

TRAINING AND EMPLOYMENT NOTICE	NO. 12-07
	DATE October 1, 2007

ADVISORY: TRAINING AND EMPLOYMENT NOTICE

TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS
ONE-STOP CAREER CENTER LEADS
ALL STATE AND LOCAL WORKFORCE INVESTMENT BOARDS
ALL ETA DISCRETIONARY GRANTEEES

FROM: JACK H. RAPPORT /s/
Administrator
Office of Financial and Administrative Management

SUBJECT: Implementation of New OMB Approved Form ETA 9130,
U. S. DOL ETA FINANCIAL REPORT

1. **Purpose.** To announce the implementation of a new Office of Management and Budget (OMB) approved quarterly financial reporting form, U. S. DOL ETA FINANCIAL REPORT (ETA-9130). This form will be required for use by all ETA grantees starting with the quarter ending September 30, 2007.
2. **Background.** All Employment and Training Administration (ETA) grantees are required to submit quarterly financial reports for each grant award which they operate. Grantees have been using different forms for different programs with different due dates in a number of cases. With the implementation of the new report, all grantees will have essentially the same report with a few program specific line items and a uniform due date of 45 days after the end of the reporting quarter for all programs. Upon implementation of the new form, all previously required financial reporting forms will no longer be accepted.
3. **On-Line Reporting System.** The currently used ETA on-line reporting system is being modified to enable transition to the new reporting format. The basic required financial reporting data elements will continue to be collected. A new Federal Cash Section and a Federal Administrative Expenditures line item have been added to the data requirements. Provision to collect program-specific data is accommodated in a special section of the report. Data entered into the on-line reporting system for quarters prior to September 30, 2007, will be migrated by ETA to the new reporting formats. For data elements not previously required, a cumulative figure must be entered by the grantee for the September 30, 2007 reporting quarter.

4. **Forms and Instructions.** Copies of the forms and the instructions for the different ETA programs are available on-line at: <http://www.dol.eta.gov/grants>
5. **Questions.** Questions concerning the implementation of the ETA-9130 should be directed to your Federal Project Officer, or to Isabel Danley at 202-693-3047 or danley.isabel@dol.gov