# ETA-9130     Financial Reporting Resources

A request for a password and PIN must be submitted via e-mail to ETApassword.pin@dol.gov. Passwords and PINs are sent to the primary contact person via e-mail. Technical assistance with the online reporting system should be directed to the Grantee Reporting System helpdesk at appsupport.egrants@dol.gov.

▶ ETA-9130 Financial Report forms and instructions may be found at: http://www.doleta.gov/grants/financial_reporting.cfm.

▶ The ETA-9130 Financial Reporting System may be accessed at: https://www.etareports.doleta.gov.

▶ The Financial Reporting Access Request Document is available at: http://www.doleta.gov/grants/financial_reporting.cfm.

| Quarter End Date | Financial Report Due Date |
|---|---|
| March 31 | May 15 |
| June 30 | August 14 |
| September 30 | November 14 |
| December 31 | February 14 |

**ETA-9130 Financial Reports are due no later than 45 calendar days after the end of each quarter, unless otherwise specified in reporting instructions.**

The quarter in which financial reporting begins is based on the effective date listed on the Notice of Award (NOA), and is independent of the date on which the NOA is signed by the Grant Officer. Examples of due dates for an initial ETA-9130 Financial Reports are:

| NOA Effective Date | NOA Date Signed | Initial Reporting Quarter End Date | Initial Report Due Date |
|---|---|---|---|
| 7/1/15 | 7/1/15 | 9/30/15 | 11/14/15 |
| 10/1/15 | 12/28/15 | 12/31/15 | 2/14/16 |
| 8/1/16 | 9/28/16 | 9/30/16 | 11/14/16 |

## At the end of a grant, <u>two</u> reports must be submitted:

**1**   The **Final** 9130 report must be submitted no later than **45 calendar days** after the reporting period in which the grant period of performance (POP) expires or all funds are expended, whichever comes first. The Final 9130 report must be indicated by selecting 'Yes' in the reporting line item 6, Final Report.

**2**   The **Closeout** 9130 report must be submitted no later than **90 calendar days** after the expiration of the grant period of performance. The Closeout 9130 Report must be completed in addition to the Final 9130 report. It becomes accessible online *after* submission of the Final 9130 report at which time a link to the closeout system will also appear. The closeout package can be accessed via the following URL: https://www.etareports.doleta.gov/CFDOCS/grantee_prod/reporting/index.cfm.

Examples of due dates for Final and Closeout ETA-9130 Financial Reports are:

| Grant POP | All Funds Expended or POP Expired | Final Reporting Quarter End Date | Final Report Due Date | Closeout Report Due Date |
|---|---|---|---|---|
| 7/1/15 – 6/30/18 | 6/30/18 | 6/30/18 | 8/14/18 | 9/28/18 |
| 10/1/15 – 9/30/18 | 9/30/18 | 9/30/18 | 11/14/18 | 12/29/18 |
| 8/1/16 – 7/31/17 | 1/6/17 | 3/31/17 | 5/15/17 | 10/29/17 |

For more information regarding grant closeout, please visit http://www.doleta.gov/grants/grant_closeout.cfm.