

Application Submission

Job Aid Reference Guide



JUSTgrants
JUSTICE GRANTS SYSTEM

September 16, 2020

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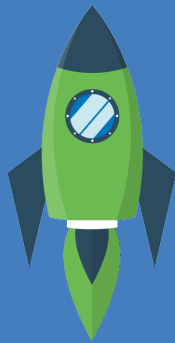
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This section provides Record Type Prefixes, JustGrants Terminology, and background on SAM.Gov and Grants.gov

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Welcome



Overview



Welcome to JustGrants!

JustGrants is the Department of Justice's (DOJ) new web-based, streamlined grants management software.

JustGrants provides applicants and grantees tremendous transparency and an improved user experience throughout the entire process of grants management. JustGrants offers applicants and grantees:

- Efficient processes that allow for tracking progress and entering data directly;
- Improved data accuracy and access to that data through data validation and reporting tools;
- Organizational profiles with increased visibility for applicant and grantee organizations into all their grants and applications across DOJ;
- Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and manual data entry; and
- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.



JustGrants is your tool for *all* grants management work.

Plus, this software is a living product that will evolve and improve over time. DOJ will continue to enhance the software's functionality and expand benefits for all users.



Overview (Continued)

This Job Aid Reference Guide will help you navigate the software as you move through JustGrants grants management functions, including:



- Feature overviews;
- Step-by-step instructions;
- Infographics;
- Glossary terms; and
- New feature summaries.

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants [Training & Resources page](#).



IMPORTANT

During the initial release of JustGrants, please be aware:

- The system **does not** “auto save” your work.
- You will see a warning message after 10 minutes of inactivity (per security requirements).
- You will be automatically logged out if you are inactive for 15 minutes (per security requirements).
- **Unsaved work will not be saved** at logout.



JustGrants Initial Release



JustGrants is brand-new system software. What you will be using is the *initial release*. Using this version, you will have everything you need to:

- Apply for funding;
- Accept or decline awards; and
- Manage awards.

JustGrants is a work in progress as the developers build out features and respond to user feedback. If you want to visualize this, think of JustGrants as a house you are building. You start with the basics: walls; roof; and a door. The building is livable.



Every so often, you add new features like an extra bathroom, a front porch, or a deck. After all major elements are in place, you can continue to personalize and modify to make it ideal. JustGrants is built similarly—access now with finishing touches as we go along using it.



Despite this continued development, the initial release of JustGrants is already a better experience than the previous software. JustGrants was developed specifically to improve upon the existing system software.

All aspects of grant management have been integrated into this new, single system, allowing you to enter information into an application, access it, accept your grant package, manage your funded award, and complete your Closeout activities.





Application Submission

Application Submission Overview



Welcome to Application Submission. This is the beginning of the journey, so let's get started. This part of the Grants Lifecycle involves completing and submitting web-based forms as well as the attachments that are required from the published solicitation.

Applicants have two application submission deadlines: one for Grants.gov and one for JustGrants.

JustGrants provides a streamlined pathway for applicant submission information, and aside from the SF-424 and the SF-LLL which are completed in Grants.gov, most of your application is entered in JustGrants. Your entity information is populated based upon entries made in SAM.gov and used in Grants.gov.

Other submission goodies Just Grants provides include:



- The ability to use a web-based Budget Detail Worksheet that establishes a shared structure and narrative for all of DOJ.
- A streamlined validation process that helps clear budgets more quickly.
- A new Entity Administrator role in JustGrants that is assigned to the user who created the SAM.gov account.



Application Submitter

In addition to the Entity Administrator, a new Application Submitter (AP) role in JustGrants has some specific abilities and responsibilities.



- *Identify the forms needed to submit an application in JustGrants.*
- *Complete a web-based budget form.*
- *Complete an application on behalf of an entity, including certifying the information.*
- *Submit the application in JustGrants.*

AP Abilities and Responsibilities



Now let's begin by locating an application.





Locate an Application

Locate an Application

My Worklist

The screenshot displays the JUSTgrants system interface. On the left sidebar, the 'Home' link is highlighted with a green box and a circled '1', and the 'Applications' link is highlighted with a green box and a circled '2'. The main content area shows a table of 14 application records. The table has the following columns: Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The records are as follows:

<input type="checkbox"/> Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00710001			New	OVC	OVC	08/09/2021
<input type="checkbox"/>	GRANT0-0519-4235-M01-2233606915e7	Lisa Hartman	Lisa Hartman	Pending Draft	COPS	COPS	08/09/2021
<input type="checkbox"/>	GRANT0-0204-071e-4d16-8ade44461f12	Lisa Hartman	Lisa Hartman	Pending Draft	COPS	COPS	08/09/2021
<input type="checkbox"/>	GRANT0-0005-0711-0540-1e054e076e73	Lisa Hartman		Pending Draft	OVC	OVC	08/09/2021
<input type="checkbox"/>	GRANT0-0210-4a01-836e-4e041f0010a6	Lisa Hartman		Pending Draft	OVC	OVC	08/09/2021
<input type="checkbox"/>	GRANT0-7014-0000-0070-0400034e0044			Pending Draft	COPS	COPS	08/09/2021
<input type="checkbox"/>	GRANT0-171e-4a01-836e-801e4e0703e2			Pending Draft	COPS	COPS	08/09/2021
<input type="checkbox"/>	GRANT0-1463-0000-0070-0400034e0044			Pending Draft	COPS	COPS	08/09/2021
<input type="checkbox"/>	GRANT0-0e7d-407e-8a0e-801e4e0703e2			Pending Draft	COPS	COPS	08/09/2021
<input type="checkbox"/>	GRANT0-0cc1-0000-0070-0400034e0044			Pending Draft	COPS	COPS	08/09/2021

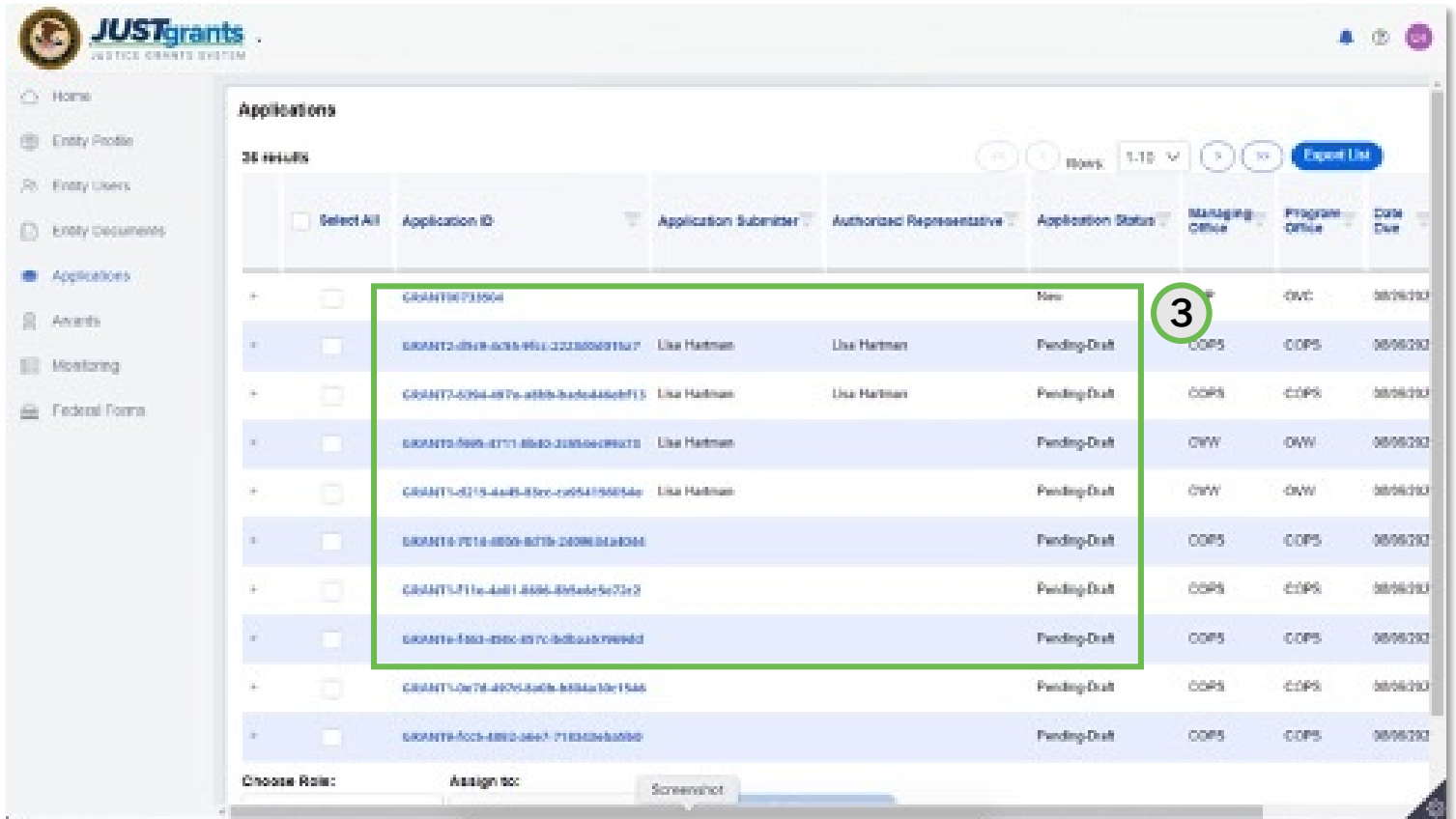
Users can only edit applications assigned to them.

- 1) Select the **Home** link on the left to open a list of applications assigned to you under the Your Application Tasks header.
- 2) Select the **Application** link on the left to open a list of submitted applications for your entity.

Note: You will be searching for a Grant Package rather than an application.

Locate an Application: Step 3

Select Application



The screenshot shows the JUSTgrants Justice Grants System interface. The main content area displays a table of applications. A green box highlights the first application row, and a circled number '3' is placed next to it. The table has the following columns: Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due.

	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
+	GRANT180715904			New	OP	OPW	08/08/20
+	GRANT180715904	Lisa Hartman	Lisa Hartman	Pending-Draft	COPS	COPS	08/08/20
+	GRANT180715904	Lisa Hartman	Lisa Hartman	Pending-Draft	COPS	COPS	08/08/20
+	GRANT180715904	Lisa Hartman	Lisa Hartman	Pending-Draft	OPW	OPW	08/08/20
+	GRANT180715904	Lisa Hartman	Lisa Hartman	Pending-Draft	OPW	OPW	08/08/20
+	GRANT180715904	Lisa Hartman	Lisa Hartman	Pending-Draft	COPS	COPS	08/08/20
+	GRANT180715904	Lisa Hartman	Lisa Hartman	Pending-Draft	COPS	COPS	08/08/20
+	GRANT180715904	Lisa Hartman	Lisa Hartman	Pending-Draft	COPS	COPS	08/08/20
+	GRANT180715904	Lisa Hartman	Lisa Hartman	Pending-Draft	COPS	COPS	08/08/20
+	GRANT180715904	Lisa Hartman	Lisa Hartman	Pending-Draft	COPS	COPS	08/08/20
+	GRANT180715904	Lisa Hartman	Lisa Hartman	Pending-Draft	COPS	COPS	08/08/20

The notification screen displays first.

3) Select the application you want to open.

- If you have already opened the application, you may see a notification screen. Select **Begin** for the Standard Application Screen Flow Display and the Application screen will appear.
- Applications that are ready for entry are in **Pending-Draft** status.



Locate an Application: Step 4

Navigating through Solicitation

Grant Package (-d5c9-4c55-9fcc-2223d0d015a7) **SMART** ⌚ Due: August 12, 2020 9:55:00 PM EDT

Standard Applicant Information

Funding Opportunity

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
COPS_test	Q-COPS-2020-09173-STG	External User Testing Session: COPS Solicitation
Competition Identification Number	Competition Identification Title	Due Date
---	---	August 12, 2020 9:55:00 PM EDT

CFDA Information

CFDA Number	CFDA Program Title
00.000	Grants.gov Applicant 525 Testing

Project Information

Project Title	Proposed Project Start Date	Proposed Project End Date
Organizational Readiness: Formula Tr	10/31/2019	8/15/2020
Federal Estimated Funding (Federal Share)	Applicant Estimated Funding (Non-Federal Share)	Program Income Estimated Funding
350000.00	150000.00	150000.00
Total Estimated Funding		
2150000.00		

Cancel Screenshot Save **Continue**

Solicitation Instructions

- Standard Applicant Information
 - Standard Applicant Information**
 - Confirm Authorized Representative
 - Verify Legal Name and Address
 - Proposal Abstract
 - Proposal Narrative
 - Budget and Associated Documentation
 - MOUs and Other Supportive Documents
 - Additional Application Components
 - Disclosure And Assurances
 - Other
 - Certify and Submit

Recent followers (0) Participants (4)

The grant package can be viewed in one location.

- 4) Navigate through the application using the links on the right or the **Continue** button on the bottom right.

Note: There is a link to the solicitation at the top of the right-side column. This is useful for reference while filling out the application.

Locate an Application: Step 5

Save Edits

The screenshot displays the JUSTgrants application interface. The main content area is titled "Grant Package" and contains several sections: "Standard Applicant Information", "Funding Opportunity", "CFDA Information", and "Project Information". The "Project Information" section includes input fields for "Organizational Readiness: Formsta Y", "Proposed Project Start Date", "Proposed Project End Date", "Federal Estimated Funding (Federal Share)", "Applicant Estimated Funding (Non-Federal Share)", and "Program Income Estimated Funding". The "Save" button is located at the bottom right of the form, highlighted with a green box and a circled number 5. Other buttons visible include "Cancel", "Screenshot", and "Continue".

Remember to save as you complete each section.

- 5) Save edits to the application by selecting the **Save** button on the bottom right.

Locate an Application: Step 6

Leave Application

The screenshot shows the JUSTgrants interface for a 'Grant Package'. The main content area is divided into three sections: 'Standard Applicant Information', 'CFDA Information', and 'Project Information'. The 'Project Information' section contains several input fields for dates and funding amounts. At the bottom left of the form, a 'Cancel' button is highlighted with a green box and a circled '6'. Other buttons include 'Screenshot', 'Save', and 'Continue'.

Standard Applicant Information		
Funding Opportunity		
Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
COPS_test	O-COPS-2020-09173-8TG	External User Testing Session: COPS Solicitation
Competition Identification Number	Competition Identification Title	Due Date
		August 12, 2020 9:55:00 PM EDT

CFDA Information	
CFDA Number	CFDA Program Title
00.000	Grants.gov Applicant S2S Testing

Project Information		
Project Title	Proposed Project Start Date	Proposed Project End Date
Organizational Readiness: Formula T	10/31/2019	8/15/2020
Federal Estimated Funding (Federal Share)	Applicant Estimated Funding (Non-Federal Share)	Program Income Estimated Funding
350000.00	150000.00	150000.00
Total Estimated Funding		
500000.00		

The cancel button will bring you back to the Home screen.

6) To leave the application, select the **Cancel** button on the bottom left.



Submit an Application

Submit an Application

List of Applications

The screenshot displays the JUSTgrants Justice Grants System interface. On the left, a navigation menu includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The 'Applications' link is highlighted with a green box and a circled '2'. The main content area, titled 'Applications', shows a table with 24 results. The table columns are: Select All, Application ID, Application Submitter, Authorized Representative, Application Status, Managing Office, Program Office, and Date Due. The first row is highlighted in blue. Below the table, there are fields for 'Choose Role', 'Assign to', and a 'Screenshot' button.

Select All	Application ID	Application Submitter	Authorized Representative	Application Status	Managing Office	Program Office	Date Due
<input type="checkbox"/>	GRANT00732564			New	CJP	OWC	08/04/2022
<input type="checkbox"/>	GRANT3-85c9-4c35-9f0c-22288b073a7	Lisa Hartman	Lisa Hartman	Pending-Draft	COPS	COPS	08/04/2022
<input type="checkbox"/>	GRANT7-6296-487e-4586-8a6e44661813	Lisa Hartman	Lisa Hartman	Pending-Draft	COPS	COPS	08/04/2022
<input type="checkbox"/>	GRANT8-985-4711-8640-2e254ec29e73	Lisa Hartman		Pending-Draft	OWW	OWW	08/04/2022
<input type="checkbox"/>	GRANT1-2215-84d3-83cc-c4f5d156036e	Lisa Hartman		Pending-Draft	OWW	OWW	08/04/2022
<input type="checkbox"/>	GRANT4-7018-4895-8d16-2d09f18a2044			Pending-Draft	COPS	COPS	08/04/2022
<input type="checkbox"/>	GRANT1-111e-4a81-8896-895a6c5e73e2			Pending-Draft	COPS	COPS	08/04/2022
<input type="checkbox"/>	GRANTe-1e62-8b4c-8b7c-bdbbaad79e6d			Pending-Draft	COPS	COPS	08/04/2022
<input type="checkbox"/>	GRANT1-9c7d-477d-846e-8896a35c1588			Pending-Draft	COPS	COPS	08/04/2022
<input type="checkbox"/>	GRANT3-1x15-4852-a6e7-715343e6a596			Pending-Draft	COPS	COPS	08/04/2022

Users can only edit applications assigned to them.

- 1) Select the **Home** link on the left and a list of applications assigned to the user is displayed under the Your Application Tasks header.
- 2) Select the **Application** link on the left and a list of the submitted applications for the entity appears.

Submit an Application: Step 3

Application ID

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package' for a 'Standard Applicant Information Screen Flow' application. The 'Assigned to' field is populated with 'Mainul Islam', and a 'Begin' button is highlighted with a green box. A circled '3' is placed next to the 'Begin' button, indicating the step number. The interface also includes a sidebar with navigation options, a 'Case details' section, and a 'Solicitation attachments' section.

The Application screen only appears the first time.

3) Select the specific **Application ID** you want to begin.

- The Application screen displays if this is the first time you are opening the Application.
- If the application has already been opened, you will select the **Begin** link for the Standard Application Screen Flow Display, and the Application screen should appear.



Submit an Application: Step 4

Navigating through the Application

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Standard Applicant Information" and is divided into three sections: "Funding Opportunity", "CFDA Information", and "Project Information".

Funding Opportunity:

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
COPG_test	O-COPG-2020-05173-0TG	External User Testing Session: COPG Solicitation
Competition Identification Number	Competition Identification Title	Due Date
---	---	August 12, 2020 9:55:00 PM EDT

CFDA Information:

CFDA Number	CFDA Program Title
00.000	Grants.gov Applicant S2S Testing

Project Information:

Project Title	Proposed Project Start Date	Proposed Project End Date
Organizational Readiness: Formula T	10/01/2019	6/15/2020
Federal Estimated Funding (Federal Share)	Applicant Estimated Funding (Non-Federal Share)	Program Income Estimated Funding
350000.00	150000.00	100000.00
Total Estimated Funding		
2150000.00		

At the bottom of the main content area, there are buttons for "Cancel", "Screenshot", "Save", and "Continue". The "Continue" button is highlighted with a green box. A green circle with the number "4" is positioned above the "Continue" button.

On the right side, there is a "Solicitation Instructions" sidebar. It contains a list of steps: "Standard Applicant Information", "Confirm Authorized Representative", "Verify Legal Name and Address", "Proposal Abstract", "Proposal Narrative", "Budget and Associated Documentation", "MOUs and Other Supportive Documents", "Additional Application Components", "Disclosure And Assurances", "Other", and "Certify and Submit". The "Standard Applicant Information" step is highlighted with a blue bar. Below the list, there are sections for "Recent followers (0)" and "Participants (0)".

There are two ways to navigate through the application.

- 4) Navigate through the application using the links on the right or the **Continue** button on the bottom right.

Submit an Application: Step 5

Save Edits

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package" and contains several sections: "Standard Applicant Information", "Funding Opportunity", "CFDA Information", and "Project Information". The "Project Information" section includes input fields for "Project Title", "Proposed Project Start Date", "Proposed Project End Date", "Federal Estimated Funding (Federal Share)", "Applicant Estimated Funding (Non-Federal Share)", and "Program Income Estimated Funding". The "Save" button is highlighted with a green box and a circled number 5, indicating the current step in the process. Other buttons like "Cancel", "Screenshot", and "Continue" are also visible.

Remember to save as you make changes.

- 5) Save edits to the application by selecting the **Save** button on the bottom right.

Submit an Application: Step 6

Leave Application

The screenshot displays the 'Grant Package' page in the JUSTgrants system. The page is divided into several sections:

- Standard Applicant Information:**
 - Funding Opportunity:** Federal Agency Name (COPS_test), Funding Opportunity Number (O-COPS-2020-28173-STG), Funding Opportunity Title (External User Testing Service: COPS Solicitation), Competition Identification Number, Competition Identification Title, and Due Date (August 12, 2020 9:58:00 PM EDT).
 - CFDA Information:** CFDA Number (00-000) and CFDA Program Title (Grants.gov Applicant S2S Testing).
 - Project Information:** Project Title (Organizational Readiness: Formula T), Proposed Project Start Date (10/31/2019), Proposed Project End Date (8/15/2020), Federal Estimated Funding (Federal Share) (350000.00), Applicant Estimated Funding (Non-Federal Share) (150000.00), Program Income Estimated Funding (150000.00), and Total Estimated Funding (250000.00).
- Solicitation Instructions:** A list of instructions including 'Confirm Authorized Representative', 'Verify Legal Name and Address', 'Proposal Abstract', 'Proposal Narrative', 'Budget and Associated Documentation', 'MOUs and Other Supportive Documents', 'Additional Application Components', 'Disclosures and Assurances', and 'Other'.
- Recent followers (0)** and **Participants (0)** sections are also visible.

At the bottom of the page, there are three buttons: 'Cancel' (highlighted with a green box and a circled '6'), 'Screenshot', and 'Save' (disabled). A 'Continue' button is also present at the bottom right.

Cancel button will return you to the Home landing page.

6) To leave the application, select the **Cancel** button on the bottom left.

Submit an Application: Step 7

Standard Application Information

Note: Not every application will have all fields. Required fields may change based on requirements of the solicitation.

Applicant types are populated from the SF-424

- 7) Select the **Standard Applicant Information** (Funding opportunity information is uploaded by the managing office).
 - Areas affected by project is a new category that allows applicants to point out geographic areas that are impacted by this award.
 - Applicant types are populated from the SF-424. The applicant also has the opportunity to edit and change this information.

Submit an Application: Step 8

Confirm Authorized Representative

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Confirm Authorized Representative" and features a dropdown menu for selecting an authorized representative, currently showing "Lisa Hoffman". A "Confirm Authorized" button is highlighted with a green circle containing the number 8. Below this, there are fields for "Title" and "Prefix Name" (with sub-fields for First, Middle, and Last Name). Two additional "Confirmed Authorized Representative" sections are visible, each with similar fields. The right-hand sidebar contains a "Solicitation Instructions" section with a menu where "Confirm Authorized Representative" is highlighted. Other menu items include "Standard Applicant Information", "Verify Legal Name and Address", "Proposal Abstract", "Proposal Narrative", "Budget and Associated Documentation", "MOUs and Other Supportive Documents", "Additional Application Components", "Disclosures And Assurances", "Other", and "Certify and Submit". At the bottom of the sidebar, there are sections for "Recent followers (0)", "Participants (0)", and buttons for "Save" and "Continue".

Managing offices upload funding opportunity information.

8) Select the Standard Applicant Information

- Select **Confirm Authorized Representative** from the menu on the right. (COPS must also identify the government executive and law enforcement executive at this stage.)

Note: This is an example of an application for funding from the COPS office, which requires two Authorized Representatives. Applications for funding from OVW or OJP require and only display one Authorized Representative.

Submit an Application: Step 9

Verify Legal Name and Address

The screenshot displays the JUSTgrants interface for a Grant Package. The main content area is titled "Verify Legal Name, Doing Business As, and Legal Address". It contains several sections:

- Entity Name:** Includes fields for Legal Name and Doing Business As. A warning message states: "JGII Test Org27 Not Matching SF-424 JGII Test Org27 Doing Business As Legal Name".
- Physical Address:** Includes fields for Street 1, Street 2, County/Parish, City, Country, Congressional District, State/U.S. Territory, and Zip/Postal Code.
- Mailing Address:** Includes fields for Street 1, Street 2, County/Parish, City, Country, and Congressional District.

A green box highlights the entire "Verify Legal Name, Doing Business As, and Legal Address" section. On the right-hand navigation pane, under "Standard Applicant Information", the "Verify Legal Name and Address" option is highlighted with a green box and a circled number "9".

Managing offices upload funding opportunity information.

- 9) Select the Standard Applicant Information. And then Select **Verify Legal Name and Address** from menu on the right. If information in this section is not correct, the Entity Administrator must make changes in SAM.gov and the correct information will populate in JustGrants.

Note: Green checkmarks do not indicate a completed a section, only that you have opened it. You will be prompted to complete all required information before submitting an application.

Submit an Application: Step 10 – 11

Proposal Abstract

The screenshot displays the JUSTgrants interface for a 'Grant Package'. The 'Solicitation Instructions' sidebar on the right has 'Proposal Abstract' selected, indicated by a green circle with the number 10. The main content area is a large text box with a rich text editor toolbar, which is currently empty and highlighted with a green circle and the number 11. Below the text box is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REV., BUDGET REV., and AWARD PROXIMITY. The 'Information' tab is active, showing 'SolicitationID' as 'SF424_2_1'. The bottom right corner features 'Save' and 'Continue' buttons.

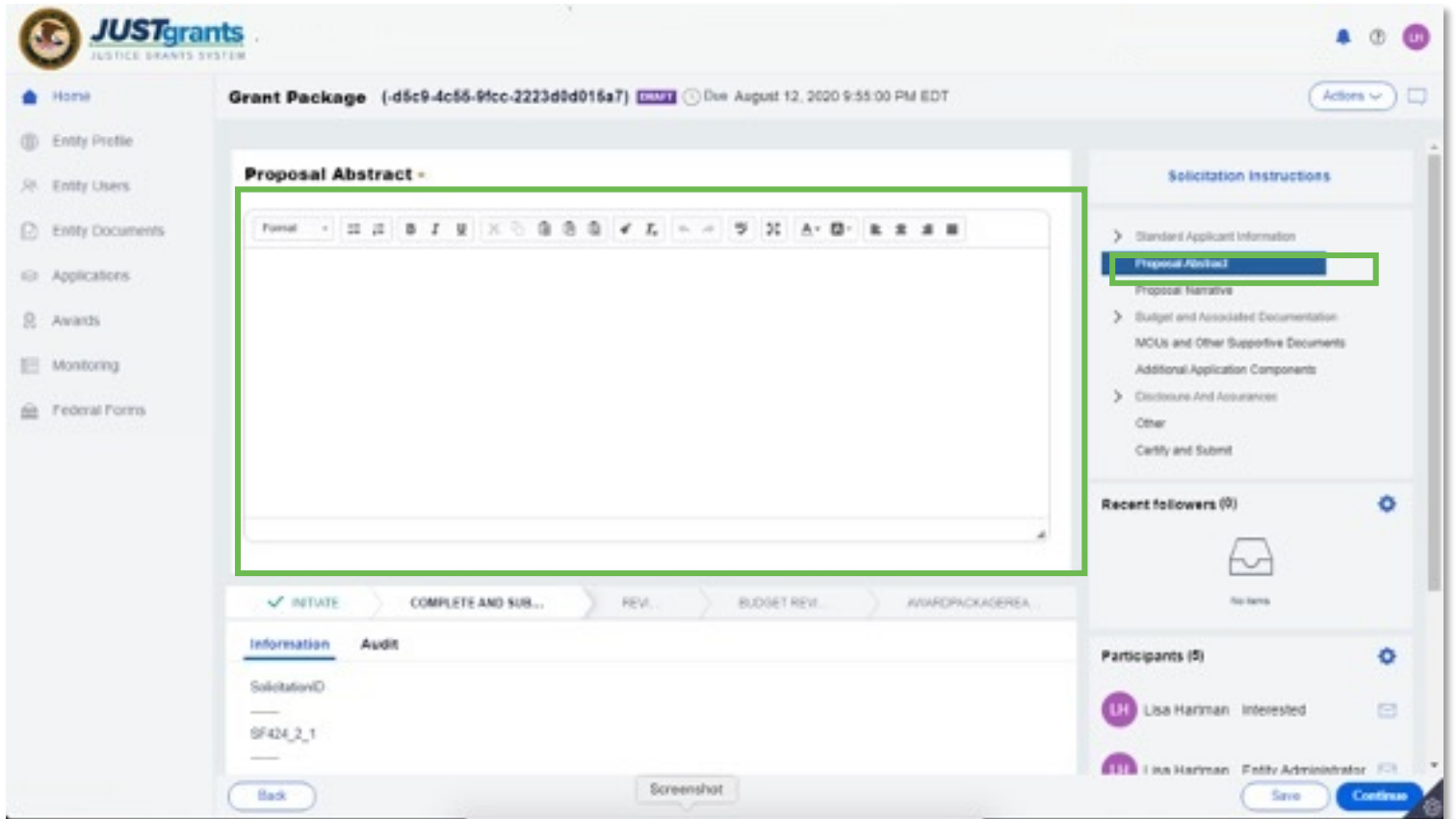
Submitted Information populates funding recommendations.

10) Select **Proposal Abstract** and the Proposal Abstract screen appears.

11) Insert text in the Proposal Abstract text box and the submitted Proposal Abstract will be pulled forward to the Funding Recommendation.

Submit an Application Description

Edit Project Description



Insert text in the Proposal Abstract text box.

Note: During the Funding Recommendation and Approval Process, DOJ staff will be able to edit the project description. This will not replace or re-write the abstract submitted in the application. Once awarded, grantees and DOJ staff can submit a Scope Change GAM to initiate the modification of a project description (or title), which would update the project description in the award if/when it is approved.



Submit an Application: Step 12

Proposal Narrative - Upload

The screenshot shows the JUSTgrants application submission interface. The 'Proposal Narrative' section is highlighted with a green box and a circled '12'. An 'Upload' button is also highlighted with a green box. The 'Solicitation Instructions' sidebar shows 'Proposal Narrative' as a required attachment, indicated by a blue bar and a checkmark. The interface includes a navigation menu on the left, a progress bar at the bottom, and a table with application details.

Multiple attachments can be uploaded.

12) Select Proposal Narrative.

- Notice the asterisk. An asterisk indicates that an attachment is required before the application can be submitted.
- Upload the Attachment by selecting the Upload button and following the directions. Notice the prepopulated category.



Submit an Application: Step 13

Proposal Narrative

Grant Package (-d5c9-4c55-9fcc-2223d0d015a7) **DRAFT** ⌚ Due August 12, 2020 9:55:00 PM EDT

+ New Goal **13**

Goal Statements

Goal Statement **+**

Remaining: 255 characters

Objectives **+ New Objective**

Objective +	Fiscal Year +	Quarter +
No items		

Deliverables **+ New Deliverable**

Deliverable +	Fiscal Year +	Quarter +
No items		

Previous Add Save Cancel

INITIATE COMPLETE AND SUB... REVIEW BUDGET REVIEW AWARDPACKAGEREA...

*Add a goal by selecting the **+ New Goal** link.*

13) Select Proposal Narrative

Complete the **Goals, Objectives, and Deliverables** section. The **Goals, Objectives, and Deliverables** will be pulled forward to performance reporting and you will have to provide a status on the data entered.

Note: Refer to the solicitation to review the goals and objective requirements for the program. A link is found at the top of the screen.

Submit an Application: Step 14

Objective and Deliverable

Grant Package (-d5c9-4c55-9fcc-2223d0d015a7) **DRAFT** ⌚ Due August 12, 2020 9:55:00 PM EDT

+ New Goal

Goal Statement

14

Goal Statement*

Remaining: 255 characters

Objectives + New Objective

Objective*	Fiscal Year*	Quarter*
No items		

Deliverables + New Deliverable

Deliverable*	Fiscal Year*	Quarter*
No items		

Previous Add Save Cancel

INITIATE COMPLETE AND SUB... REVIEW BUDGET REVIEW AWARDPACKAGEREA...

Back

Information will be pulled into performance reports.

14) Select Proposal Narrative

- Insert the Goal in the text box.
- Insert **Objective 1**.
- Add the objective by selecting the **+New Objective** link.
- Insert the **Deliverable**.
- Add the deliverable by selecting the **+New Deliverable** link.



Web-Based Budget Detail Form

Budget Detail Form

Budget and Associated Documentation

The screenshot displays the JUSTgrants interface for a 'Grant Package' (ID: -d215-4e45-83cc-ca954156054e) in 'DRAFT' status, with a due date of August 12, 2020. The main content area features a 'Conference Costs' section with the question: 'Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? (DOJ Financial Guide, Section 3.10)'. Below this question are two radio buttons: 'Yes' and 'No'. A green box highlights these radio buttons, and a green circle with the number '3' is placed next to it. Below the question is a progress bar with steps: 'INITIATE', 'COMPLETE AND SUB...', 'REV...', 'BUDGET REV...', and 'AWARDPACKAGE...'. The 'Information' tab is active, showing 'SolicitationID: SF424_2_1' and 'ApplicationInfo GrantSubmissionHeader OpportunityID: O-OVW-2020-33153-BTG'. A 'Back' button is at the bottom left. The right sidebar, titled 'Solicitation Instructions', lists various document types. A green box highlights the 'Budget and Associated Documentation' section, and a green circle with the number '2' is placed next to it. Within this section, 'Conference Costs' is highlighted. A green circle with the number '1' is placed next to the 'Standard Applicant Information' section header. At the bottom right, there are 'Save' and 'Continue' buttons. A 'Screenshot' button is visible at the bottom center of the main content area.

The DOJ Financial Guide can answer many common questions.

- 1) Navigate to the **Budget and Associated Documentation** section.
- 2) Select **Conference Costs**.
- 3) Select **Yes** or **No** if the budget contains conference costs.

- This is not the formal conference cost reporting form submission.
- There is a link to the DOJ Financial Guide at the top of the page for guidance as you work with the Budget Detail Form.



Budget Detail Form: Step 4

Personnel

The screenshot shows the JUSTgrants interface for a Grant Package. The main content area is titled 'Year 1' and 'Instructions'. Under 'Personnel', there is a table with columns: Name, Position, Salary, Rate, Time Worked, Percentage of Time (%), Total Cost, Non-Federal Contribution, and Federal Request. Below the table, there are summary fields for Personnel Total Cost, Non-Federal Contribution, and Federal Request, all showing \$0.00. There is also an 'Additional Narrative' section with a rich text editor. On the right, the 'Solicitation Instructions' sidebar is visible, with 'Personnel' highlighted under the 'Budget and Associated Documentation' section. At the top of the main content area, there are 'Add Year' and 'Delete Year' buttons, both highlighted with green boxes and the number 4. The sidebar also has a 'Personnel' item highlighted with a green box and the number 4.

Editing abilities depend on each office.

- 4) Select **Personnel**. Add names for personnel. Non-Federal Contribution is where you would add your matching funds.
 - a) Regarding add year functionality, if you add a year to a section of a budget, you have the option to copy a year if you would like to.
 - b) Regarding delete year functionality, if a year is deleted, it will automatically adjust and not appear.

Budget Detail Form: Step 5 – 7

Consolidated Category Summary

Budget Category	Year 1		Totals	
	Federal	Non Federal	Federal	Non Federal
Personnel	\$0	\$0	\$0	\$0
Fringe Benefits	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0
SubAwards	\$0	\$0	\$0	\$0

All totals will be displayed for all years.

- 5) Select the remaining sections.
- 6) The Budget Summary is automatically calculating in the background.
- 7) Select the **Consolidated Category Summary** section. This displays the Federal Total, the Non-Federal Total, and overall total for all years. Navigate through the sections to review individual costs

Note: The Consolidated Category Summary screen will look different depending on the Managing Office that is handling the award.

Budget Detail Form: Step 8

Budget/Financial Attachments

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled "Grant Package (-d215-4a45-83cc-ca954156054e)" and shows a progress bar with steps: INITIATE, COMPLETE AND SUB..., REV., BUDGET REV., and AWARDPACKAGE. The "BUDGET REV." step is currently active. The main content area is divided into two sections: "Pre-Agreement Cost" and "Solicitation Instructions". The "Pre-Agreement Cost" section has an "Upload" button and a note: "The recommended files to upload are PDF, Microsoft Word and Excel." Below this are several expandable sections: "Not-competitive Justification", "Indirect Cost Rate Agreement", "Consultant Rate Justification", "Financial Management Questionnaire (including applicant disclosure of high-risk status)", "Disclosure of Process Related to Executive Compensation", and "Additional Attachments". The "Solicitation Instructions" section on the right lists various document types, with "Budget / Financial Attachments" highlighted in a green box. A circled number "8" is placed over the "Budget / Financial Attachments" item. The bottom of the interface includes a "Back" button, a "Screenshot" button, and "Save" and "Continue" buttons.

Application submitter can select "Profile" to see documents.

- 8) Select **Budget/Financial Attachments** (This is where indirect cost rate agreement would be uploaded).

Note: If the Entity Administrator has added the indirect cost rate agreement to the Entity library, use the upload feature to search the library for the agreement rather than your workstation.

Budget Detail Form: Step 9 – 11

Indirect Cost Rate

The screenshot displays the JUSTgrants system interface for a Grant Package. The main content area is titled "Indirect Costs" and includes a table with columns: Description, Base, Indirect Cost Rate, Total Cost, Non-Federal Contribution, and Federal Request. A callout box labeled "11" highlights the "+ Add Item" button. Below the table, there is a summary row showing Indirect Costs Total Cost, Non-Federal Contribution, and Federal Request, all at \$0.00. A right-hand panel titled "Solicitation Instructions" contains a list of items, with callout box "9" highlighting "Budget and Associated Documentation" and callout box "10" highlighting the "Indirect Costs" button. A "Screenshot" button is visible at the bottom center of the interface.

Use the Profile button to locate files.

9) Select **Budget and Associated Documents**

10) Select the **Indirect Costs** button.

11) Select **+Add Item** to add an indirect cost item.

- a) You will be expected to enter the description, base, indirect cost rate, total cost, non-federal contribution, and Federal request.
- b) Select **+Add** for each **Indirect Cost Item** you need to add.

Budget Detail Form: Step 12 – 13

Indirect Cost Rate

The screenshot shows the JUSTgrants Justice Grants System interface. The main content area is titled "Memoranda of Understanding (MOUs) and Other Supportive Documents" and contains an "Upload" button highlighted with a green box and labeled "13". Below the main content area, there is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEWS, BUDGET REVIEW, and AWARD PACKAGE. The "COMPLETE AND SUBMIT" step is currently active. On the right side, the "Solicitation Instructions" sidebar is visible, with the "MOUs and Other Supportive Documents" option highlighted with a green box and labeled "12". The sidebar also lists other options: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. At the bottom of the page, there are buttons for "Back", "Screenshot", "Save", and "Continue".

A variety of document types can be uploaded.

- 12) Select **Memoranda of Understanding (MOUs) and Other Supportive Documents**.
- 13) Select the **Upload** button and follow the prompts to upload a document.

Budget Detail Form: Step 14 – 15

Additional Application Components

The screenshot displays the JUSTgrants application interface. The main content area shows a list of application components, with 'Curriculum Vitae or Resumes' highlighted by a green box labeled '15'. Below this, there are several other components like 'Tribal Authorizing Resolution', 'Letters of Support', etc. The right sidebar shows a list of 'Solicitation instructions', with 'Additional Application Components' highlighted by a green box labeled '14'. The interface includes a navigation menu on the left, a top navigation bar with the JUSTgrants logo, and a bottom navigation bar with buttons like 'Back', 'Screenshot', 'Save', and 'Continue'.

Subsections are customized for each solicitation.

14) Select **Additional Application Components**.

15) Select the sub-section. As a reminder, the subsections are customized for each solicitation. These are sections that are marked as critical components in the solicitation.

Budget Detail Form: Step 16

Additional Application Components

Note: There may be customized subsections added in the solicitation.

You will need to change the category of the attachment.

- 16) For this solicitation, the applicant may need to complete the following:
- Select the caret to expand the section. Then select **Upload** and follow the prompts to attach a document.
 - Tribal Authorizing Resolution.**
 - Document of Anticipated Benefits to Qualified Opportunity Zones.**
 - Research and Evaluation Independent and Integrity Statement.**
 - Additional Attachments

Budget Detail Form: Step 17 - 18

Disclosure of Lobbying Activities

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (-d215-4e45-83cc-ca954156054e) DRAFT Due: August 12, 2020 9:55:00 PM EDT

Disclosure of Lobbying Activities

INFORMATIVE COMPLETE AND SUB... REV... BUDGET REV... AWARDPACKAGE...

Information Audit

SolicitationID
SF424_2_1

ApplicationInfo GrantSubmissionHeader OpportunityID
O-CVW-2020-39193-STG

Solicitation Instructions

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Disclosures and Assurances
- Disclosure of Lobbying Activities
- Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurances
- DOJ Certifications Regarding Lobbying
- Other Disclosures and Assurances
- Declaration and Certification to DOJ as to Application Submission
- Other
- Certify and Submit

Recent followers (0)

Back Screenshot Save Continue

The SF-LLL submitted in Grants.gov is visible

17) Select Disclosures and Assurances.

18) Select Disclosure of Lobbying Activities.

Budget Detail Form: Step 19

Disclosure of Duplication In Cost Items

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Disclosure of Duplication in Cost Items" and contains two radio button options:

- No. (Applicant Name on SF-424) does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.
- Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Below the options is a table with columns for "Information" and "Audit". The "Information" column contains the following data:

Information	Audit
SolicitationID	
SF424_2_1	
ApplicationInfo GrantSubmissionHeader OpportunityID	
O-QVW-2020-39193-STG	

On the right side of the interface, there is a "Solicitation Instructions" panel with a list of items to review. The item "Disclosure of Duplication in Cost Items" is highlighted with a blue bar and a circled number 19. Other items in the list include "DOJ Lethal Standard Assurances", "DOJ Certifications Regarding Lobbying", and "Other Disclosures and Assurances".

Review any pending applications during this step.

19) Select **Disclosure of Duplication In Cost Items**. In OJP, this is formerly known as disclosure of pending applications. Review current awards that are covered for federal assistance. This is where you disclose if there are any pending applications active in the past 12 months.

- The applicant will check **Yes** or **No** if this has occurred in the past 12 months. If yes, add items to a chart to state the federal or state funding agency, and solicitation name/project name.

Budget Detail Form: Step 20

Certified Standard Assurances

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms

Grant Package (-d215-4a45-83cc-ca954156054e) **DRAFT** Due August 12, 2020 9:55:00 PM EDT

**U.S. DEPARTMENT OF JUSTICE
CERTIFIED STANDARD ASSURANCES - Updated on Dec 4, 2019**

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;

b. the Applicant will require all subcontractors to comply with all applicable award requirements and all applicable federal statutes; I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

(4) The Applicant certifies that the Applicant will not discriminate on the basis of race, color, sex, age, disability, or other protected characteristics in the award.

Back

Save Continue

Solicitation Instructions

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- ✓ Additional Application Components
- ✓ **Disclosure And Assurances**
- ✓ Disclosure Of Lobbying Activities
- ✓ Disclosure of Duplication In Cost Items
- ✓ **DOJ Certified Standard Assurances**
- DOJ Certifications Regarding Lobbying
- Other Disclosures and Assurances
- Declaration and Certification to DOJ as to Application Submission
- Other

Followers (0)

The date, time, and user that acknowledge is documented.

20) Select Certified Standard Assurances.

a) Select the Acknowledge box

Budget Detail Form: Step 21

DOJ Certifications Regarding Lobbying

U.S. DEPARTMENT OF JUSTICE
CERTIFIED STANDARD ASSURANCE - Updated on Dec 4, 2018

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department") that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share or project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award or award made by the Department based on the application--

a. The Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award.

b. The I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

(4) Title: _____
Department: _____
Signature: _____
Signing Date / Time: _____

Back

The date, time, and user that acknowledge is documented.

21) Select DOJ Certifications Regarding Lobbying.

a) Select the Acknowledge box

Budget Detail Form: Step 22

Disclosures and Assurances

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Other Disclosures and Assurances" and contains a text prompt: "The recommended files to upload are PDF, Microsoft Word and Excel." Below this prompt is an "Upload" button, which is highlighted with a green box. The interface also features a "Selection Instructions" sidebar on the right, which lists various application components. The "Other Disclosures and Assurances" section in the sidebar is highlighted with a green box and a circled "22" next to it. The sidebar also includes a "Recent followers (0)" section. At the bottom of the main content area, there are "Back" and "Screenshot" buttons. The top of the interface shows the "Grant Package" information, including the package ID and the date and time of the submission.

OVW has some additional disclosures.

22) **Other Disclosures and Assurances.** Use this section to include any additional information.

a) Select the **Upload** button and follow the prompt.

Budget Detail Form: Step 23

Declaration and Certification

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package (-d215-4a45-83cc-ca954166954e) DRAFT" with a due date of August 12, 2020. The central focus is the "Declaration and Certification to the U.S. Department of Justice as to this Application Submission" section, which contains three numbered paragraphs of text. A green circle with the number "23" is overlaid on the right side of this text. To the right of the main text is a "Solicitation Instructions" sidebar with a list of items, including "Declaration and Certification to DOJ as to Application Submission", which is highlighted with a green box. At the bottom of the sidebar are "Save" and "Continue" buttons. The interface also includes a left-hand navigation menu and a top navigation bar.

The date, time, and user that acknowledge are documented.

23) Declaration and Certification to DOJ as to Application Submission

a) Select the Acknowledge box.

Budget Detail Form: Steps 24 - 25

Other

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (-d215-4a45-83cc-ca954156854e) **DRAFT** ⌚ Due: August 12, 2020 9:55:00 PM EDT

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms

Other

Upload

The recommended files to upload are PDF, Microsoft Word and Excel

INTAKE > **COMPLETE AND SUBMIT** > REV. > BUDGET REV. > AWARDPACKAGE/REVIEW

Information Audit

SolicitationID
SF424_2_1

ApplicationInfo GrantSubmissionHeader OpportunityID
O-OVW-2020-59150-8TQ

Solicitation Instructions

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Announcements
- Other**

Other
Certify and Submit

Recent followers (0)

Participants (4)

- Lisa Hartman Interested
- Lisa Hartman Entity Administrator

Back Screenshot Save Continue

Upload any documents needed here.

24) Select **Other**.

25) Select the **Upload** button and follow the prompt.

Budget Detail Form: Step 26 – 27

Certify and Submit

The screenshot displays the JUSTgrants application submission interface. The main content area is titled 'Grant Package (-d215-4a45-83cc-ca954156054e)'. A sidebar on the left contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The 'Applications' section is active, showing a list of application sections: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Application Components, and Other. A green box highlights these sections, with a circled '27' next to the 'Certify and Submit' header. Below this list is a checkbox for 'Final Review and Certification of Application confirmation'. On the right side, a 'Solicitation Instructions' panel shows a checklist of the same sections, with a circled '26' next to the 'Certify and Submit' button at the bottom. A 'Recent followers' and 'Participants' section is also visible on the right. At the bottom, there are 'Back' and 'Screenshot' buttons.

Note: Select the caret (>) to the left of any section to open and review the section prior to certifying and submitting.

Use the carets to review the information in each section.

26) Select **Certify and Submit**.

27) Review the application by selecting the carets.

Budget Detail Form: Step 28 – 29

Final Review

Grant Package (-d215-4a45-83cc-ca954156054e) **STATUS** Due: August 12, 2020 9:55:00 PM EDT

Certify and Submit

- > Standard Applicant Information
- > Proposal Abstract
- > Proposal Narrative
- > Budget and Associated Documentation
- > Memoranda of Understanding (MOUs) and Other Supportive Documents
- > Additional Application Components
 - > Curriculum Vitae or Resumes*
 - > Tribal Authorizing Resolution*
 - > Letters of Support*
 - > Letter of Nonsupporting*
 - > Proof of 501(c) Status (Nonprofit Organization Only)*
 - > Confidentiality Notice Form*
 - > Additional Attachments
- > Other
 - Final Review and Certification of Application confirmation

Solicitation Instructions

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- ✓ Additional Application Components
- > Disclosure And Assurances
- ✓ Other

Recent followers (0)

Participants (4)

- LH Lisa Hartman Interested
- LL Lisa Hartman Entity Administrator

Buttons: Back, Screenshot, Save, Submit

Document will not submit until all required sections are done.

28) Notice the red asterisks. Items marked with a red asterisk are required components and you will not be able to submit the application until the section is complete or an attachment is included.

27) Select the **Final Review** box.

Budget Detail Form: Step 30

Submit

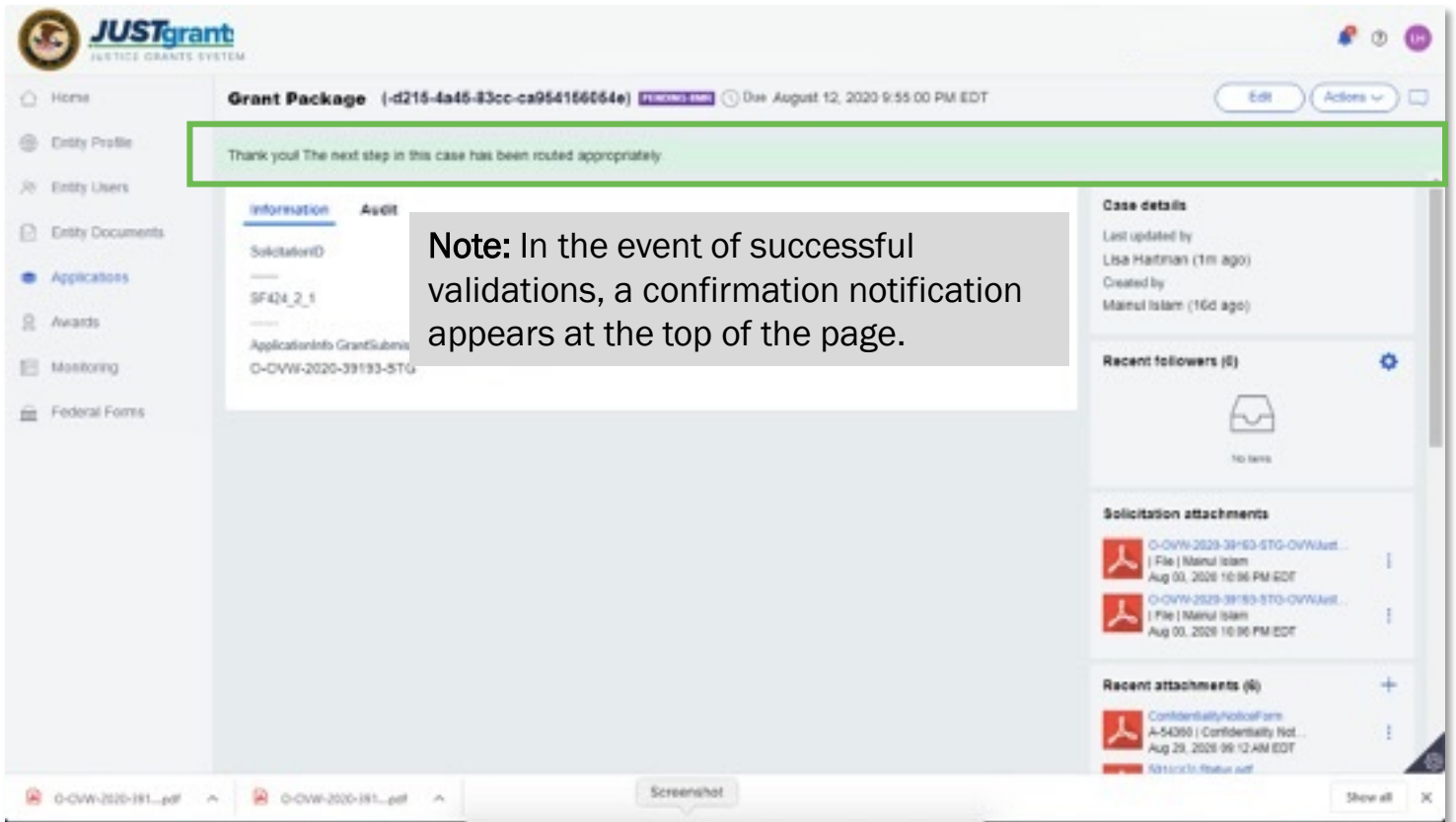
The screenshot shows the JUSTgrants web-based form interface. The main content area is titled "Certify and Submit" and contains a checklist of application components: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Application Components, and Other. A checkbox for "Final Review and Certification of Application confirmation" is also present. Below the checklist is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT (current step), REV., BUDGET REV., and AWARD PACKAGE AREA. The "COMPLETE AND SUBMIT" step is highlighted. In the bottom right corner, there is a "Submit" button, which is circled in green and labeled with the number 30. Other buttons include "Back", "Save", and "Screenshot". The right sidebar contains "Solicitation Instructions" (a checklist of the same components as the main area), "Recent followers (0)", and "Participants (4)".

Information can be changed directly in the web-based form.

- 30) Select the **Submit** button on the bottom right. Upon submitting, there is a notification in the “bell” alerts letting you know that it’s been submitted.

Budget Detail Form: Confirmation

Confirmation



Confirmation of submission will be at the top of the screen.

JustGrants performs the following validations to successfully route an application:

- 1) In the Budget worksheet, the federal amount needs to match the federal amount on the standard information screen or SF-424. If it does not there will be an error. The federal amount can be changed in the Project Information Section of the Standard Applicant Information.
- 2) All required items have been submitted.
- 3) All certifications have been submitted.

Appendix





Prefixes



Record Type Prefixes

The following case number prefixes are used in JustGrants.

CASE	CASE NUMBER PREFIX
Application	A-
ASAP Authorization	AA-
Annual Programmatic Review*	APDR-
Award Package	AW-
Funding Approval	FA-
Funded Award	FAW-
Funded Supplemental Award	FAWS-
Federal Financial Report	FFR-
Grant Award Modification	FFR-
Monitoring	M-
Performance Report	PR-
Solicitation Initiation	SI-
Solicitation Template	ST-
UFMS Obligation	UO-

*Desk Review



Terminology

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

A–C

Annual Programmatic Desk Review

The Annual Programmatic Desk Review (APDR) is conducted on all Funded Awards and consists of seven questions that grantees must answer. APDRs take place within the Funded Award in JustGrants.

Award Conditions

In the legacy system, this was referred to as “Special Conditions”.

Case ID

The Case ID is the unique identifier for every type of record in JustGrants. For example, the case ID for an application is the Application number. For a Funded Award, the Case ID is the Award Number. Each type of record has a Case ID.

Case Status

The status is the type of record that is displayed. The status list displayed is determined by the type of case associated with it.

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

C-G

Category

Documents uploaded to the Entity Documents repository are categorized as:

- Disclosure of Process Related to Executive Compensation
- Budget Financial Management Questionnaire
- Budget Indirect Cost Rate Agreement
- File
- Legacy Attachments
- Proof of 501 © Status (Nonprofit Organization Only)

Financial Manager

The Financial Manager is a grantee role responsible for submitting federal financial reports (FFRs), processing financial Grant Award Modifications (GAMs) , and initiating closeout.

Funded Award

A funded award is an award that has been approved for fund disbursement to a grantee and has been accepted by that grantee.

Grant Award Administrator

A grantee role that manages many aspects of the grant. This role allows a grantee to view and submit performance reports, initiate some Grant Award Modifications (GAMs), review and respond to monitoring issues as applicable, upload documents, and view award, application, and solicitation information.

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

G–R

Grant Award Modification (GAM)

A request for a modification to a key element to a funded award. Most GAMs can be initiated by a grantee but must be approved by DOJ personnel. GAMs can be created to extend the project period, updated the project scope, modify programmatic costs, reduce the budget amount, modify the budget, or modify the sole source.

Program Office

Within the Office of Justice Programs (OJP), there are several Program Offices:

- Bureau of Justice Assistance (BJA)
- Bureau of Justice Statistics (BJS)
- National Institute of Justice (NIJ)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office for Victims of Crime (OVC)
- Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)

Role Names

Roles determine the access a user is granted in the system. Users may be granted multiple roles in JustGrants, depending on the tasks they perform.

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

S-U

Survey Repository

A library of questions, question pages, and question sets that make up questionnaires that are included in solicitations. The answers applicants make to the questions in these questionnaires provide the basis for performance reporting in funded awards.

UEI

Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government.

Urgency

The number of days until or since the due date of the case, whether it is an application, a grant package, an award, a federal financial report, a performance report, or other item in JustGrants.



SAM.Gov and Grants.Gov



What is SAM.gov? It is considered the Federal Government’s “source of truth” or “authoritative source” of information regarding entities.

Entities **must** register in SAM.gov in order to apply for funding on Grants.gov and **must** maintain active registration throughout the life of their federal award(s). Information added or updated in SAM.gov generally will appear in JustGrants the following day. Keep in mind:

All Entity-level data is managed in SAM.gov. JustGrants pulls its Entity information directly from SAM.gov to ensure consistency and integrity.

1

Updates to Entity information occur in SAM.gov. JustGrants performs daily automated SAM.gov checks to collect current Entity information.

2

All Entity information is registered in SAM.gov and needs to be updated there by the Entity Administrator rather than through a grant modification.

3

If an Entity’s SAM.gov registration is not active or has expired, its award can be delayed/suspended until the registration is active.

4



Grants.gov



Grants.gov is a location for grant seekers to find and apply for federal funding opportunities and is home to information on more than 1,000 grant programs. The program also vets grant applications for federal grant-making agencies like DOJ.

Grants.gov provides a central website where federal agencies can post discretionary funding opportunities that grantees can easily find and apply to.

Grants.gov was established in 2002 and is managed by the U.S. Department of Health and Human Services. Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget (OMB).

Key Benefits

- 1 Helps the grant community learn about available opportunities.
- 2 Facilitates interaction with the Federal Government.
- 3 Simplifies grant application, saving money, time, and hassle.
- 4 Makes researching and finding federal grants easier.
- 5 Makes electronic grant application processing easier.
- 6 Provides a secure, reliable source to apply for federal grants.





JUSTgrants
JUSTICE GRANTS SYSTEM