

Financial Change Request for Application Submitter

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Overview

Once DOJ initiates a financial change request, the Application Submitter for that award will receive an email notifying them of the Change Request. At this point, the Application Submitter can open the budget from their worklist and make the requested changes.

In This Guide

This document describes procedures and the step-by-step process for the Application Submitter opening the budget, as well as reviewing both the manual and web-based budget forms.

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Application Submitter Opens Budget

- 1) Upon receiving an email with the change request information, navigate to **My Worklist**.
- 2) Select the Case ID for the application for which the change request was submitted. Note that the application must be in **Pending-FinancialChangeRequest** status.
- 3) Select the **Budget Review Comments** link. The comments entered by the Financial Grants Management Reviewer will appear.

Welcome justgrants024.applicationsubmitter | jgitsext

Alerts (2)

- WARNING: System Under Construction 12/6/20 2:27 PM
- WSR every Friday 12/9/21 9:48 AM

My Worklist

1 results

Case ID	Date Due	Urgency	Case Type	Case Status
A-323266			Grant Package	Pending- FinancialChangeRequest

Grant Package (6-7453-48ee-9712-c6b36e4578b) | [Review Financial Change Request](#) | Due: October 16, 2020 5:18:00 PM EDT

Standard Applicant Information

Funding Opportunity

Federal Agency Name: SMART
Funding Opportunity Number: OSMART-2020-38787-DE1
Competition Identification Title: SMART FY 20 Support for Adren Walsh Act Implementation Grant Program
Due Date: October 16, 2020 5:18:00 PM EDT

CFDA Information

CFDA Number: 16.028
CFDA Program Title: OVR Research and Evaluation Program

Project Information

Project Title: Organizational Readiness: Formula Template Solicitation-Application 1
Proposed Project Start Date: 7/24/2020
Proposed Project End Date: 8/29/2020
Organizational Readiness: Formula Template Solicitation-Application 1
Federal Estimated Funding (Federal Share): 1000
Applicant Estimated Funding (Non-Federal Share): 1000
Program Income Estimated Funding: 0
Total Estimated Funding: 2000

Areas Affected by Project (Cities, Counties, States, etc.)

12712

Add

Application Type

Application Type: Initial
Date Received: 10/13/2020

Budget Review Comments

Standard Applicant Information

Confirm Authorized Representative
Verify Legal Name and Address
Financial Review
Proposed Narrative
Additional Application Comments
Disclosure And Assurances
Other
Credits and Subsid

Participants (0)

Any Callaghan
anycall@jgms.com
Entity Administrator

Tue King
king@jgms.com
Authorized Representative

Danya Winkler
danya@jgms.com
Application Submitter

View all

Financial Change Request for Application Submitter

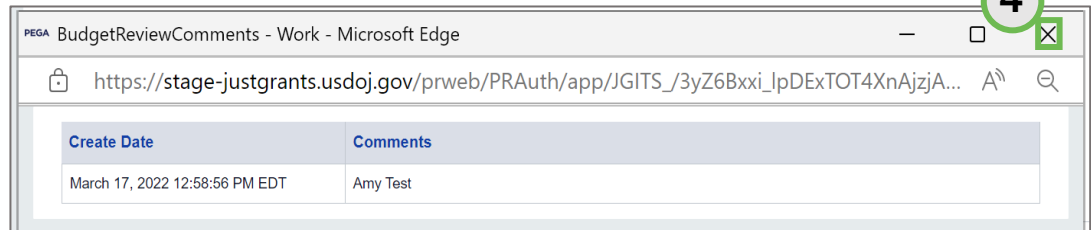
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Application Submitter Opens Budget

- 4) Review the comments and close the window. The application will appear.



BudgetReviewComments - Work - Microsoft Edge

https://stage-justgrants.usdoj.gov/prweb/PRAuth/app/JGITS_/3yZ6Bxxi_lpDExTOT4XnAjzjA...

Create Date	Comments
March 17, 2022 12:58:56 PM EDT	Amy Test

NOTE: If a web-based budget was submitted with the application, the user will be required to edit the budget items directly in JustGrants. If a budget detail and narrative attachment (manual budget) were submitted with the application, the user will upload a new budget attachment.

Financial Change Request for Application Submitter

ENTITY USERS



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Application Submitter Edits Application for Web-Based Budget

NOTE: These steps occur after opening the budget. Steps for opening the budget are on pages 2 – 3 of this guide.

- 1) Upon opening the application, select the **Budget and Associated Documentation** section.
- 2) Select a subsection to review.
- 3) Within each subsection, select the line item, and edit fields, as needed.

The screenshot shows the 'Grant Package' details page. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area displays the 'Grant Package' information, including the Application ID (A-134221), Grant Manager, and various IDs. The 'BUDGET REVIEW' tab is selected. On the right, the 'Solicitation Instructions' panel is visible, with the 'Budget and Associated Documentation' section highlighted by a green box and a circled '1'. Below this, the 'Conference Costs' subsection is highlighted by a green box and a circled '2'.

The screenshot shows the 'Travel' subsection of the 'Budget and Associated Documentation' section. A table of line items is displayed, with the first item highlighted by a green box and a circled '3'. The table has columns for Purpose of Travel, Location, Type of Expense, Basis, Cost, Quantity, # Of Staff, # Of Trips, and Total Cost. The first row shows a cost of \$1,000.00 for a quantity of 1, with a total cost of \$1,000.00. Below the table, there is a text area for 'Additional Narrative'.

Financial Change Request for Application Submitter

ENTITY USERS



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Application Submitter Edits Application for Web-Based Budget

- 4) Select **Add Item** to add a line item.
- 5) Select **Delete Item** to delete a line item. Note that the line item to be deleted must be selected before selecting **Delete Item**.
- 6) Enter comments regarding the changes made in the **Additional Narrative** field.
- 7) Select the **Consolidated Category Summary** after all subsections have been revised.

NOTE: The Application Submitter must upload an Indirect Cost Rate Agreement.

For OJP Applications only, the Application Submitter can add or delete a budget year by selecting **Add Year** or **Delete Year**.

Financial Change Request for Application Submitter

ENTITY USERS



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Application Submitter Edits Application for Web-Based Budget

- 8) Review the **Consolidated Category Summary** to ensure that all changes have been accounted for.
- 9) Select the **Budget/Financial Attachments** section.
- 10) Expand the caret corresponding to the subsection to be reviewed and select **Upload** to add any attachments, if necessary.

The screenshot displays the 'Grant Package' summary page. A green box highlights the 'Consolidated Category Summary' table, which lists various cost categories and their amounts. A green circle with the number 8 is placed over this table. To the right, the 'Solicitation Instructions' sidebar is visible, with a green circle and the number 9 highlighting the 'Budget / Financial Attachments' link under the 'Budget Review comments' section.

Year 1	Total
Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$1,000.00
Equipment	\$0.00
Supplies	\$0.00
Construction	\$0.00
SubAwards	\$0.00
Procurement Contracts	\$0.00
Other Costs	\$0.00
Total Direct Costs	\$1,000.00
Indirect Costs	\$0.00
Total Project Costs	\$1,000.00

Total Project Cost Breakdown

	Total	Percentage
Federal Funds	\$1,000.00	100.00%
Match Amount	\$1,000.00	100.00%

The screenshot displays the 'Budget/Financial Attachments' section. A green circle with the number 10 highlights the 'Upload' button. Another green circle with the number 10 highlights the 'Non-competitive Justification' subsection. The sidebar on the right shows the 'Budget / Financial Attachments' link selected.

Non-competitive Justification

- Indirect Cost Rate Agreement (if applicable)
- Consultant Rate Justification
- Employee Compensation Waiver
- Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)
- Disclosure of Process Related to Executive Compensation
- Additional Attachments

Upload

Financial Change Request for Application Submitter

ENTITY USERS



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Application Submitter Edits Application for Web-Based Budget

11) Select file(s) to locate a file from the user's computer.

12) Select **Attach**.

Financial Change Request for Application Submitter

ENTITY USERS



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Application Submitter Edits Application for Web-Based Budget

14) Select the Disclosures and Assurances section.

The screenshot shows the 'Grant Package' page for 'O-SMART-2020-67141-STG'. The 'BUDGET REVIEW' section is active, showing a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD PACKAGE READY. The 'Disclosures and Assurances' section is highlighted with a green box and a red circle containing the number 14. The section includes links for 'Disclosures and Assurances' and 'Other'.

15) Select each of the following certifications (the original date of the certification and the new date of certification are displayed):

- DOJ Standard Assurances
- DOJ Certification Regarding Lobbying
- Declaration and Certification to DOJ as to Applicant Submission

The screenshot shows the 'Grant Package' page for 'O-SMART-2020-67141-STG'. The 'BUDGET REVIEW' section is active, showing a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD PACKAGE READY. The 'Disclosures and Assurances' section is highlighted with a green box and a red circle containing the number 15. The section includes links for 'DOJ Certified Standard Assurances', 'DOJ Certifications Regarding Lobbying', 'Other Disclosures and Assurances', and 'Declaration and Certification to DOJ as to Application Submission'.

Financial Change Request for Application Submitter

ENTITY USERS



JUSTgrants
JUSTICE GRANTS SYSTEM

Application Submitter Edits Application for Web-Based Budget

- 16) Accept the assurance by selecting the checkbox.

The screenshot shows the 'Grant Package' page for a specific application. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, Toggle Management, and Privacy Policy. The main content area displays the 'Grant Package' details, including the package ID (c-b4b8-42d1-9257-857bdb7810c0) and the status 'PENDING - FINANCIAL CHANGE REQUEST'. A green circle with the number 16 highlights the checkbox for accepting the assurance.

- 17) Select the **Certify and Submit** section after all the assurances have been accepted.

- 18) Select **Submit**. The Financial Manager who originally change requested the application will receive an email stating that the application is now in the Budget Review Queue.

The screenshot shows the 'Certify and Submit' section of the application. The left sidebar is the same as in the previous screenshot. The main content area displays the 'Certify and Submit' section, which includes a list of sections to review: Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Application Components, Disclosures and Assurances, and Other. A green circle with the number 17 highlights the 'Certify and Submit' button. Below the list of sections, there is a checkbox for 'Final Review and Certification of Application confirmation' and a 'Back' button. On the right side, there is a 'Solicitation Instructions' section with a 'Budget Review comments' link. Below that, there is a 'Participants (7)' section listing participants: Amy Callaghan (Entity Administrator) and Tae Song (Authorized Representative). A green circle with the number 18 highlights the 'Submit' button.

Financial Change Request for Application Submitter

ENTITY USERS



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Application Submitter Edits Application for Budget Attachment (Manual Budget)

NOTE: These steps occur after opening the budget. Steps for opening the budget are located on pages 2 – 3 of this guide.

1) Select the **Budget and Associated Documentation** section.

The screenshot shows the 'Grant Package' page for 'c-b4b8-42d1-9257-857bdb7810c0'. The 'Standard Applicant Information' section is expanded, and the 'Budget and Associated Documentation' option is highlighted with a green box and a red circle with the number 1. Other options include 'Confirm Authorized Representative', 'Verify Legal Name and Address', 'Proposal Abstract', 'Data Requested with Application', 'MOUs and Other Supportive Documents', 'Additional Application Components', 'Disclosure And Assurances', and 'Other'.

2) Select the **Budget and Financial Attachments** subsection. A list of subsections for the Budget/Financial Attachments will be displayed.

The screenshot shows the 'Grant Package' page for 'c-b4b8-42d1-9257-857bdb7810c0'. The 'Budget and Associated Documentation' section is expanded, and the 'Budget / Financial Attachments' option is highlighted with a green box and a red circle with the number 2. Other options include 'Conference Costs', 'Personnel', 'Fringe Benefits', 'Travel', 'Equipment', 'Supplies', 'Construction', 'SubAwards (Subgrants)', 'Procurement Contracts', 'Other Costs', 'Indirect Costs', 'Consolidated Category Summary', 'MOUs and Other Supportive Documents', 'Additional Application Components', 'Disclosure And Assurances', and 'Other'.

Financial Change Request for Application Submitter

ENTITY USERS



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Application Submitter Edits Application for Budget Attachment (Manual Budget)

- 3) Expand the caret corresponding to the subsection to be reviewed and select **Upload** to add any attachments, if necessary.
- 4) Select the **Disclosures and Assurances** section.

The screenshot shows the JUSTgrants application interface. The main section is titled 'Grant Package (c-b4b8-42d1-9257-857bdb7810c0)' with a 'PENDING: FINANCIAL CHANGE REQUEST' status and a due date of June 26, 2021. The 'Pre-Agreement Cost' subsection is expanded, showing a list of attachments including 'Non-competitive Justification', 'Indirect Cost Rate Agreement', 'Consultant Rate Justification', 'Financial Management Questionnaire', 'Disclosure of Process Related to Executive Compensation', and 'Additional Attachments'. The 'Upload' button is highlighted. The right-hand sidebar shows the 'Solicitation Instructions' and 'Budget Review comments' sections. The 'Disclosures and Assurances' section is highlighted in the sidebar, and the 'Budget / Financial Attachments' section is also highlighted.

NOTE: The Application Submitter must upload an approved Indirect Cost Rate Agreement if the budget includes Indirect Cost.

Financial Change Request for Application Submitter

ENTITY USERS



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Application Submitter Edits Application for Budget Attachment (Manual Budget)

5) Select each of the following certifications (the original date of certification and the new date of certification will be displayed):

- DOJ Standard Assurances
- DOJ Certification Regarding Lobbying
- Declaration and Certification to DOJ as to Applicant Submission

The screenshot shows the 'Grant Package (00753089)' interface in the JUSTgrants system. The status is 'PENDING - FINANCIAL CHANGE REQUEST' with a due date of May 1, 2021. The 'Disclosure of Lobbying Activities' section is active, showing a table with columns: Name, Category, Created by, Application Number, and Date Added. A file named 'Form SFLU_1_2-V1.2.pdf' is listed under the Name column. The 'Solicitation Instructions' panel on the right shows a list of sections: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Additional Application Components, and Disclosure And Assurances. The 'Disclosure And Assurances' section is expanded, showing 'DOJ Certified Standard Assurances', 'DOJ Certified Regarding Lobbying', 'Other Disclosures and Assurances', and 'Declaration and Certification to DOJ as to Application Submission'. A green box highlights the 'DOJ Certified Standard Assurances' and 'DOJ Certified Regarding Lobbying' sections, and a green circle with the number 5 is placed next to it.

Financial Change Request for Application Submitter

ENTITY USERS



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Application Submitter Edits Application for Budget Attachment (Manual Budget)

- 6) Accept the assurance by selecting the checkbox.
- 7) Select the **Certify and Submit** section after all assurances have been accepted.
- 8) Select **Submit**. The Financial Manager who originally change requested the application will receive an email stating that the application is now in the Budget Review Queue.

The screenshot shows the 'Grant Package' page for a 'PENDING FINANCIAL CHANGE REQUEST'. The page includes a sidebar with navigation links and a main content area with a checkbox for accepting the assurance. A green circle with the number 6 highlights this checkbox.

The screenshot shows the 'Certify and Submit' section of the application. It includes a list of sections to be reviewed, such as 'Standard Applicant Information', 'Proposal Abstract', 'Data Requested with Application', 'Proposal Narrative', 'Budget and Associated Documentation', 'Memoranda of Understanding (MOUs) and Other Supportive Documents', 'Additional Application Components', 'Disclosures and Assurances', and 'Other'. A green circle with the number 7 highlights the 'Certify and Submit' button, and a green circle with the number 8 highlights the 'Submit' button.