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

At the end of the session today you should be able to:

- Identify when an award is ready to be accepted
- 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.
- Grant Award Acceptance Training and Reference Materials
- Grantee Acceptance Job Aid Reference Guide
- Printing Award Documents
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>
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<tr>
<th>Technical Support</th>
<th>OVW applicants and award recipients</th>
<th><a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a></th>
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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
What is a UEI?

A UEI number is a unique identifier, assigned to each specific, unique legal entity based on the Legal Name and Doing Business As Name (when DBA is identified). Some entities have multiple UEI numbers. If your entity applies for or has DOJ awards under multiple UEI numbers, each UEI number entity will have a separate JustGrants profile.
Unique Entity Identifier (UEI)

• Effective April 4, 2022, the DUNS number was replaced with the Unique Entity Identifier (UEI).

• UEI is a 12-character alpha-numeric value

• Search entity registrations, exclusions, and contract opportunity awards using UEI

• Simplifies the process of registering an organization
How do I locate my UEI in SAM.gov?

SAM.gov has already generated your UEI. To see it in SAM.gov, log in and select the numbered bubble above Active in the Entity Management widget.

You should then see your record(s) appear, and the UEI number(s) appear on the left side of each record.

Make note of this number, as you will use it to locate your entity record in SAM.gov, and it is also a primary identifier in Grants.gov and JustGrants.
Locate Your UEI in SAM.gov

1. Log in to SAM.gov.
2. In your Workspace, select the numbered bubble above Active in the Entity Management widget.
Locate Your UEI in SAM.gov (cont.)

You should then see your record(s) appear, and the UEI number(s) appear on the left side of each record.
How do I locate my UEI in JustGrants?

To locate your UEI in JustGrants, log in to your account, and the Entity Profile menu option on the left of the home page. Your UEI is displayed in the center of the page.
Locate Your UEI in JustGrants
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 (cont.)

FY21 OJP Grant Awards
https://www.ojp.gov/funding/fy21-ojp-grant-awards

FY21 COPS Office Awards
https://cops.usdoj.gov/grants

FY21 OVW Grant Awards
https://www.justice.gov/ovw/awards
QUESTIONS:
Award Acceptance
Award Acceptance Process

• Previous DOJ grant management systems allowed a file upload to accept an award.

JustGrants Authorized Representative:

• Electronic Signature is used to accept an award
• Award Acceptance is a fully digital process in JustGrants
• File uploads cannot be used to accept an award
Assign Contributors

Pending-Award External Assignee – Indicates EA needs to assign FM, GAA, and review/confirm/change AR.
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.
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 Details

<table>
<thead>
<tr>
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<th>Audit</th>
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<tbody>
<tr>
<td>Award Package</td>
<td>Conditions</td>
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### Project Budget Summary

Conditional Budget Clearance
Resources (cont.)

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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 2:00 PM**  
Post-Award Management  
- January 31, 2022  
- February 7, 2022  
- February 14, 2022  
- February 23, 2022 (Wednesday)  

**WEDNESDAYS from 2:30 PM to 4:00 PM**  
Application Mechanics  
- February 2, 2022  
- February 9, 2022  
- February 16, 2022  
- February 23, 2022  

**TUESDAYS from 2 PM to 3:00 PM**  
Entity Management  
- February 1, 2022  
- February 8, 2022  
- February 15, 2022  
- February 22, 2022  

**THURSDAYS from 2 PM to 3:00 PM**  
Award Acceptance  
- January 27, 2022  
- February 3, 2022  
- February 10, 2022  
- February 17, 2022  

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**Key Audience:**  
- Grant Award Administrators  
- Entity Administrators  
- Financial Managers  
- Application Submitters  
- Authorized Representatives  

JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions
Questions and Answers
Please complete the survey that will open in a separate browser window.