

U.S. DEPARTMENT OF LABOR/ETA/OMAS

OFFICE OF GRANTS MANAGEMENT
200 CONSTITUTION AVENUE NW - ROOM N-4716
WASHINGTON, D.C. 20210

SAMPLE GRANT AWARD INSTRUCTION LETTER

Dear Recipient:

Enclosed is an executed copy of your recently awarded grant or 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 Recipient 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 AN ETA PMS ACCOUNT IN THE PAYMENT MANAGEMENT SYSTEM

Recipients who are **awarded ETA grants for the first time**, please submit the following documents:

- Complete the SF 1199A Direct Deposit Sign Up Form and the Payment Management System Access Form found at the following:

http://www.doleta.gov/grants/payment_information.cfm

- At the top of the SF 1199A form write "U.S. Department of Labor, ETA Grant, New Account"
- In the Payment Management System Access Form, check the box for 'Establish New User Access' and also complete the rest of the form.
- Include a memo with the grant number and PMS account number (e.g., 5h43B if available but not critical).
- Email both forms to:

Linda Porter

Linda.Porter@psc.hhs.gov

If you have any questions on how to fill out the SF 1199A Form, 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 Linda Porter who is the ETA account representative at 301-492-5012 (phone) or email Linda.Porter@psc.hhs.gov.

PMS reviews both forms and assigns bank account numbers to Recipient's PMS accounts. Recipients will receive a letter from the Payment Management System with drawdown instructions, PMS pin or account number and temporary password.

- In addition, email a completed copy of the SF 1199A Form and the ETA Accounting Contact Information Document to:

U.S. Department of Labor/ETA
Office of Financial Administration
Email: ETAAccountingGrants@dol.gov

ETA accounting will establish PMS account numbers for recipients. The ETA Accounting Contact Information Document is also available at the following:
http://www.doleta.gov/grants/payment_information.cfm.

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.

To Designate a Separate Entity as the Fiscal Agent:

To designate a separate entity to act as the fiscal agent (if applicable) to access and disburse grant funds on behalf of the recipient, please submit the following:

- A letter from the Authorized Representative of the grant to the ETA email account mentioned above with the Fiscal Agent's name, address and Employer Identification Number.
- The recipient completes Section 1 (A through C) on the SF 1199A Form for the recipient organization. Banking information in Section 1 (D through G) should be left blank.

- The recipient must provide the page number in their grant award document that identifies the Fiscal Agent or request a grant modification through the grant Federal Project Officer to make this change. The grant modification request will be subject to Grant Officer review and approval.
- A second SF 1199A form must be completed by the Fiscal Agent, separate from the recipient's SF 1199A. The Fiscal Agent must complete all sections of the form.
- The Payment Management System Access Form must be completed by the Fiscal Agent. Please use the same web link for new users at the top of this letter for both the SF 1199A Form and Payment Management System Access Form. Email both SF 1199A forms and the Payment Management System Access Form to:

Linda Porter
Linda.Porter@psc.hhs.gov

- In addition, email both SF 1199A forms and the Payment Management System Access Form to:

U.S. Department of Labor/ETA
Office of Financial Administration
Email: ETAAccountingGrants@dol.gov

Once both forms are processed and the account has been established in PMS, the primary contact of the recipient organization will receive a letter from the Payment Management System with drawdown instructions, PMS pin or account number and temporary password.

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. Email the completed form to the same PMS email address listed at the top of this letter for new users.

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 email 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,

Grant Officer

Enclosures