JustGrants

Learning Session

BJA COSSAP Affinity Group
Project and Grant Management
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

JustGrants Learning Sessions
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](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**, and **Financial Manager**.

<table>
<thead>
<tr>
<th>Grant Award Administrator</th>
<th>Alternate GAA</th>
<th>Financial Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.</td>
<td>Provides support to the Grant Award Administrator. Can initiate, but not submit, GAMs.</td>
<td>Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Name</th>
<th>Email ID</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>justgrants024.allgrantawardadmin jgitext</td>
<td><a href="mailto:justgrants024.allgrantawardadmin@gmail.com">justgrants024.allgrantawardadmin@gmail.com</a></td>
<td>AlternateGrantAwardAdministrator</td>
</tr>
<tr>
<td>Details</td>
<td>justgrants024.financialmanager jgitext</td>
<td><a href="mailto:justgrants024.financialmanager@gmail.com">justgrants024.financialmanager@gmail.com</a></td>
<td>FinancialManager</td>
</tr>
<tr>
<td>Details</td>
<td>justgrants024.applicationsubmitter jgitext</td>
<td><a href="mailto:justgrants024.applicationsubmitter@gmail.com">justgrants024.applicationsubmitter@gmail.com</a></td>
<td>ApplicationSubmitter</td>
</tr>
<tr>
<td>Details</td>
<td>justgrants024.grantawardadmin jgitext</td>
<td><a href="mailto:justgrants024.grantawardadmin@gmail.com">justgrants024.grantawardadmin@gmail.com</a></td>
<td>GrantAwardAdministrator</td>
</tr>
<tr>
<td>Details</td>
<td>justgrants024.multiploreset jgitext</td>
<td><a href="mailto:justgrants024.multiploreset@gmail.com">justgrants024.multiploreset@gmail.com</a></td>
<td>AlternateGrantAwardAdministrator,ApplicationSubmitter,AuthorizedRepresentative,FinancialManager,GrantAwardAdministrator</td>
</tr>
<tr>
<td>Details</td>
<td>justgrants024.authorizedrep jgitext</td>
<td><a href="mailto:justgrants024.authorizedrep@gmail.com">justgrants024.authorizedrep@gmail.com</a></td>
<td>AuthorizedRepresentative</td>
</tr>
<tr>
<td>Details</td>
<td>Ryan Seacrest</td>
<td><a href="mailto:ryan.seacrest@gmail.com">ryan.seacrest@gmail.com</a></td>
<td>ApplicationSubmitter</td>
</tr>
<tr>
<td>Details</td>
<td>JohnElectronicBusinessPoc Doe</td>
<td><a href="mailto:justgrants024@gmail.com">justgrants024@gmail.com</a></td>
<td>ApplicationSubmitter,EntityAdministrator</td>
</tr>
</tbody>
</table>
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
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**
- **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

Additional information: [https://justicegrants.usdoj.gov](https://justicegrants.usdoj.gov)
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:

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

Demonstration

Grants Management Series:
Grant Award Modifications
Questions & Answers
Financial Reporting

Overview
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.

Reporting Period

**FFR Reporting Periods**
*Date range reported for the Federal Financial Report (FFR)*
- Jan. 1 – Mar. 31
- April 1 – June 30
- July 1 – Sept. 30
- Oct. 1 – Dec. 31

**Due Date**
*Date the FFR is due for submission*
- April 30
- July 30
- October 30
- January 30

**Funds Frozen**
*Date the funds are frozen if the FFR is not submitted*
- May 1
- July 31
- October 31
- January 31
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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ Quarterly ~</td>
<td>~ Semi-Annual Regular ~</td>
<td>~ COPS Semi-Annual ~</td>
</tr>
<tr>
<td>January 1</td>
<td>March 31</td>
<td>February 1</td>
</tr>
<tr>
<td>April 1</td>
<td>April 30</td>
<td>July 31</td>
</tr>
<tr>
<td>July 1</td>
<td>June 30</td>
<td>August 31</td>
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<tr>
<td>October 1</td>
<td>September 30</td>
<td>January 31</td>
</tr>
<tr>
<td></td>
<td>December 31</td>
<td>March 2</td>
</tr>
<tr>
<td></td>
<td>March 31</td>
<td></td>
</tr>
<tr>
<td>~ Annual Fiscal Year ~</td>
<td>~ Annual Calendar ~</td>
<td>~ OVW Annual ~</td>
</tr>
<tr>
<td>October 1</td>
<td>September 30</td>
<td>January 1</td>
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<td></td>
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<td>~ Annual Other ~</td>
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<tr>
<td>Dynamic: Defined at solicitation</td>
<td>Dynamic: Defined at solicitation</td>
<td>Dynamic: Defined at solicitation</td>
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</tbody>
</table>
Performance Report Approval Process

Grant Award Administrator submits Performance Report

Grant Manager requests additional information

Grant Manager approves

Approved
LIVE DEMONSTRATION

JustGrants Navigation
Closeout
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](https://justicegrants.usdoj.gov/training-resources/justgrants-training/closeout)
Demonstration
Closeout Demonstration
Questions & Answers
Where to Find Help
Resources

Resources for Help

FAQ (Frequently Asked Questions)

JustGrants Training Website

Entity User Experience

Justicegrants.trainingsupport@usdoj.gov
Learn About the Department of Justice’s Grants and Payment Management Systems

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.

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

If 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
SAM.gov Help Desk (Federal Service Desk)

Entity Management
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:

**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!