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds.</b></p> <p>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.</p> <p>This entry should include expenditures of all Federally funded leveraged resources, whether or not such expenditures are the result of a leveraging requirement.</p>
11b	Real Property Proceeds Expended	<p>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.</p> <p><b>NOTE:</b> <i>This amount should not be included in the amount reported on Line 10e (Federal Share of Expenditures).</i></p>
<b>12</b>	<b>Remarks</b> 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.)	
<b>13</b>	<b>Indirect Expenditures</b> 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	

Line Item	Reporting/Line Item	Instructions
		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. <b>NOTE:</b> The indirect cost rate period must apply to the Project/Grant Period in line 8 above.
13d	Period To	Enter the last date (ending date) on which the approved indirect cost rate was (or is going to be) effective. <b>NOTE:</b> 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		<b>Certification</b> 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.

## ETA-9130 (J) – National Farmworker Jobs Program

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		
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 <b>and contained on the grant award document.</b> Also called Federal Award Identification Number (FAIN) under the Uniform Guidance (2 CFR 200). PRE-ENTERED

Line Item	Reporting/Line Item	Instructions
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. <b>This number is strictly for the recipient's use and is not required by DOL/ETA.</b>
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)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports. <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. <b>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."</b>
8	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 <b>accrued expenditures</b> 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
10		<b>Transactions</b> Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b>  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 <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.
<b>Federal Cash</b>		
10a	Cash Receipts	This amount will be <b>PRE-ENTERED</b> to agree with DOL cumulative quarter-end drawdown records associated with this grant and the specific subaccount identified in Item 2. This is equal to the

Line Item	Reporting/Line Item	Instructions
		<p>cumulative drawdowns posted in the Payment Management System (PMS) through the end of the reporting period end date.</p> <p><b>NOTE:</b> For grant recipients operating on a reimbursement basis, this amount will NOT reflect cash utilized from other fund sources of the recipient organization to pay for subject grant activities, until such funds are drawn down under the subaccount specifically associated with this grant as identified in Item 2.</p>
10b	Cash Disbursements	<p>Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b>, 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.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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.</p>
10c	Cash on Hand (line 10a minus line 10b)	<p>This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).</p> <p>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.</p> <p><b>NOTE: In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</b></p>
<b>Federal Expenditures and Unobligated Balance</b>		
10d	Total Federal Funds Authorized	<p>This amount is pre-entered for all grants, except WIA or WIOA formula-funded. This entry should agree with the grant award amount specified in the official grant award document for this subaccount, as identified in Item 2. (Discrepancies must be identified by recipient and corrected, as necessary, by the Grant Officer.)</p>
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized).</p> <p>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, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).</p> <p>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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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</p>

Line Item	Reporting/Line Item	Instructions
		grant activities) in the quarter in which they occur. <b>NOTE:</b> 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.
10f	Total Administrative Expenditures	An entry is <u>required</u> for this line item for all grants subject to an administrative cost limitation. This line item is a portion of the amount reported on Line 10e (Federal Share of Expenditures). Enter the cumulative amount of accrued expenditures for administrative activities. Consult the appropriate program rules and regulations and/or grant award specifications for specific definitions and/or limitations on administrative costs. Some grants may be identified in the grant agreement as exempt from breaking out administrative costs. If no data entry is required, a ZERO must be entered.
10g	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. 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. <b>NOTE:</b> 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.
10h	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).
10i	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).
<b>Recipient Share</b>		
10j	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." <b>If there is no match requirement, a ZERO must be entered.</b>
10k	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). <b>NOTE:</b> 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

Line Item	Reporting/Line Item	Instructions
		<i>expended for the purpose and benefit of this grant should be included in line item 11a (Other Federal Funds Expended).</i>
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures). <b>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.</b>
<b>Program Income</b>		
10m	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, 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. <b>If no program income is earned, a ZERO must be entered.</b>
10n	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). <b>NOTE:</b> <i>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)).</i>
10o	Unexpended Program Income (line 10m minus line 10n)	This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).
<b>11</b>	<b>Additional Expenditure Data Required</b>	
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. <b>Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds.</b> 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	Related Assistance Expenditures	Enter expenditures for Related Assistance Services provided to program participants. Related assistance means short-term forms of direct assistance designed to assist eligible a National Farmworker Jobs Program (NFJP) participants retain or stabilize their agricultural employment. Related assistance may be provided to eligible Migrant Seasonal Farmworkers (MSFWs) not enrolled in career services, youth services, or training services. This should be the appropriate portion of accrued expenditures entered on Line 10e (Federal Share of Expenditures).
11c	Supportive Services Expenditures	Enter expenditures for Supportive Services provided to program participants. Supportive services means services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in NFJP career services, youth services, or training services. This should be the appropriate portion of accrued expenditures entered on Line 10e (Federal Share of Expenditures).
11d	Other Program Services Expenditures	Enter expenditures for all Other Program Services that are not Related Assistance costs. This amount is the appropriate portion of the accrued expenditures entered on Line 10e (Federal Share of

Line Item	Reporting/Line Item	Instructions
		Expenditures). <b>Line 10f (Total Administrative Expenditures) PLUS Line 11b (Related Assistance Expenditures) PLUS Line 11c (Supportive Services Expenditures) PLUS Line 11d should EQUAL Line 10e.</b>
<b>12</b>	<b>Remarks</b>	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.)
<b>13</b>	<b>Indirect Expenditures</b>	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. <b>NOTE:</b> <i>The indirect cost rate period must apply to the Project/Grant Period in line 8 above.</i>
13d	Period To	Enter the last date (ending date) on which the approved indirect cost rate was (or is going to be) effective. <b>NOTE:</b> <i>The indirect cost rate period must apply to the Project/Grant Period in line 8 above.</i>
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.
<b>14a-b</b>	<b>Certification</b>	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.

# ETA-9130 (K) – Senior Community Service Employment Program

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		
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 <b>and contained on the grant award document.</b> 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. <b>This number is strictly for the recipient’s use and is not required by DOL/ETA.</b>
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)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports. <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. <b>NOTE:</b> <i>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.”</i>
8	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 <b>accrued expenditures</b> 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



Line Item	Reporting/Line Item	Instructions
10	<p><b>Transactions</b></p> <p>Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b></p> <p>Line items which will be automatically calculated are grayed out, and no data entry will be permitted by the reporting entity.</p> <p>Cumulative data for the current reporting quarter will become the <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.</p>	
<b>Federal Cash</b>		
10a	Cash Receipts	<p>This amount will be <b>PRE-ENTERED</b> to agree with DOL cumulative quarter-end drawdown records associated with this grant and the specific subaccount identified in Item 2. This is equal to the cumulative drawdowns posted in the Payment Management System (PMS) through the end of the reporting period end date.</p> <p><b>NOTE: For grant recipients operating on a reimbursement basis, this amount will NOT reflect cash utilized from other fund sources of the recipient organization to pay for subject grant activities, until such funds are drawn down under the subaccount specifically associated with this grant as identified in Item 2.</b></p>
10b	Cash Disbursements	<p>Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b>, 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.</p> <p>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.</p> <p><b>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.</b></p> <p><i>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.</i></p>
10c	Cash on Hand (line 10a minus line 10b)	<p>This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).</p> <p>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.</p> <p><b>NOTE: In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</b></p>
<b>Federal Expenditures and Unobligated Balance</b>		
10d	Total Federal Funds Authorized	<p>This amount is pre-entered for all grants, except WIA or WIOA formula-funded. This entry should agree with the grant award amount specified in the official grant award document for this subaccount, as identified in Item 2. (Discrepancies must be identified by recipient and corrected, as necessary, by the Grant Officer.)</p>
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized).</p> <p>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, but must develop and report such accrual information through best estimates based on an analysis of the documentation on hand (2 CFR 2900.14).</p> <p>Expenditures for reports prepared on an accrual basis are the sum of:</p>

Line Item	Reporting/Line Item	Instructions
		<p>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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p>
10f	Total Administrative Expenditures	<p>An entry is <u>required</u> for this line item for all grants subject to an administrative cost limitation. This line item is a portion of the amount reported on Line 10e (Federal Share of Expenditures). Enter the cumulative amount of accrued expenditures for administrative activities.</p> <p>Consult the appropriate program rules and regulations and/or grant award specifications for specific definitions and/or limitations on administrative costs. Some grants may be identified in the grant agreement as exempt from breaking out administrative costs. If no data entry is required, a ZERO must be entered.</p>
10g	Federal Share of Unliquidated Obligations	<p>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.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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.</p>
10h	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).
10i	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).
<b>Recipient Share</b>		
10j	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,

Line Item	Reporting/Line Item	Instructions
		Section A, Column F "Non-Federal." <b>If there is no match requirement, a ZERO must be entered.</b>
10k	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). <b>NOTE:</b> <i>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).</i>
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures). <b>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.</b>
<b>Program Income</b>		
10m	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, 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. <b>If no program income is earned, a ZERO must be entered.</b>
10n	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). <b>NOTE:</b> <i>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)).</i>
10o	Unexpended Program Income (line 10m minus line 10n)	This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).
<b>11 Additional Expenditure Data Required</b>		
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. <b>Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds.</b> 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	Administration - Headquarters	Enter expenditures at the direct recipient level for administrative costs, including both personnel-related and non-personnel-related, and both direct and indirect, as described in OAA-2006 section 502(c)(4) and 20 CFR 641.856.

Line Item	Reporting/Line Item	Instructions
11c	Administration - Local	Enter expenditures at the program operator level for administrative costs, including both personnel-related and non-personnel-related and both direct and indirect, as described in OAA-2006 section 502(c) (4) and 20 CFR 641.856. <b>The sum of lines 11b (Administration – Headquarters) and 11c (Administration – Local) should equal line 10f (Total Administrative Expenditures).</b>
11d	Enrollee Wages and Fringe Benefits	Enter expenditures for participant wages, benefits, and other costs described in OAA-2006 section 502(c) (4).
11e	Other Enrollee Expenditures	Enter expenditures for allowable program activities, excluding participant wages and benefits, as described in OAA-2006 section 502(c)(6)(A)(ii-v). <b>The sum of lines 11b (Administration – Headquarters), 11c (Administration – Local), 11d (Enrollee Wages and Fringe Benefits), and 11e should equal line 10e (Federal Share of Expenditures).</b>
12	<b>Remarks</b>	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	<b>Indirect Expenditures</b>	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. <b>NOTE: The indirect cost rate period must apply to the Project/Grant Period in line 8 above.</b>
13d	Period To	Enter the last date (ending date) on which the approved indirect cost rate was (or is going to be) effective. <b>NOTE: The indirect cost rate period must apply to the Project/Grant Period in line 8 above.</b>
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	<b>Certification</b>	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.

Line Item	Reporting/Line Item	Instructions
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.

## ETA-9130 (L) – Indian and Native American Program

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		
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 <b>and contained on the grant award document</b> . 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. <b>This number is strictly for the recipient’s use and is not required by DOL/ETA.</b>
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)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports. <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. <b>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.”</b>
8	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 <b>accrued expenditures</b> can be incurred under the subject grant award. PRE-ENTERED

Line Item	Reporting/Line Item	Instructions
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
10	<p><b>Transactions</b> Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b></p> <p>Line items which will be automatically calculated are grayed out, and no data entry will be permitted by the reporting entity.</p> <p>Cumulative data for the current reporting quarter will become the <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.</p>	
<b>Federal Cash</b>		
10a	Cash Receipts	This amount will be <b>PRE-ENTERED</b> to agree with DOL cumulative quarter-end drawdown records associated with this grant and the specific subaccount identified in Item 2. This is equal to the cumulative drawdowns posted in the Payment Management System (PMS) through the end of the reporting period end date. <b>NOTE: For grant recipients operating on a reimbursement basis, this amount will NOT reflect cash utilized from other fund sources of the recipient organization to pay for subject grant activities, until such funds are drawn down under the subaccount specifically associated with this grant as identified in Item 2.</b>
10b	Cash Disbursements	Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b> , 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. 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. <b>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.</b>
10c	Cash on Hand (line 10a minus line 10b)	This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements). 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. <b>NOTE: In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</b>
<b>Federal Expenditures and Unobligated Balance</b>		
10d	Total Federal Funds Authorized	This amount is pre-entered for all grants, except WIA or WIOA formula-funded. This entry should agree with the grant award amount specified in the official grant award document for this subaccount, as identified in Item 2. (Discrepancies must be identified by recipient and corrected, as necessary, by the Grant Officer.)
10e	Federal Share of Expenditures	Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized). DOL/ETA requires reporting on an accrual basis. If the recipient's

Line Item	Reporting/Line Item	Instructions
		<p>accounting system is not on an 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 (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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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.</p> <p><b>NOTE:</b> <i>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.</i></p>
10f	Total Administrative Expenditures	<p>An entry is <u>required</u> for this line item for all grants subject to an administrative cost limitation. This line item is a portion of the amount reported on Line 10e (Federal Share of Expenditures). Enter the cumulative amount of accrued expenditures for administrative activities.</p> <p>Consult the appropriate program rules and regulations and/or grant award specifications for specific definitions and/or limitations on administrative costs. Some grants may be identified in the grant agreement as exempt from breaking out administrative costs. If no data entry is required, a ZERO must be entered.</p>
10g	Federal Share of Unliquidated Obligations	<p>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.</p> <p>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.</p> <p><b>NOTE:</b> <i>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.</i></p> <p><i>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.</i></p>
10h	Total Federal Obligations (sum of lines 10e and 10g)	<p>This is an automatic calculation, which is the sum of Lines 10e (Federal Share of Expenditures) and 10g (Federal Share of Unliquidated Obligations).</p>

Line Item	Reporting/Line Item	Instructions
10i	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).
<b>Recipient Share</b>		
10j	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." <b>If there is no match requirement, a ZERO must be entered.</b>
10k	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). <b>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).</b>
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures). <b>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.</b>
<b>Program Income</b>		
10m	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, 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. <b>If no program income is earned, a ZERO must be entered.</b>
10n	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). <b>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)).</b>
10o	Unexpended Program Income (line 10m minus line 10n)	This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).
<b>11</b>	<b>Additional Expenditure Data Required</b>	
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. <b>Expenditures included must be allowable costs which could otherwise have been paid for out of subject grant funds.</b> 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



Line Item	Reporting/Line Item	Instructions
		leveraged resources, whether or not such expenditures are the result of a leveraging requirement.
11b	Employment Services Expenditures	Enter expenditures for Employment Services provided to program participants, i.e., job development and employment outreach activities. This should be the appropriate portion of the accrued expenditures entered on Line 10e (Federal Share of Expenditures).
11c	Training Services Expenditures	Enter the cumulative amount of expenditures for training services provided to INA 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 INA grant and it is a portion of the amount reported in 10e (Federal Share of Expenditures).
11d	Other Program Services Expenditures	Enter expenditures for all Other Allowable Program Services that are not identified on 11b or 11c. <b>Lines 11b (Employment Services Expenditures) PLUS 11c (Training Services Expenditures) PLUS 11d PLUS 10f (Total Administrative Expenditures) should EQUAL Line 10e (Federal Share of Expenditures).</b>
12	<b>Remarks</b>	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	<b>Indirect Expenditures</b>	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. <b>NOTE: The indirect cost rate period must apply to the Project/Grant Period in line 8 above.</b>
13d	Period To	Enter the last date (ending date) on which the approved indirect cost rate was (or is going to be) effective. <b>NOTE: The indirect cost rate period must apply to the Project/Grant Period in line 8 above.</b>
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	<b>Certification</b>	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

Line Item	Reporting/Line Item	Instructions
		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.

## ETA-9130 (M) – Trade Adjustment Assistance Program

Line Item	Reporting/Line Item	Instructions
<b>Cover Information</b>		
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 <b>and contained on the grant award document.</b> 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. <b>This number is strictly for the recipient’s use and is not required by DOL/ETA.</b>
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)	<b>ACCRUAL</b> has been pre-entered on all ETA-9130 reports. <b>DOL/ETA regulations require that all recipients report expenditures and program income on an accrual basis.</b> For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established. <b>NOTE:</b> <i>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</i>

Line Item	Reporting/Line Item	Instructions
		<i>must develop and report such accrual information through best estimates based on an analysis of the documentation on hand."</i>
8	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 <b>accrued expenditures</b> 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
10	<p><b>Transactions</b></p> <p>Enter cumulative amounts in the <b>Cumulative Column</b> for each line item requiring data entry, as of the reporting period end date. <b>NOTE: If any line item does NOT require data entry for a particular grant/program, a ZERO must be entered.</b></p> <p>Line items which will be automatically calculated are grayed out, and no data entry will be permitted by the reporting entity.</p> <p>Cumulative data for the current reporting quarter will become the <b>Previous Period Column</b> in the following quarter. <b>This Period</b> data will be automatically calculated. Use Section 12, Remarks, to provide any information deemed necessary to support/explain data provided in this section.</p>	
<b>Federal Cash</b>		
10a	Cash Receipts	<p>This amount will be <b>PRE-ENTERED</b> to agree with DOL cumulative quarter-end drawdown records associated with this grant and the specific subaccount identified in Item 2. This is equal to the cumulative drawdowns posted in the Payment Management System (PMS) through the end of the reporting period end date.</p> <p><b>NOTE: For grant recipients operating on a reimbursement basis, this amount will NOT reflect cash utilized from other fund sources of the recipient organization to pay for subject grant activities, until such funds are drawn down under the subaccount specifically associated with this grant as identified in Item 2.</b></p>
10b	Cash Disbursements	<p>Enter the cumulative amount of <b>cash disbursed from the cash receipts identified on 10a</b>, 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.</p> <p>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.</p> <p><b>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.</b></p>
10c	Cash on Hand (line 10a minus line 10b)	<p>This is an automatic calculation, which is Line 10a (Cash Receipts) minus Line 10b (Cash Disbursements).</p> <p>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.</p> <p><b>NOTE: In accordance with Department of Treasury regulations, federal cash must be drawn solely to accommodate immediate needs.</b></p>
<b>Federal Expenditures and Unobligated Balance</b>		

Line Item	Reporting/Line Item	Instructions
10d	Total Federal Funds Authorized	This amount is pre-entered for all grants, except WIA or WIOA formula-funded. This entry should agree with the grant award amount specified in the official grant award document for this subaccount, as identified in Item 2. (Discrepancies must be identified by recipient and corrected, as necessary, by the Grant Officer.)
10e	Federal Share of Expenditures	<p>Enter the cumulative amount of accrued expenditures for allowable costs associated with the funds authorized on Line 10d (Total Federal Funds Authorized). 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, 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, <b>minus</b> any rebates, refunds, or other credits.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p>
10f	Total Administrative Expenditures	<p>Enter the cumulative amount of accrued expenditures for Administrative activities.</p> <p>Reporting of Administrative costs must be compliant with any Administrative funds expenditure requirement as referenced in the grant award's corresponding fiscal year Annual Cooperative Financial Agreement and Notice of Award (NOA).</p> <p>This amount should be the appropriate portion of accrued expenditures entered on line 10e (Federal Share of Expenditures).</p>
10g	Federal Share of Unliquidated Obligations	<p>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.</p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p>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</p>

Line Item	Reporting/Line Item	Instructions
		<i>commitment of funds/encumbrances (e.g., entire lease, budgeted salary costs) for which an obligation has not yet been incurred.</i>
10h	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).
10i	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).
<b>Recipient Share</b>		
10j	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." <b>If there is no match requirement, a ZERO must be entered.</b>
10k	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). <b>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).</b>
10l	Remaining Recipient Share to Be Provided (line 10j minus line 10k)	This is an automatic calculation, which is Line 10j (Total Recipient Share Required) minus Line 10k (Recipient Share of Expenditures). <b>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.</b>
<b>Program Income</b>		
10m	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 typically 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, 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. <b>If no program income is earned, a ZERO must be entered.</b>
10n	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). <b>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)).</b>
10o	Unexpended Program Income (line 10m minus line 10n)	This is an automatic calculation, which is Line 10m (Total Program Income Earned) minus 10n (Program Income Expended in Accordance with the Addition Method).
<b>11</b>	<b>Additional Expenditure Data Required</b>	
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. <b>Expenditures included</b>

Line Item	Reporting/Line Item	Instructions
		<p><b>must be allowable costs which could otherwise have been paid for out of subject grant funds.</b></p> <p>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.</p> <p>This entry should include expenditures of all Federally funded leveraged resources, whether or not such expenditures are the result of a leveraging requirement.</p>
11b	Case Management Expenditures	<p>Enter the cumulative amount of accrued expenditures for Case Management services provided to program participants.</p> <p>Reporting of Case Management costs must be compliant with any Case Management funds expenditure requirement as referenced in the grant award's corresponding fiscal year Annual Cooperative Financial Agreement and Notice of Award (NOA).</p> <p>This amount should be the appropriate portion of accrued expenditures entered on line 10e (Federal Share of Expenditures).</p>
11c	Job Search and Relocation Expenditures	<p>Enter the cumulative amount of accrued expenditures for Job Search and Relocation services provided to program participants.</p> <p>This amount should be the appropriate portion of accrued expenditures entered on line 10e (Federal Share of Expenditures).</p>
11d	Training Expenditures	<p>Enter the cumulative amount of accrued expenditures for training services provided to Trade Adjustment Assistance program participants.</p> <p>This line item should consider all costs for training, including but not limited to tuition, fees, books, tools, transportation, etc., as applicable. All forms of training, as defined in guidance, must be accounted for.</p> <p>This line item should represent the total accrued training activities expenditures for all Trade Adjustment Assistance training services, whether the funds were expended at the State or local level and is a portion of the amount reported in 10e (Federal Share of Expenditures).</p>
12	<b>Remarks</b>	<p>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.)</p>
13	<b>Indirect Expenditures</b>	<p>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.</p> <p>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.</p>
13a	Type of Rate	<p>State whether indirect cost rate(s) is Provisional, Predetermined, Final, Fixed, Fixed with Carry-Forward, DeMinimis, or other.</p>
13b	Rate	<p>Enter the indirect cost rate(s) in effect during the reporting period.</p>
13c	Rate Approval Date	<p>Enter the date on which the indirect cost rate was approved.</p>
13d	Period From	<p>Enter the date on which the approved indirect cost rate became effective.</p> <p><b>NOTE:</b> <i>The indirect cost rate period must apply to the Project/Grant Period in line 8 above.</i></p>
13d	Period To	<p>Enter the last date (ending date) on which the approved indirect cost rate was (or is going to be) effective.</p> <p><b>NOTE:</b> <i>The indirect cost rate period must apply to the Project/Grant Period in line 8 above.</i></p>
13e	Base	<p>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.</p>

Line Item	Reporting/Line Item	Instructions
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.
	<b>Certification</b>	
	The authorized official certifies accuracy of reported data by entering assigned PIN.	
14a-b	"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.

# Searching your Federal Financial Reports

All PMS users need to register and request access by clicking:

<https://pms.psc.gov/grant-recipients/user-access.html>

Users can download the New User Request Instructions by clicking the **Grant Recipient User Access Instructions** from the **User Access** menu item. There are three privileges associated with ETA-9130 Financial Reports for grant recipients: View, Preparer, and Certifier. Once your access is approved, login to PMS.

## Navigating to the Federal Financial Reports

After logging into PMS, the PMS dashboard is displayed. Click the **Actions** icon in the row titled **FFR Delinquent Reports** or the row titled **FFR Ready for Prepare/Certify** to navigate to the Federal Financial Report Search screen displaying corresponding results.



Notification	Count	By	Actions
1 FFR Delinquent Reports	13 reports		
2 FFR Ready for Prepare/Certify	14 reports		
3 Number of Days until Password Change Required	44 days	2020-08-07 06:50:24 AM	
4 Number of Days until Recertification Required	121 days	2020-10-22 12:00:00 AM	
5 Payee Accounts	8 accounts		

Figure 1: Dashboard Screen - PMS User Account Notifications

To find, view, and complete the ETA-9130 Financial Reports, navigate using the PMS menu described in the following steps.

## Main Menu Icon

Click on Main **Menu** icon in upper left banner to view available menu items.



Figure 2: PMS System Main Menu Icon

## Main Menu

Click on menu link titled **Federal Financial Reporting** to view the sub-menu.



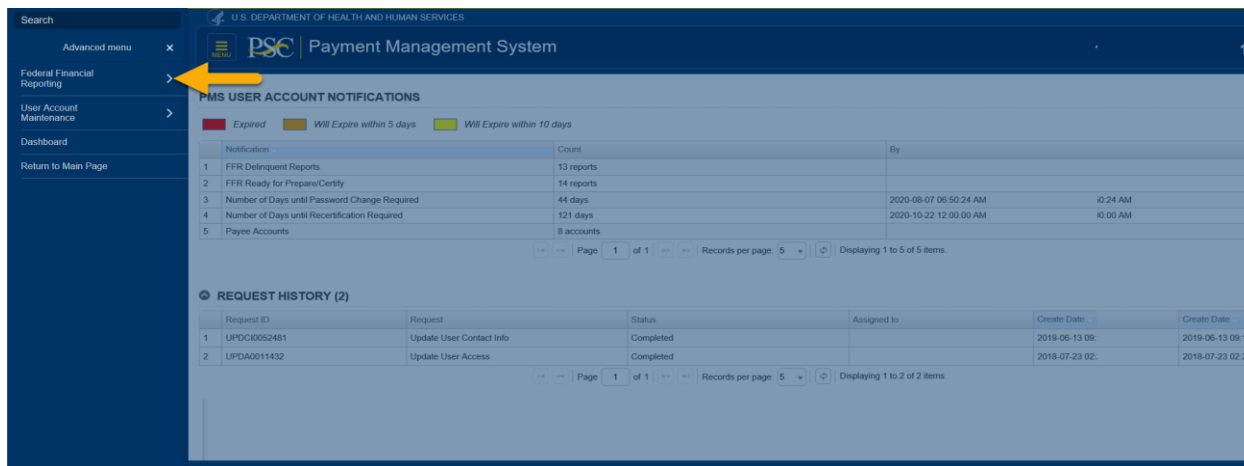


Figure 3: PMS System Main Menu

## Main Menu Sub-menu

Click on menu link titled **Federal Financial Report** to navigate to Federal Financial Report Search screen.

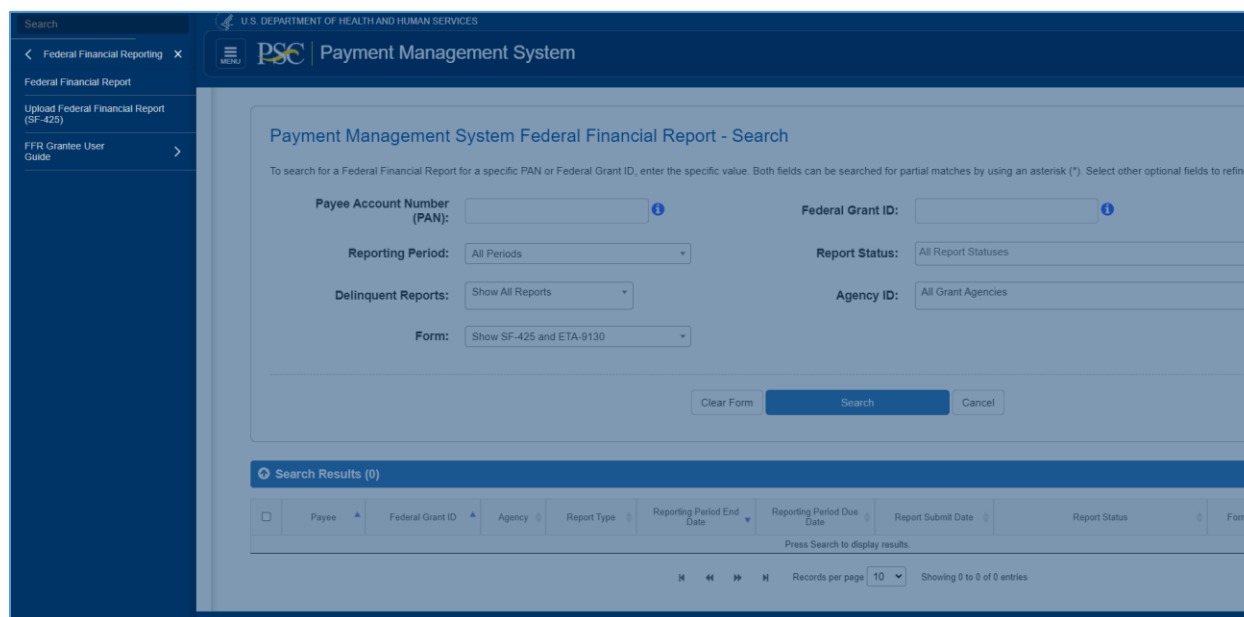


Figure 4: Federal Financial Report Sub-menu

## Federal Financial Report Search Screen

Use the Federal Financial Reports Search screen to enter filter criteria and search for reports. The results will show up in a grid for you to see the statuses and review, prepare, certify, or print reports.

The Federal Financial Report - Search screen is initially displayed no search results grid. Enter your search criteria and click **Search** to display results matching your criteria.

Figure 5: Federal Financial Report - Search Screen

Below are descriptions for specific search criteria and button functions:

- **Screen Instructions:** To search for a Federal Financial Report for a specific PAN or Federal Grant ID, enter the specific value. Both fields can be searched for partial matches by using an asterisk (\*). Select other optional fields to refine your search.
- **Payee Account Number Input Field (Optional):** Enter the assigned **Payee Account Number (PAN)**. Please use a leading and/or trailing asterisk (\*) for a partial search in the Payee Account Number field.
- **Federal Grant ID Input Field (Optional):** Enter a specific **Federal Grant ID** based on the Agency. Please use a leading and/or trailing asterisk (\*) for a partial search in the Federal Grant ID Field.
- **Reporting Period Dropdown (Optional):** Reporting Period(s), using Current Period or All Periods. **All Periods** is the default option.
- **Report Status Dropdown (Optional):** Select one or multiple report statuses. Click the 'x' icon to remove a selected status. **All Report Statuses** is the default option. More Report Statuses listed below:
  - **Report Available to be completed**
  - **Report Prepared by Grantee**
  - Report Certified/Pending Agency Approval
  - Awarding Agency Approval
  - **Awarding Agency Rejection**
- **Delinquent Reports Dropdown (Optional):** Select the delinquent reports option. Show All Reports is the default option. The other Delinquent Reports value is **Show All Delinquent Reports**.
- **Form Dropdown (Optional):** Select the **Form** option. **Show SF-425 and ETA-9130** is the default option. More Form options listed below:
  - Show SF-425
  - Show ETA-9130
- **Agency ID Dropdown (Optional):** Either use the default **All Grant Agencies** to view Financial Reports for all agencies you have access to or select a specific agency in the dropdown list.

- **Clear Form Button:** Clicking the **Clear Form** button will clear the data entered.
- **Search Button:** Clicking the **Search** button executes the search criteria and displays a grid below with the results.
- **Cancel Button:** Clicking the **Cancel** button will cancel the search and return the user to the PMS Dashboard Screen.

## Federal Financial Report Search Results Screen

The Federal Financial Report Search Results screen below is displaying an executed search with a search results grid.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PMS Payment Management System

Payment Management System Federal Financial Report - Search

To search for a Federal Financial Report for a specific PAN or Federal Grant ID, enter the specific value. Both fields can be searched for partial matches by using an asterisk (\*). Select other optional fields to refine your search.

Payee Account Number (PAN):  Federal Grant ID:

Reporting Period:  Report Status:

Delinquent Reports:  Agency ID:

Form:

Search Results (4833) Group Actions

<input type="checkbox"/>	Payee	Federal Grant ID	Agency	Report Type	Reporting Period End Date	Reporting Period Due Date	Report Submit Date	Report Status	Form Type	Delinquent	Actions
<input type="checkbox"/>	DOL/ETA	DOL/ETA	DOL/ETA	Quarterly	2022-12-31	2023-02-15	2023-02-05	Report Certified/Pending Agency Approval	ETA-9130 (Basic)		<input type="button" value="Review"/> <input type="button" value="Print"/>
<input type="checkbox"/>	DOL/ETA	DOL/ETA	DOL/ETA	Quarterly	2022-12-31	2022-19-02		Report Prepared by Grantee	ETA-9130 (Basic)	<input checked="" type="checkbox"/>	<input type="button" value="Review"/> <input type="button" value="Print"/>
<input type="checkbox"/>	DOL/ETA	DOL/ETA	DOL/ETA	Quarterly	2022-12-31	2022-19-02		Report Prepared by Grantee	ETA-9130 (Basic)	<input checked="" type="checkbox"/>	<input type="button" value="Review"/> <input type="button" value="Print"/>
<input type="checkbox"/>	DOL/ETA	DOL/ETA	DOL/ETA	Quarterly	2022-12-31	2022-19-02	2023-02-05	Awarding Agency Approval	ETA-9130 (Basic)		<input type="button" value="Review"/> <input type="button" value="Print"/>
<input type="checkbox"/>	DOL/ETA	DOL/ETA	DOL/ETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (Basic)		<input type="button" value="Review"/> <input type="button" value="Print"/>
<input type="checkbox"/>	DOL/ETA	DOL/ETA	DOL/ETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (Basic)		<input type="button" value="Review"/> <input type="button" value="Print"/>
<input type="checkbox"/>	DOL/ETA	DOL/ETA	DOL/ETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (Basic)		<input type="button" value="Review"/> <input type="button" value="Print"/>
<input type="checkbox"/>	DOL/ETA	DOL/ETA	DOL/ETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (Basic)		<input type="button" value="Review"/> <input type="button" value="Print"/>

Figure 6: Federal Financial Report Search Results Screen

On the Search Results Grid shown above, you can perform the following actions:

- Click on the **Column Headers** to sort the Grid information either ascending or descending.
- Click on the **Actions** Icons in the last column:
  - **Review:** Provides ability to prepare or certify the Federal Financial Report.
  - **Print:** Provides ability to view and print the Federal Financial Report.
- Select single or multiple **Checkboxes** in the first column then select an action from the **Group Actions Dropdown** in the top right corner of the grid to begin group tasks. Groups must consist of either SF-425 reports or ETA-9130 reports.
  - **Print:** Provides ability to view and print multiple Federal Financial Reports. See the **Group Print** section for more information.
  - **Download:** Provides ability to download a .csv file containing multiple Federal Financial Reports.
- The **Form Type** column indicates if the Federal Financial Report uses the SF-425 form, a specific ETA-9130 form, or a set of ETA-9130 forms for WIOA grants.

# Preparing your DOL ETA Financial Report

This section describes how to prepare your DOL ETA-9130 Federal Financial Report.

## Federal Financial Report Search Results Screen – Prepare Report

Clicking on the **Review** Icon in the actions column in the search results grid will display the U.S. DOL Financial Report – Details screen. The screen components will be dynamically displayed depending on the status of the report you selected. If status is “Report Available to be completed” the report can be prepared if the user has the Preparer privilege.

Payee	Federal Grant ID	Agency	Report Type	Reporting Period End Date	Reporting Period Due Date	Report Subml Date	Report Status	Form Type	Delinquent	Actions
<input checked="" type="checkbox"/>		DOL/ETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (A/B)		<a href="#">Review</a>
<input type="checkbox"/>		DOL/ETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (A/B)		<a href="#">Review</a>
<input type="checkbox"/>		DOL/ETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (C/D)		<a href="#">Review</a>
<input type="checkbox"/>		DOL/ETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (C/D)		<a href="#">Review</a>
<input checked="" type="checkbox"/>		DOL/ETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (C/D)		<a href="#">Review</a>
<input type="checkbox"/>		DOL/ETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (E/F/H)		<a href="#">Review</a>
<input type="checkbox"/>		DOL/ETA	Quarterly	2022-12-31	2023-02-15	2023-01-31	Report Available to be completed	ETA-9130 (E/F/H)		<a href="#">Review</a>

Figure 7: Federal Financial Report Search Results Screen – Review (Prepare Report)

## U.S. DOL ETA Financial Report – Details Screen (Workflow: Prepare Report)

The screen below displays the U.S. DOL ETA Financial Report – Details screen. This screen contains the **Report Workflow** which highlights the completed workflow steps as well as the current workflow step. This **Report Workflow** will change as the financial report moves through the process.

U.S. DOL ETA Financial Report - Details

REPORT WORKFLOW: Report Available → **Prepare Report** → Certify Report → Agency Review → Completed

Prepare Report Documents All Details

Figure 8: U.S. DOL ETA Federal Financial Report - Workflow: Prepare Report

The **Report Workflow** steps are described below:

- **Report Available:** The report has been generated by PMS and is ready to be modified.

- **Prepare Report:** The report is in the process of being prepared by a grantee user.
- **Certify Report:** The report is completed by the grantee user and needs to be certified by a grantee user.
- **Agency Review:** The report has been certified and needs to be approved or rejected by an agency reviewer.
- **Completed:** The report has been approved by an agency user or users depending on the PMS workflow.

## U.S. DOL ETA Financial Report – Details Screen (Prepare Report Tab)

The default tab in the **Prepare Report** workflow step is the **Prepare Report** tab which displays the Prepare Report information as an editable web form for you to enter data.

The **Prepare Report** tab uses two different screen layouts of the fields needed to prepare the report:

- Non-WIOA Reports include all fields in the corresponding form (Basic, G, I, J, K, L, M) in a vertical layout
- WIOA Reports include fields from either two (A/B, C/D) or three (E/F/H) ETA-9130 forms. The fields are presented in a grid layout and include a total across all forms

### Sample Non-WIOA Prepare Report

This section includes screenshots from the ETA-9130 Basic Form. The instructions provided apply to all non-WIOA reports.

The screenshot displays the 'U.S. DOL ETA Financial Report - Details' screen. At the top, there is a navigation bar for the 'Payment Management System'. Below it, a workflow progress bar shows steps: 'Report Available', 'Prepare Report' (highlighted), 'Certify Report', 'Agency Review', and 'Completed'. Underneath, there are tabs for 'Prepare Report', 'Documents', and 'All Details'. The main content area is titled 'U.S. DOL ETA FINANCIAL REPORT' and includes the following fields:

- 1. Federal Agency and Organizational Element to Which Report is Submitted: [Grayed-out field]
- 2. Federal Grant or Other Identifying Number Assigned by DOL: [Grayed-out field]
- 3. Recipient Organization (Name and complete address including Zip code): [Grayed-out field]
- 4a. Unique Entry Identifier: [Grayed-out field]
- 4b. EIN: [Grayed-out field]
- 5. Recipient Account Number or Identifying Number: [Field with value '9149B' and an information icon]
- \*6. Final Report: [Radio buttons for 'Yes' and 'No', with 'No' selected]
- 7. Basis of Reporting: [Field with value 'Accrual' and an information icon]
- 8. Project/Grant Period: [Fields for 'From' (07/01/2022) and 'To' (12/31/2025)]
- 9. Reporting Period End Date: [Field with value '12/31/2022']
- \*10. Transactions: [Field with value 'Cumulative']
- Federal Cash: [Field]

Figure 9: Prepare Report Tab - Non-WIOA

To prepare the report, complete the required fields marked by an asterisk in each section of the form. The fields that are grayed-out are READ ONLY fields with prepopulated data from PMS. Hover over any **Information** icon to view hints on what to enter in each field.

- If **10a (Cash Receipts)** amount changed after saving the report, the amount can be recalculated on the 10a field when you click on “Recalculate Amount” icon.

- If **10d (Total Federal funds authorized)** amount changed after saving the report, the amount can be recalculated on the 10d field when you click on “Recalculate Amount” icon.

*10. Transactions:		Cumulative
<b>Federal Cash:</b>		
a. Cash Receipts:		23,245.13
b. Cash Disbursements:		
c. Cash on Hand (line a minus b):		23,245.13
<b>Federal Expenditures and Unobligated Balance:</b>		
d. Total Federal Funds Authorized:		4,000,000.00
e. Federal Share of Expenditures:		
f. Total Administrative Expenditures:		
g. Federal Share of Unliquidated Obligations:		
h. Total Federal Obligations (sum of lines e and g):		0.00
i. Unobligated Balance of Federal Funds (line d minus h):		4,000,000.00
<b>Recipient Share:</b>		
j. Total Recipient Share Required:		0.00
k. Recipient Share of Expenditures:		
l. Remaining Recipient Share to Be Provided (line j minus k):		0.00
<b>Program Income:</b>		
m. Total Program Income Earned:		
n. Program Income expended in accordance with the Addition Method:		
o. Unexpended Program Income (line m minus line n):		0.00

Figure 10: Prepare Report Tab - Non-WIOA: Transactions

Section 11 contains a different set of fields in each of the ETA-9130 forms. These fields collect information specific to the type of grant.

Figure 11: Prepare Report Tab - Non-WIOA: Additional Expenditures

If you want to submit ETA-9130 report with more Indirect Expenditures than what was providing by default (2 lines) then click **Add Line** button to add an extra indirect expenditure line (10 lines maximum). If you want to remove indirect expenditure line(s), click **Remove Line** icon. You will be asked to confirm the removal. The first two lines cannot be removed.

a. Type of Rate	b. Rate	c. Rate Approval Date	d. Period From	Period To	e. Base	f. Amount Charged	g. Federal Share	
1. Fixed	2.00	2023-03-01	2023-03-10	2023-03-31	3,454.00	69.08	24,545.00	
2. Fixed	4.00	2023-03-10	2023-03-11	2023-04-21	345,344.00	13,813.76	56,456.00	
3. Final	5.00	2023-03-02	2023-03-31	2023-05-27	345,345.00	17,267.25	7,898,795.00	
4. Predetermined	6.00	2023-03-03	2023-03-25	2023-04-30	67.00	4.02	6,787.00	
h. Totals:						694,210.00	31,154.11	7,986,583.00

Figure 12: Prepare Report Tab - Non-WIOA: Indirect Expenditures and Remarks

## Sample WIOA Prepare Report

This section includes screenshots from the ETA-9130 report which include Statewide Dislocated Worker (E), Local Dislocated Worker (F), and Statewide Rapid Response (H) ETA-9130 forms. The instructions provided apply to all WIOA reports.

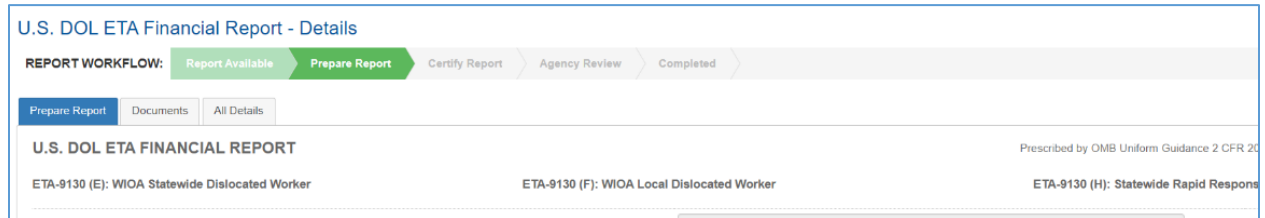


Figure 13: Prepare Report Tab – WIOA

Cash Receipts (10a) and Total Federal funds authorized (10d) are not pre-populated for WIOA forms. The totals for these fields should match the corresponding amounts for the grant.

*10. Transactions:				
Cumulative				
Federal Cash:	(E) Statewide DW	(F) Local DW	(H) Rapid Response	Total
a. Cash Receipts:	28,301,268.64	28,301,268.64	28,301,268.64	84,903,805.92
b. Cash Disbursements:		0.00		0.00
c. Cash on Hand (line a minus b):	28,301,268.64	28,301,268.64	28,301,268.64	84,903,805.92
Federal Expenditures and Unobligated Balance:	(E) Statewide DW	(F) Local DW	(H) Rapid Response	Total
d. Total Federal Funds Authorized:	30,342,681.00	30,342,681.00	30,342,681.00	91,028,043.00
e. Federal Share of Expenditures:				0.00
f. Total Administrative Expenditures:				0.00
g. Federal Share of Unliquidated Obligations:	0.00	0.00	0.00	0.00
h. Total Federal Obligations (sum of lines e and g):	0.00	0.00	0.00	0.00
i. Unobligated Balance of Federal Funds (line d minus h):	30,342,681.00	30,342,681.00	30,342,681.00	91,028,043.00
Recipient Share:	(E) Statewide DW	(F) Local DW	(H) Rapid Response	Total
j. Total Recipient Share Required:	0.00	0.00	0.00	0.00
k. Recipient Share of Expenditures:				0.00
l. Remaining Recipient Share to Be Provided (line j minus k):	0.00	0.00	0.00	0.00
Program Income:	(E) Statewide DW	(F) Local DW	(H) Rapid Response	Total
m. Total Program Income Earned:				0.00
n. Program Income Expended in Accordance with the Addition Method:				0.00
o. Unexpended Program Income (line m minus line n):	0.00	0.00	0.00	0.00

Figure 14: Prepare Report Tab - WIOA: Transactions

Section 11 contains a different set of fields in each of the ETA-9130 forms. These fields collect information specific to the type of grant. The grid structure organizes the fields by name and the item number of the field is included for reference.



11. Additional Expenditure Data Required (E/H): Additional Obligation and Expenditure Data Required (F):	(E) Statewide DW	(F) Local DW	(H) Rapid Response	Total
Other Federal Funds Expended:	a. <input type="text"/>	a. <input type="text"/>	a. <input type="text"/>	0.00
Real Property Proceeds Expended:	b. <input type="text"/>	b. <input type="text"/>	b. <input type="text"/>	0.00
Recaptured Funds Expended:	c. <input type="text"/>			0.00
Expenditure of Dislocated Worker Funds on the Adult Program:		c. <input type="text"/>		0.00
Federal Share of Unliquidated Obligations for Pay-for-Performance Contracts:		d. <input type="text"/>		0.00
Pay-for-Performance Contract Expenditures:		e. <input type="text"/>		0.00
Transitional Jobs Expenditures:		f. <input type="text"/>		0.00
Incumbent Worker Training Expenditures:		g. <input type="text"/>		0.00
Training Expenditures:	d. <input type="text"/>	h. <input type="text"/>		0.00
Rapid Response Funds Expended on Other Statewide Programs:			c. <input type="text"/>	0.00

12. Remarks: (Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.)

Figure 15: Prepare Report Tab - WIOA: Additional Expenditures

For the Dislocated Worker report (E/F/H), Indirect Expenditures can be added for the Statewide (E) and Rapid Response (H). There are two separate tables to enter the Indirect Expenditures.

A Remarks field is included for each of the WIOA ETA-9130 forms.

12. Remarks: (Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.)

(E) - WIOA Statewide Dislocated Worker:

(F) - WIOA Local Dislocated Worker:

(H) - Statewide Rapid Response:

13. Indirect Expenditures:

(E) - WIOA Statewide Dislocated Worker:

a. Statewide DW Type of Rate	b. Statewide DW Rate	c. Statewide DW Rate Approval Date	d. Statewide DW Period From	Statewide DW Period To	e. Statewide DW Base	f. Statewide DW Amount Charged	g. Statewide DW Federal Share
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
h. Totals:						0.00	0.00

(H) - Statewide Rapid Response:

a. Rapid Response Type of Rate	b. Rapid Response Rate	c. Rapid Response Rate Approval Date	d. Rapid Response Period From	Rapid Response Period To	e. Rapid Response Base	f. Rapid Response Amount Charged	g. Rapid Response Federal Share
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	11.00	0.00	11.00
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
h. Totals:						11.00	11.00

\*Prepared by:

Figure 16: Prepare Report Tab - WIOA: Indirect Expenditures and Remarks

### Save/Submit Prepared Report

After completing the form, click the **Submit** button to continue to Certify Report, otherwise click the **Save** button to save the form, and then fill out the remaining items to submit them later. Click the **Cancel** button to discard changes and return to the search results.



Figure 17: Prepare Report Tab - Save and Submit

If there are validation errors and/or missing information, error messages will be displayed in an Error Messages pop-up and at the top of the report.

Figure 18: Prepare Report Tab - Validation Error Message Pop-up

To submit the report, you must select your name in the “Prepared by” drop-down. An error message will be displayed if this is not complete.

Figure 19: Prepare Report Tab - Missing Prepared by Pop-up

You can successfully submit your report if you have fixed all error conditions and populated Remarks for any warnings. If you have warnings, the following pop-up will be displayed, and you can click the **Proceed Anyway** button to continue.

Figure 20: Prepare Report Tab - Warnings Pop-up

Upon a completed submission of the prepared report, you will be presented with a **Success** pop-up that states, "Report has been successfully Prepared". Click on the **OK** button to continue.

Figure 21: Prepare Report Tab - Report Successfully Prepared

## U.S. DOL ETA Financial Report – Details Screen (Documents Tab)

The Documents tab (optional) displays a grid that includes all the attachments uploaded to the PMS to provide supplementary information for your report.

To attach a document, click the **Choose File** button and select a file from your computer. For File Attachment Name, which is optional, enter any name you wish to use to describe the file. Select the File Attachment Type for the dropdown list, which is required. Click the **Upload** button to continue.

For WIOA, select the applicable form (e.g., "Supporting Documentation – ETA-9130 (E)") using the File Attachment Type.

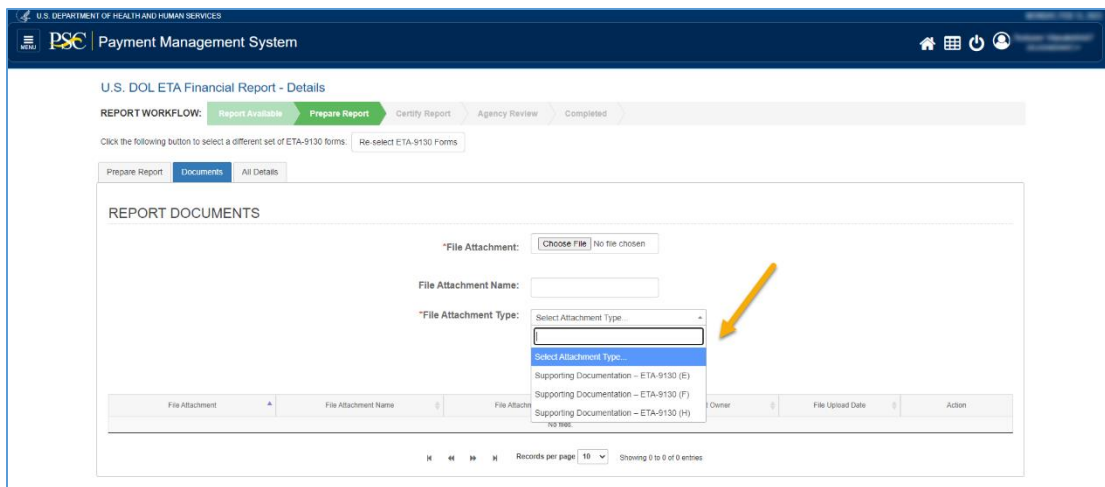


Figure 22: Documents Tab - Upload Attachment

After clicking the **Upload** button, you will see a file appear in the **File Attachment** grid. Click **Remove** action to delete uploaded file. If the file is uploaded by the agency, there is no option for a grant recipient to **Remove** the uploaded file.

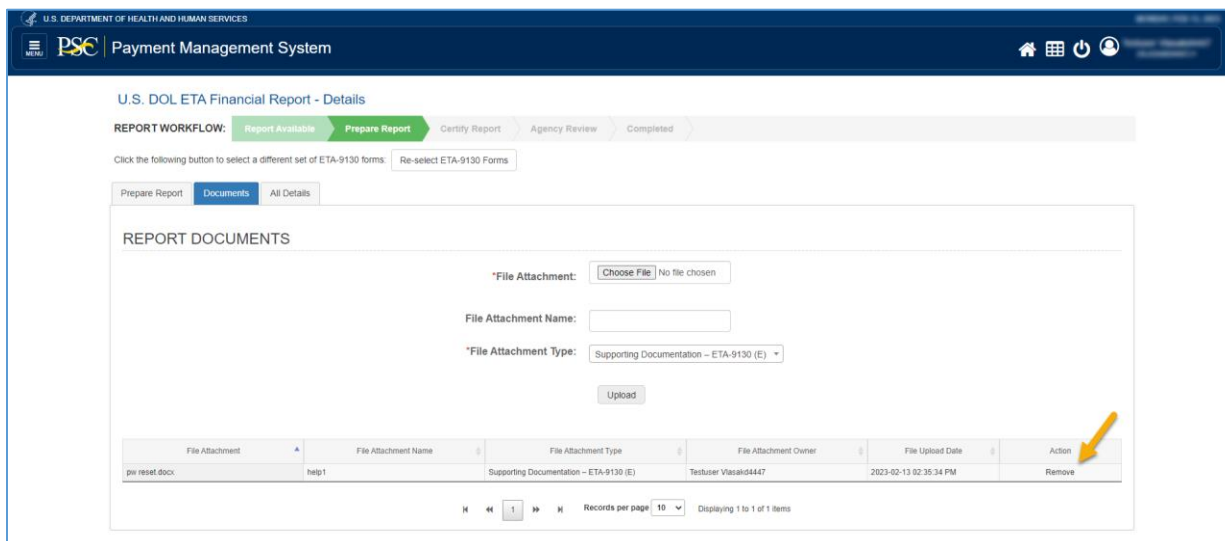


Figure 23: Documents Tab - Manage Documents

# U.S. DOL ETA Financial Report – Details Screen (All Details Tab)

The **All Details** tab shows the Report Details, Status History, and Notifications sections.

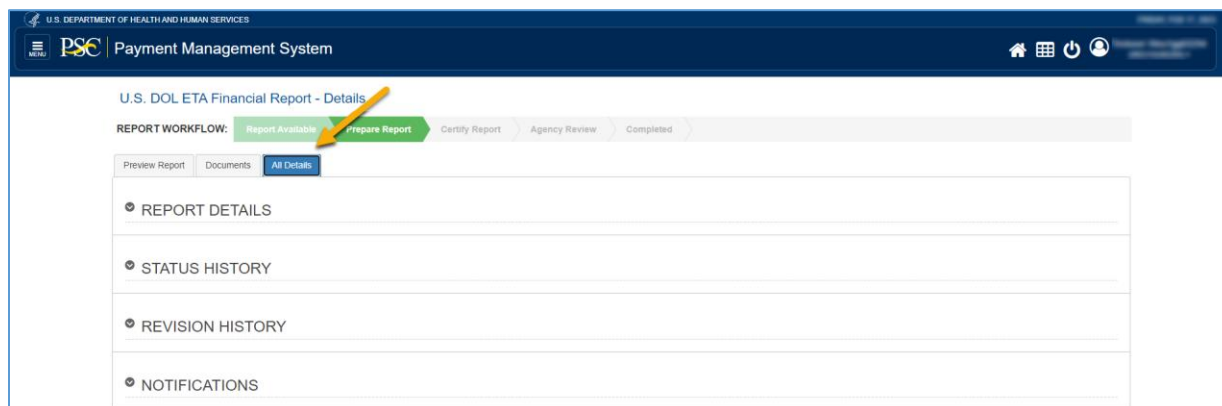


Figure 24: All Details Tab

## Report Details Section

The **Report Details** section displays subsections for Report Details, Preparer Information, Certifier Information, and Agency Reviewer. Once the Preparer submits the report, the **Report Details** section displays the populated **Preparer Information**. For WIOA forms, the Preparer Comments will contain Remarks from all forms.

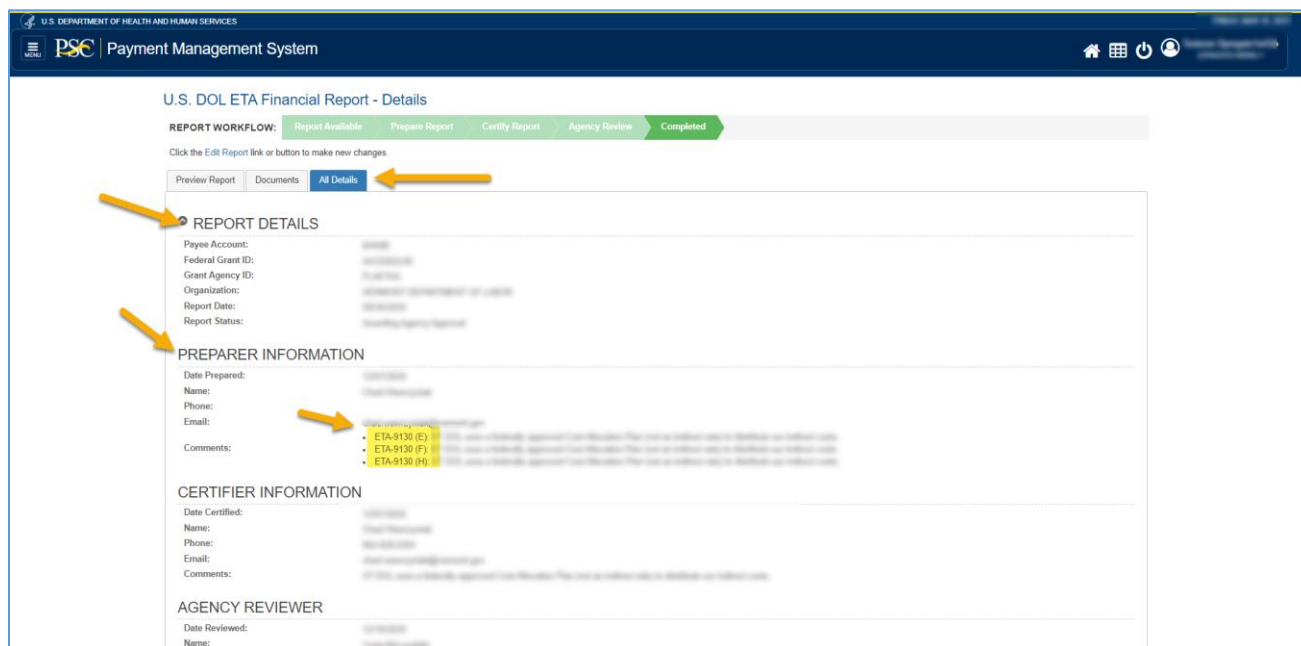


Figure 25: All Details Tab – Report Details – Preparer Information

## Status History Section

The **Status History** section shows a grid that displays all the actions or statuses performed on the report, the user performing the action, the date the action occurred, and any comments.

Before the report is submitted, the **Status History** section includes a row displaying the **Report**

**Available to be completed** status. Once the report is submitted, a row is added displaying **Report Prepared by Grantee** status. This row includes the name of the user who prepared the report in the **Status Change By** column and Remarks (Item 12) in the **Comments** column. For WIOA Reports, the **Report Prepared by Grantee** status **Comments** will contain Remarks from all forms in the financial report.

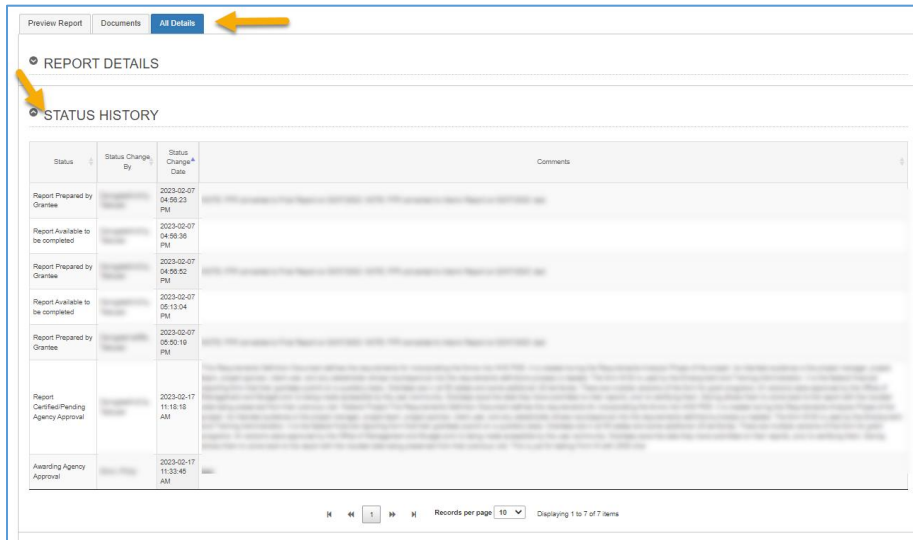


Figure 26: All Details Tab - Status History

## Notifications Section

The **Notifications** section shows the delinquency notification sent to the user when the report is not submitted in time and the account is in delinquent.

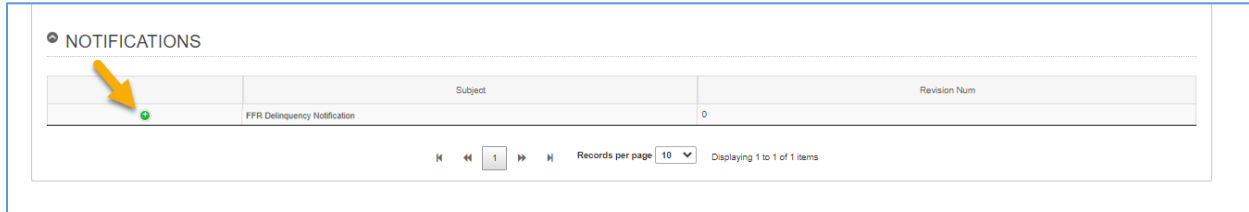


Figure 27: All Details Tab – Notification – Delinquent

Click on the green “+” icon to view all the users who received the email notification.

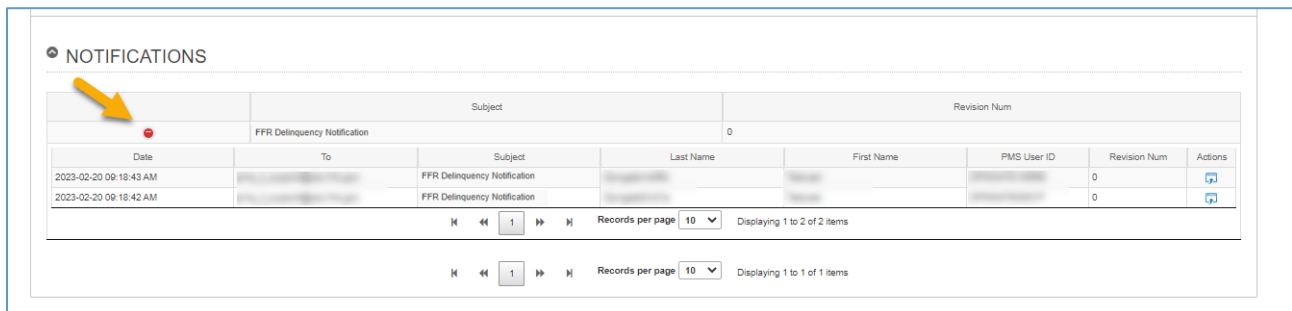


Figure 28: All Details Tab – Notification – Delinquent Recipients

Click **View Notification** action to view the email notification message.

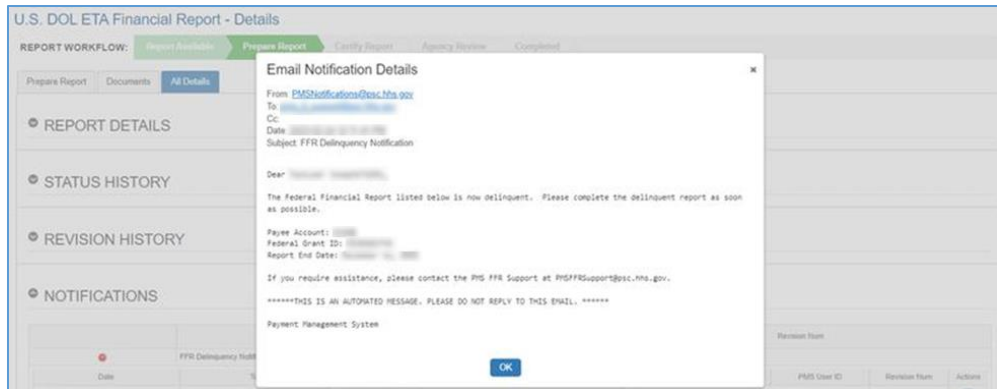


Figure 29: All Details Tab – Notification – Delinquent Email Message

## Download Action

### Federal Financial Report Search Results Screen – Download Action

From the search results screen, click **Download** under the **Group Actions** drop-down menu. Download Group Action requires selecting either SF-425 forms or ETA-9130 forms. Group Download cannot be performed on a selection including both SF-425 and ETA-9130. The Form selection dropdown can be used to filter the results.

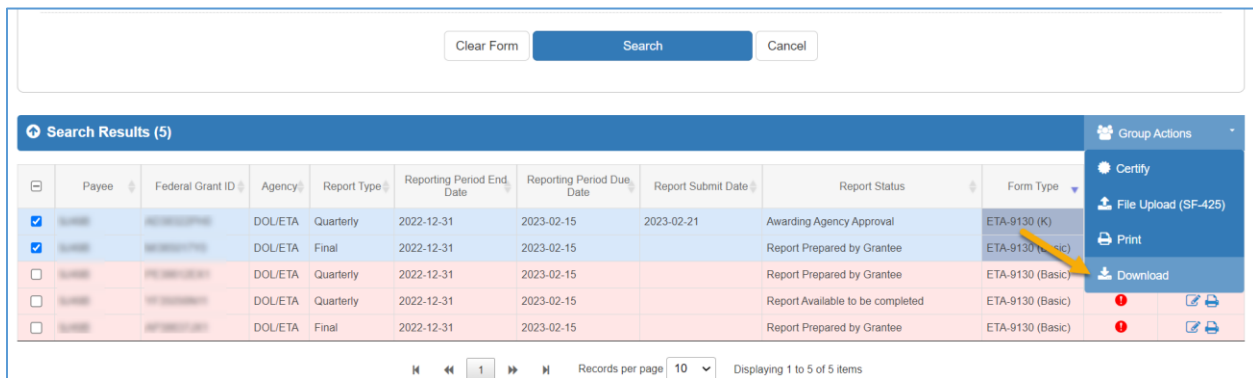


Figure 30: Federal Financial Report Search Results Screen – Download

When **Download** is clicked, the system will prompt you for the location to store the file on your computer. The default filename is “ffrDolEta.csv”.

Each selected report for WIOA and non-WIOA will be a row in the downloaded file. For WIOA reports, extra columns are included in the file for each corresponding form. The maximum Indirect Expenditures that can be entered by the grant recipient is 10. The downloaded file includes columns for all 10 occurrences even if they are not populated.

# Certifying your DOL ETA Financial Report

This section describes how to Certify your DOL ETA-9130 Federal Financial Report.

## Federal Financial Report Search Results Screen – Certify Report

Clicking on the **Review** Icon in the actions column in the search results grid will display the U.S. DOL Financial Report – Details screen. The screen components will be dynamically displayed depending on the status of the report you selected. If status is **Report Prepared by Grantee** the report can be certified if the user has the Certifier privilege.

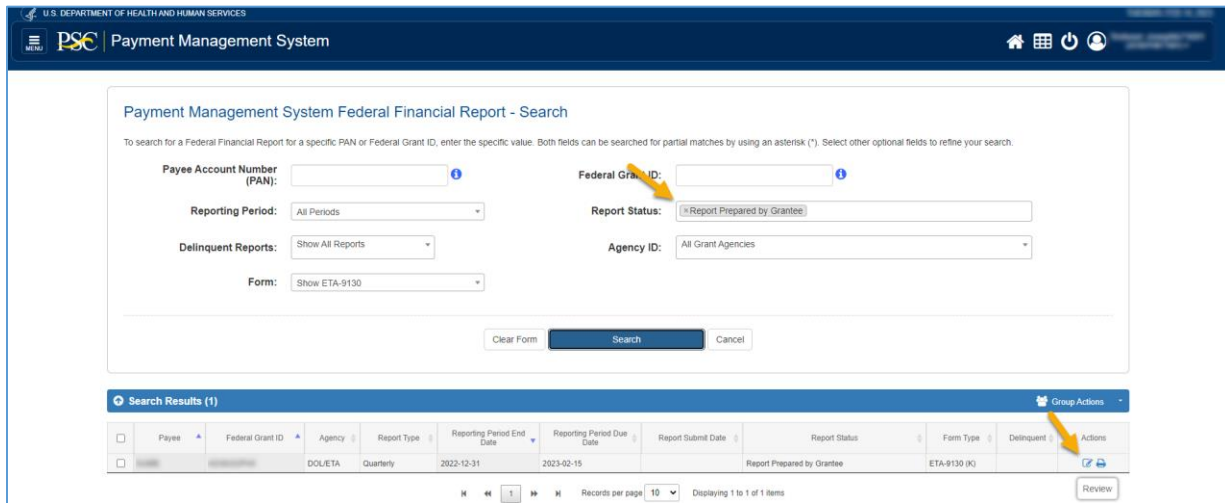


Figure 31: Federal Financial Report Search Results Screen - Review (Certify Report)

## U.S. DOL ETA Financial Report – Details Screen (Workflow: Certify Report)

After the prepared report is submitted in the **Prepare Report** workflow step, the financial report proceeds to the **Certify Report** workflow step.

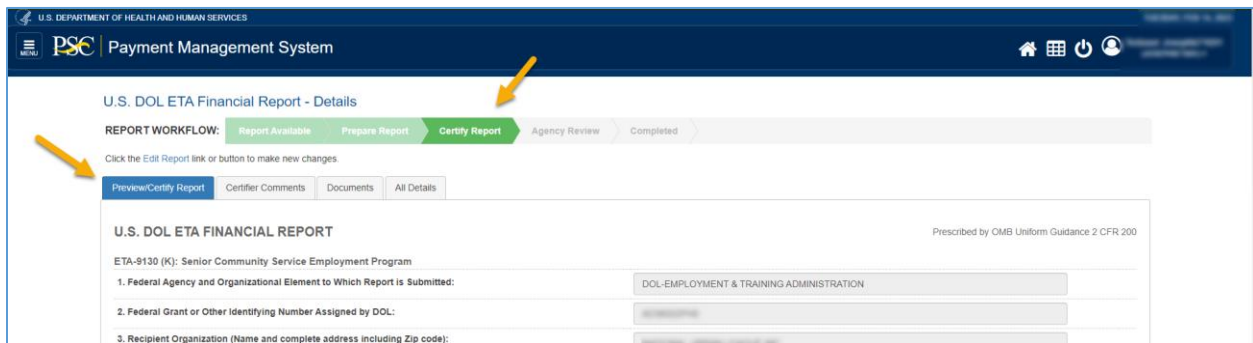


Figure 32: U.S. DOL ETA Federal Financial Report - Workflow: Certify Report



# U.S. DOL ETA Financial Report – Details Screen (Preview/Certify Report Tab)

The default tab in the **Certify Report** workflow step is the **Preview/Certify Report** tab which displays the report information as a read-only web form for you to review. Click the **Cancel** button to return to the search results.

To certify the report, review the required fields marked with an asterisk in each section of the form. The fields below that are grayed-out are READ ONLY fields with prepopulated data from the PMS. Hover over any Information icon to view hints on what was entered in each field.

After completing the review, select yourself in the drop-down list of **Signature of the Authorized Certifying Official**, and then click the **Certify** button to continue.

\*13. Certification: 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 intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

a. Typed or Printed Name and Title of Authorized Certifying Official: [Text Field]

\*b. Signature of Authorized Certifying Official: [Dropdown Menu]

c. Telephone (Area code, number and extension): [Text Field]

d. Email Address: [Text Field]

e. Date Report Submitted: [Text Field] 02/14/2023

**Paperwork Burden Statement**  
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.

OMB Approval Number: 1205-0461  
Expiration Date: 01/31/2025

[Edit Report] [Certify] [Cancel]

Figure 33: Preview/Certify Report Tab – Certify Report

After the report is certified, a **Success** pop-up window will be displayed to inform you that the report has been successfully certified. Click the **OK** button to continue.

\*13. Certification: 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 intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

a. Typed or Printed Name and Title of Authorized Certifying Official: [Text Field]

\*b. Signature of Authorized Certifying Official: [Dropdown Menu]

c. Telephone (Area code, number and extension): [Text Field]

d. Email Address: [Text Field]

e. Date Report Submitted: [Text Field] 02/14/2023

**Paperwork Burden Statement**  
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.

OMB Approval Number: 1205-0461  
Expiration Date: 01/31/2025

[Edit Report] [Certify] [Cancel]

Figure 34: Preview/Certify Report Tab – Success Message Pop-up



## U.S. DOL ETA Financial Report – Details Screen (Certifier Comments Tab)

The **Certifier Comments** tab (optional) shows a text area for the Certifier to enter up to 2000 characters for information related to certifying the report.

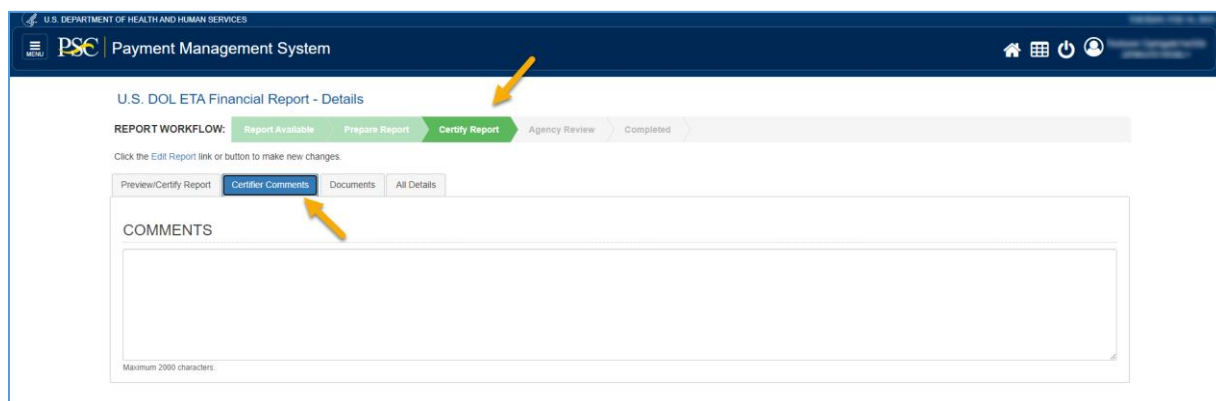


Figure 35: Certifier Comments Tab

## U.S. DOL ETA Financial Report – Details Screen (Preview Report Tab – Non-WIOA)

After certifying the report, the **Preview Report** tab will be displayed, and the information will be displayed in the form of a READ ONLY web form for you to preview the data in the vertical format. Scroll vertically to see all the information in the report. Click the **Cancel** button to return to the search results.

The screen below shows the **Preview Report** with a sample of the non-WIOA ETA-9130 Report

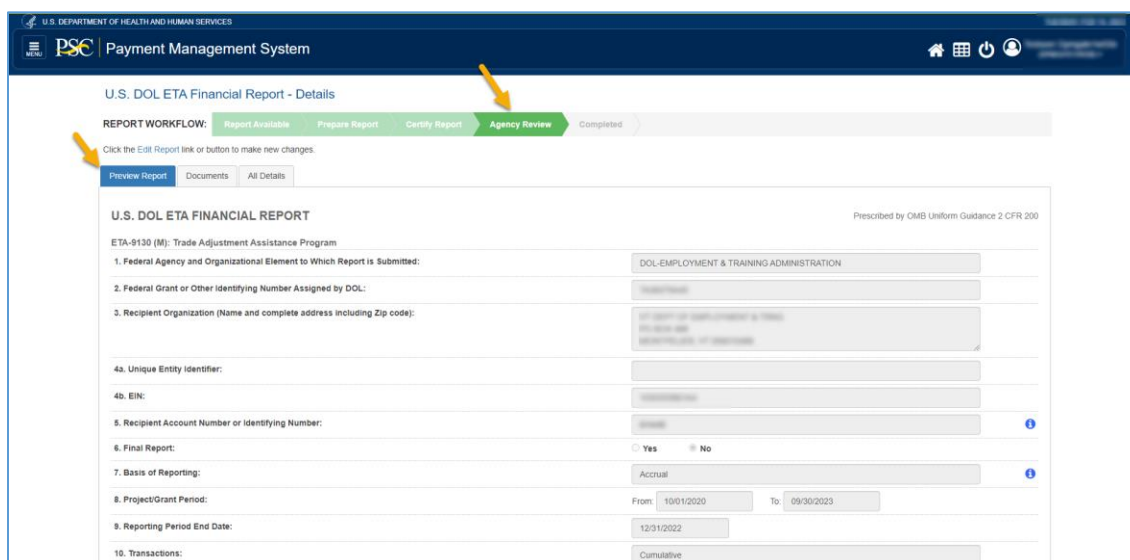


Figure 36: Preview Tab – Non-WIOA

## U.S. DOL ETA Financial Report – Details Screen (Preview Report Tab - WIOA)

After certifying the report, the **Preview Report** tab will be displayed. The WIOA ETA-9130 reports display the data for each WIOA form in a grid with a total column. The screen below shows the **Preview Report** with a sample of the WIOA ETA-9130 Report.

U.S. DOL ETA Financial Report - Details

REPORT WORKFLOW: Report Available Prepare Report Certify Report **Agency Review** Completed

Click the Edit Report link or button to make new changes.

Preview Report Documents All Details

U.S. DOL ETA FINANCIAL REPORT

ETA-9130 (A): WIOA Statewide Youth ETA-9130 (B): WIOA Local Youth

1. Federal Agency and Organizational Element to Which Report is Submitted: DOL-EMPLOYMENT & TRAINING ADMINISTRATION

2. Federal Grant or Other Identifying Number Assigned by DOL: [Redacted]

3. Recipient Organization (Name and complete address including Zip code): [Redacted]

4. Unique Entity Identifier: [Redacted]

4b. EIN: [Redacted]

5. Recipient Account Number or Identifying Number: [Redacted]

6. Final Report: (A) Statewide Youth  Yes  No (B) Local Youth  Yes  No

7. Basis of Reporting: Accrual

8. Project/Grant Period: From: 04/01/2020 To: 06/30/2023

9. Reporting Period End Date: 12/31/2022

Figure 37: Preview Tab – WIOA

## U.S. DOL ETA Financial Report – Details Screen (All Details Tab)

Once the Report is certified, additional information is included in the **All Details** Tab within the **Report Details**, **Status History**, and **Notifications** sections.

### Report Details Section

The **Report Details** section displays a populated **Certifier Information** subsection with the Certifier's name and any provided Certifier Comments.

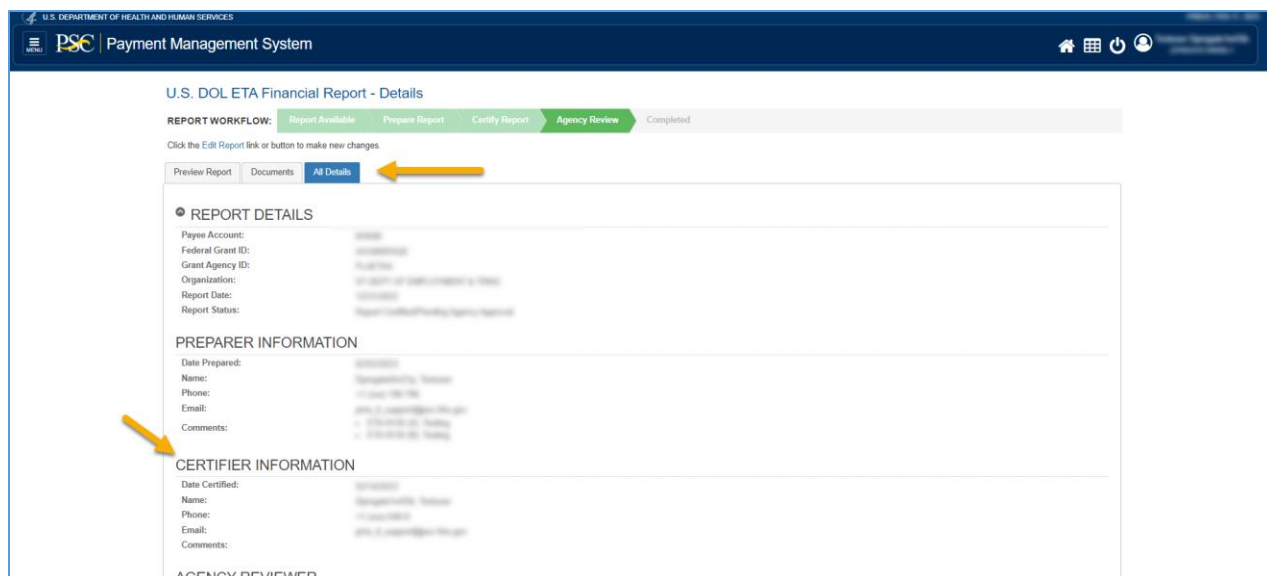


Figure 38: All Details Tab – Report Details – Certifier Information

### Status History Section

After the report is certified, the **Status History** section will include a row with the **Report Certified/Pending Agency Approval** status, the Certifier’s name, and any provided Certifier Comments.

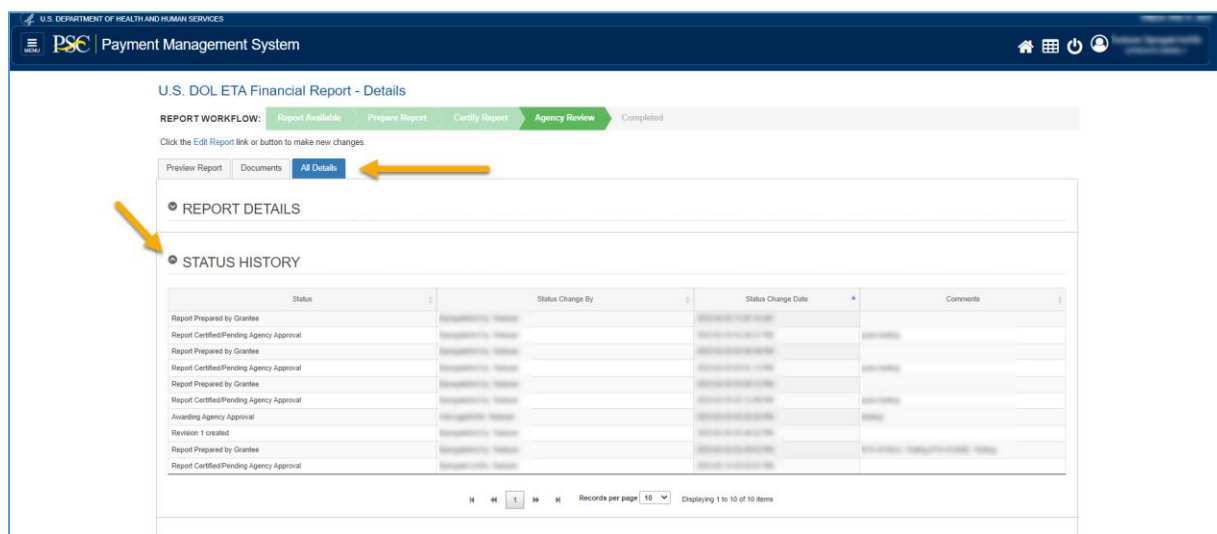


Figure 39: All Details Tab – Status History

# Agency Approval of your Federal Financial Report

This section describes how an Agency approves your DOL ETA-9130 Federal Financial Report.

## Federal Financial Report Search Results Screen – Agency Review

Clicking on the **Review** icon in the actions column in the search results grid will display the U.S. DOL Financial Report – Details screen. The screen components will be dynamically displayed depending on the status of the report you selected. If **Report Status** is **Report Certified/Pending Agency Approval**, the report is waiting for the Agency to approve.

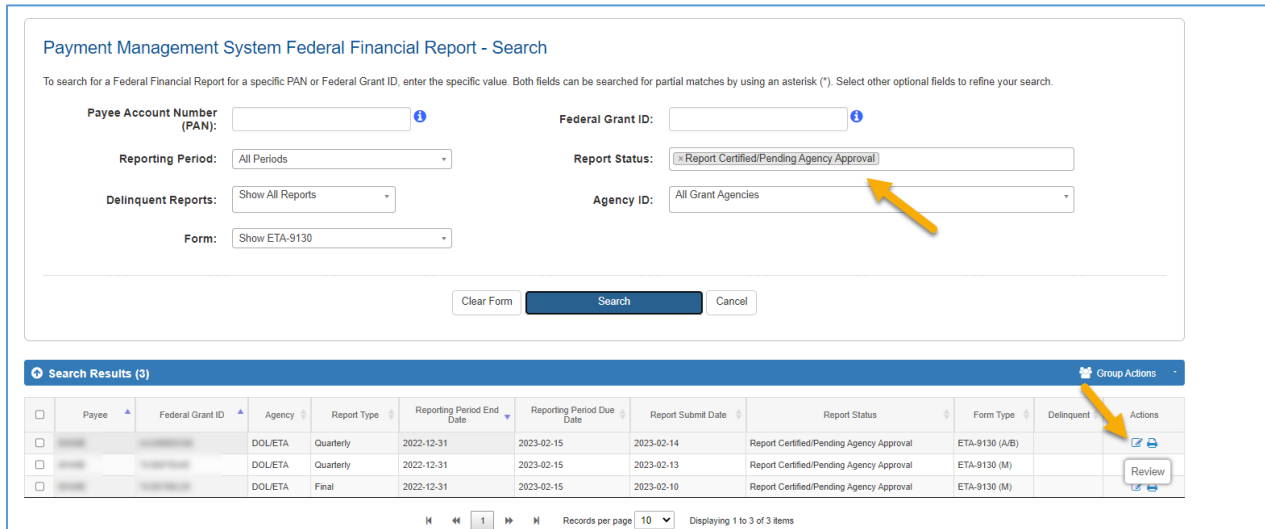


Figure 40: Federal Financial Report Search Results Screen - Review (Agency Review)

## U.S. DOL ETA Financial Report – Details Screen (Workflow: Agency Review)

After the report is certified in the **Certify Report** workflow step, the financial report proceeds to the **Agency Review** workflow step.

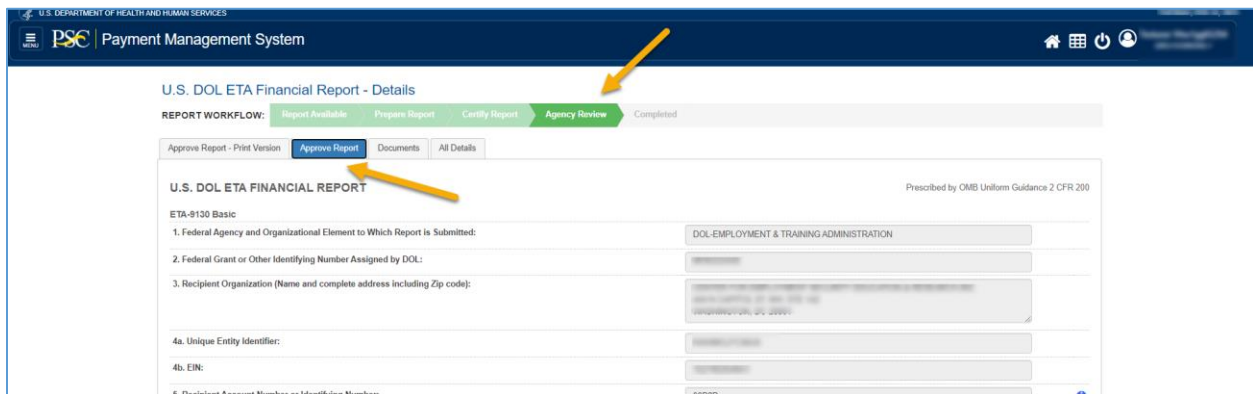


Figure 41: U.S. DOL ETA Federal Financial Report - Workflow: Agency Review

## U.S. DOL ETA Financial Report – Details Screen (Approve Report - Print Version Tab)

When your Agency logs into PMS, and navigates to your report, the **Approve Report - Print Version** tab shows the report in the printable version for the Agency Reviewer to easily view your report details and approve or reject your report. For WIOA reports, each WIOA form will be consecutively included in the Print Version Tab.

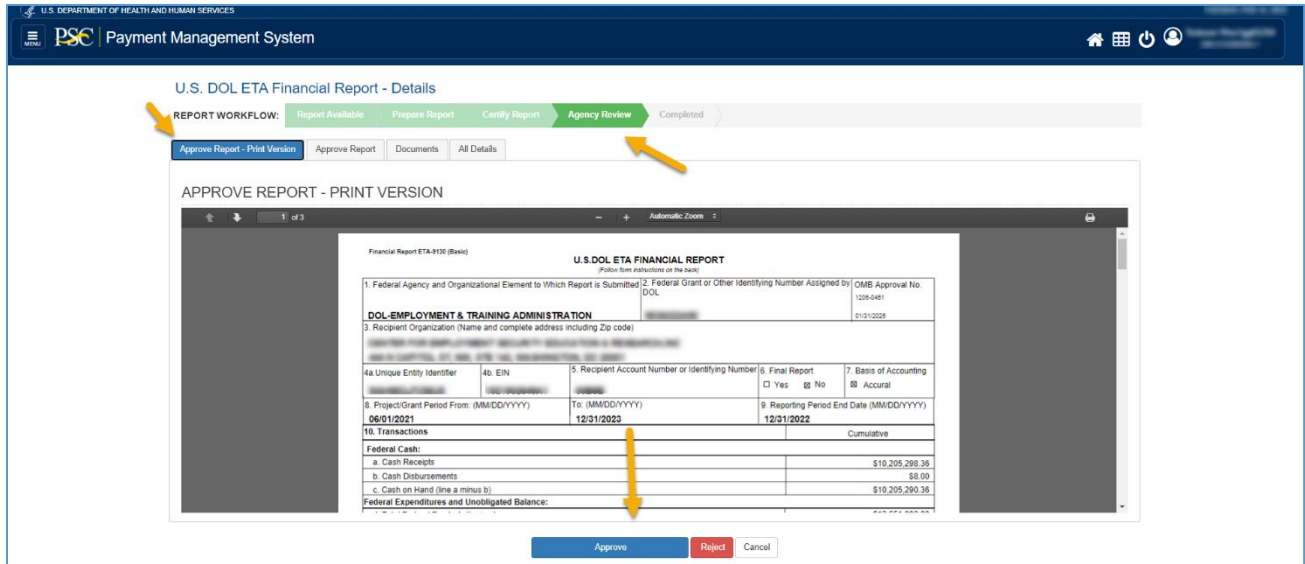


Figure 42: Agency Report – Print Version Tab

## U.S. DOL ETA Financial Report – Details Screen (Workflow: Completed)

After the report is approved in the **Agency Review** workflow step, the financial report moves to the **Completed**.

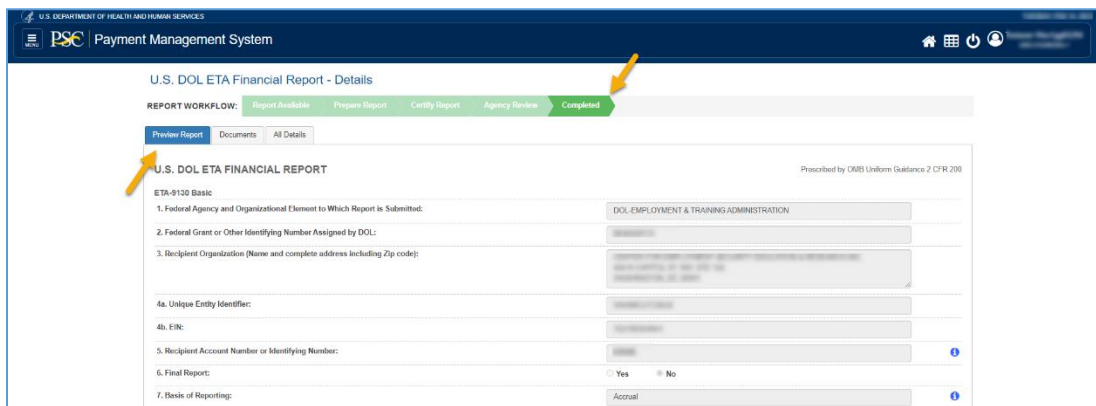


Figure 43: U.S. DOL ETA Federal Financial Report – Workflow: Completed

## U.S. DOL ETA Financial Report – Details Screen (All Details Tab)

Once the Report is complete, additional information is included in the **All Details** Tab which contains the Report Details, Status History, and Revision History sections

### Report Details Section

After the Agency approves your report, the **Report Details** section shows the Agency Reviewer(s) Information including the Agency Reviewer and any provided comments.

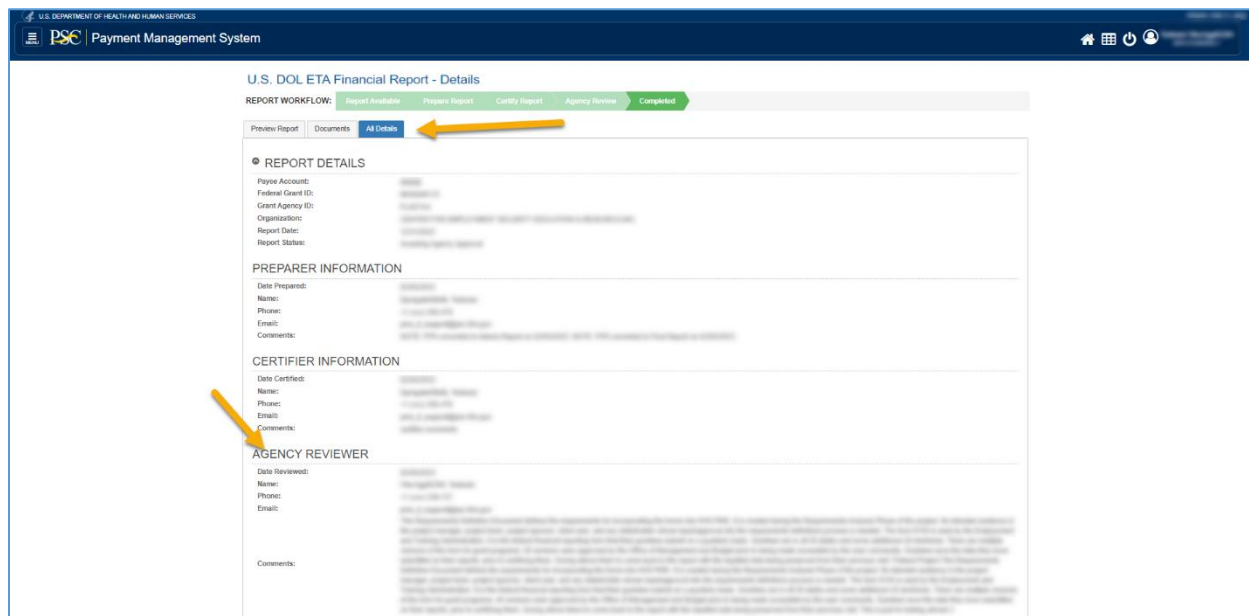


Figure 44: All Details Tab – Report Details – Agency Reviewer

### Status History Section

After the Agency approves your report, the **Status History** section will include a row that shows the **Awarding Agency Approval** status with the Agency Reviewer and any provided comments.

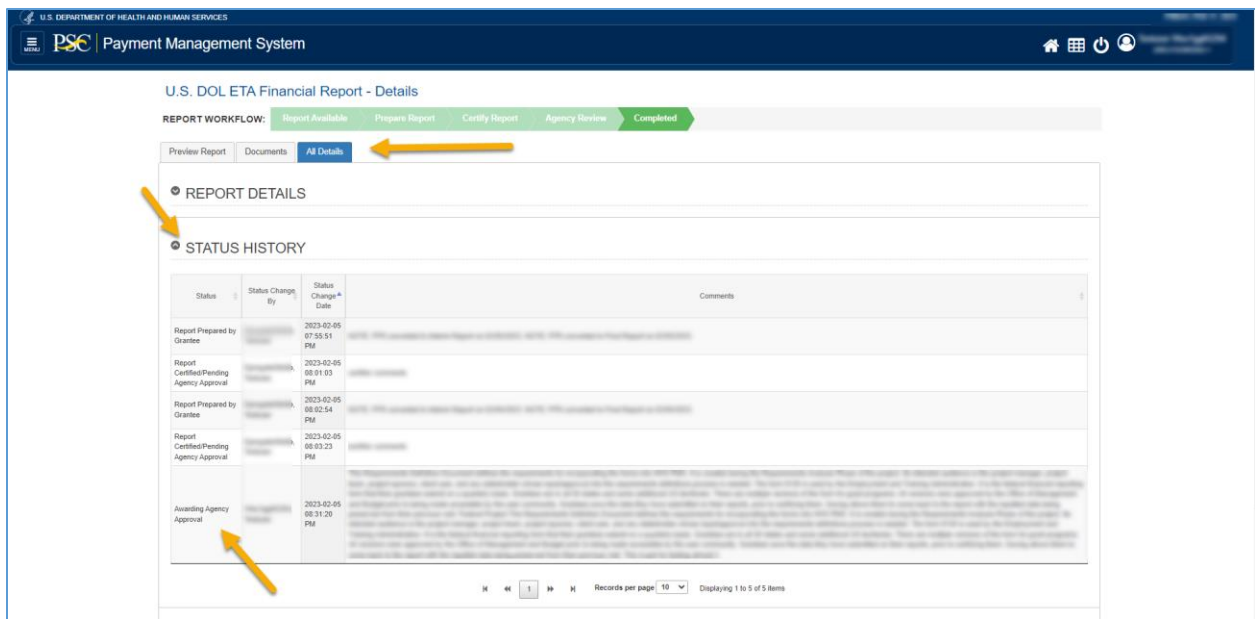


Figure 45: All Details Tab – Status History - Report Approved

If the Agency rejects your report, the **Status History** section will include a row that shows the **Awarding Agency Rejection** status with the Agency Reviewer and any provided comments.

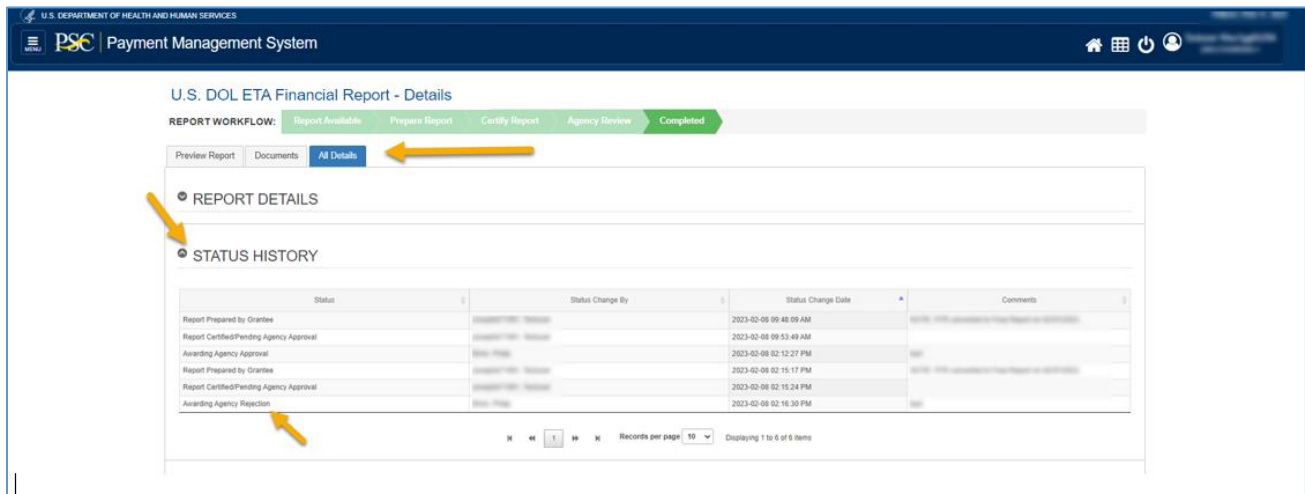


Figure 46: All Details Tab – Status History - Report Rejected

## Revision History Section

The **Revision History** section displays a grid that includes all the information about different users and transactions that occurred after the report is reviewed by agency and either approved

or rejected.

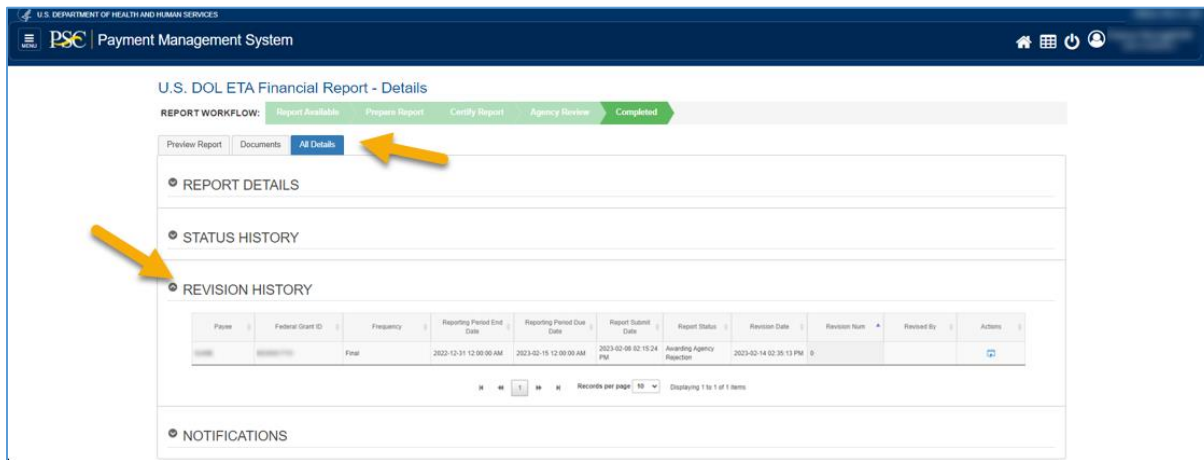


Figure 47: All Details Tab – Revision History

## Notifications Section

If the report was rejected by the agency, the **Notifications** section shows the rejection notification. You can expand the notification to see users that received the notification email and view the email notification message.

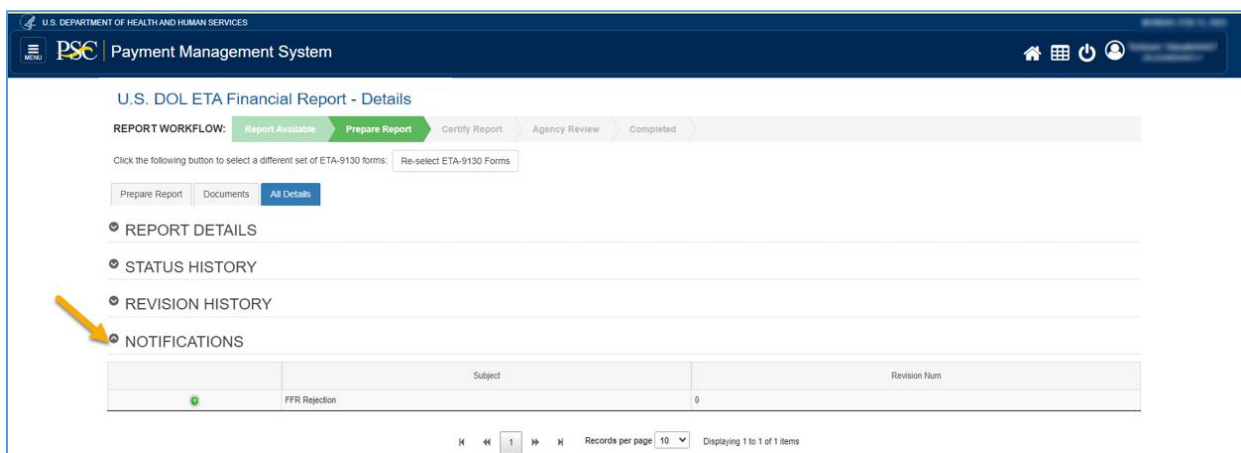


Figure 48: All Details Tab – Notification – Rejection



# Printing Your DOL ETA Financial Report

To print Federal Financial Reports in the PMS, click the **Print icon** in the **Actions** column at the far right of the Search Results grid.

## Federal Financial Report Search Results Screen – Print Report

**Payment Management System Federal Financial Report - Search**

To search for a Federal Financial Report for a specific PAN or Federal Grant ID, enter the specific value. Both fields can be searched for partial matches by using an asterisk (\*). Select other optional fields to refine your search.

Payee Account Number (PAN):  Federal Grant ID:

Reporting Period:  Report Status:

Delinquent Reports:  Agency ID:

Form:

---

**Search Results (51)** Group Actions

<input type="checkbox"/>	Payee	Federal Grant ID	Agency	Report Type	Reporting Period End Date	Reporting Period Due Date	Report Submit Date	Report Status	Form Type	Delinquent	Actions
<input type="checkbox"/>			DOLETA	Final	2022-12-31	2023-02-15		Report Prepared by Grantee	ETA-9130 (I)		
<input type="checkbox"/>			DOLETA	Final	2022-12-31	2023-02-15		Report Prepared by Grantee	ETA-9130 (I)		
<input type="checkbox"/>			DOLETA	Final	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (A/B)		
<input type="checkbox"/>			DOLETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (E/F/H)		
<input type="checkbox"/>			DOLETA	Final	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (E/F/H)		
<input type="checkbox"/>			DOLETA	Quarterly	2022-12-31	2023-02-15	2023-02-14	Report Certified/Pending Agency Approval	ETA-9130 (A/B)		
<input type="checkbox"/>			DOLETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (A/B)		
<input type="checkbox"/>			DOLETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (A/B)		
<input type="checkbox"/>			DOLETA	Quarterly	2022-12-31	2023-02-15		Report Available to be completed	ETA-9130 (C/D)		
<input type="checkbox"/>			DOLETA	Quarterly	2022-12-31	2023-02-15		Report Prepared by Grantee	ETA-9130 (C/D)		

Records per page:  Displaying 1 to 10 of 51 items

Figure 49: Federal Financial Report Search Results Screen - Print Report

## U.S. DOL ETA Financial Report PDF

After clicking the Print icon, the U.S. DOL ETA Financial Report PDF will open in your browser tab/window. This PDF displays the report data in the approved form format.

- Remarks are truncated in the form if they do not fit in the allocated space.
- For WIOA reports, all corresponding WIOA forms are included in the PDF.
- An additional report information page is appended after the form(s) to include full Remarks, report status, Agency Reviewer information, etc. For WIOA reports, the Remarks include full Remarks for all corresponding WIOA forms.

Click the **Print** icon to print the form or the **Download** icon to save the form to your computer. The default downloaded filename is "ETA-9130.pdf".

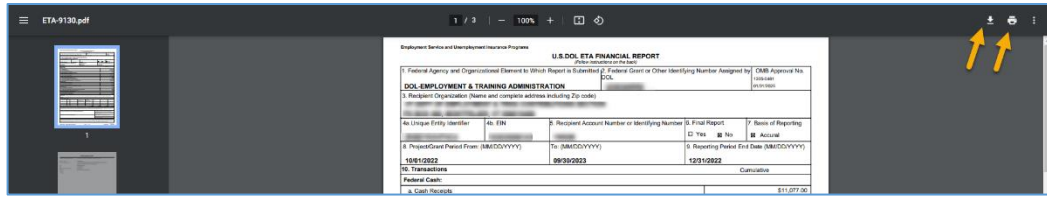


Figure 50: Print Report

## Group Print Action

You have the option to print multiple reports as a group action by following the instructions below.

Navigate to the Federal Financial Report Search Screen and perform the search. Click the **Checkbox** of the reports you want to Group Print. Under the **Group Actions** drop-down menu, click **Print**. The selected reports will be included in the generated PDF which can be printed or downloaded.

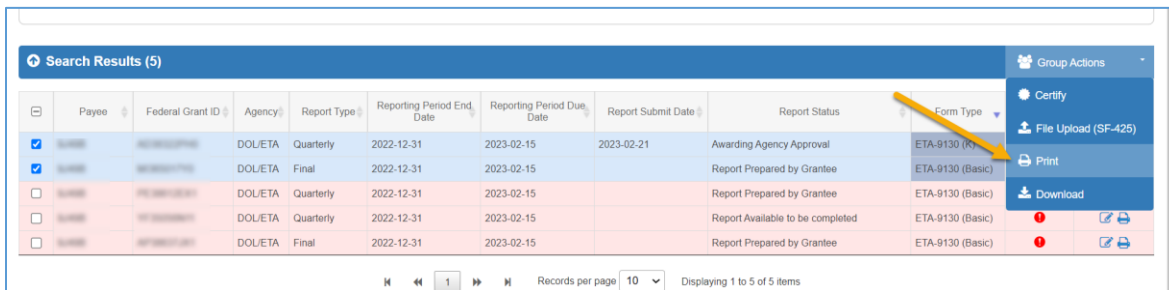


Figure 51: Federal Financial Report Search Results Screen - Group Print