Award Management

Job Aid Reference Guide

JUSTgrants
JUSTICE GRANTS SYSTEM

September 23, 2021

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Welcome

Begin with this exploration of JustGrants and the initial release of this new software

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Award Management

This overview of award management and the tabs and roles you will need to be familiar with in JustGrants
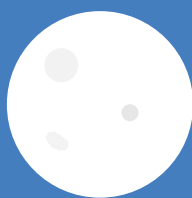
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Award Package Tabs

This section includes details the functions and features of the various tabs used to manage an award
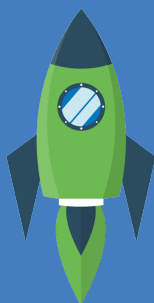
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This section provides Available Attachments, Record Type Prefixes, JustGrants Terminology, and background on SAM.Gov and Grants.gov

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Welcome

Overview

Welcome to JustGrants!

JustGrants is the Department of Justice's (DOJ) new web-based, streamlined grants management software.

JustGrants provides applicants and grantees tremendous transparency and an improved user experience throughout the entire process of grants management. JustGrants offers applicants and grantees:

- Efficient processes that allow for tracking progress and entering data directly;

- Improved data accuracy and access to that data through data validation and reporting tools;

- Organizational profiles with increased visibility for applicant and grantee organizations into all their grants and applications across DOJ;

- Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and manual data entry; and

- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.

JustGrants is the tool for *all* grants management work.

Plus, this software is a living product that will evolve and improve over time. DOJ will continue to enhance the software's functionality and expand benefits for all users.

Overview (Continued)

This Job Aid Reference Guide will help you navigate the software as you move through JustGrants grants management functions, including:

- Feature overviews;
- Step-by-step instructions;
- Infographics;
- Glossary terms; and
- New feature summaries.

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants Training & Resources page.

IMPORTANT

During the initial release of JustGrants, be aware:

- The system **does not** "auto save" your work.
- You will see a warning message after 10 minutes of inactivity (per security requirements).
- You will be automatically logged out if you are inactive for 15 minutes (per security requirements).
- **Unsaved work will not be saved** at logout.

JustGrants Initial Release

JustGrants is brand-new system software. What you will be using is the *initial release*. Using this version, you **will** have everything you need to:

- Apply for funding;
- Accept or decline awards; and
- Manage awards.

JustGrants is a work in progress as the developers build out features and respond to user feedback. If you want to visualize this, think of JustGrants as a house you are building. You start with the basics: walls, a roof, and a door. The building is livable.

Every so often, you add new features like an extra bathroom, a front porch, or a deck. After all major elements are in place, you can continue to personalize and modify to make it ideal. JustGrants is built similarly—access now with finishing touches as we go along using it.

Despite this continued development, the initial release of JustGrants is already a better experience than the previous software. JustGrants was developed specifically to improve upon the existing system software.

All aspects of grant management have been integrated into this new, single system, allowing you to enter information into an application, access it, accept your grant package, manage your funded award, and complete your Closeout activities.
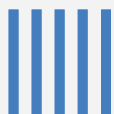
Award Management

Overview

Now we move into one of JustGrants strongest feature sets: the ability to manage every facet of your award in a single location. Award Management is where JustGrants shines.

From the Award record you can:

- Open and review the solicitation, application, and award package
- Access your Funding Balance and Project Budget figures
- Initiate and follow Grant Award Modifications
- Review current and historical Federal Financial Reports (FFRs) and Performance Reports
- Initiate Closeout
- Easily see who else is working on your award as a Financial Manager, Authorized Representative or other contributor

Because JustGrants is connected to all aspects of grants management, you're connected to everything you need to track your progress. Most importantly, your Grant Manager has the same access and view of your award as you do, so your discussions will be smoother.

When you log in, you'll find a menu showing alerts, applications, and award tasks. The award tab shows specific awards with their award numbers as links to information about the funded award.

This information follows you throughout your review of funded awards, providing context and a constant reminder of where you are in the system, and which award it is you selected.

Now let's explore the Award tabs to see who can use them—and how.
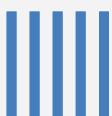
JustGrants: Award Tabs and Roles

Award Tab

Associated Roles

Award Tab	Role/s and Tasks
AWARD PACKAGE Award packages that entities accept	**Authorized Representative** *Accepts Award*
AWARD CONDITIONS List of accepted award package conditions	**All Roles** *View Only*
AWARD DETAILS Award & solicitation information; budget summary	**All Roles** *View Only*
PERFORMANCE MANAGEMENT Performance Reports and Deliverables	**Grant Award Administrator** *View (previous reports); Initiate; Submission completed via My Worklist*
FUNDING BALANCE & AVAILABILITY Funding drawdown totals, suspensions, holds	**All Roles** *View Only*
FEDERAL FINANCIAL REPORT All Federal Financial Reports for the Award	**Financial Manager** *View; Submission completed via My Worklist*
GRANT AWARD MODIFICATION Programmatic & financial award modifications	**Grant Award Administrator and Alternate Grant Award Administrator** *Initiate GAMs; View (previous GAMs)*
CLOSEOUT Closeout activities	**Grant Award Administrator** *Initiate; Submit*

NOTE: All entity roles can VIEW the information listed in each of the tabs.

Selecting an Award

Select the Award

All awards assigned to you are on your Home page.

Award Management is not a linear process, so unlike some areas of this guide, here you will find general information to assist you. To begin this process, select the Award you want to review.

Award Package Tabs

Award Package Tab

Award Package

> *The Award Package tab is read-only.*

The first tab in a funded award is the Award Package tab. The following sections were individually agreed to by the Authorized Representative when accepting the award:

- Award Letter
- Award Information
- Project Information
- Financial Information

- Award Conditions
- Acceptance and Electronic Signature

Award Conditions Tab

Award Conditions

> **The Award Conditions were included in the solicitation.**

The Award Conditions were determined in the original solicitation. It is important that grantees remain in compliance with all the conditions of the award.

Some conditions require document submissions. If that is the case, you will see that indication on this screen. You can also see if your entity is in compliance with each condition of the award.

Award Details Tab

Award Details

The Award Details tab displays Budget Clearance information.

The Award Details tab displays award information and the project budget summary in a read-only format.

When the award is processed, if a Conditional Clearance is issued, the budget is populated with zeros and has a yellow indicator.

If a Final Budget Clearance has been issued the budget has a green indicator.

Project Budget Summary Tab

Project Budget Summary

The Project Budget Summary displays a Project Cost Breakdown.

The Project Budget Summary section displays the budget whether it is a conditional or final clearance. Each category and its approved budget are displayed, as are the Total Direct Costs, Indirect Costs, and Total Project Costs.

At the bottom of the section, you can see the Total Project Cost Breakdown, showing the amount and percentage of Federal Funds, Match Amount, and Program Income Amount.

Performance Management Tab

Performance Management

Delinquent Performance Reports directly affect access to funds.

The Performance Management tab is where grantees will find Performance Reports for an award. Performance Reports can be edited and submitted from within an award as well as from the dashboard.

All Performance Reports for an award are listed in this section, and the status of each report is visible. Delinquent Performance Reports can result in withholding of funds, so it is a best practice to remain current.

Notice on the right panel that the Open Assignments section also provides a link to open Performance Reports.

Funding Balance/Availability Tab

This tab provides a view of the drawdown total and award amount.

This read-only tab shows account balance information, including the award total, drawdown total, whether funds are on hold, the status of the award, and the ASAP account status.

- If you are unable to draw down funds, you can check here to see if your account is on hold. A delinquent Performance Report or FFR could be the problem.

- This also displays the funding source information and will always show the accounts from which the grant has been awarded.

Funding Suspensions/Holds

Note: Select the Print Funding Balance and Availability button to print the information.

This page provides additional information about the award.

If your funds have been suspended or put on hold, you can scroll to the bottom of the screen to find out more. There is a section for suspensions and holds communication from ASAP. A suspension means no drawdown activity may occur. Such action is related to specific actions in the system, such as non-compliance with reporting.

A hold is in place when a drawdown is not available until goals or specific activities have been completed. These decisions are made elsewhere in the system, based on Award Conditions or a GAM that may cause disruptions to the flow of funds.

Federal Financial Reports Tab

Federal Financial Reports

Delinquent FFRs can result in funds being suspended.

All Federal Financial Reports (FFR) are in this tab. Delinquent reports will result in a suspension of funds, so best practice is to stay current with reports.

FFRs are also assigned to the Financial Manager associated with the award and appear on that person's Home page.

Notice that all active FFRs are also available as links on the right side of the screen.

Grant Award Modification Tab

Grant Award Modification

Grant Award Modifications (GAMs) which are both in progress and completed are listed in this tab. This is also where new GAMs are created. There are three types of GAMs:

- Project Period Extension
- Financial
- Programmatic

There is additional training on GAMs in a separate Grant Award Modification Job Aid Reference Guide.

Closeout Tab

Closeout

Closeout steps are in the Closeout section of this guide.

The Closeout tab allows the Financial Manager to initiate closeout for an award.

The complete steps of the Closeout process are included in the Closeout section of this guide.

Award Information Tab

Award Information

Award participants and deliverables are listed on the right.

Additional relevant award information is captured in the column on the right side of the award screen. At the top of the screen is a link to the application. This can be very useful when reviewing award information.

Also on this screen are links to current outstanding tasks related to the award. Tasks can include open GAMs, Performance Reports, FFRs, and other items for follow-up.

At the bottom of the list are all the users assigned to the award.

Appendix

Attachments

Award Attachments

Entity Administrators and Authorized Representatives can attach these items to awards

Attach the following items as required to your award deliverables for DOJ review.

- Additional Application Components Other
- Additional Project Title Information
- Application Attachments
- Areas Affect by Project
- Bibliography/References
- Budget Consultant Rate Justification
- Budget Financial Management Questionnaire
- Budget Indirect Cost Rate Agreement
- Budget Non-competitive Justification
- Budget Other
- Budget Pre-Agreement Cost
- Budget Sole Source Justification
- Budget Worksheet
- Confidentiality Notice Forms
- Correspondence
- Curriculum Vitae or Resumes
- Delinquent Debt Explanation
- Disclosure of Process related to Executive Compensation
- Disclosures and Assurances
- File
- Human Subjects Protection
- Letter of Non-supplanting
- Letters of Support
- List of individuals in the Application
- Lobbying Activities Disclosure
- MOU Document
- Opportunity Zone
- Other Attachment
- Other Project Period GAM Attachment
- Privacy Certificate
- Program/Project Congressional Districts
- Project Timeline
- Proof 501 (C) Status (Nonprofits only)
- Proposal Narrative
- Request to Use Incentives or Stipends
- Tool, Instruments, Questionnaires, Tables, Maps
- Tribal Authorizing Resolution

Prefixes

Record Type Prefixes

The following case number prefixes are used in JustGrants.

Case	Case Number Prefix
Application	A-
ASAP Authorization	AA-
Annual Programmatic Review*	APDR-
Award Package	AW-
Funding Approval	FA-
Funded Award	FAW-
Funded Supplemental Award	FAWS-
Federal Financial Report	FFR-
Grant Award Modification	GAM-
Monitoring	M-
Performance Report	PR-
Solicitation Initiation	SI-
Solicitation Template	ST-
UFMS Obligation	UO-

*Desk Review

Terminology

JustGrants Terminology

The JustGrants arrival brings along some new words and phrases you will need to know.

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A–C

Annual Programmatic Desk Review

The Annual Programmatic Desk Review (APDR) is conducted on all Funded Awards and consists of seven questions that grantees must answer. APDRs take place within the Funded Award in JustGrants.

Award Conditions

In the legacy system, this was referred to as "Special Conditions".

Case ID

The Case ID is the unique identifier for every type of record in JustGrants. For example, the Case ID for an application is the Application number. For a Funded Award, the Case ID is the Award Number. Each type of record has a Case ID.

Case Status

The status is the type of record that is displayed. The status list displayed is determined by the type of case associated with it.

JustGrants Terminology

The JustGrants arrival brings along some new words and phrases you will need to know.

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C–G

Category

Documents uploaded to the Entity Documents repository are categorized:

- Disclosure of Process Related to Executive Compensation
- Budget Financial Management Questionnaire
- Budget Indirect Cost Rate Agreement
- File
- Legacy Attachments
- Proof of 501 © Status (Nonprofit Organization Only)

Financial Manager

The Financial Manager is a grantee role responsible for submitting federal financial reports (FFRs), processing financial Grant Award Modifications (GAMs), and initiating closeout.

Funded Award

A funded award is an award that has been approved for fund disbursement to a grantee and has been accepted by that grantee.

Grant Award Administrator

This is the grantee role that manages many aspects of the grant. This role allows a grantee to view and submit performance reports, initiate some Grant Award Modifications (GAMs), review and respond to monitoring issues as applicable, upload documents, and view award, application, and solicitation information.

JustGrants Terminology

The JustGrants arrival brings along some new words and phrases you will need to know.

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G–R

Grant Award Modification (GAM)

A request for a modification to a key element to a funded award. Most GAMs can be initiated by a grantee but must be approved by DOJ personnel. GAMs can be created to extend the project period, updated the project scope, modify programmatic costs, reduce the budget amount, modify the budget, or modify the sole source.

Program Office

Within the Office of Justice Programs (OJP), there are several Program Offices:

- Bureau of Justice Assistance (BJA)
- Bureau of Justice Statistics (BJS)
- National Institute of Justice (NIJ)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office for Victims of Crime (OVC)
- Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)

Role Names

Roles determine the access a user is granted in the system. Users may be granted multiple roles in JustGrants, depending on the tasks they perform.

JustGrants Terminology

The JustGrants arrival brings along some new words and phrases you will need to know.

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S–U

Survey Repository

A library of questions, question pages, and question sets that make up questionnaires that are included in solicitations. The answers applicants supply in these questionnaires provide the basis for performance reporting in funded awards.

UEI

Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government.

Urgency

The number of days until or since the due date of the case, whether it is an application, a grant package, an award, a federal financial report, a performance report, or other items in JustGrants.

SAM.gov and Grants.gov

SAM.gov

What is SAM.gov? It is considered the Federal Government's "source of truth" or "authoritative source" of information regarding entities.

Entities **must** register in SAM.gov in order to apply for funding on Grants.gov and **must** maintain active registration throughout the life of their federal award(s). Information added/updated in SAM.gov generally appears in JustGrants the following day. Keep in mind:

All Entity-level data is managed in SAM.gov. JustGrants pulls its Entity information directly from SAM.gov to ensure consistency and integrity.

1

Updates to Entity information occur in SAM.gov. JustGrants performs daily automated SAM.gov checks to collect current Entity information.

2

All Entity information is registered in SAM.gov and needs to be updated there by the Entity Administrator rather than through a grant modification.

3

If an Entity's SAM.gov registration is not active or has expired, its award can be delayed/suspended until the registration is active.

4

Grants.gov

Grants.gov is a location for grant seekers to find and apply for federal funding opportunities and is home to information on more than 1,000 grant programs. The program also vets grant applications for federal grant-making agencies like DOJ.

Grants.gov is a central website where federal agencies can post discretionary funding opportunities for grantees to easily find and apply.

Grants.gov was established in 2002 and is managed by the U.S. Department of Health and Human Services. Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget (OMB).

Key Benefits

1. Helps the grant community learn about available opportunities.

2. Facilitates interaction with the Federal Government.

3. Simplifies grant application, saving money, time, and hassle.

4. Makes researching and finding federal grants easier.

5. Makes electronic grant application processing easier.

6. Provides a secure, reliable source to apply for federal grants.

JUSTgrants

JUSTICE GRANTS SYSTEM