Awards Conditions

Job Aid Reference Guide

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How to Use this Guide

This Job Aid Reference Guide (JARG) helps users locate, view, and submit required Award Conditions to verify and ensure entity compliance. 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.

Linked Content

This JARG uses a chapter-linked Table of Contents. A link has been included on each page to help the user quickly return to the Table of Contents.

Select the Home icon located at the bottom left corner of the page.
Award Conditions
Award Conditions: Overview

Award Conditions are requirements which award recipients must adhere to throughout the life of the federal award. Award Conditions are viewed and managed in the Award Conditions repository and included in 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.

The deliverables section of the Performance Management tab plays an important role in the management of Award Conditions. If an Award Condition indicates document submission is required, then the Grant Award Administrator (GAA) is required to submit those documents for review under the award deliverables section to satisfy compliance with the Award Conditions.
The Authorized Representative (AR) must certify 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 recipient organization’s AR 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 the management of Award Conditions. If an Award Condition indicates document submissions are required, then the GAA is required to submit those documents for review under the award deliverables section to satisfy compliance with the Award Conditions.

All documents satisfying compliance are submitted through award deliverables EXCEPT budget documents, which should be submitted directly to the Grant Manager.
Documents for review should be uploaded by the 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 a document is being submitted 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 and bell notification that a change is required. If a document is Change Requested, a new document must be submitted as detailed 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.
The Authorized Representative (AR) accepts or declines awards on behalf of the Entity and must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. The AR must review all Award Conditions prior to accepting the award. All conditions must be accepted in order to accept the award and receive funding.
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 in the Funding Balance and Availability tab. Keep in mind:

- Many of the Award Condition attachments such as publications or announcements are part of Performance Management - Award Deliverables.
- **Automated Standard Application for Payments (ASAP)** account information will not appear until the Entity has an active ASAP account.
- **ASAP Account Status** 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** 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. ASAP will not hold more than the total award amount.
- **ASAP Account Balance** shows the amount the entity can access.
- Once ASAP enrollment is completed, all individual holds are displayed at the bottom of the Funding Balance and Availability tab under the Holds section.
View Award Conditions
1) From the **Home page**, select the **Award** option from the left navigation menu.
2) From the **Funded Award** list, select the **Funded Award** link to open award.

**NOTE:** Award Conditions are read-only. Use the caret next to the Award ID column header to filter for a specific Funded Award.
3) Use the caret next to the Funded Award to view award details.
4) After opening the **Funded Award** page, scroll down and select **Awards Conditions**. Review the information presented on the screen to verify and ensure the Entity is compliant with all conditions.

- The **Document Submission Required** column indicates if a document is required as a condition of compliance.
- The **Description of Required Submission** column indicates the type of document that is required for compliance.
- The **Amount Withheld** indicates any withheld amounts on the funded award associated with an award condition.
- The **Award Compliance column** indicates whether the grantee is compliant with that specific condition.
1) From the **Home page**, select the **Award** option from the left navigation menu.
2) From the **Funded Award** list, select the **Funded Award** link to open award.

**NOTE:** Select the caret next to the Award ID column header to filter for a specific Funded Award. Select the caret next to the Funded Award to view award details.
3) Select **Begin** in the **Programmatic Task** line to open the Funded Award in edit mode.
4) From the Award Information section, open the **Performance Management** tab.
5) Select the **Add Attachment** button, under the award deliverables section.
6) To add an attachment, either **drag and drop** the document into the award deliverables section or use **Select File(s)**, under the award deliverables section.
7) Select the appropriate **Category**.

8) Enter a **Comment**. For an attachment that corresponds to an Award Condition, enter the Award Condition number in the **Comment** field.

9) Select **Attach**.

**NOTE:** Selecting **Cancel** resets to the previous page.
10) Any uploaded documentation is displayed in the **Award Deliverables** section. Documents can be opened by selecting the document name/link.
Appendix
Terminology
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 associated case.

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) 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 (GAA)
The Grant Award Administrator (GAA) 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 Grant Award Modification (GAM) is a request for the 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, update the project scope, modify programmatic costs, reduce the budget amount, modify the budget, or modify the sole source.
The JustGrants arrival brings along some new words and phrases.

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 type of access a user is granted in the system. Users may be granted multiple roles in JustGrants, depending on the tasks being performed.

Unique Entity Identifier (UEI)
The Unique Entity Identifier (UEI) is a unique number assigned to all Entities (public and private companies, individuals, institutions, or organizations) registered to conduct 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 item in JustGrants.
SAM.gov and Grants.gov
What is SAM.gov? SAM.gov is the Federal Government’s “source of truth” or “authoritative source” of information regarding Entities.

Entities **must** register in SAM.gov to apply for funding on Grants.gov and must maintain active registration throughout the life of the federal award(s). Information added/updated in SAM.gov generally appears in JustGrants within one (1) to five (5) days. 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 automated SAM.gov checks to collect current Entity information.
3. All Entity information is registered in SAM.gov and needs to be updated in SAM.gov by the Entity Administrator instead of 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 reactivated.
Grants.gov is where grant seekers find and apply for federal funding opportunities; it is home to information on more than 1,000 grant programs. The program 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 making it easier to find and apply for grants.**

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

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<tr>
<th>Key Benefits</th>
<th>Description</th>
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<td>1</td>
<td>Helps the grant community learn about available opportunities</td>
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<td>2</td>
<td>Facilitates interaction with the Federal Government</td>
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<tr>
<td>3</td>
<td>Simplifies grant application, saving money, time, and hassle</td>
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<td>4</td>
<td>Makes researching and finding federal grants easier</td>
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<tr>
<td>5</td>
<td>Makes electronic grant application processing easier</td>
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<tr>
<td>6</td>
<td>Provides a secure, reliable source to apply for federal grants</td>
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