

# Grants Management System Modernization



## What's Happening?

The Department of Labor (DOL) is replacing its grants management system. Select grants programs are now managed through this new system (AMS-Grants and its affiliated portal, FedConnect). This **change impacts grantees** in the following ways:

1. Grantees must sign up for a **free FedConnect account**, if they don't have one already
2. Grantees will submit quarterly financial reports (e.g., SF-425) **via the new FedConnect portal**

### What Do I Have to Do?

DOL is beginning to manage grants via a new system (AMS-Grants) and its affiliated grantee portal, FedConnect.

To submit required financial reports in the new system, grantees need to:

1. **Sign up for FedConnect**
2. **Submit reports via FedConnect**

### Registering for FedConnect

Website	<a href="http://www.fedconnect.net">www.fedconnect.net</a>
Organization not already registered on FedConnect?	You will be asked for your SAM MPIN (SAM Marketing Partner ID). To find your SAM MPIN: <ul style="list-style-type: none"><li>• If you are a SAM administrator for your organization, sign into your SAM account. Your MPIN will be on the Business Information Page.</li><li>• If you are not a SAM administrator for your organization, you can identify your organization's administrator(s) by looking up your organization's SAM record at: <a href="https://www.sam.gov/">https://www.sam.gov/</a>.</li></ul>
Organization already registered on FedConnect?	You will complete a simple registration form. Once completed, your organization's FedConnect administrators will be notified that you would like an account. The administrators must then review your request and grant access to you.
Having Trouble?	Contact the FedConnect Support Team Email: <a href="mailto:support@fedconnect.net">support@fedconnect.net</a> Phone: 1-800-899-6665 Monday – Friday, 8 a.m. to 8 p.m., EDT. Closed on Federal holidays.
Additional Resources	Find the <a href="#">FedConnect: Ready, Set, Go! Tutorial</a> on <a href="http://www.fedconnect.net">www.fedconnect.net</a>

## Why This Change?

This change in systems will provide a more reliable system that improves the grants management process.



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## Using FedConnect for Financial Reporting (SF-425)

Find more detailed instructions on using FedConnect, go to the [FedConnect: Ready, Set, Go! Tutorial](#)

### Log In to FedConnect

Go to [www.fedconnect.net](http://www.fedconnect.net)



Click **“Sign In – Full Access”**

Do you want the US federal government to buy your products or services? Or, are you seeking grants or assistance funding?

FedConnect can help. Every day, FedConnect helps over 100,000 vendors and grant applicants, find, respond to and win opportunities for contracts, grants, and other types of assistance funding. To learn more about how FedConnect works, click here to review the tutorial.

Do you work for a federal agency?

FedConnect is the perfect complement to FedBizOpps and



Enter your Sign In Credentials

### Navigating in FedConnect

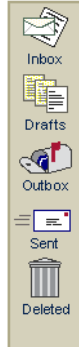
Use the Menu Bar to navigate in FedConnect, including to your Awards

FedConnect.

ABC Tech - Diane Wilson

**message center** | all auctions & opportunities | my auctions | my opportunities | awards

Inbox



Search Criteria	From	
Document	Agency 1 - Office of Procurement	Final phase of source selection
	Agency 2 - Financial Assistance	New funding available for

The next phase of this source selection will be conducted as a reverse auction. Please read the new documentation that has

To move between the core areas of FedConnect, click the links on the menu bar.

Find your Awards here



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### Award Homepage

From your **Award Homepage**, you can view and access a variety of information

The screenshot shows the FedConnect interface for an award titled "Award: Consultation Agreements". The page includes a navigation bar with links for Home, Videos, Help, My Profile, Company Profile, and Sign Out. The main content area is titled "What do I do now?" and contains a description of the award, a "Return to Award List" button, and a "Documentation" section. A yellow callout box highlights the "Award Title" at the top. Another yellow callout box highlights the "Description" section, which includes a table with the following information:

Overview	
Post date:	10/24/2017
NAICS:	
PSC / FSC:	9999
Award date:	10/24/2017
Award / Order Number:	CS30057CS8
Agency:	DOL - AMSTEST - OASAM - AMSTEST
Issuing office:	
Department of Labor 200 Constitution Ave N.W. Room N3419 Washington, DC 20210	

A third yellow callout box highlights the "Documentation" section, which lists two documents: CS30057CS8 and 01.

High level description of the award with primary contact info

Documentation for the award

### Join a Team

Click **"Join"** to be kept up to date on any changes or communications related to the grant award, including when financial reporting (SF-425) comes due

The screenshot shows the FedConnect interface for the same award, but with the "Join a Team" section highlighted. A yellow callout box points to the "Join" button in the "Award Team" section, which currently displays "No team members found." The "Description" and "Documentation" sections are also visible, matching the previous screenshot.

Click "Join"



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### Message Center

The **Message Center** allows you to find messages from the government agency that issued the award

You may use the **Message Center** to send/receive the SF-425 and other messages



#### Important Note

Note: Reach out to your DOL representative if you have not received your SF-425 within 5 business days after the close of the quarter

The screenshot shows the Message Center interface. At the top, it says "Message Center" and "To send a secure message or question to the contracting office, click New Message. You will receive an email notification once a reply is posted here. DO NOT submit pricing or solicitation attachments through the Message Center." Below this is a search bar with "From" selected and a "Search" button. A table lists messages with columns: From, Representative, Subject, Received, and Public. One message is highlighted in yellow:

From	Representative	Subject	Received	Public
AMS Dev - AMS Dev	Michele T. Harrison	Assistance Agreement SP35063SP8 - Financial Report Due	12/11/2017 04:05 PM	NO

The message content reads: "The Financial Report for Assistance Agreement SP35063SP8 for SP35063SP8 for the reporting period 01-DEC-17 - 31-DEC-17 is due by 05-JAN-18. Please use the attached SF425 form to submit your financial report. Contact the Agreements Officer Michele T. Harrison or the Technical Project Officer UAT 2. TESTER if you have any questions."

A yellow callout box points to the message with the text: "Sample message about SF-425 being due"

### Financial Reporting (SF 425)

You will receive notice in the **Message Center** that your quarterly financial reporting (SF-425) is due

*Reminder: You must have selected to "Join" under "Award Team" to receive these notices*

The screenshot shows an email notification from test-notifier@fedconnect.net to Michele Harrison. The subject is "A new message was posted by AMS Dev/AMS Dev today, 12/11/2017 4:05 PM". The body of the email contains the following text:

Title: Occupational Safety and Health\_State Program Reference Number: SP35065SP8

A new message has been posted regarding this Award. To access this message, please log into FedConnect at <https://test.fedconnect.net/fedconnect>, click on the Message Center Page.

This message is sent to you as a courtesy because you are currently listed as a member of your company's team for this Award. If you wish to be removed from future emails about this Award, please remove yourself from the team for this Award at <https://test.fedconnect.net/fedconnect>.

Please do not reply to this email. Your reply will not be received at this email address. If you wish to contact FedConnect, the On-line Marketplace for Federal Opportunities, email us at [support@fedconnect.net](mailto:support@fedconnect.net) and we will respond to your inquiry promptly.

This service is provided for convenience only and does not serve as a guarantee of notification. Your use of the FedConnect® service is subject to the terms and conditions set forth in the document titled "FedConnect Terms and Conditions of Use" which was agreed to as a precursor to your receiving this email notification.

A yellow callout box points to the email with the text: "Sample email notification message sent to team members"



# Grants Management System Modernization

## Using FedConnect for Financial Reporting (SF-425)

Find more detailed instructions on using FedConnect, go to the [FedConnect: Ready, Set, Go! Tutorial](#)

### Financial Reporting (SF 425)

#### Step 1

After you receive this notice, download the attached SF-425 PDF form

The image shows a sample SF-425 Federal Financial Report form. A yellow callout box with the text "SF-425" points to the form.

#### Important Note

Download the SF-425 form and save the document to your local drive. You will then upload this form via the Message Center to submit.

**Do not upload and send a scanned copy of the SF-425.**

#### Step 2

Fill out the SF-425 form and use [Adobe's certificate-based signature](#) capability (in place of a conventional handwritten signature) to have your certifying official sign the document

#### Helpful Tip

Questions on signing the SF-425 PDF document? Check out [information from Adobe](#).

### Submitting the SF 425

#### Step 3

Select **"Reply"** to the **"Financial Report Due"** email in your **Message Center**

Select "Reply"

(Recommended individual file size is 25 MB or less with a total size for all attachments of 100 MB or less)



From: AMS Dev - AMS Dev  
 Representative: Michele T. Harrison  
 ReceivedDateTime: 12/11/2017 04:05 PM  
 Public: NO  
 Document: Occupational Safety and Health\_State Program (SP35063SP8)  
 Attachment: 

- [SP35063SP8\\_SF425\\_31-DEC-17.pdf](#)

  
 Subject: Assistance Agreement SP35063SP8 - Financial Report Due

#### Important Note

Submit your report by **replying** to the **"Financial Report Due"** email, **instead of starting a new message**.



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## Using FedConnect for Financial Reporting (SF-425)

Find more detailed instructions on using FedConnect, go to the [FedConnect: Ready, Set, Go! Tutorial](#)

### Submitting the SF 425

#### Step 4

Attach the SF-425 file & submit your report



#### Important Note

Once your report has been accepted, you can no longer make changes without contacting your FPO, who then must work with the AMS Help Desk.

**Check Twice, Submit Once!**

FedConnect  
INDUSTRIAL RELATIONS... Tester1

Attach File Print X Delete

AMS Dev - AMS Dev

Document: Occupational Safety and Health\_State Program (SP35063SP8)

Subject: RE: Assistance Agreement SP35063SP8 - Financial Report Due

Attachments

The Financial Report for Assistance Agreement SP35063SP8 for SP35063SP8 fo: Please use the attached SF425 form to submit your financial report. Contact the Agreements Officer Michele T. Harrison or the Technical Project

You will be able to see in your **Message Center** that your SF-425 report has been accepted.

Message Center

To send a secure message or question to the contracting office, click New Message. You will receive an email notification once a reply is posted here. DO NOT submit pricing or solicitation attachments through the Message Center.

Search Criteria | Advanced Options

Inbox From [ ] Search

Drafts New

From	Representative	Subject	Recd	Public
AMS Dev - AMS Dev	UAT 2. TESTER	Assistance Agreement SP35059SP8 - 01-DEC-17 - 31-DEC-17 Financial Report Accepted	12/11 10:07 AM	NO
AMS Dev - AMS Dev	Michele T. Harrison	Assistance Agreement SP35063SP8 - Financial Report Due	12/07/2017 04:10 PM	NO

Sent

The Financial Report for Assistance Agreement SP35059SP8 for the reporting period 01-DEC-17 - 31-DEC-17 is accepted.

#### Need Assistance?

Using FedConnect

FedConnect helpdesk: [support@fedconnect.net](mailto:support@fedconnect.net) or 1-800-899-6665 (8am-8pm EST)

Questions on SF-425

Please contact your Regional Financial Contact



# U.S. Department of Labor