



SAMPLE GRANT AWARD INSTRUCTION LETTER

Dear Recipient:

Enclosed is an executed copy of your recently awarded grant agreement with the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). The following provides information on how to access funds via the Payment Management System (PMS) operated by the Department of Health and Human Services (HHS), and access to DOL's Grantee Reporting System for financial reporting. These systems require two separate passwords/pins. PMS instructions are in step one and financial reporting is in step two. Please complete both steps.

Step One: Create/Change an ETA PMS Account in the Payment Management System

For New ETA PMS Users:

- Notification to DOL/ETA: Submit an e-mail to communicate intent to create a new PMS account to ETAAccountingGrants@dol.gov. Include the grant award number in the message. DOL/ETA Accounting will register a Department of Payment Management (DPM) account, creating an account number and PIN for your entity.
- To Create a New PMS Account: Follow the instructions found on the HHS website (<https://pms.psc.gov/grant-recipients/access-newuser.html>) to create a new PMS user account and attach your account number to your user account. PMS will review the online application and supply account credentials.
- To Add a Bank Account to your PMS Account: Follow the instructions found on the HHS website (<https://pms.psc.gov/grant-recipients/banking-add-change.html>)
- If you have any questions please contact the PMS helpdesk at 877-614-5533, or email pmssupport@psc.gov. For more complex questions regarding setting up a PMS account, please contact Linder Porter who is the ETA account representative at 301-492-5012 (phone) or email Linda.Porter@psc.hhs.gov.

For Existing ETA PMS Users:

- If a PMS account is already established for other ETA grants, or if you have more than one ETA PMS account, please send an email to ETAAccountingGrants@dol.gov with the following information:
 - New grant agreement number
 - Grant award amount
 - PMS account number (e.g., 5h43B) that you designate for this new grant

Once the email is received, the funds awarded under the new grant agreement will be available under the designated PMS account within 2-3 business days.

For Existing ETA PMS Users Who Need to Reactivate their PMS Accounts:

- Please use the same web link for the new users at the top of this letter for the Payment Management System Access Form.

Step Two: Financial Status Reporting – Access to Financial Reporting – ETA 9130

- Identify two individuals in the organization responsible for financial reporting:
 - The Primary Contact person will certify the accuracy of the report by entering the PIN. The PIN acts as an electronic signature.
 - The Secondary Contact will enter the reporting data.
- Complete the Financial Reporting Access document and e-mail it to etapassword.pin@dol.gov.

The Financial Reporting Access document can be found at www.doleta.gov/grants under Financial Reporting. Only the Primary Contact person will be emailed the password/PIN upon receipt of the required information. Please direct inquiries regarding the Password/PIN to etapassword.pin@dol.gov, or contact your Federal Project Officer (FPO) for questions on Financial Reporting.

Sincerely,

<<GO Signature>>

<<GO Name>>

Grant Officer

Enclosures