

ARRA HGEI Grantee Quick Desk Reference Guide for Quarterly Reporting

| Name | How to Get Started | How to Submit | Due Dates | Point of Contact (POC) for Questions / Training Webinars |
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| <p>ARRA 1512 Report</p> | <p>Register online at www.FederalReporting.gov</p> <p>Be sure to register with Central Contractor Registry and have a DUNS number <u>before</u> the end of quarter.</p> | <p>Online entry to www.FederalReporting.gov</p> | <p>10 calendar days after the end of the quarter.</p> <p>The due dates are: Apr 10th July 10th Oct 10th Jan 10th</p> | <p>POC: Your FPO</p> <p>Workforce3One Resources: ARRA 1512 Webinar for Energy Training Partnership, Pathways Out of Poverty, State Energy Sector Partnership and Training, and Health Care Sector and Other High Growth and Emerging Industries Grantees (held on March 24, 2010): http://www.workforce3one.org/view/5001007852150916619/info</p> <p>ARRA 1512 Webinar for Green Capacity Building and State Labor Market Information Improvement Grantees (held on December 14, 2009): http://www.workforce3one.org/view/5000934148185209402/info</p> <p>ARRA 1512 Updates (for Public Workforce System ARRA Recipients—December 30, 2009 – optional for ARRA HGEI grantees): http://www.workforce3one.org/view/5000929552324945231/info</p> |
| <p>Quarterly Financial Report Also known as the 9130 Report</p> | <p>Review information in your grant agreement and download the report template from the ETA website.</p> <p>The template is provided in two formats below. Note: the PDF file contains the Financial Report</p> | <p>The 9130 Financial Form is submitted to a Financial Management System at this link: http://www.etareports.doleta.gov/CFDOCS/grantee_prod/reporting/index.cfm</p> | <p>45 days after the end of the quarter*.</p> <p>The due dates for the next three reports are: May 14, 2010 Aug 13, 2010 Nov 15, 2010</p> <p>*Should the due date</p> | <p>POC: Your FPO</p> <p>Workforce3One Resources: 9130 Webinar: http://www.workforce3one.org/view/3001007560640449521/info</p> <p>Introduction to Financial Reporting: http://www.workforce3one.org/view/3000914758141611670</p> |

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| | <p>Instructions.</p> <p>Grantees can download the form from either link provided below but must submit reports through the URL provided in the “How to Submit” column.</p> <p>http://www.doleta.gov/sga/pdf/9130_Basic.pdf</p> <p>http://www.doleta.gov/grants/docs/ETA-9130-straightSF269grants.xls</p> | | <p>fall on a Sat., Sun., or holiday, the report is due the business day before.</p> <p>Reports for additional periods may be required depending on your grant’s period of performance</p> | |
| <p>Quarterly Progress Report: This report has <u>two</u> parts.</p> <p>1. Quarterly Narrative Report</p> <p>2. Quarterly Performance Report <u>Also known as the 9153 Report; not submitted by Green Capacity Building and State Labor Market Information Improvement grantees</u></p> | <p>Review and utilize the required reporting materials for quarterly progress reports that are available at ETA’s web site: , http://www.doleta.gov/Performance/reporting, under the section “<u>ARRA High Growth and Emerging Industries (HGEI) Quarterly Progress Reporting, 2010 OMB 1205-0478.</u>”</p> | <p>Email to Green.Jobs@dol.gov until July 2010. CC to your FPO</p> <p>Beginning in July, grantees will access and complete Form 9153 (if applicable) and the Quarterly Narrative Report through the Recovery Act Database System.</p> | <p>45 days after the end of the quarter*.</p> <p>The due dates for the next three reports are: May 14, 2010 Aug 13, 2010 Nov 15, 2010</p> <p>*Should the due date fall on a Sat., Sun., or holiday, the report is due the business day before.</p> <p>Reports for additional periods may be required depending on your grant’s period of performance.</p> | <p>POC: Your FPO</p> <p>Workforce3One Resources: A pre-recorded training is available at this web site - http://www.workforce3one.org/view/1001009678704003897/info.</p> <p><i>Quarterly Progress Report training webinar posted April 7th at the website above.</i></p> |

My Helpful Resources

Grantees are welcome to use this section to input information about your key points of contact and partners on your grant-funded project.

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| <p style="text-align: center;"><u>My Key Contacts</u></p> <p>Federal Project Officer: (Insert name, phone, email)</p> <p>ETA Grant Officer: Jim Stockton, stockton.james@dol.gov</p> <p>ETA SGA Lead: (Insert name), Green.Jobs@dol.gov</p> <p>Authorized Representative: (Insert name, phone, email)</p> | <p style="text-align: center;"><u>My Partners</u></p> <p>Partner 1: (Insert name, phone, email)</p> <p>Partner 2: (Insert name, phone, email)</p> <p>Partner 3: (Insert name, phone, email)</p> <p>Partner 4: (Insert name, phone, email)</p> |
| <p style="text-align: center;"><u>My Key Websites</u></p> <p>www.Workforce3One.org Password: (Insert)</p> <p>Green Community of Practice: http://greenjobs.workforce3one.org/</p> <p>SGA (Pathways out of Poverty, etc.) Sub Page: (URL to come) Password: (Insert)</p> | <p style="text-align: center;"><u>Notes</u></p> <p>*Look for a Financial Management Webinar in early May</p> |