

Clarification on Reporting Due Dates When the Date Fall on a Weekend or Holiday

There has been some inconsistency in the guidance provided on when quarterly reports are due when the deadline for submitting the report falls on a weekend or a holiday. Our program reporting instructions state that program reports are due the prior business day when the due date for the report falls on a Saturday, Sunday, or holiday (see page 3 of the reporting instructions located at: https://www.doleta.gov/DINAP/pdf/ETA9084_General_Reporting_Instructions_2013_OMB_final.pdf). Conversely, there are instructions on another ETA website that indicates program reports are due the following Monday in instances where due dates fall on a Saturday or Sunday (see link located at: <https://www.doleta.gov/performance/reporting/timeline.cfm>).

DINAP has determined that the OMB approved reporting instructions supersede any other guidance on reporting and therefore program reports are due the business day prior when the reporting deadline falls on a weekend or federal holiday. Accordingly, the program reports for the quarter ending 12/31/2015 are due on February 14th which is a Sunday therefore, the 9084 program report will be due on Friday, February 12th. Note: The instructions make the assumption that grantees are not working on the weekend or on a holiday therefore the reports need to be submitted on the business day before the weekend or holiday. However, grantees have until midnight on the actual deadline date to submit quarterly reports. It should also be noted that this guidance also applies to the 9130 quarterly financial reports.