Post Award Management
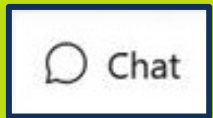
August 26, 2021

Housekeeping

FEATURES

This Webex features: Chat, a Multimedia Viewer, and Q&A.
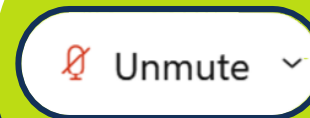For technical assistance select Chat to alert the host.

VIDEO

Video is disabled for all participants.

CAPTIONING

Live-captioning is available. Follow the instructions given in the chat.

AUDIO

Do not unmute. Attendees are muted to limit background noise. If you cannot hear click the arrow next to the Mute/Unmute icon.
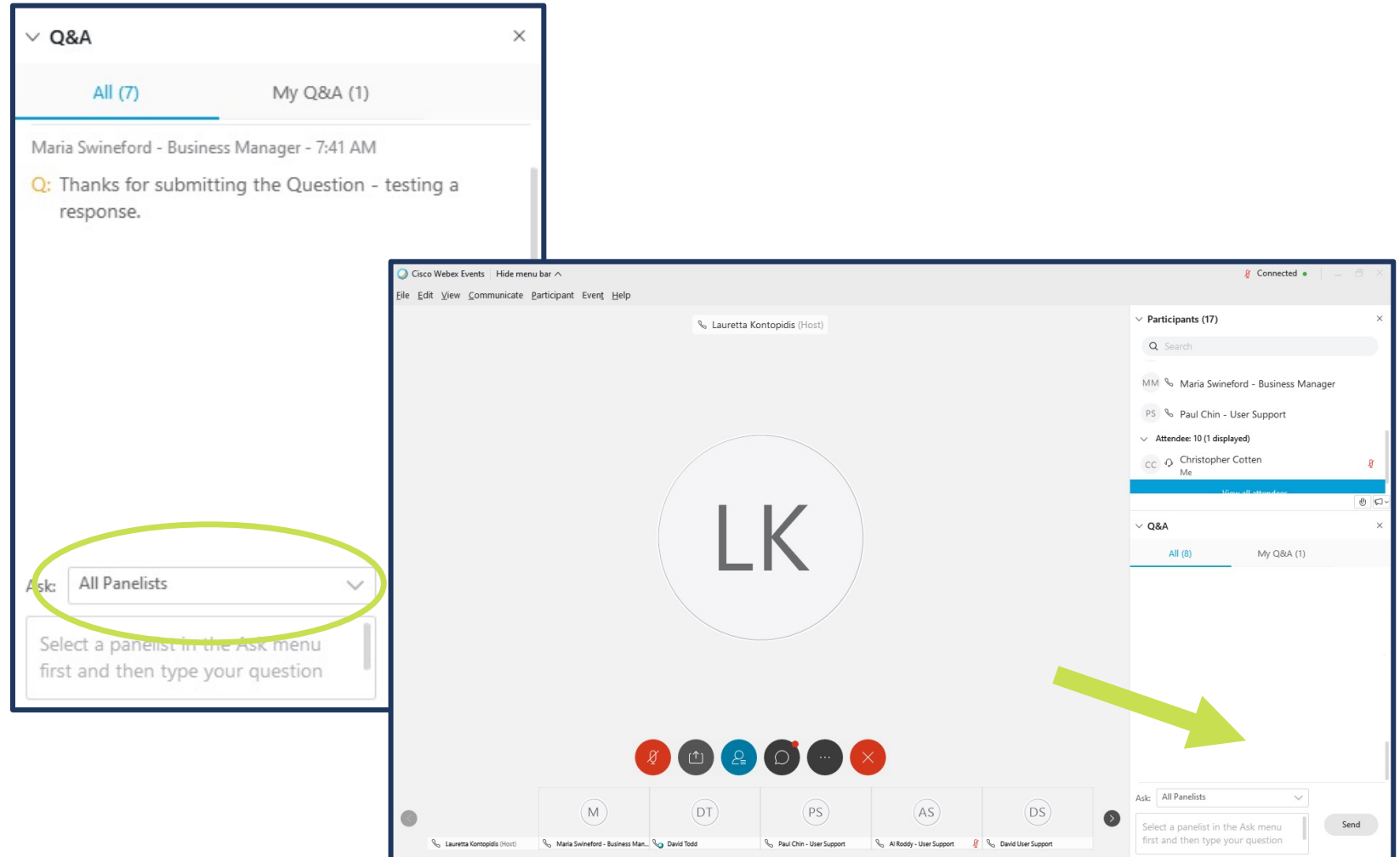
DIAL-IN

Still can't hear? Phone-in using the meeting invite details.

Submitting Questions

Submit any questions you might have during the session via the WebEx Q&A function. Please address the question to "All Panelists."

If you need technical assistance with WebEx, please let us know via the WebEx chat.

Agenda

- Terminology

- Entity User Roles

- GAMs, Financial and

  Performance Reports

- Resources

- Questions

Session Objectives

During today's session we'll offer information and demonstrations on how to use JustGrants, supply resources for self-support, and provide time for users to ask questions related to working in JustGrants.

✓ JustGrants staff will share tips and provide insights for working in JustGrants

✓ Participants will be able to ask questions about JustGrants
  ✓ Remember to keep questions general and do not share information that can compromise your entity's security

Terminology

Terminology – Performance Report

- Performance reports, also referred to a progress reports, provide information relevant to the performance and activities of an award. Performance reports may include reporting on performance measures.

- Progress or performance reports are typically submitted by recipients annually or semi-annually, depending on the award type and program-specific requirements. Contact your grant manager with questions about the reporting type and/or frequency for your award.

- Funds will be placed on suspension if an Performance Report is submitted late.

Terminology – Federal Financial Report (FFR)

- The web-based FFR in JustGrants is modeled after the structure of the OMB Standard Form 425 (SF-425).

- The SF-425 FFR must report the actual, *CUMULATIVE* funds that have been spent (expenditures) and any bills that will be paid (unliquidated obligations incurred) at the recipient/subrecipient level.

- FFRs are completed and submitted by the Financial Manager every quarter.

- Funds will be placed on suspension if an FFR is submitted late.

Terminology – Grant Award Modification (GAM)

- GAMs are requests for modification to key elements of a funded award.
- GAMs are completed and submitted by the Grant Award Administrator. Alternate Grant Award Administrators can initiate but not submit GAMs.
- Most can be initiated by a grantee.
- All GAMs must be approved by DOJ personnel.

Performance Reports and Federal Financial Reports should be opened from the worklist of the assigned Grant Award Administrator or Financial Manager.

Entity User Roles

JustGrants Award Management Roles

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.

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.

Financial Reports

Financial Reports are completed only by the assigned Financial Manager.

How do I locate and submit Financial Reports in JustGrants?

If you have a Financial Manager role, reports appear in the My Worklist section of the Home Page when they are generated. Financial Managers can also edit the FFR from the Funded Award in the Award link.

How do I re-open, edit, and re-submit Financial Reports in JustGrants?

The Financial Manager can only re-open the most recent quarterly FFR reporting period. DOJ deobligation approvers can re-open the most recent quarterly FFR and the Final FFR.

There are job aids and eLearning videos available to walk you through this process.

https://justicegrants.usdoj.gov/training/training-financial-reporting

Financial Reports 1

DEMO

JustGrants Financial Reporting; Video run time: 6:41 min.

QUESTIONS:
Troubleshooting Financial Reports

Performance Reports

Performance Reports are completed only by the assigned Grant Award Administrator.

How do I locate and submit reports in JustGrants?

If you have a Grant Award Administrator role and are assigned to awards, reports appear in the My Worklist section of the Home Page when they are generated.

How do I report Performance Measure data?

Depending on the requirements of your grant program, you will submit performance measure data either by attaching a PDF file from an external system like PMT, or you will submit your data using a question set within JustGrants.

https://justicegrants.usdoj.gov/training/training-performance-reporting

Performance Reports

DEMO

Training Video: JustGrants Performance Reporting; Video run time: 5:38 min.

QUESTIONS:
Troubleshooting Performance Reports

Grant Award Modification (GAM)

GAMs are completed and submitted by the Grant Award Administrator. GAMs can generally be initiated by a grantee. All GAMs must be approved by DOJ personnel.

What types of GAMs can be submitted in JustGrants??

There are three categories of GAMs: Programmatic, Financial, and Project Period Extension.

Programmatic GAMs are Scope Change and Programmatic Cost. Financial GAMs are Budget Modification and Sole Source.

How can I initiate and submit a GAM in JustGrants?

GAMs are initiated and submitted by the Grant Award Administrator. Navigate to the Grant Award Modification section of the funded award and select the type of GAM you would like to submit.

In some cases, DOJ personnel can initiate GAMs on behalf of a grantee.
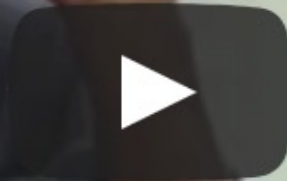
Submitting a GAM

DEMO

Training Video: JustGrants Grantee Award Acceptance; Video run time: 4:40 min.

QUESTIONS:
Troubleshooting GAMs

Resources

JustGrants

Resources

- [Justice Grants Website](): Find more information about JustGrants, including training, resources, and news and updates.

- [Grant Award Modifications]()

- [Performance Reporting]()

- [Financial Reporting]()

- [JustGrants User Roles Guide]()

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*

JustGrants Training

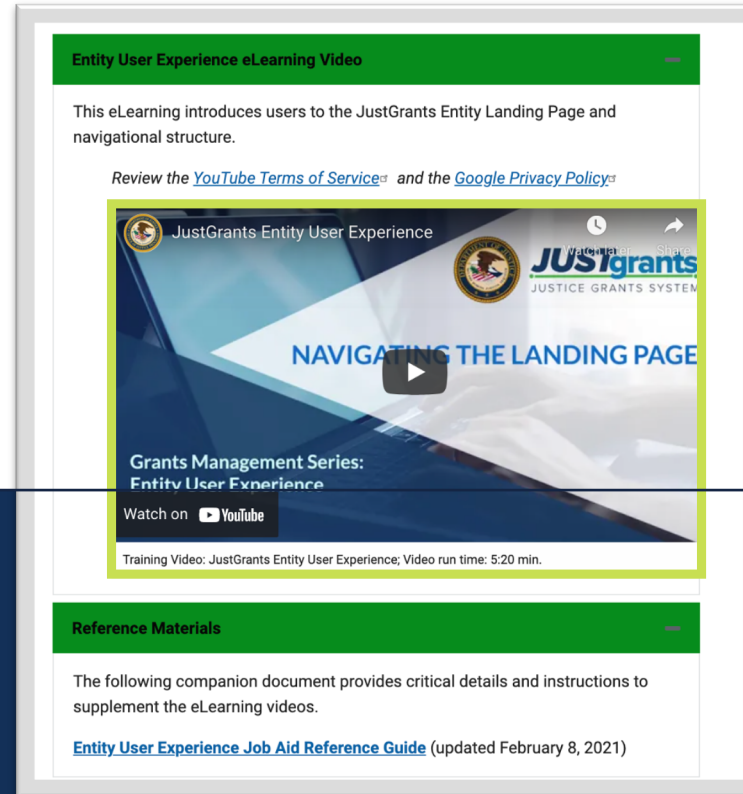justicegrants.usdoj.gov

- Job Aid Reference Guides

- Microlearning Videos

- Recordings of Past Sessions

- Frequently Asked Questions (FAQs)

- Glossary Terms

JustGrants Training Resources

Organized by Topics

Micro-learning videos

Job Aid Reference Guides

Questions?