

TRAINING AND EMPLOYMENT NOTICE	NO. 16-22
	DATE January 18, 2023

TO: ALL EMPLOYMENT AND TRAINING ADMINISTRATION GRANT RECIPIENTS
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRS
AND DIRECTORS

FROM: BRENT PARTON /s/
Acting Assistant Secretary

SUBJECT: The Employment and Training Administration is Implementing GrantSolutions for Grant Award Processing and the Payment Management System for Financial Reporting

1. **Purpose.** To inform grant recipients of the Employment and Training Administration’s (ETA) plan to replace its legacy grant processing system and to share information regarding the implementation schedule for GrantSolutions for grant processing and the Payment Management System (PMS) for financial reporting.
2. **Action Requested.** Please share this announcement with ETA grant recipients and other impacted public workforce system stakeholders.
3. **Summary and Background.**
 - a. Summary – ETA is pleased to announce its upcoming implementation of GrantSolutions to replace its legacy grant processing system, E-Grants. This announcement shares important information about the implementation of the new grant processing and financial reporting system with ETA grant recipients.
 - b. Background – ETA, in collaboration with the U.S. Department of Labor’s (DOL) Office of the Chief Information Officer, is currently working to implement GrantSolutions. GrantSolutions is a shared service provider that supports the full Federal financial assistance lifecycle and includes processes for grant awarding agencies and grant recipients, that covers pre-award planning through the application, award, period of performance and closeout of grant awards. GrantSolutions does **not** replace Grants.gov, which ETA will continue to use to post its Funding Opportunity Announcements (FOA) and which will remain the place for grant applicants to submit applications in response to those FOAs.

GrantSolutions is expected to go live for all grant processing activities, including new grant awards, amendments (also known as grant modifications), and closeouts on **February 6, 2023**. Additionally, ETA is replacing its legacy E-Grants Grantee Reporting System (GRS) by transitioning to PMS for grant recipient submission of the quarterly ETA-9130 financial reports on **April 3, 2023**. PMS is operated by the U.S. Department of Health and Human Services (HHS).

4. Details. ETA is sharing the following information on ETA’s GrantSolutions implementation plan with ETA grant recipients to build awareness and to ensure as smooth a transition as possible to GrantSolutions:

- a. GrantSolutions accounts will be created for all ETA grant recipients that are currently in E-Grants. **On February 6, 2023**, all active ETA grant recipient E-Grants users, such as authorized representatives and points of contact, will receive a GrantSolutions notification via email confirming that their account has been created and that they may access their awards in the new platform. The GrantSolutions notification will provide instructions on how to log in. **After February 6, 2023**, users in need of a GrantSolutions account must submit a Recipient User Account Request Form (https://home.grantsolutions.gov/home/wp-content/uploads/2022/05/Grant-Recipient-User-Account-Request-Form-5.2022-UEI_508.pdf) to the GrantSolutions Helpdesk at help@grantsolutions.gov.
- b. GrantSolutions training sessions for ETA grant recipients are planned for February 8, February 9, and February 23, 2023, and will cover topics such as:
 - i. Accessing your GrantSolutions account;
 - ii. Navigating GrantSolutions;
 - iii. Viewing a Notice of Award and the grant award history;
 - iv. Communicating with ETA through Notes;
 - v. Applying to Sole Source Funding Opportunities in GrantSolutions;
 - vi. Submitting an amendment request for a post-award modification; and
 - vii. Accessing help and technical support.

GrantSolutions Recipient Training consists of two-part live webinars. Use the hyperlinks below to register for your preferred Part 1 option **AND** your preferred Part 2 option:

Grant Recipient Training Part 1:

- Wednesday, February 8, 2023, 4:00 PM to 5:30 PM ET – <https://usdolee.webex.com/weblink/register/rc0d716bb08adac8a5cbb65bf9d7bc36a>
- Thursday, February 9, 2023, 11:00 AM to 12:30 PM ET – <https://usdolee.webex.com/weblink/register/r9a41f869fbcfe901fe57b3087b5056bf>
- Thursday, February 23, 2023, 11:00 AM to 12:30 PM ET – <https://usdolee.webex.com/weblink/register/r4688277408ee68c974b48199b27f8e78>

Grant Recipient Training Part 2:

- Wednesday, February 8, 2023, 6:30 PM to 8:00 PM ET – <https://usdolee.webex.com/weblink/register/r7f755616037c28de9e371220e91d32df>
 - Thursday, February 9, 2023, 2:00 PM to 3:30 PM ET – <https://usdolee.webex.com/weblink/register/rf167be5c41d02fb31fa2d93d1461433c>
 - Thursday, February 23, 2023, 2:00 PM to 3:30 PM ET – <https://usdolee.webex.com/weblink/register/r070bdc971a0b092571ce0d839b236917>
- c. The DOL GrantSolutions Recipient site (<https://www.dol.gov/grants/grant-solutions>) provides:
- Dates/times for training and the process for registering for these training sessions;
 - Recorded training sessions (the training sessions listed above will be recorded and saved to this website); and
 - Additional information and support materials such as Frequently Asked Questions, quick sheets, and videos.
- d. PMS Financial Reporting System. As part of ETA’s transition away from legacy systems, the E-Grants GRS is also being replaced. ETA-9130 financial reporting for active ETA grants will proceed during the transition as follows:
- i. Upon the deployment of GrantSolutions on February 6, 2023, **ETA grant recipients will continue using E-Grants GRS** at: <https://www.etareports.doleta.gov/> to submit ETA-9130 financial reports for the quarter ending December 31, 2022, as well as submit corrections to prior quarter reports, **until March 15, 2023**.
 - ii. There will be a **blackout period from March 16 – 31, 2023**, and E-Grants GRS will not accept any ETA-9130 financial reports in preparation for the transition to the **new PMS Financial Reporting System on April 3, 2023**. Reports for the quarter ending December 31, 2022 that are not submitted prior to the blackout period should be submitted in PMS once the system is live.

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. HHS will conduct training for ETA grant recipients on the use of the new reporting system. The dates/times for ETA grant recipient training and the hyperlinks to register for these training sessions are as follows:

- Tuesday, March 21, 2023, 3:00 PM to 5:00 PM ET – <https://www.eventbrite.com/e/dol-employment-training-administration-doleta-9130-webinar-training-tickets-479508020397>

- Tuesday, April 4, 2023, 2:00 PM to 4:00 PM ET – <https://www.eventbrite.com/e/dol-employment-training-administration-doleta-9130-webinar-training-tickets-513929255237>
- Tuesday, April 18, 2023, 2:00 PM to 4:00 PM ET – <https://www.eventbrite.com/e/dol-employment-training-administration-doleta-9130-webinar-training-tickets-513931933247>
- Tuesday, May 9, 2023, 2:00 PM to 4:00 PM ET – <https://www.eventbrite.com/e/dol-employment-training-administration-doleta-9130-webinar-training-tickets-513935453777>
- Tuesday, May 16, 2023, 2:00 PM to 4:00 PM ET – <https://www.eventbrite.com/e/dol-employment-training-administration-doleta-9130-webinar-training-tickets-513938924157>

Additional guidance and information on the access and use of the PMS Financial Reporting System for the submission of future ETA-9130 quarterly financial reports will be provided as part of the training. These PMS Financial Reporting System training sessions will also be recorded for future reference.

PMS Access

To access PMS, ETA grant recipients must have an account. If your organization has an active grant with ETA, a PMS account that is used to draw down your grant funds already exists.

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.

Detailed instructions on how to request access as a new user and update user permissions are available at: <https://pms.psc.gov/grant-recipients/user-access.html>.

Note: It may take up to four business days for PMS to process the User Access Request.

PMS Self-Service Web Portal

If additional assistance is needed, please contact the PMS Helpdesk at: <https://pms.psc.gov/support/help-desk.html>. The PMS Helpdesk page provides the Helpdesk hours of operation, phone number, and Frequently Asked Questions links.

ETA grant recipients can also submit a service ticket online and access more services using the Self-Service Web Portal at: https://gditshared.servicenowservices.com/hhs_pms.

PMS Representative

ETA grant recipients can find their PMS Representative/PMS Liaison Accountant at:
<https://pms.psc.gov/find-pms-liaison-accountant.html>.

5. **Inquiries**. For further information or inquiries regarding this transition, please contact ogm@dol.gov, or your servicing ETA Regional Office.
6. **References**. Not applicable.
7. **Attachment(s)**. Not applicable.