



On April 3, 2023, the new PMS Financial Reporting System for grant recipient submission of the quarterly ETA-9130 financial reports will go live for ETA grant recipients. If your organization has an active grant with ETA, a PMS account that is used to draw down your grant funds already exists.

- ▶ **ETA-9130 Financial Report forms and instructions** may be found at: <http://www.dol.gov/agencies/eta/grants/management/reporting>
- ▶ **PMS Helpdesk** at: <https://pms.psc.gov/support/help-desk.html>.
- ▶ **Request Access** as a new user and update user permissions are available at: <https://pms.psc.gov/grant-recipients/user-access.html>.

To access PMS, ETA grant recipients must have an account. Grant recipients that do not have access to PMS should submit a new User Access Request to PMS. Grant recipients that currently have access to PMS and will be submitting/certifying ETA-9130 financial reports on behalf of their organization, should log in to PMS and update their permissions to request access to the ETA-9130 financial reporting forms.

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

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
07/01/22	07/01/22	09/30/22	11/15/22
10/01/22	12/28/22	12/31/22	02/15/23

At the end of a grant, Final 9130 report must be submitted:



For grants awarded **before November 12, 2020**, the **Final Financial 9130 report** must be submitted no later than **90 calendar days** after the expiration of the grant period of performance. For grants awarded **on and after November 12, 2020**, the **Final Financial 9130 report** must be submitted no later than **120 calendar days** after the expiration of the grant period of performance. The closeout package will be emailed to the grant recipients within 7 days of the period of performance end date.

Examples of due dates for Final Financial Reports are:

	Grant POP	All Funds Expended or POP Expired	Final Reporting Quarter End Date	Final Report Due Date
Awarded Before 11/12/2020 (90 Days)	07/1/17 – 09/30/20	09/30/2020	09/30/2020	12/30/2020
Awarded On or After 11/12/2020 (120 Days)	12/01/2020 – 09/30/2023	9/30/2023	9/30/2023	1/30/2024

*Grant recipients may request a closeout package early if all monies are expended prior to the end of the POP.

For more information regarding grant closeout, please visit <https://www.dol.gov/agencies/eta/grants/management/closeout>.