

**ETA 9130 Narrative Reporting Requirements for the Additional Administrative Funding SBR Grants to Support State's Ongoing CARES Act Programs**

**Instructions:** As noted under Sections 4.a.vi, 4.b.vi, 4.c.vi, and 4.d.vi, in addition to the standard Quarterly Financial Reporting requirements for the ETA 9130 report, states must submit a narrative update under Line Item 12 in place of a separate ETA 9130 report. The following outline details the information states should include in this section of the ETA 9130 report for these grants. States should keep in mind that the character limit for Line Item 12/Remarks in the ETA 9130 report is 4,000 characters when developing the narrative updates.

**Remarks - Narrative Reporting Requirements**

**A. Brief Summary of Funding Usage**

Provide a brief executive summary of funds usage associated with the underlying SBR grant funds. This summary should, at a very high-level, provide a brief overview of how these SBR funds have, and/or will, be used to support the administration of the particular program. This summary may change during the life of the grant if the state determines the funds will be used for additional activities after the first ETA-9130 report submitted, however any changes that fall outside the scope of work in the initial SBR application submitted by the state would require a grant modification.

**B. Timeline for Grant Activities, Milestones, and Deliverables**

Provide a high-level timeline for the use of the grant funds and any progress made completing any specific grant activities outlined in the state's SBR application for this quarter.

**C. Project Challenges, Risk Mitigation Efforts/Modification Requests, and Technical Assistance Needs**

Provide a brief summary of any significant challenges to the use of the grant funds for administrative activities encountered during the quarter and describe any risk mitigation efforts or actions taken to address the identified challenges. In addition, a status update shall be provided on the resolution of challenges identified in previous quarters. States should also include any questions you have for DOL and note any identified needs for technical assistance from DOL or others. The narrative should also indicate when appropriate if the grantee is requesting a modification to the funding usage relative to the original application. If a modification has been requested, the narrative should indicate the status of the modification request. If states have nothing to report, that should be specified.

**D. Additional Information**

States should report, as appropriate, any other grant-specific information not captured above that they feel is relevant to the use or availability of the grant funding.