



Department of Labor Group A: VETS
Grant Recipient Training - Questions and Answers
GrantSolutions Grants Management Module

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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) **Veterans' Employment and Training Service (VETS) 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

Important note: It is recommended that you review this document along with the [VETS Recipient Training recordings](#).

Group A Grant Recipient Training Part 1 – Questions and Answers

VETS RECIPIENTS' QUESTIONS & ANSWERS

Question: Will we get a copy of the slides to reference after the training?

Answer: Yes. Recipients can find the PowerPoint presentations and Training recordings on the [Department of Labor Grant Recipient Training Materials site](#).

Question: When will the training PowerPoints and recordings be available?

Answer: The training recordings and presentations are available on the [Department of Labor Grant Recipient Training Materials site](#).

Question: Will this system show the previous grant year's information?

Answer: Yes, migrated award data will be available for DOL/VETS staff and recipients. Completed award actions from Fiscal Year (FY) 2015 onwards were migrated to the new system.

Question: I am getting the error message saying access is restricted when attempting to log into GrantSolutions. What do I need to do?

Answer: VETS Recipients received access to GrantSolutions after June 27, 2022. If you obtain this error after June 27 please follow the instructions on [how to resolve the Access Restricted error](#) (external website) or contact the GrantSolutions Help Desk if you require further assistance: help@grantsolutions.gov or phone number 1.866.577.0771.

Question: Where will the Standard Form 425 (SF-425) be completed?

Answer: The SF-425 will be completed in the Payment Management System (PMS).

Question: Is the Grant Authorizing Official the same as the Signatory Authority on the Standard Form 424 (SF-424)?

Answer: Yes. The Grant Authorizing Official is the same as the Signatory Authority on the SF-424.

Question: Can you have more than one Principal Investigator/Program Director (PI/PD) listed in the GrantSolutions' Project Assignment screen?

Answer: Yes, you can have more than one PI/PD user, but all PI/PD users need to be assigned to the grant to be able to view it in GrantSolutions, and only one PI/PD user can be assigned as the primary.

Question: What is the difference between the Grantee Authorizing Official (ADO) and Principal Investigator/Program Director (PI/PD)?

Answer: Both roles can access and submit applications, see their organization's grants, and receive and send Grant Notes. The main difference between these roles is that the PI/PD needs to be assigned to the grant to be able to view it in GrantSolutions; as for the ADO, this role will see all grants awarded to that organization.

Question: If I don't receive the email with my login credentials/information, whom should I contact to request that it be resent?

Answer: For login and account creation issues please contact GrantSolutions Help Desk at help@grantsolutions.gov or 1.866.577.0771.

Question: Will grants that were closed and previously shown on eGrants be migrated over to the "Show Closed Grants" section of GrantSolutions?

Answer: Yes, completed award actions from FY 2015 onwards were migrated to the new system.

Question: Can you print the My Grant List?

Answer: There is no export function available for the My Grant List screen in GrantSolutions, but you may always use your keyboard's manual Print Screen option.

Question: I did not see the Grant Officer's name on the Notice of Award. Do they sign off on it too?

Answer: Yes, the Grants Officer, Grants Management Officer's (GMO) role in GrantSolutions is listed on the Notice of Award (NOA). The GMO will approve the NOA before the award is issued.

Question: How long are the notes kept in the GrantSolutions?

Answer: Grant Notes are kept indefinitely.

Question: What would justify the creation of a note?

Answer: You may receive a grant note from your awarding office staff and you may communicate with them via Grant Notes as well. For example, if you are a JVSG (Jobs for Veterans State Grants program) recipient and information is missing on your application, you may receive a grant note requesting more information.

Question: For the new user access form, do we print out the form, sign it for the requester and grantee authorizing official, scan it as a PDF, then upload it to GrantSolutions?

Answer: Visit the [GrantSolutions Registration site](#) (external website) to find more information, forms, and instructions. Please keep in mind:

- Valid e-signatures are accepted if you wish to skip the scanning process.
- Both the new user and their supervisor or the organization's authorized official must sign the form.
- Once the form has been completed and properly signed, please send it to help@grantsolutions.gov

Question: What is the DOL's GrantSolutions website?

Answer: [DOL's GrantSolutions website](#) is a one-stop shop to find useful information around the GrantSolutions topic for DOL's grant award recipients. There you may find training recordings, training presentations, quick sheets, Frequently Asked Questions, and more.

Question: How does the Standard Form 424A (SF-424A) interact with the original JVSG 401 budget form?

Answer: The SF-424A is different from the VETS JVSG 401 form. The 401 form is for JVSG applications only. The 401 form must be uploaded as part of the JVSG application package. The SF-424A is not required for JVSG applications.

Question: Will this SF-424A replace the VETS JVSG 401 Budget Summary in eGrants? Or is this only for Grant Solutions?

Answer: The SF-424A does not replace the VETS JVSG 401 form. The SF-424A is a federal government-wide form, and the VETS 401 form is specifically for VETS JVSG grant program. The JVSG grant program does not utilize the SF-424A form.

Question: Will the system allow an incomplete application to be submitted for the JVSG grant program?

Answer: If there is missing information or the application is incomplete, the system will show a warning in the Application Control Checklist, but it will not stop the process. DOL staff will decide if a form is required or optional and therefore, they will determine if your submission is acceptable during their review.

Question: Are comments expected for each form, or is it only optional?

Answer: The comment fields on the GrantSolutions Amendment Application Control Checklist are optional.

Question: If GrantSolutions does not replace Grants.gov, does that mean I'll have to submit applications and amendments in both systems? Or will grants be available in one system?

Answer: GrantSolutions does not replace Grants.gov. Competitive applications (e.g., Homeless Veterans' Reintegration Program - HVRP-) will still be submitted through Grants.gov. Applications for directed announcements (i.e., Sole Source and JVSG programs) will be submitted in GrantSolutions.

Question: Will there be written guidance on what must be submitted for an announcement in GrantSolutions?

Answer: VETS has already provided guidance through the DOL [Veterans' Program Letters](#) (external website) regarding the required documents for grant applications and modification requests. The system we use may have changed, but the information we need from grant recipients hasn't.

Question: Do we need to submit the reports to the GOTR (VETS' Grant Officer's Technical Representative) through GrantSolutions?

Answer: Other than submitting the Federal Financial Reports (FFRs) through PMS, quarterly reporting requirements and submission methods for HVRP and JVSG recipients have not changed. No quarterly reports will be submitted through GrantSolutions.

Question: What is the procedure to close out a grant?

Answer: Please reach out to your GOTR for details on the close out process.

Question: Does ETA (Employment and Training Administration) interact with this system?

Answer: Yes, ETA grants will be part of GrantSolutions when ETA implements the new system.

Question: We submitted a recent amendment to our Program Officer via email. Will we receive the decision through GrantSolutions, or will we receive it via email as we have in the past?

Answer: Amendments are submitted in GrantSolutions, there are no more email submissions accepted.

Question: Will we submit our HVRP Incremental Funding requests through GrantSolutions?

Answer: Yes, HVRP Incremental Funding requests, now known as non-competing renewals, will be submitted in GrantSolutions.

Question: Are the Technical Performance Report (TPR) and Technical Performance Narrative (TPN) part of Grant Solutions?

Answer: No, these reports will continue to be emailed to your GOTR.

Group A Grant Recipient Training Part 2 – Questions and Answers

VETS RECIPIENTS' QUESTIONS & ANSWERS

Question: Does the Payment Management System (PMS) replace eGrants?

Answer: GrantSolutions will replace eGrants, but you will now submit your Federal Financial Reports (FFR) in PMS.

Question: Does the screen show the errors, so we know where the problem is on the Standard Form 424A (SF-424A) or Standard Form 424 (SF-424)?

Answer: Yes. If the form is incomplete, it will show you where the error is on the form.

Question: My agency received HVRP grants (Homeless Veterans' Reintegration Program), can we receive JVSG grants (Jobs for Veterans State Grants program)?

Answer: JVSG grants are awarded to state entities. They are not competitive grants; only the designated state agency can apply for the grant. Contact your GOTR (VETS' Grant Officer Technical Representative) for more information.

Question: Will we have access to the GrantSolutions training site (environment) so we can familiarize ourselves prior to accessing live data?

Answer: You will not have access to a GrantSolutions training environment. You will only receive access to the GrantSolutions production environment (live environment).

Question: Does GrantSolutions replace the Grantee Reporting System, found at etareports.doleta.gov?

Answer: Yes, VETS quarterly FFR is now submitted in PMS.

Question: Will we do everything online, or do we have to print and submit paper items?

Answer: DOL VETS does not require recipients to print any documents and send them in. All requirements for applications, amendments, and reports are met by either emailing or submitting them through a system.

Question: Can you provide the DOL's GrantSolutions website?

Answer: [DOL's GrantSolutions website.](#)

Question: Is the directed announcement training applicable for HVRP grantees?

Answer: This part of the training (Directed Announcements) is not for the HVRP program but for the JVSG program.

Question: If an opportunity shows up in GrantSolutions will it still show up in Grants.gov?

Answer: Applications for directed announcements (Sole Source and JVSG) will be submitted in GrantSolutions and will only be found in GrantSolutions.

Question: Will annual funding modifications be submitted using this application or amendment process?

Answer: Annual Funding Modification (AFM) is the term for JVSG grant program new application. You will use GrantSolutions to submit your AFMs to the application kit in the direct announcement. This will be a new application and not an amendment.

Question: If changing the SF-425A online due to a comment, will a new Standard Form 424M (SF-424M) need to be uploaded and submitted?

Answer: For JVSG applications and amendments, neither the SF-424A nor the SF-424M are used. States complete and upload the VETS' JVSG 401 budget form to their application or budget-related amendment, and they complete the Standard Form 424 (SF-424) within the GrantSolutions system. For HVRP applications and amendments, both the SF-424 and SF-424A are completed within the GrantSolutions system.

Question: What is a non-competitive award?

Answer: A non-competitive award is an award made for a grant announcement that does not have a competition for funding. For VETS that is our Stand Down Grants.

Question: As I'm a reasonably new JVSG Manager, I'd like to ask for clarification on the differences between what GrantSolutions and Grants.gov are used. While I understand that the slides indicated that GrantSolutions is used to manage and submit applications and Grants.gov is used to apply, I'd like to ask for clarification.

Answer: Since you are a JVSG Manager your grant program will be using the directed announcement process in GrantSolutions. You will not be using Grants.gov for JVSG business.