Award Acceptance
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. Select the Multimedia Viewer.

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

• Award Acceptance Overview
• Demonstration of Processes
• Award Acceptance FAQs
• Resources for Additional Training
Workshop Objectives

The purpose of today's session is to provide you with insight into the Award Acceptance process.

- Provide clarity in identifying when award acceptance occurs
- Discuss the roles that are involved in the award acceptance process
- Demonstrate the process of accepting or declining an award
- Identify resources to guide you through the process
Resources

• Justice Grants Website: Find more information about JustGrants, including training, resources, and news and updates.

• Entity User Experience Training and Reference Materials

• Entity Management Training and Reference Materials

• 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 the appropriate Technical Support desk.

<table>
<thead>
<tr>
<th>Technical Support</th>
<th>OVW applicants and award recipients</th>
<th>All other applicants and award recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:0VW.JustGrantsSupport@usdoj.gov">0VW.JustGrantsSupport@usdoj.gov</a></td>
<td><a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a></td>
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<td>(866) 655–4482</td>
<td>(833) 872–5175</td>
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</tbody>
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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
Award Acceptance Overview

• When an award is ready to be accepted, the Application Submitter, Entity Administrator, and Authorized Representative will receive an email that an award has been made.

• In addition to receiving the notification email, the Entity Administrator must act on the award, as they will be the first entity user to see the award in My Worklist.
Award Acceptance Roles and Responsibilities

✓ An Authorized Representative (AR) accepts or declines an award.

✓ Prior to this, the Entity Administrator must assign a Financial Manager and a Grant Award Administrator, and review/confirm that the Authorized Representative assigned at the time of application is still correct for each award.

✓ COPS grantees will have two Authorized Representatives assigned to each award; both are required to accept the award.
Award Acceptance Statuses in JustGrants

• The entire process of reviewing, accepting, and declining the award occurs within JustGrants. All Award Package information is available on one screen.

• Different actions are taken by entity users depending on the Award Acceptance statuses. The different Award Acceptance statuses, along with their corresponding actions, are as follows:
  • Pending-Award External Assignee – Indicates EA needs to assign FM, GAA, and review/confirm/change AR.
  • Pending-Award Acceptance – EA made all needed assignments, FAW is now routed to the assigned AR to accept the award.
Award Acceptance Statuses in JustGrants

• **Pending-Account Creation** – AR accepted award; triggers a notice to ASAP for award account creation where grant funds are deposited so grantee can make payment requests.

• **Pending-ASAP Enrollment** – Indicates your entity is a new user with ASAP as a recipient of DOJ funds and your entity must enroll in ASAP.

• **Pending-Active** – Indicates all technical aspects are completed. Note that this does not mean that activities can begin. Contact your DOJ Grant Manager before obligating, expending, or drawing down any funds or starting any activities.
Award Acceptance Timeline

• Strategy has been developed to ensure that all award packages are moved through JustGrants as expeditiously as possible.

• All grants that must be awarded by September 30, 2021 will be prioritized for processing to ensure funds are obligated as required.
  • Some OJP and COPS Office grants will be awarded after September 30, but awards will not be made later than December 31, 2021.

• For OVW grants, OVW anticipates issuing most, if not all, of its grant awards by September 30, 2021, and anticipates providing notice to successful applicants no later than October 31.

• Any updates will be sent via e-mail, or posted on the JustGrants website.
Assign Contributors
What happens if an Authorized Representative does not see an application in their worklist?

This means they are not assigned as the AR on the award or the award acceptance is not assigned to them. The Entity Administrator must assign the application to them by completing the GAA/FM assignments.

What happens if the Authorized Representative changes between the time of application submission and award receipt?

The Entity Administrator (EA) will need to update the Authorized Representative (AR) in JustGrants. They need to either invite the new AR to the system or add the role to an existing profile.
How can I tell if a budget has been approved?

In the Financial Information section of the Award Package, there is a notice indicating that the budget is under review, approved, or was not reviewed. Navigate to the Project Budget Summary, where you will either see a green banner indicating a Final Budget Clearance was issued, or an orange banner indicating a Conditional Budget Clearance.
**Award Package**

<table>
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<tr>
<th>Award Package</th>
<th>Conditions</th>
<th>Award Details</th>
<th>Award Attachments</th>
<th>Performance Management</th>
<th>Funding Balance and Availability</th>
<th>Federal Financial Report (FFR)</th>
<th>Grant Award Modification (GAM)</th>
<th>Monitoring</th>
<th>Closeout</th>
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- Award Letter
- Award Information
- Project Information

### Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

*The recipient budget is currently under review.*

- I have read and understand the information presented in this section of the Federal Award Instrument.

- Award Conditions
- Award Acceptance
Resources
Resources

• **Justice Grants Website**: Find more information about JustGrants, including training, resources, and news and updates.

• **Grant Award Acceptance Training and Reference Materials**

• **Grantee Acceptance Job Aid Reference Guide**

• **Printing Award Documents**
JustGrants Technical Support

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| Technical Support | OVW applicants and award recipients | 0VW.JustGrantsSupport@usdoj.gov  
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|                   |                                    | (866) 655–4482  

|                  | All other applicants and award recipients | JustGrants.Support@usdoj.gov  
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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
Upcoming Sessions

**MONDAYS from 1 PM to 2:30 PM Post-Award Management**

- November 1, 2021
- November 8, 2021
- November 15, 2021
- November 22, 2021
- November 29, 2021

**KEY AUDIENCE:**
- Grant Award Administrators,
- Entity Administrators,
- Financial Managers

**TUESDAYS from 2 PM to 3:30 PM Entity Management**

- November 2, 2021
- November 9, 2021
- November 16, 2021
- November 23, 2021
- November 30, 2021

**KEY AUDIENCE:**
- Entity Administrators

**THURSDAYS from 2 PM to 3:30 PM Award Acceptance**

- November 4, 2021
- November 11, 2021
- November 18, 2021

**KEY AUDIENCE:**
- Entity Administrators,
- Authorized Representatives

JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions
Questions and Answers