



**U.S. Department of Labor  
Employment & Training Administration**

August 21, 2007

Dear Grantee:

This letter is to advise your organization that ETA is implementing a new OMB approved quarterly financial reporting form, the U.S. DOL ETA FINANCIAL REPORT (ETA-9130). This new form will be required for use by all ETA grantees, beginning with the quarter ending September 30, 2007.

The currently used ETA on-line reporting system is being modified to enable the transition to the new reporting format. The basic required quarterly financial reporting data elements will continue to be collected but cumulative expenditures will be required instead of current period amounts. 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. ETA-9130 reports will be due no later than 45 days after the end of each quarter for all grantees.

Data entered into the ETA 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. Transition to the ETA-9130 is expected to be seamless.

The link to ETA-9130 with instructions can be found at <http://www.doleta.gov/grants/>. Questions concerning implementation of the ETA-9130 should be directed to Isabel Danley at 202-693-3047 or [danley.isabel@dol.gov](mailto:danley.isabel@dol.gov).

Sincerely,

A handwritten signature in cursive script that reads "Laura P. Watson".

Laura Patton Watson  
Grant Officer  
Chief, Division of Federal Assistance