

JustGrants

Learning Session

BJA COSSAP Affinity Group
Project and Grant Management



JUSTgrants
JUSTICE GRANTS SYSTEM

Slide 1

LH22

The Training Request form says that we will have time for a short presentation to cover any questions and then answer grantee questions.

We need to get the list of questions from grantees in order to determine the content for this presentation. This one is much too long for the time allowed.

Lisa Hartman, 4/13/2021

Discussion Topics and Agenda



Entity Management Roles & Resources



Award Acceptance



Grant Award Modifications



Financial Reporting



Performance Reporting



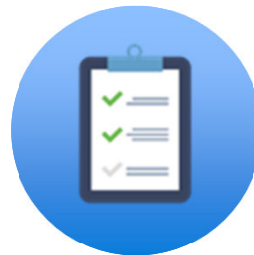
Closeout



Live Demo



Where to go for help



Entity Roles



JustGrants Entity User Roles

Six foundational roles have been created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.

Entity Administrator



Confirms information in the Entity Profile is current. Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants.

Application Submitter



Completes and submits applications on behalf of an entity, including Entity Assurances and Certifications.

Authorized Representative



Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.

Grant Award Administrator



Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.

Alternate

Grant Award Administrator



Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.

Financial Manager



Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.

For more information on roles in JustGrants, please see the “Entity Management” page on the Justice Grants website: <https://justicegrants.usdoj.gov/training-resources/justgrants-training/entity-management>



Roles Required for Grant Award

Award management has three key roles: Grant Award Administrator, Alternate Grant Award Administrator, Financial Manager.

Grant Award Administrator

Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.



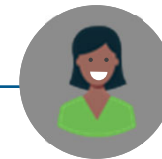
Alternate GAA

Provides support to the Grant Award Administrator. Can initiate, but not submit, GAMs.



Financial Manager

Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.



Checking User Role Assignments



- Any user can check the roles assigned to any other user in their organization.
- Select the **Entity Users** menu to see all of the users that have logged in to JustGrants and the roles they are assigned.

JGII Test Org24 Doing Business As Users

Action	Name	Email ID	Roles
Details	justgrants024.allgrantawardadmin.jgiltsext	justgrants024.allgrantawardadmin@gmail.com	AlternateGrantAwardAdministrator
Details	justgrants024.financialmanager.jgiltsext	justgrants024.financialmanager@gmail.com	FinancialManager
Details	justgrants024.applicationsubmitter.jgiltsext	justgrants024.applicationsubmitter@gmail.com	ApplicationSubmitter
Details	justgrants024.grantawardadmin.jgiltsext	justgrants024.grantawardadmin@gmail.com	GrantAwardAdministrator
Details	justgrants024.multipleroles.jgiltsext	justgrants024.multipleroles@gmail.com	AlternateGrantAwardAdministrator,ApplicationSubmitter,AuthorizedRepresentative,FinancialManager,GrantAwardAdministrator
Details	justgrants024.authorizedrep.jgiltsext	justgrants024.authorizedrep@gmail.com	AuthorizedRepresentative
Details	Ryan Seacrest	ryan.seacrest@gmail.com	ApplicationSubmitter
Details	JohnElectronicBusinessPoc Doe	justgrants024@gmail.com	ApplicationSubmitter,EntityAdministrator

Checking User Role Assignments

Awards that do not have the following roles assigned are not able to be edited:

- Grant Award Administrator
- Financial Manager
- Authorized Representative

Choose Role: (Choose Role) Assign to: (Choose User) Assign

Awards 9 results Show/Hide Roles Export List

<input type="checkbox"/> Select All	Award ID	Award Status	Grant Award Administrator	Alternate Grant Award Administrator	Financial Manager	Authorized Representative	Managing Office	Program Office	Project Period Start Date	Project Period End Date
<input type="checkbox"/>	15JCOPS-20-GG-00149-STE	Pending-Award Acceptance	justgrants025.grantawardadmin.jgitstx	Jacqueline Weaknecht	Jacqueline Weaknecht	justgrants025.authorizedrep.jgitstx justgrants025.authorizedrep.jgitstx	COPS	COPS	10/31/19	08/10/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-Award Acceptance	justgrants025.grantawardadmin.jgitstx		justgrants025.multiperoles.jgitstx	justgrants025.authorizedrep.jgitstx	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-ProgrammaticCloseout	justgrants025.multiperoles.jgitstx	Jacqueline Weaknecht	justgrants025.multiperoles.jgitstx	Jacqueline Weaknecht justgrants025.authorizedrep.jgitstx	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00234-12	Pending-ProgrammaticCloseout	Jacqueline Weaknecht	Jacqueline Weaknecht	justgrants025.financialmanager.jgitstx	justgrants025.authorizedrep.jgitstx Jacqueline Weaknecht	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-ProgrammaticCloseout	Mainul Islam	Mainul Islam	Mainul Islam	Mainul Islam	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Pending-HoldCloseout	Mainul Islam	Mainul Islam	Mainul Islam	Mainul Islam	OJP	SMART	10/31/19	10/31/2020
<input type="checkbox"/>	15PSMA-20-GG-00233-12	Active	justgrants025.grantawardadmin.jgitstx		justgrants025.financialmanager.jgitstx	justgrants025.authorizedrep.jgitstx	OJP	SMART	10/31/19	10/31/2022
<input type="checkbox"/>		Pending-Award External Assignee	✓		✓	justgrants025.authorizedrep.jgitstx justgrants025.multiperoles.jgitstx	COPS	Programmatic		
<input type="checkbox"/>		Pending-Award External Assignee	✓		✓	justgrants025.authorizedrep.jgitstx justgrants025.multiperoles.jgitstx	COPS	Programmatic		

Choose Role: (Choose Role) Assign to: (Choose User) Assign

Entity Management

Demonstration

The background features a blurred image of a person's hands typing on a laptop keyboard. The laptop screen displays a data table with columns for 'Question type', 'Last update', and 'Last activity'. The table contains several rows of data, including 'Employee Court - Addressed/Parties Control' and 'Employee Court - Addressed/Parties Control'. The JUSTgrants logo, featuring the Department of Justice seal and the text 'JUSTgrants JUSTICE GRANTS SYSTEM', is prominently displayed in the center-right of the image.

Question type	Last update	Last activity
Employee Court - Addressed/Parties Control	01/22/2020	01/22/2020
Employee Court - Addressed/Parties Control	01/22/2020	01/22/2020
Employee Court - Addressed/Parties Control	01/22/2020	01/22/2020
Employee Court - Addressed/Parties Control	01/22/2020	01/22/2020
Employee Court - Addressed/Parties Control	01/22/2020	01/22/2020
Employee Court - Addressed/Parties Control	01/22/2020	01/22/2020
Employee Court - Addressed/Parties Control	01/22/2020	01/22/2020
Employee Court - Addressed/Parties Control	01/22/2020	01/22/2020
Employee Court - Addressed/Parties Control	01/22/2020	01/22/2020
Employee Court - Addressed/Parties Control	01/22/2020	01/22/2020

Grants Management Series: Entity Management

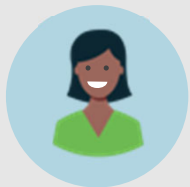
Grant Award Modifications (GAM)



Grant Award Modification

JustGrants focuses on modifications to key elements of an award, *not* routine updates to grant information that do not modify award details. There are three types of GAMs:

Project Period Extension GAM



Grant Manager

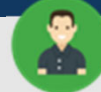


Grantee

Additional information:
<https://justicegrants.usdoj.gov>

Programmatic GAMs

Programmatic Cost GAM



Scope Change GAM



Financial GAMs

Budget Reduction GAM (COPS only)



Budget Reduction GAM (OJP/OVW only)



Budget Modification GAM Sole Source GAM



Budget Clearance GAM



Financial Staff

GAM Highlights



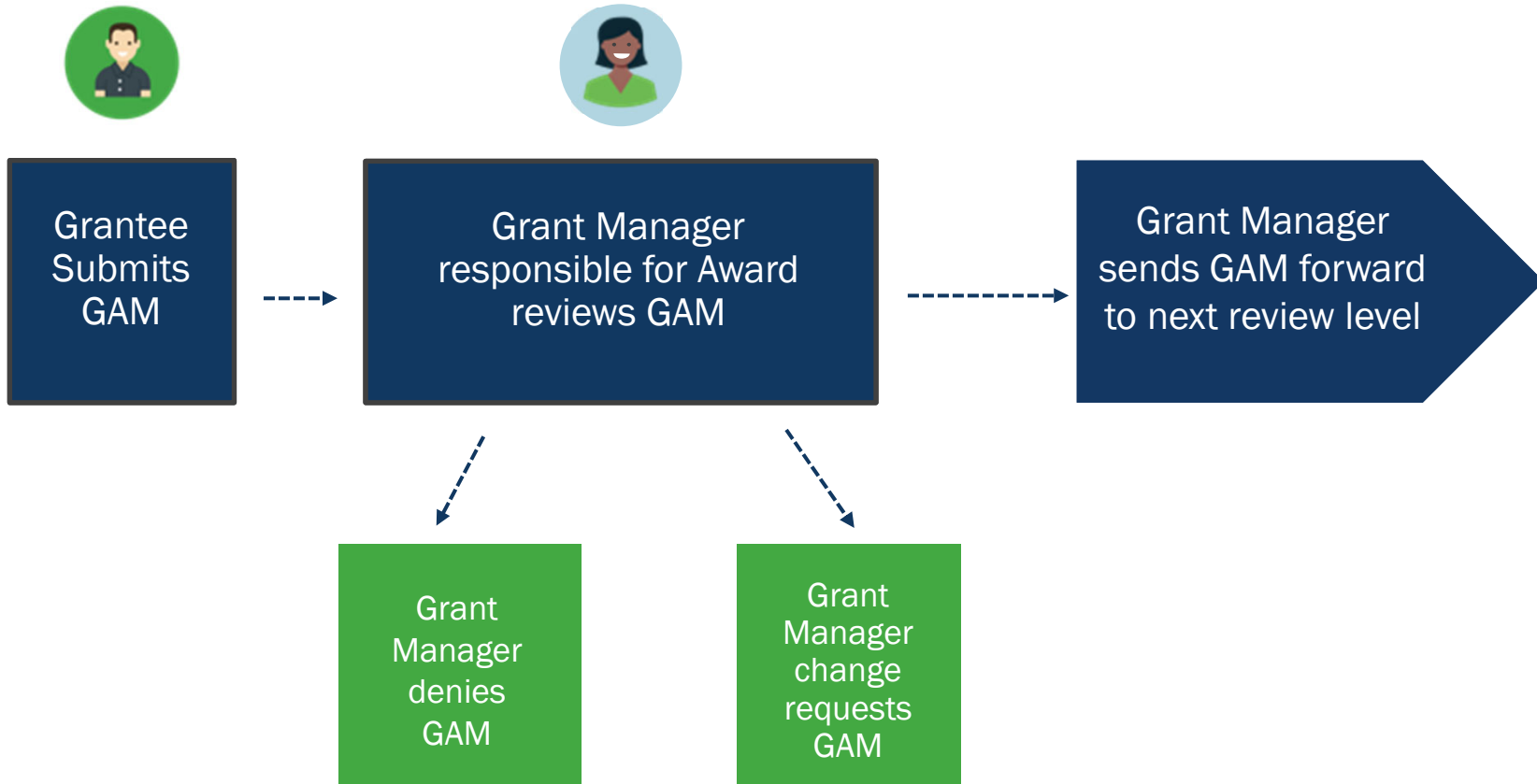
- The purpose of the GAM is to update the Award Details.
- GAMs are used only to modify a key fact or a detail about the award.
- GAMs are limited to updates or changes to award details, not to confirm compliance with requirements or deliverables.
- A user can delete a GAM before submitting it.

Changes that Are Not GAMs

The following actions can still be done in JustGrants, but are not being treated as GAMs:

- These changes are *not* considered a GAM:
- ✘ Change in Point-of-Contact (POC)
 - ✘ Authorized Representative
 - ✘ Grantee Name
 - ✘ Address
 - ✘ DUNS (Data Universal Numbering System)
 - ✘ Deliverables such as reports and presentations
 - ✘ Removing holds, including withholding Award Conditions

Review and Approve GAM Overview



NOTE: If a GAM is approved, denied, or change requested, the Grantee and Grant Manager receive notifications.



Grant Award Modifications

Demonstration



Edt	Name	Category	USDA	Program/Department
	Administrative	Travel	0-9000	Administrative
	Employee Cost - Administrative	Travel	0-9000	Administrative
	Employee Cost - Administrative Costs	Travel	0-9000	Administrative
	Employee Cost - Administrative	Travel	0-9000	Administrative
	Employee Cost - Administrative/Personnel	Travel	0-9000	Administrative
	Employee Cost - Admin/Travel	Travel	0-9000	Administrative
	Employee Cost - Admin/Travel/Other	Travel	0-9000	Administrative
	Employee Cost - Admin/Travel/Other	Travel	0-9000	Administrative

The screenshot shows a 'Management Repository' interface with a table of grant awards. The table columns are 'Edt', 'Name', 'Category', 'USDA', and 'Program/Department'. The rows list various administrative and employee cost categories under the 'Travel' category.

The official seal of the Department of Justice, featuring an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The seal is circular with the text 'DEPARTMENT OF JUSTICE' and 'QUI PRO DOMINA JUSTITIA SEQUITUR' around the perimeter.The logo for JUSTgrants, featuring the word 'JUSTgrants' in a bold, blue, sans-serif font. A green horizontal line is positioned below the 'grants' part of the text. Below the logo, the text 'JUSTICE GRANTS SYSTEM' is written in a smaller, blue, sans-serif font.

Grants Management Series: Grant Award Modifications



Questions & Answers

Financial Reporting *Overview*



Financial Reporting: Financial Manager



The Financial Manager can:

Certify and submit financial information and all Federal Financial Reports on behalf of an Entity.

Financial Reporting

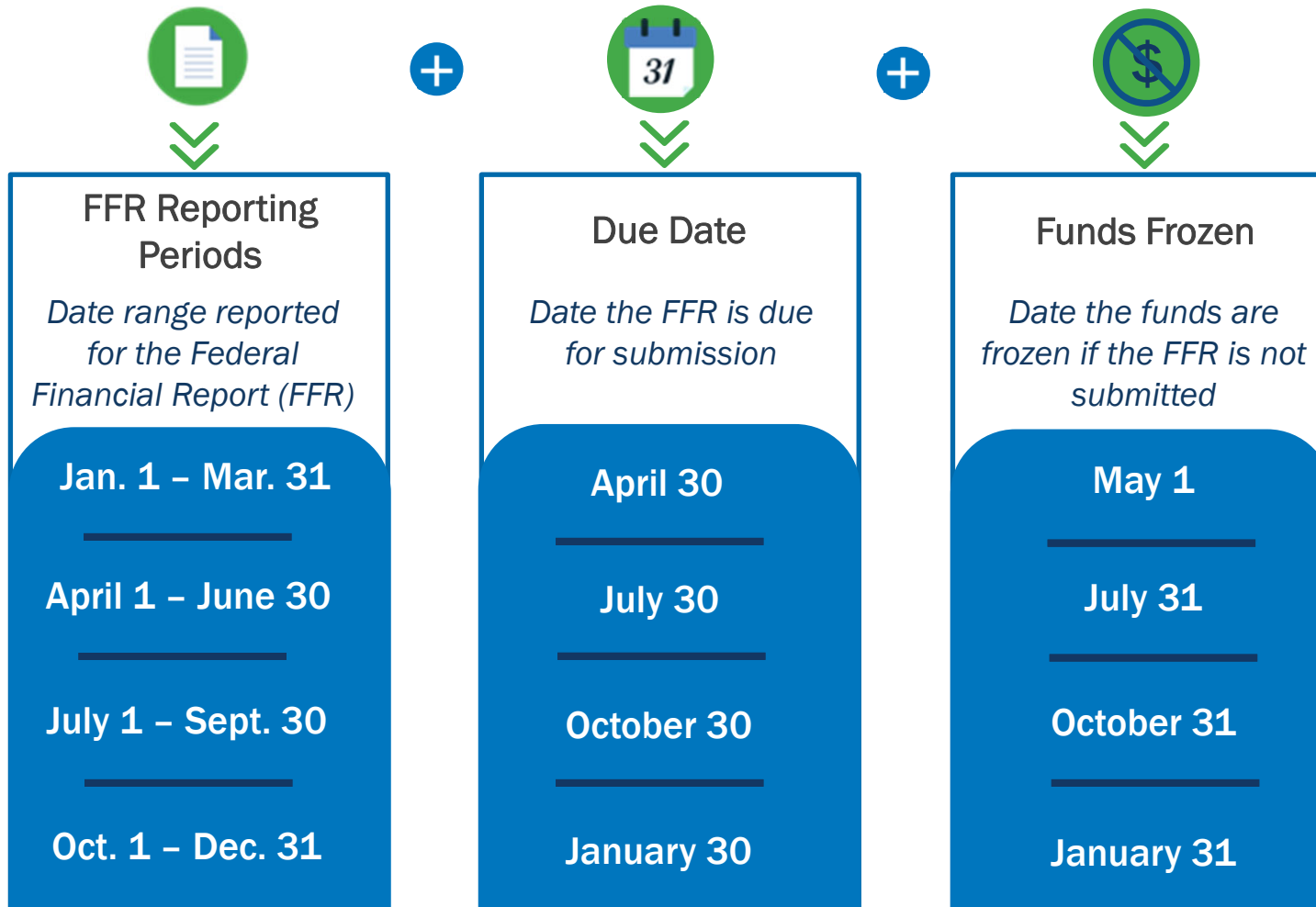


- Financial Managers may submit FFRs 10 calendar days or less from the reporting period end date.
- Funds will be suspended one day after the due date. Funds are frozen and released based on the status of the delinquent FFR.
- Final FFRs are submitted 90 days after the project period end date.

For more information on Financial Reporting, please see the Justice Grants training page at <https://justicegrants.usdoj.gov/training-resources/justgrants-training/financial-reporting>.

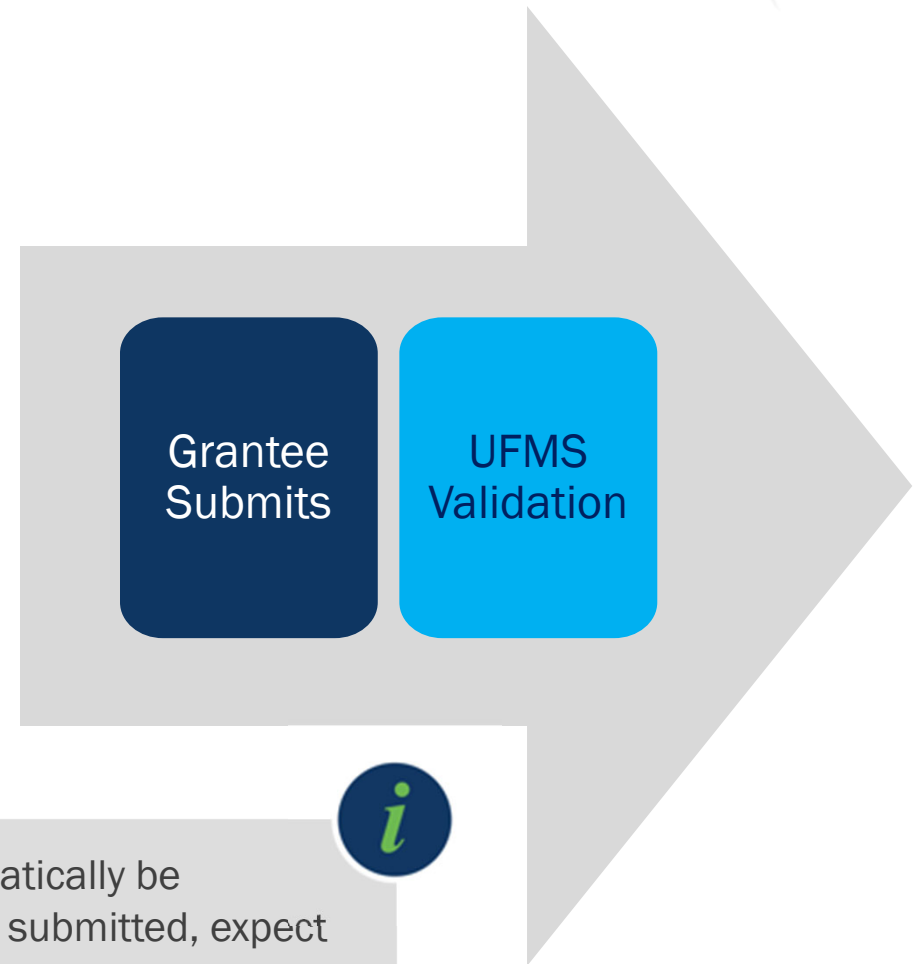


Reporting Period



Review and Approve Federal Financial Reports

- Once submitted, FFRs are sent to the United Financial Management System (UFMS) for validation.
- The FFR status will be “Pending – UFMS” for up to 24 hours.
- The status will change to “Resolved-Completed” when UFMS has validated the report.

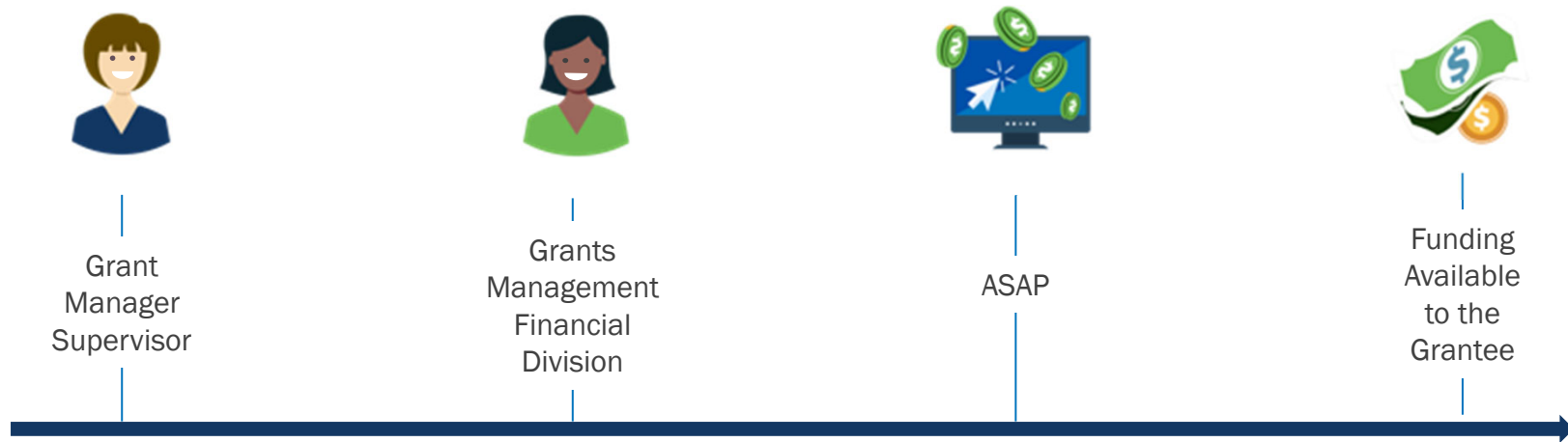


NOTE: If an FFR is delinquent, funds will automatically be withheld. Once the delinquent report has been submitted, expect the funds to be released within 24 hours.

Removing Withholding Amounts

Once a withholding amount has been removed by the Grant Manager, it must be approved by the Grant Manager Supervisor and the Grants Management Financial Division.

The removal of the withholding amount is then sent to ASAP to release the funds. The funds are available for drawdown within 24 hours.



Performance Reporting

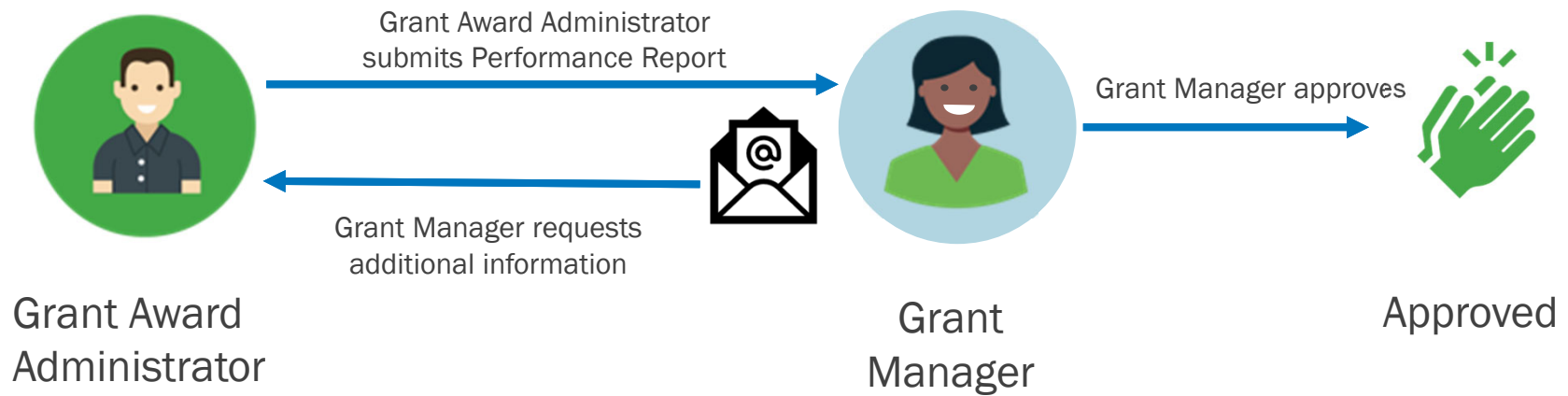
Overview



Performance Report Frequency and Due Dates

Start Date	End Date	Due Date
<i>~ Quarterly ~</i>		
January 1	March 31	April 30
April 1	June 30	July 30
July 1	September 30	October 30
October 1	December 31	January 30
<i>~ Semi-Annual Regular ~</i>		
January 1	June 30	July 30
July 1	December 31	January 30
<i>~ Annual Fiscal Year ~</i>		
October 1	September 30	October 30
<i>~ Annual Calendar ~</i>		
January 1	December 31	January 30
<i>~ COPS Semi-Annual ~</i>		
February 1	July 31	August 31
August 1	January 31	March 2
<i>~ OVW Annual ~</i>		
January 1	December 31	March 30
<i>~ Annual Other ~</i>		
Dynamic: Defined at solicitation	Dynamic: Defined at solicitation	Dynamic: Defined at solicitation

Performance Report Approval Process



LIVE DEMONSTRATION

JustGrants Navigation

Closeout



Closeout: Grant Award Administrator



The Grant Award Administrator can:

- *Generate a Closeout early if needed.*
- *Review an automatically generated Closeout from My Worklist.*
- *Review the Closeout requirements.*
- *Submit the final Performance Report from the Closeout screen.*
- *View and add deliverables, as necessary.*
- *View award conditions.*
- *Add comments and attachments.*
- *Submit the Closeout package.*

Closeout Overview

How does Closeout work within JustGrants?

- Closeouts are automatically *generated* one day after the grant end date or automatically if an award is declined.
- Closeouts are automatically *submitted* when it is 91 days after the end date of the grant.



Please note:

- You will be notified when the Closeout is generated and when it is due.
- You must submit a final SF-425 to view the financial reconciliation.
- For more information on Closeout, please see the Justice Grants training page at <https://justicegrants.usdoj.gov/training-resources/justgrants-training/closeout>

Demonstration



Closeout

Demonstration

JUSTgrants Justice Grants IT Solution

Welcome Lisa Hartman

Alerts (1)

WARNING: System Under Construction 09/20 2:27 PM

My Worklist

14 results

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
F-44114			Federal Financial Report		
F-44114	07/31/2020	47 Days Past Due	Federal Financial Report	FFR Delinquent	09/14/2020 09:40 AM
F-44114	07/31/2020	47 Days Past Due	Federal Financial Report	FFR Delinquent	09/14/2020 09:40 AM
EAVJG708Z	12/31/2021	Due In 469 Days	Closeout	Pending-InitialCloseout	08/25/2020 01:31 PM
PR-1036	08/15/2020	32 Days Past Due	Performance Report		
PR-1110	02/15/2020	254 Days Past Due	Performance Report		
PR-1119	08/15/2020	32 Days Past Due	Performance Report		
PR-1156	11/09/2020	Due In 53 Days	Performance Report		
PR-126	08/15/2020	32 Days Past Due	Performance Report		
PR-2128	10/29/2020	Due In 43 Days	Performance Report		



Questions & Answers

**Where to
Find Help**



Resources

Resources for Help



[FAQ \(Frequently Asked Questions\)](#)



[JustGrants Training Website](#)



[Entity User Experience](#)



Justicegrants.trainingsupport@usdoj.gov

JustGrants Training Website



The screenshot shows the top navigation bar of the JustGrants website. On the left is the Department of Justice seal and the 'JUSTgrants' logo with 'JUSTICE GRANTS SYSTEM' below it. On the right are links for 'JustGrants Login | FAQs | COPS Office | OJP | OVW' and a search box. The main navigation menu includes 'About', 'Training' (highlighted with a green box), 'Resources', 'User Support', and 'News & Updates'. Below the navigation is a large blue banner with the text 'Learn About the Department of Justice's Grants and Payment Management Systems'. A 'JustGrants Login' button is on the left, and a URL box on the right contains <https://justicegrants.usdoj.gov/>.

The Department of Justice (DOJ) grant making components—the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP), and the Office on Violence Against Women (OVW)—have established this website to serve as a resource hub for their grants management system (JustGrants) and payment management system (ASAP), both of which launched on October 15, 2020.

JustGrants User Self-Support

There is a wide range of self-guided training materials that will help you become a more proficient user and work through any challenges you experience.

[JusticeGrants.usdoj.gov/Training](https://justicegrants.usdoj.gov/Training)

Self-Service Support

Find tools to reset passwords, replace the Entity Administrator, invite/remove members, add/remove roles, SMS codes, accept awards in JustGrants, & request payments in ASAP.

- <https://justicegrants.usdoj.gov>
- Self-service options
- Most common user support-related questions
- Links to step-by-step instructions



JustGrants Technical Support

If you need support beyond what is available at the self-service portion of the Justice Grants website, please reach out to Technical Support.

Technical Support

When you cannot resolve the issue using the Self-Service Support section, please contact JustGrants Support.

JustGrants.Support@usdoj.gov

Or

(833) 872-5175

*Monday – Friday between the hours of 5:00 AM and 9:00 PM EST
Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST*



Help us Help You

To speed up your service request, please provide detailed information about the task that you are trying to accomplish. Along with the specific issue details, include as much of the following as possible:

- ✓ A clear statement of the issue
- ✓ DUNS (Data Universal Numbering System)
- ✓ Active Award Number
- ✓ A screen shot of your entity profile that contains your entity information
- ✓ The roles used in JustGrants
- ✓ A screen shot of the issue you are facing that captures the entire browser and where you are in the application
- ✓ The steps you took to get there
- ✓ Date and time when the issue occurred
- ✓ Operator ID (your email address)
- ✓ Browser Version



Wrap-Up

Additional Resources for Help



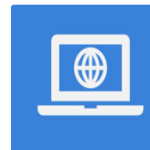
[Roles Matrix](#)



[Entity Management](#)



[SAM.gov Help Desk \(Federal Service Desk\)](#)





[JustGrants User Support](#)

Grant-Related Support Contact Information

For grant-related support, contact the Grant Manager listed on the award, or the appropriate funding office:

OJP

 JustGrants.Support@usdoj.gov

 (833) 872-5175

Questions related to an open solicitation should be directed to the point of contact listed in the solicitation.



Thank You!