

Department of Labor Group B: ETA, ODEP, WB  
Grant Recipient Training - Questions and Answers  
GrantSolutions Grants Management Services

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## Purpose of Document

This document contains the questions and answers collected during the GrantSolutions webinars offered to the to the Department of Labor (DOL) **Employment & Training Administration (ETA), Office of Disability Employment Policy (ODEP), Women's Bureau (WB) Recipients**. The questions and answers for each course type are segmented by course.

GrantSolutions delivered the following courses:

- Grant Recipient Training, Part 1
- Grant Recipient Training, Part 2

## Grant Recipient Training Part 1 – Questions and Answers

### ETA, ODEP, WB Recipients' Questions & Answers

**Question:** When is the second wave of Grant Recipient Account Creation?

**Answer:** The process for individuals still needing a Grant Recipient GrantSolutions account is to complete the [Recipient User Account Request Form](#).

**Question:** Our agency already uses grant solutions for other grants. Will we be able to add these grants under our current logins? Or do we need an additional login for the DOL grants? When can we expect the DOL grants to be available/viewable in grant solutions?

**Answer:** You will not need another login for GrantSolutions. Once your awards are issued, they will display in GrantSolutions.

**Question:** May we all have a copy of your slides, please?

**Answer:** The slides will be available later through the, DOL GrantSolutions Recipient site.

**Question:** Did you say that the GrantSolutions System will replace Grants.Gov for Formula grants. Is that correct?

**Answer:** Yes, that is correct. GrantSolutions does not replace Grants.gov. In grants.gov you will log competitive apps and manage those awards in GrantSolutions. Sole source announcements you will apply to directly in GrantSolutions.

**Question:** As a Grantee organization, should we create 1 account for staff to use or should each appropriate staff create their own account?

**Answer:** That is a great question. It is up to your organization to determine. I will highlight one account cannot access simultaneously by two different staff. So, if you have several users who need to access GrantSolutions keep that in mind.

**Question:** It said "submit applications" as a function of PD/PI - how does that work with grants.gov? How do we access the FAQ page?

**Answer:** If you are applying to a sole source announcement in GrantSolutions, that is where users with the GrantSolutions recipient role can apply. This is not for Grants.gov. To access the FAQ screen, from the My Grants List screen, click the GrantSolutions logo to navigate to the Public Website site. From there, click the FAQ link at the top right.

**Question:** Is there a way to see who in our organization has which roles?

**Answer:** Yes, On the Notification Preferences screen from the Avatar drop-down.

**Question:** Can support staff role be a consultant with non-organization email as long as they are authorized?

**Answer:** Yes.

**Question:** Is it possible for more than one individual to have the PI/PD role on a single award?

**Answer:** Yes.

**Question:** What happens if you have a GrantSolutions login from another agency? Do we need to register with DOL for a login?

**Answer:** If you have a GrantSolutions account already that connects with Login.gov then you are good to go. That once account provides an organization access to all awarded grants.

**Question:** On the Grant details page it lists our CEO as both the PD & AO, how do I change the PD (which should be me)? Also, it describes our FPO "not available". Should I add their name if I know it? Is DOL Agency POC our FPO or Grant Officer in DC?

**Answer:** Please reach out to your DOL Agency POC to make changes to contact information for a grant.

**Question:** Does the user role apply to all grants for our organization?

**Answer:** No, it depends on what roles a user has for each grant from different awarding agencies.

**Question:** I have been following along and attempted to log in. The message I received says "Access Restricted: Currently, your agency does not allow you to login through this login mechanism. Please access the system using a different 'GrantSolutions' login mechanisms. I am logged into Login.gov.

**Answer:** Please reach out to GrantSolutions Help Desk for technical assistance.

**Question:** When I am in GrantSolutions "New Experience" I have a different list of grants, than what I see in Classic. How do I get all, of my grants, in my view.

**Answer:** Please reach out to GrantSolutions Help Desk for technical assistance.

**Question:** Is there a document that outlines the Actions that are authorized by each of the User Roles? Also - Is it possible to have someone be a an "authorized designee" that clicks the button for our Agency's "Authorizing Official/Authorizing Representative.

**Answer:** There Recipient User Account request form and the slide deck for the course may provide some insight of actions. GrantSolutions does not have an "authorized designee" role, they would have to obtain the ADO role.

**Question:** What is Government HSPD-12 Identification Card (PIV). For recipients creating a new account, we don't have to fill out the rules of behavior form or do we fill it out and leave the PIV blank?

**Answer:** For recipients, please disregard the note about using PIV card. This is not relevant for you. Recipients attending training that do not already have a GrantSolutions account, should not be creating an account. An account will be created for you, and you will receive an email welcoming you to GrantSolutions. If you have not received that yet, there will be a second wave of recipient account creation.

**Question:** Will USDOL be transferring their grants to be managed in Grant Solutions? If so, when?

**Answer:** DOL Agencies ETA, ODEP, WB are live as of Monday February 6 using GrantSolutions to process their award.

**Question:** How do we find out who has what roles within our organization? I want to make sure that the staff turnover last year was considered and roles are correctly assigned.

**Answer:** You can reach out to your POC at DOL to determine the active roles.

**Question:** Our DOL POC does not have the information from GrantSolutions to help identify the grant roles. Is there a resource that they should go to get this information and make sure the correct grantee staff are assigned to the correct roles.

**Answer:** Please reach out to GrantSolutions Help Desk for technical assistance.

**Question:** So, we will be processing the 9130 through PMS? Will it be the same setup?

**Answer:** That is correct! We will share the link to register for 9130 Training at the end of the Trainings today.

**Question:** Is using grant notes quicker than using an email?

**Answer:** I wouldn't say that it is quicker, but it is more efficient and will remain attached to the grant for the lifecycle of the grant.

**Question:** Are notes kept/saved in the system?

**Answer:** Yes.

**Question:** Will the close out package documents be available here? Currently we click on the "Close Out" hyperlink on the DOL website. OR do we need to go somewhere else to get the docs?

**Answer:** Closeout documents will be uploaded in GrantSolutions as a note.

**Question:** In the Notes section would you put any amendment requests or budget modifications?

**Answer:** You will be shown shortly how to request/initiate an amendment.

**Question:** What is the purpose of the Grant Notes?

**Answer:** It is a way to communicate back and forth with the Partner.

**Question:** We have a youth build grant, and we currently use the ETA reports website to submit our quarterly reports and then use PMS to request drawdowns for our grant. With this new website, am I correct in understanding we will use this new system to submit our reports but still use the PMS website for drawdowns?

**Answer:** You will also use PMS to submit your reports.

**Question:** What will we use this system for?

**Answer:** You will use this system to submit your request, follow your request and see the status of your applications etc.

**Question:** Is DOL going to require ALL amendments to go through GrantSolutions? Or will some still be emailed?

**Answer:** Customarily you should be using the system to submit all your amendments.

**Question:** Do WORC grantees still email our QNRs (Quarterly Narrative Reports) to our FPOs?

**Answer:** Please reach out to GrantSolutions Help Desk for technical assistance..

**Question:** We have a grant for which we need to submit our materials for Year 2 (budget and updated Statement of Work). Is that considered an amendment or a new application in this system?

**Answer:** Please reach out to your DOL agency POC.

**Question:** Can you submit one amendment with several changes in one, like if you're doing a budget re-alignment and a statement of work change together, or do they have to be two different amendments?

**Answer:** We recommend to process one amendment at a time.

**Question:** When does this system go live?

**Answer:** The system has already gone live on February 6, 2023.

**Question:** Is there a threshold for a realignment request? (i.e., must be below a certain amount?)

**Answer:** In GrantSolutions there is not a threshold, but you would need to contact your DOL Agency POC about questions regarding a threshold for realignment.

**Question:** So, in GrantSolutions, a budget realignment amendment is a request to add money to the grant, or rearranging budget line items?

**Answer:** It's rearranging. It's a non-monetary amendment action.

**Question:** Is the grantee authorized official signature required on an amendment request?

**Answer:** You will need to reach out to your DOL agency POC for guidance.

**Question:** For YouthBuild grants, if we have a construction worksite modification, would this go under the Statement of Work? Or do we stay with our old process?

**Answer:** You will need to reach out to your DOL Agency POC for guidance.

**Question:** Will we do the Conditions of Award process when getting a new grant through grant solutions?

**Answer:** Please reach out to your DOL Agency POC for guidance.

**Question:** If entering a budget realignment through the "enter online" option, which looks like it populates the SF-424A, shouldn't all the necessary line items be completed and not just one line item requesting additional money?

**Answer:** Yes, you would complete all line items necessary.

**Question:** Would you be able to email this presentation out to all participants?

**Answer:** The Grant Recipient training PowerPoint slides are available at [DOL GrantSolutions Recipient Resource site](#) at a later time.

**Question:** Will this recording be sent to all participants?

**Answer:** The recording will be available at [DOL GrantSolutions Recipient Resource site](#) at a later time.

**Question:** The roles still seem a bit confusing. Is the role selected at the time the GS account is set up the role that is applied for an individual for all grants? It was mentioned that the PD/PI role is the person listed on the 424. Please explain clarify and explain how multiple people at an organization should select role authority, i.e., as an organization we need to know who needs which role.

**Answer:** Your role is selected when your account is created.

**Question:** Will this presentation also be uploaded to WorkforceGPS.org?

**Answer:** The Grant Recipient training PowerPoint slides are available at [DOL GrantSolutions Recipient Resource site](#) at a later time.

## Grant Recipient Training Part 2 – Questions and Answers

### ETA, ODEP, WB Recipients' Questions & Answers

**Question:** When filling out the Grant User Account Request Form do I need to print it out to sign it, or can I sign digitally?

**Answer:** It can be signed digitally.

**Question:** Why doesn't my Login.gov username and password work for GrantSolutions?

**Answer:** Please contact the GrantSolutions Help desk for technical assistance.

**Question:** As Program/Project Director was an account already created?

**Answer:** Please reach out to your FPO to determine if an account has been created for you.

**Question:** How long does it take to be granted access once you submit the form?

**Answer:** 1-2 business days.

**Question:** Does this need to be done before we do a modification to add new Project Director?

**Answer:** Yes.



**Question:** Can the SF-424 and SF-424a be uploaded OR are we required to enter the information online?

**Answer:** Please reach out to your DOL agency POC for guidance.

**Question:** Will we be notified when we get notes?

**Answer:** Yes, if the Grantor selects the note type as "Correspondence"

**Question:** Will the changes to be made be highlighted or indicated in a way so we know what to do?

**Answer:** Navigate to the Grant Notes to view comments on why an application was returned.

**Question:** Where can we see the definitions of the different roles in GS?

**Answer:** The Recipient User Account Request form.

**Question:** I only need to be able to view and print grant modifications. What role would I need?

**Answer:** The Grantee Support Staff. Please review the Recipient User Account Request form as definitions for GrantSolutions Recipient roles are available.

**Question:** Aside from modification of a submission, does the system allow for a complete delete of a submission?

**Answer:** The grantor would have to return the amendment back to the recipient organization and then the organization can delete the amendment application.