JUSTGRANTS TRAINING VIRTUAL Q&A SESSIONS: ENTITY MANAGEMENT FREQUENTLY ASKED QUESTIONS (FAQS)

The JustGrants training team conducted four Virtual Q&A Sessions for Entity Management. Below are the frequently asked questions (FAQS) from the September 15 and 22, and November 2, and 9, 2020 sessions:

1. What is the difference between ASAP, JustGrants, and DIAMD?

    ASAP.gov is completely separate from the JustGrants and the DIAMD system. ASAP will also require a separate log in. DIAMD is the secure authenticator we use to onboard JustGrants Users. Once you are authenticated through DIAMD, you will be accessing JustGrants to perform all your application & award activities.

    To learn more about ASAP or JustGrants, see the About page. For more information on DIAMD, see the DIAMD FAQs.

2. To sign up to JustGrants and ASAP, do we have to go through DIAMD?

    If you are an active grantee, your E-Biz POC in SAM.gov should have received an invitation email to enroll in JustGrants (via DIAMD) and in ASAP (via the Department of Treasury). If you do not have an active award, you will be invited to set up an entity profile when you first apply for grants in fiscal year 2021.

3. I have not yet received by enrollment email, who do I contact?

    The dissemination of the ASAP enrollment invitations started on July 1 and continued on a rolling basis through the end of August. If you have not yet received your ASAP enrollment invitation, please check your spam folder to see if the email was filtered out. If the ASAP enrollment invitation is not in your spam folder, contact JustGrants.Support@usdoj.gov to request that your invitation be resent.

4. Are all users supposed to have their own individualized login?

    Yes, each individual using the system will have their own login. The Entity Administrator invites each user from your organization into the system.

5. I am trying to assign myself as the Entity Administrator role, but I do not see this specific role in the JustGrants drop-down menu, what should I be doing to address this?

    You should be able to assign yourself this role, but first you need to assign yourself this role in DIAMD before you can make the assignment in JustGrants.

6. Should the "Manage Users" screen in JustGrants list all users who have completed the onboarding process?

    The Entity Users screen in JustGrants will display users after they have successfully logged in for the first time.

7. I am an entity administrator. Am I automatically allowed to use all of the roles or do I have to sign myself up for each role?

    You will need to assign yourself each of the roles that you need, as this does not happen automatically.

8. Will entity users be assigned specific grants, or will entity users have access to all grants?

    Once you are onboarded and can log into JustGrants, users can be assigned multiple roles, and then assigned to individual grants for them to access.

9. Can the Grant Award Administrator and Financial Manager complete all application sections except submission?

    No, the "Application Submitter" role will complete applications. You can assign multiple roles to users if you would like them to be able to do that.

10. Can. You have more than one Authorized Representative?

    Yes, you can have multiple Authorized Representatives in your organization.

11. Can you have more than one Financial Manager?

Yes, you can have multiple Financial Managers associated with your Entity. But only one can be assigned to each application an award.

12. How do you delete a user from their assigned role?

The Entity Administrator can delete users from their organization. Here are the steps to complete the process.

13. How will JustGrants interact with ASAP? Will JustGrants reflect financial information such as drawdown requests made and payment history?

Yes, JustGrants will pull balance information from ASAP and display it in JustGrants.

14. Do we register sub-recipients, who reported previously into the PMT for quarterly reporting, with our entity? Or do we only register employees of our entity (organization)?

No, we are not onboarding subrecipients at this time. Future communications will be coming out regarding the continued use of PMT as we transition to JustGrants.

15. How does drawdown of funds for grants happen with JustGrants starting October 15, 2020?

After October 15, drawdowns can begin in ASAP, once the integration is available with JustGrants and data is migrated and available in ASAP.

16. I have completed the authorized information for JustGrants but did not receive any follow-up email. What do we do now?

If you have already onboarded your Entity Administrator, and any other users that will need access to JustGrants on October 15, 2020, then there is nothing more to do until we go live on October 15, 2020.

17. What are the roles in JustGrants?

There are six foundational Entity user roles:
- Entity Administrator
- Grant Award Administrator
- Application Submitter
- Alternate Grant Award Administrator
- Authorized Representative
- Financial Manager

For more information on the six foundational Entity user roles and Entity Management, review the reference materials located <u>here</u>.

NON-ENTITY MANAGEMENT RELATED FAQS

1. In order to submit the quarterly FFR report, it looks like I need a sign-on to JustGrants and SAM.gov not ASAP. Our Entity Administrator has a SAM.gov logon, but as the Financial Officer, do I need one?

You will be able to submit the quarterly FFR report directly from JustGrants. You will need a JustGrants login and you will need to be assigned the Financial Manager role to do so.

2. Is JustGrants integrated with PMT reporting?

Past reports will be migrated into JustGrants. If you are currently reporting in the PMT, you will continue to report in the PMT until we can transition the functionality to JustGrants. We are working to provide performance management within JustGrants in the coming months for all users so you will not have to access multiple systems. Future communications will be disseminated as more information becomes available.