Entity Management
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.

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.

CAPTIONING
Live-captioning is available. Select the Multimedia Viewer.
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

• Entity Management Overview
• JustGrants Onboarding
• Ongoing Maintenance
• Resources for Additional Training
Workshop Objectives

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

- Describe the roles that are important in JustGrants
- Describe the onboarding process for new users
- Perform ongoing user maintenance in the JustGrants system
- Locate training resources and FAQs on our Justice Grants website.
Resources

- Justice Grants Resources 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.

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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
Entity Management

- Entity Administrator role
- Maintaining SAM.gov
What is an Entity?

- The word Entity is used in place of applicant and/or recipient.
- This is used to meet federal standards.
- Most entities in JustGrants will be organizational entities composed of multiple individuals, but an Entity can also be a single individual.
- Organizational entities must register in SAM.gov in order to apply for funding in Grants.gov.
Importance of the Entity Administrator Role

- The Entity Administrator is the key user management role within an entity.

- The Entity Administrator bears responsibility for managing entity information and users in JustGrants.

- If the Entity Administrator and SAM.gov E-Biz POC are not the same person, it is important they communicate to make changes, when necessary, in SAM.gov.
Who should have the Entity Administrator Role?

- Must have knowledge of DOJ awards.
- Must have knowledge of the people required to access JustGrants to apply for funding and effectively manage DOJ awards.
- Must have the ability to respond to entity users in a timely manner to ensure applications and awards can be assigned to correct users so work can be completed.
Entity Administrator Role and Responsibilities

- Confirms information contained in the Entity Profile is current.
- Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants.
- The person listed as the SAM.gov Electronic Business (E-Biz) Point of Contact is the default Entity Administrator in JustGrants for initial account creation, but this role can be assigned to another user once the entity is onboarded.
Entity User Management

• The Entity Administrator serves as the “gatekeeper” for Entity Users:
  o Invites members to their Entity
  o Selects roles to assign or remove as appropriate for each member
  o Re-invites/Removes members from the Entity
  o Replace yourself as the Entity Administrator

• When assigning individuals to specific roles in JustGrants keep in mind:
  o What actions will users need to take in JustGrants on behalf of the Entity?
  o What roles would enable those users to take those actions?
Ongoing Entity Management Maintenance

Entity Management: SAM.gov

- Keep registration active (annual update required)
- Keep contacts current (e.g., E-Biz POC)

SAM.Gov

- Keep Users and Roles current
- Adds, removes, and changes roles
- Reassigns the Entity Administrator role

DIAMD

- Make sure JustGrants shows your current Entity Users
- Assigns users to Applications and Awards

JustGrants
• Entity level data is now managed in SAM.gov
• Changes and updates to entity information are made in SAM.gov
• JustGrants pulls its entity information directly from SAM.gov

**SAM.gov E-Biz POC is correct:**
- Check email for the registration letter
- If no registration email is found, contact JustGrants.Support@usdoj.gov and ask to be re-invited.

**SAM.gov E-Biz POC is not correct:**
- Make the change in SAM.gov
- Wait 24 hours, and then request the invitation email

**E-Biz POC has not received JustGrants e-mail**
Request a new invitation by sending an email to:
JustGrants.Support@usdoj.gov
Log in to JustGrants and from the left navigation menu, click on the Entity Users tab. This will show all of the users and the roles that have been granted to the user by the Entity Administrator in DIAMD. This view doesn’t show who has been assigned a role on a specific award or application.
The Entity Administrator has left the organization, and no one can login or make changes. How do we fix this?

Ideally, the JustGrants Entity Administrator will delegate this role to another user prior to leaving the entity. If the user is no longer available, the JustGrants Support Desk will have to invite a new Entity Administrator based on the current SAM E-Biz Point of Contact.

Contact the JustGrants Support Desk for assistance by email at JustGrants.Support@usdoj.gov or by phone at 1-833-872-5175.
The Entity Administrator is out on leave, and we can’t get into JustGrants. What steps do we take from here?

Ideally, the Entity Administrator will invite any users, assign roles, and assign work prior to their absence. The Entity Administrator (EA) should delegate the EA role to another user if they will be out for an extended period. JustGrants Support cannot grant temporary EA access to another user.
SAM.gov allows an entity to assign an alternate E-Biz Point of Contact. It is recommended that entities assign a unique alternate user instead of entering the same user for both.

Not having an alternate will delay the entity moving forward in the process if the E-Biz POC is no longer available.
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.

As of April 4, 2022, the Federal government no longer uses a DUNS number to uniquely identify entities. Entities doing business with the federal government use the UEI created in SAM.gov.
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
Unique Entity Identifier (UEI) (Con’t)

Each UEI in SAM.gov creates a separate account in JustGrants.

• The UEI is a unique identifier for each legal entity.

• Organizations using multiple UEIs to manage awards WILL HAVE multiple JustGrants accounts
  • Each account must have its own users.
  • Each user must have a unique email address for each account.
  • Users logging in to one JustGrants account WILL NOT see awards that are managed in another JustGrants account.
Troubleshooting Multiple UEIs

• Entity Administrators are able to:
  • Add users to their JustGrants account(s) – be sure to register using different email addresses for each UEI that user will represent
  • Log in to each JustGrants account separately to manage invitations

• Technical Support is required to:
  • Invite Entity Administrator to a JustGrants account after a SAM.GOV update
  • Move awards from one UEI account to another, after Program Office investigation and approval
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.

JustGrants will continue to display the DUNS number, located just above the UEI.
Locate the UEI in JustGrants
QUESTIONS:
Entity Management
JustGrants Onboarding

Onboarding Entity Users
**Ongoing Entity Management Maintenance**

**Entity Management: DIAMD**

- Keep registration active
- Keep contacts current (e.g., E-Biz POC)

**SAM.Gov**

- Keep Users and Roles current
- Adds, removes, and changes roles
- Reassigns the Entity Administrator role

**DIAMD**

- Make sure JustGrants shows your current Entity Users
- Assigns users to Applications and Awards

**JustGrants**
Digital Identity & Access Management Directory (DIAMD)

• Allows entities to manage users and roles in JustGrants.
• Only the Entity Administrator can make changes in DIAMD.
• When the Entity Administrator assigns a role to a user, DIAMD sends an email to the user with instructions to create an account and log-in to JustGrants.
There are six foundational roles created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.
JustGrants Onboarding

Entity Administrator invites users in DIAMD

Assigns JustGrants roles to each user in DIAMD

Users receive email from DIAMD

- Register in DIAMD
- Login to JustGrants

Entity Administrator assigns users to awards in JustGrants

- Assigns Grant Award Administrator to individual awards
- Assigns Financial Manager to individual awards
- Assigns Authorized Representative to Grant Award Package

Note: Users will not be visible in JustGrants until they have successfully logged into JustGrants after creating their account.

E-Biz POC = Entity Administrator (for onboarding)

Users can now access and edit awards

Note: Only 1 user can be assigned to a role on a specific award at a time.
After a user has been invited by the Entity Administrator in DIAMD, they MUST log in as an “Entity User” in JustGrants after creating their account.

**Troubleshooting JustGrants Onboarding**

**Why can’t I see the user?**

Have the user locate their DIAMD e-mail, complete registration, and log in completely. If there are still issues, re-invite the user in DIAMD.

**I can see the user, but their roles are incorrect. What should I do?**

The Entity Administrator will need to open DIAMD, navigate to the manage user button and locate the user. Once the user record is open, the Entity Administrator can add or remove roles.

**Can you now see the user and/or see their correct roles?**

Yes, they are now fully onboarded and ready to receive assignment to specific applications or awards.
Invite Users and Assign Roles
Reassign Entity Administrator
QUESTIONS:
JustGrants Onboarding
Ongoing Maintenance

- Updating User Roles
- Assigning Users to Specific Awards and Applications
Ongoing Entity Management Maintenance

Ongoing Maintenance

- SAM.Gov
  - Keep registration active
  - Keep contacts current (e.g., E-Biz POC)

- DIAMD
  - Keep Users and Roles current
  - Adds, removes, and changes roles
  - Reassigns the Entity Administrator role

- JustGrants
  - Make sure JustGrants shows your current Entity Users
  - Assigns users to Applications and Awards
Assign Users to Awards and Applications

DEMO
QUESTIONS:
Ongoing Maintenance
Resources

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• Entity Management Training and Reference Materials

• JustGrants User Roles Guide
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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

- March 7, 2022
- March 14, 2022
- March 21, 2022
- March 28, 2022

**TUESDAYS from 2 PM to 3:00 PM**
Entity Management

- March 8, 2022
- March 15, 2022
- March 22, 2022
- March 29, 2022

**WEDNESDAYS from 2:30 PM to 4:00 PM**
Application Mechanics

- March 9, 2022
- March 16, 2022
- March 23, 2022
- March 30, 2022

**THURSDAYS from 2 PM to 3:00 PM**
Award Acceptance

- March 10, 2022
- March 17, 2022
- March 24, 2022
- March 31, 2022

**KEY AUDIENCE:**
- Grant Award Administrators
- Entity Administrators
- Financial Managers
- Entity Administrators
- Application Submitters
- Authorized Representatives
- Entity Administrators
- Authorized Representatives

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