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.

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

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

During today’s session we’ll provide tips for managing your Entity, explain how to mitigate common problems, and provide time for users to ask any questions related to Entity Management.

- JustGrants staff will share tips and provide troubleshooting insights for Entity Management in JustGrants

- Participants will be able to ask questions about Entity Management
  - Remember to keep questions general and do not share information that can compromise your entity’s security
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
If you need support beyond what is available at the self-service portion of the Justice Grants website, please reach out to Technical Support.

When you cannot resolve the issue using the Self-Service Support section, please contact JustGrants Support.

JustGrants.Support@usdoj.gov

Or

(833) 872–5175

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?
Starting Points for JustGrants

The Entity previously had DOJ awards before October 2020 and were users in the legacy systems (GMS or NexGen)

When applying for DOJ funding earlier this year (FY 2021), your organization created an Entity profile
**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 now is managed in SAM.gov, which is considered the Federal Government’s “source of truth” or “authoritative source” of information regarding entities. Changes and updates to information are made in SAM.gov, then JustGrants pulls its entity information directly, ensuring data consistency and integrity.

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

If the SAM.gov E-Biz Point of Contact is not correct:
- Make the change in SAM.gov
- Wait 24 hours, and then request the invitation email

If the E-Biz POC has not received their JustGrants enrollment e-mail
Request a new invitation by sending an email to:
JustGrants.Support@usdoj.gov
How do I find out who is the Entity Administrator for my entity within JustGrants?

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 DUNS?

A DUNS 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 DUNS numbers. If your entity applies for or has DOJ awards under multiple DUNS numbers, each DUNS number entity will have a separate JustGrants profile.

What is a UEI and will JustGrants transition to the UEI?

A UEI or Unique Entity Identifier is a new 12-digit alphanumeric identifier provided by SAM.gov to all entities who register to do business with the federal government. By April 2022 all government agencies will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use the UEI created in SAM.gov.
DUNS

Each DUNS number in SAM.gov creates a separate account in JustGrants
• The DUNS number is a unique identifier for each legal entity
• Organizations using multiple DUNS numbers 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 DUNS

• Entity Administrators are able to:
  • Add users to their JustGrants account(s) – be sure to register using different email addresses for each DUNS 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 DUNS account to another, after Program Office investigation and approval
QUESTIONS:
Entity Management
**Entity Management: DIAMD**

**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
What is DIAMD?

• The Digital Identity & Access Management Directory (DIAMD) system 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.
JustGrants
Roles

There are six foundational roles created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.

ENTITY ADMINISTRATOR

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 EBIZ Point of Contact will be the Entity Administrator.

GRANT AWARD ADMINISTRATOR

Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.

APPLICATION SUBMITTER

Completes and submits applications on behalf of an entity, including Entity Assurances and Certifications.

AUTHORIZED REPRESENTATIVE

Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.

ALTERNATE GRANT AWARD ADMINISTRATOR

Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.

FINANCIAL MANAGER

Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.

Multiple roles can be assigned to a single user.
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

E-Biz POC = Entity Administrator (for onboarding)

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

Users can now access and edit awards

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

Note: Only 1 user can be assigned to a role on a specific award at a time.

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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
Remove a Member
Demonstration – How to remove a member
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

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<th>Financial Manager</th>
<th>Authorized Representative</th>
<th>Managing Office</th>
<th>Program Office</th>
<th>Project Period Start Date</th>
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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
Questions and Answers