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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.
This Job Aid Reference Guide will help you navigate the software as you move through JustGrants grant 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 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 Conditions
Award Conditions: Overview

Award Conditions are requirements award recipients must adhere to throughout the life of their federal award. Award Conditions are viewed and managed in the Award Conditions repository and included on Award Packages during Award Package generation.

Grantees will view and accept all Award Conditions as part of their funded Award Package when accepting an award. The compliance status of an Award Condition and any associated withholding amounts can be viewed in the funded award.

**Authorized Representatives** must certify that they have read and understood the Award Conditions when accepting the Award Package. In the Award Conditions tab, Award Conditions are identified by number and condition language. The Authorized Representative for the recipient organization must accept the entire set of conditions in order to accept the Award Package.

The deliverables section of the Performance Management tab plays an important role in management of Award Conditions. If an Award Condition indicates document submission is required, then the Grant Award Administrator is required to submit those documents for review under the award deliverables section to satisfy compliance with their Award Conditions.

All documents to satisfy compliance are submitted through award deliverables EXCEPT budget documents, which should be submitted directly to the Grant Manager.
Award Conditions: Roles

Grant Administrator Abilities & Responsibilities

Documents for review should be uploaded by the Grant Award Administrator (GAA) into the award deliverables section of the performance management tab. Documents should be categorized as either an “Award Deliverable” or “Award Conditions Compliance”.

The GAA will indicate in the comments that they are submitting a document for review and reference the associated award condition number. Once submitted, the Grant Manager will review the submitted documents and either approve or change request the submission.

**Note:** A change request is only a change in status. The GAA will receive an email notification that a change is required. If a document is “Change Requested”, a new document must be submitted as above for review and approval. **Change requested documents cannot be resubmitted.** Details on why the document was change requested can be found on the Performance Management tab, under the Award Deliverables section.

Authorized Representative Responsibilities

The Authorized Representative must review all award conditions prior to accepting the award. All conditions must be accepted in order to accept the award and receive funding.
Award Conditions: Final Notes

The dollar amount being withheld for each condition can be seen on the Award Conditions tab. Details about funds being withheld can also be found on the Funding Balance and Availability tab. Keep in mind:

• Many of the Award Condition attachments previously added as Grant Adjustment Notices (GANs) such as publications, announcements, etc., are now part of Performance Management - Award Deliverables.

• **Automated Standard Application for Payments (ASAP)** account information will not appear until your entity has an active ASAP account.

• **ASAP Account Status**: This indicates entity access to funds by displaying either:
  - *Suspended*: Does not have access to funds in ASAP
  - *Open*: Has access to funds in ASAP

• **Total Hold Amount**: This is the CUMULATIVE amount of withholdings applied to the award. This may show more than the funded award amount because each condition is treated separately, but ASAP will not hold more than the total award amount.

• **ASAP Account Balance** shows the amount the entity can access.

• All individual holds will be displayed at the bottom of the Funding Balance and Availability tab under the Holds section, once the external user has completed ASAP enrollment.
View Award Conditions
Step 1: View Award Conditions

Select Award Conditions

1) From within the Funded Award, open the Award Conditions tab.
Step 2: View Award Conditions

Review Conditions

Verify your entity is in compliance with all conditions.

2) Review the information presented on the screen.

a) The **Document Submission Required** column indicates if a document is required as a condition of compliance.

b) The **Description of Required Submission** column indicates the type of document that is required for compliance.

c) The **Amount Withheld** indicates any withholding amounts on the funded award associated with an award condition.

d) The **Award Compliance** column indicates whether the grantee is compliance with that specific condition.
Document Submission
Steps 1 - 2: Document Submission

Performance Management

1) From within the Funded Award, open the **Performance Management** tab.

2) Select the **Add Attachment** button, under the award deliverables section.
Step 3: Document Submission

3. Either drag and drop the file or use the **Select file(s)** button to locate the file to attach.
Steps 4 - 6: Document Submission

Select Category

4) Select the appropriate **Category**.
5) Enter a **Comment**. For an attachment that corresponds to an Award Condition, enter the Award Condition number in the **Comment** field.
6) Select **Attach**.

The Category field organizes different types of files.
Step 7: Document Submission

Award Deliverables

7) Any uploaded documentation is displayed in the Award Deliverables section. Documents can be opened by clicking the document name/link.
Appendix
Terminology
JustGrants Terminology

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

A–C

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.

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(c)(3) 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.

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.

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
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:

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

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

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

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

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.