Entity Users

Application Submission

Job Aid Reference Guide

JUSTgrants
JUSTICE GRANTS SYSTEM

September 16, 2020

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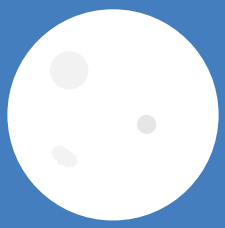


Welcome

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.*

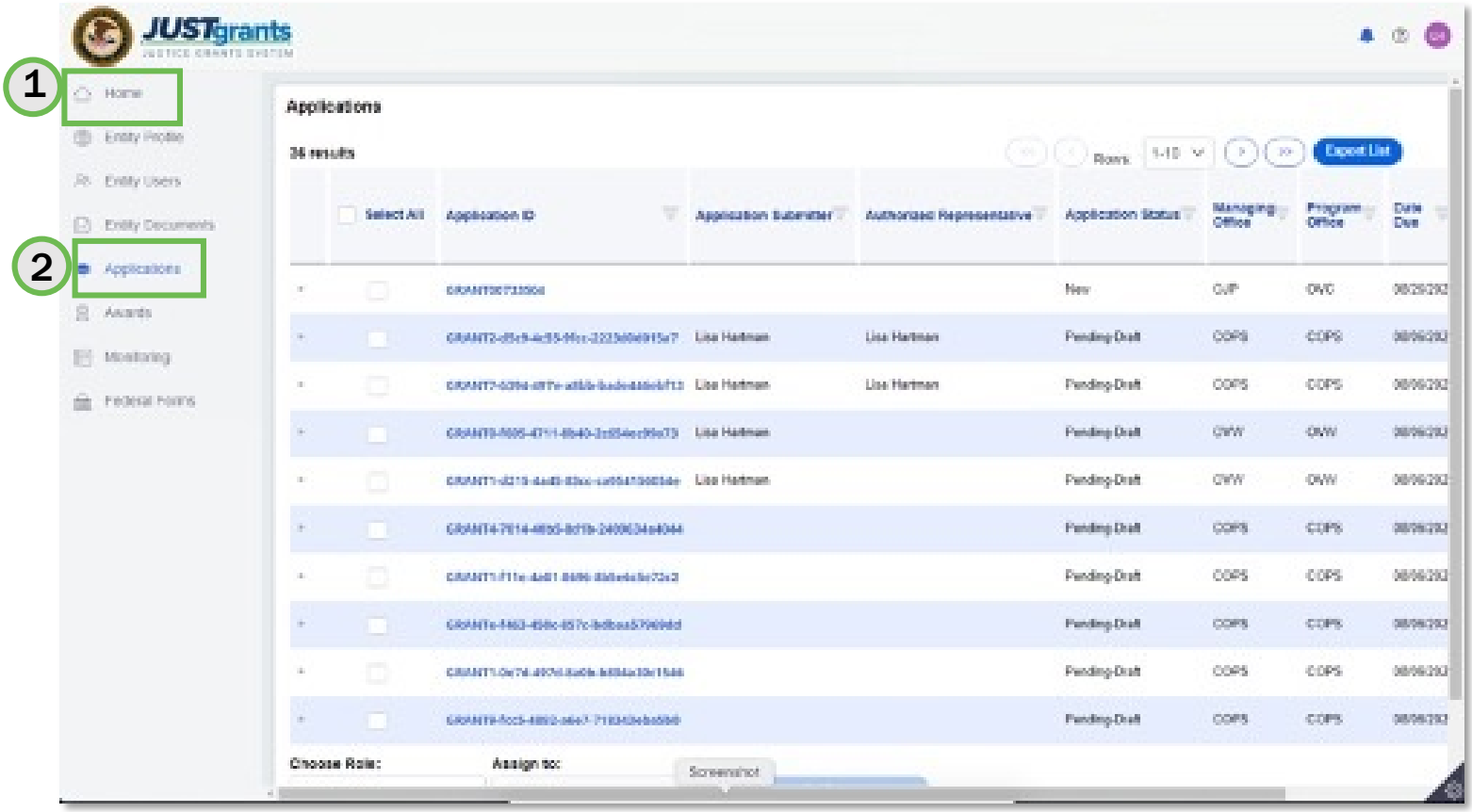
AP Abilities and Responsibilities

Now let's begin by locating an application.

Locate an Application

Locate an Application

My Worklist



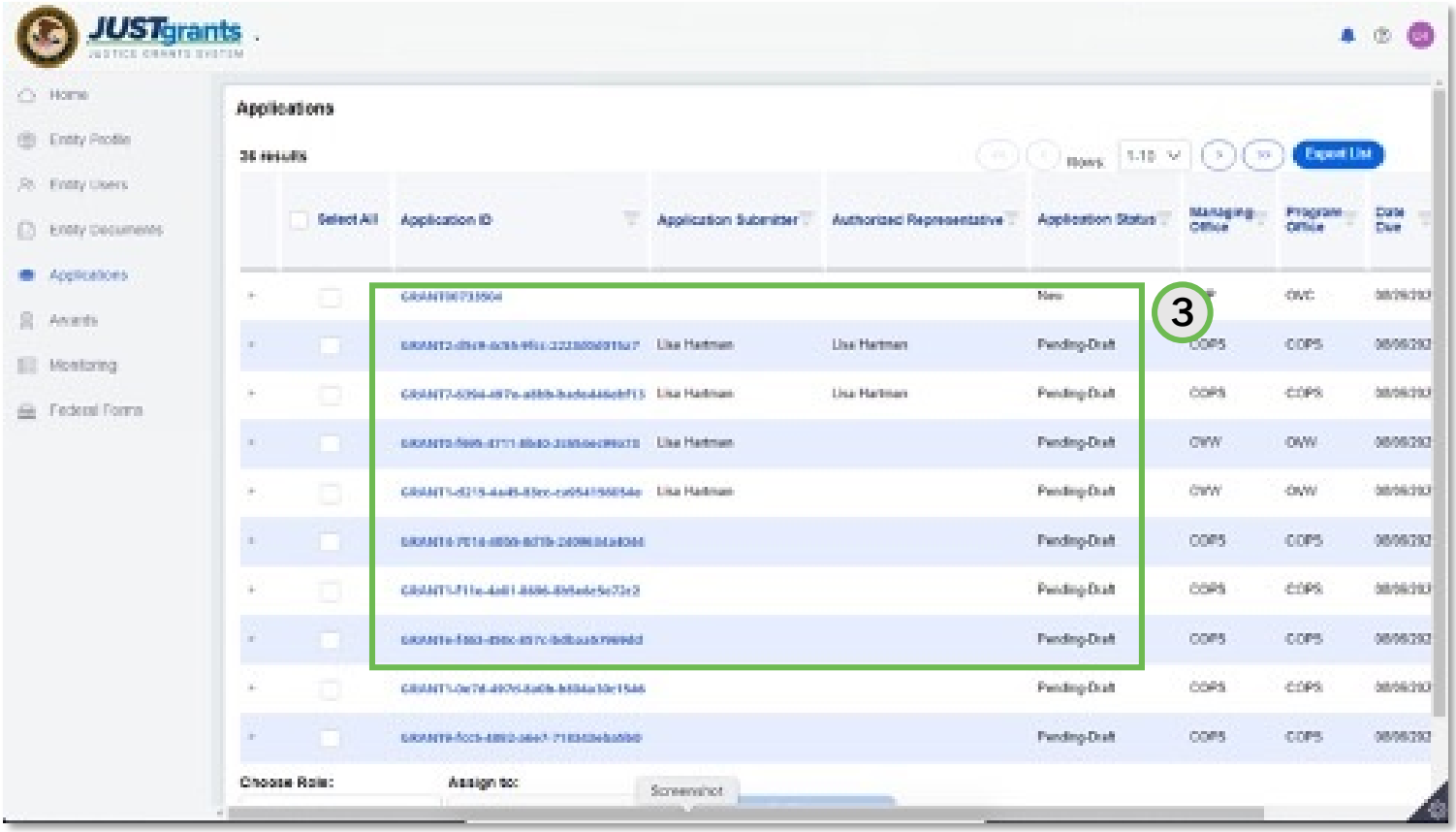
Users can only edit applications assigned to them.

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



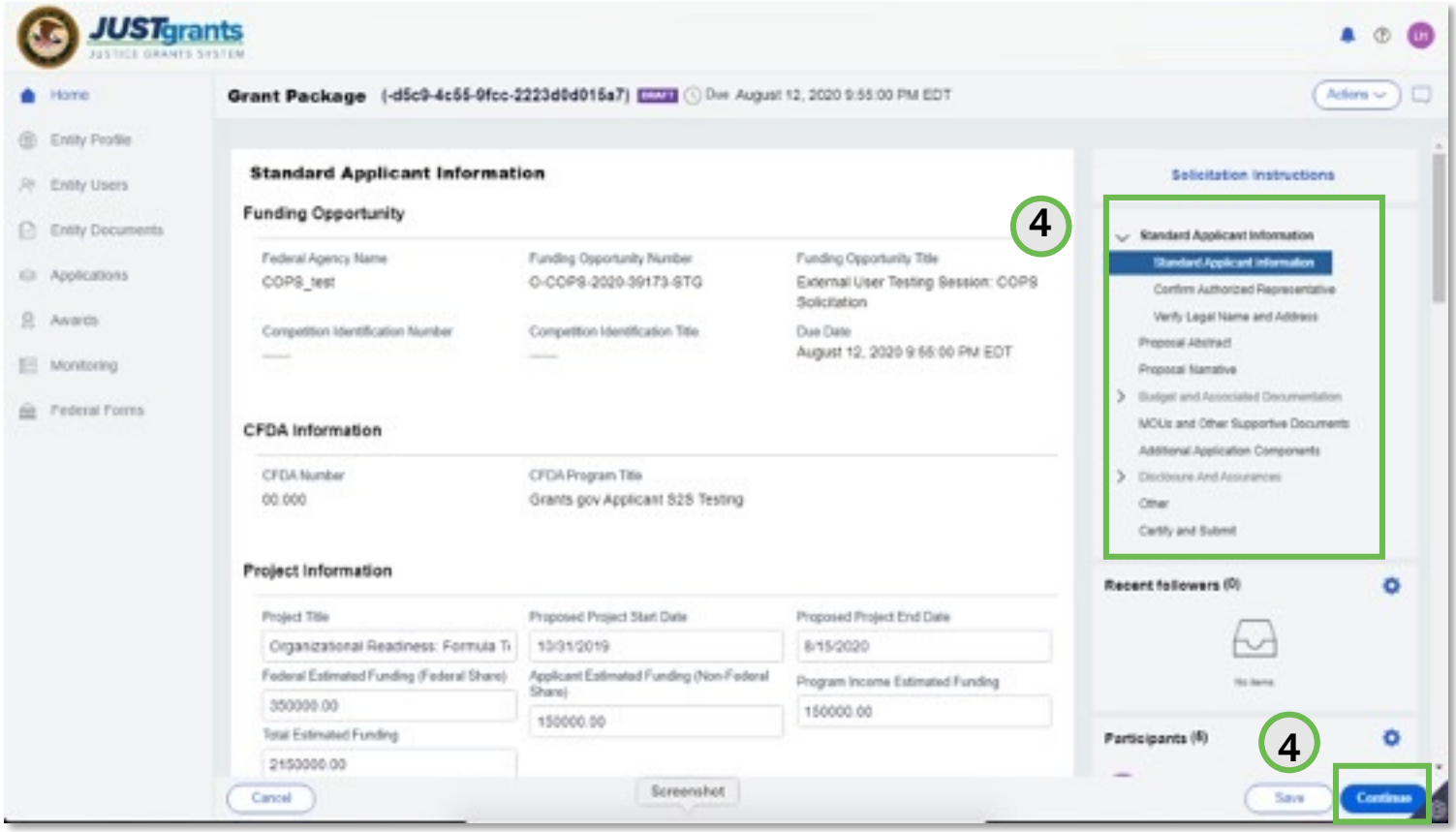
The notification screen displays first.

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



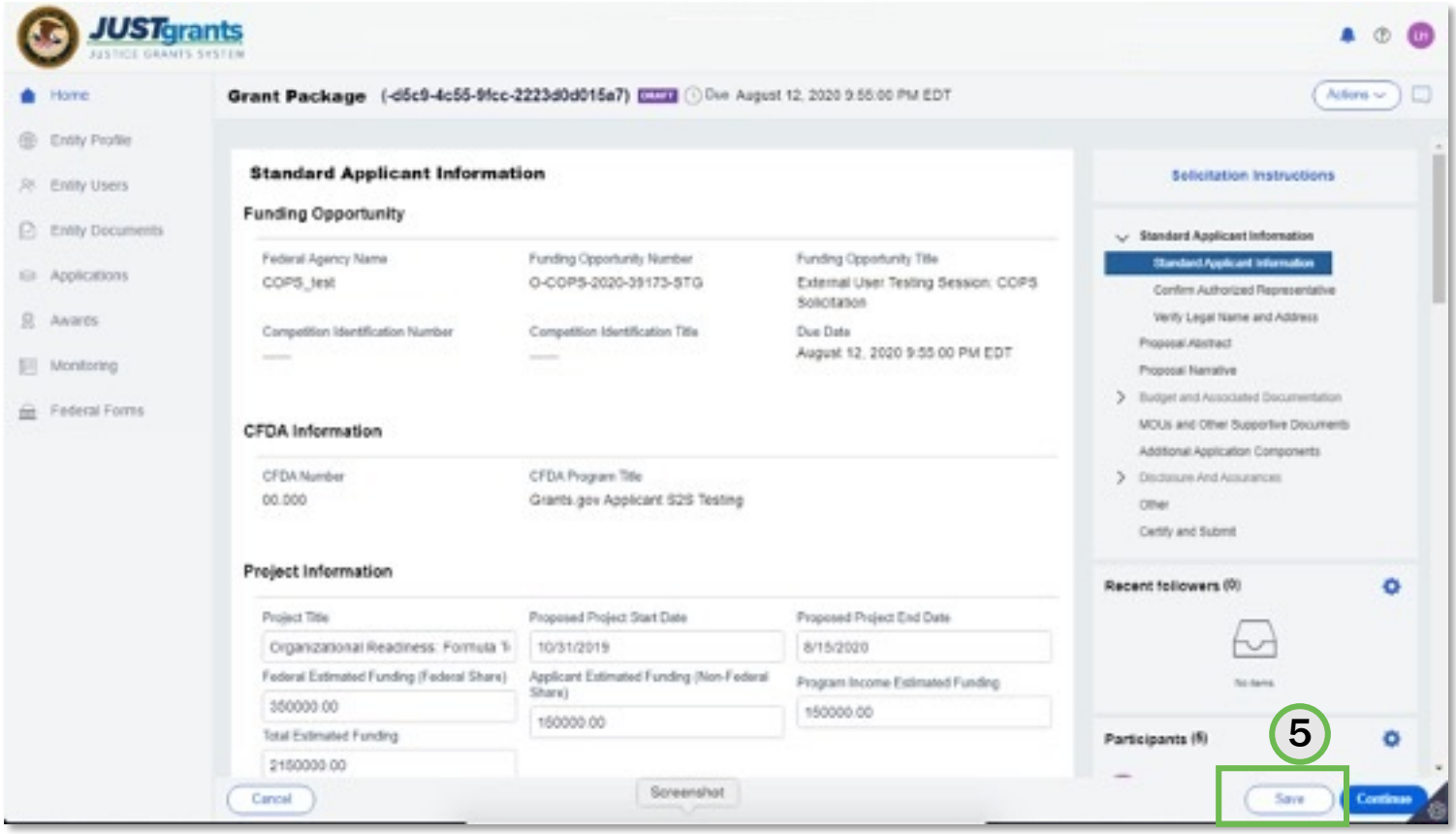
The grant package can be viewed in one location.

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

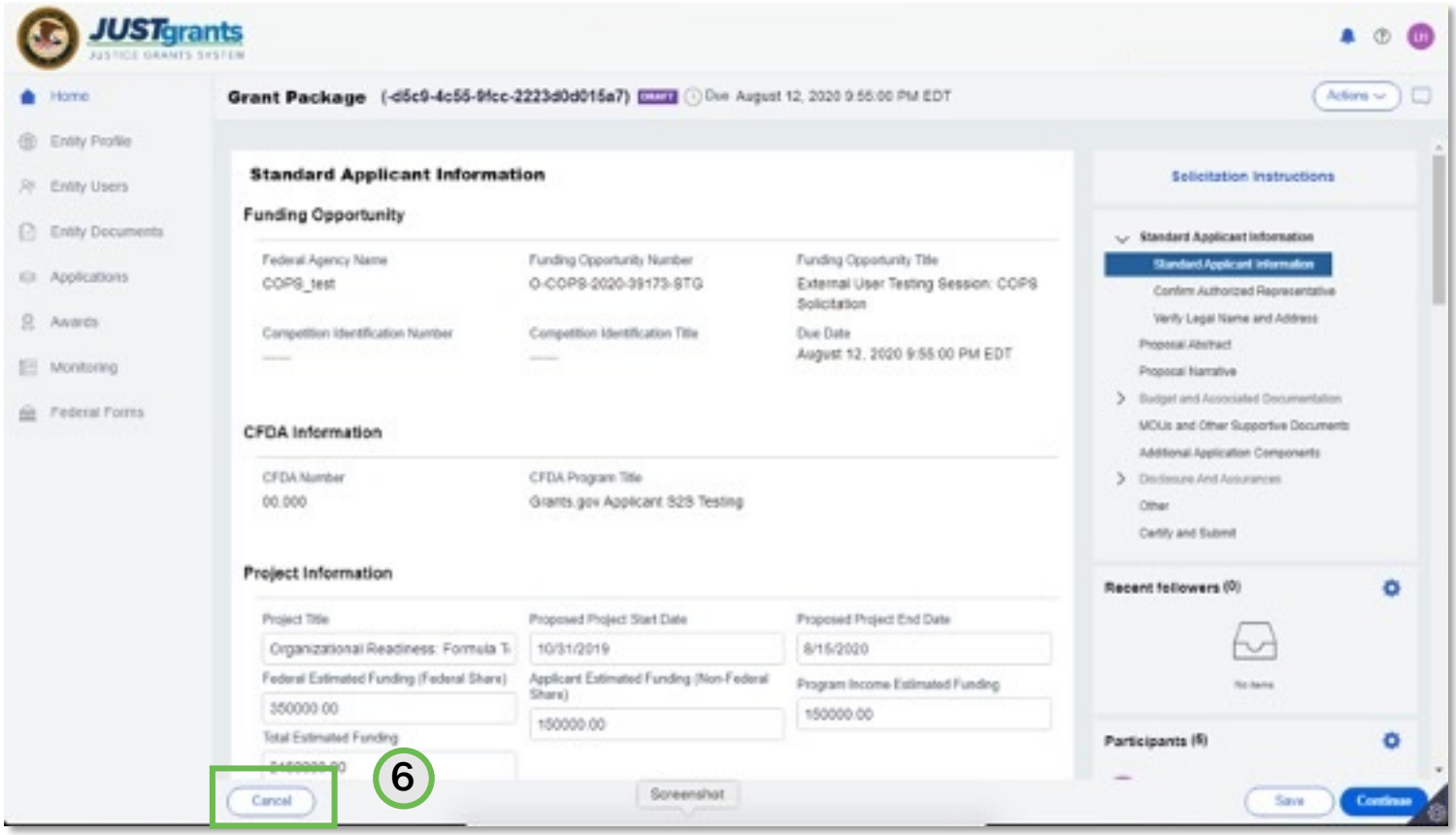


Remember to save as you complete each section.

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

Locate an Application: Step 6

Leave Application



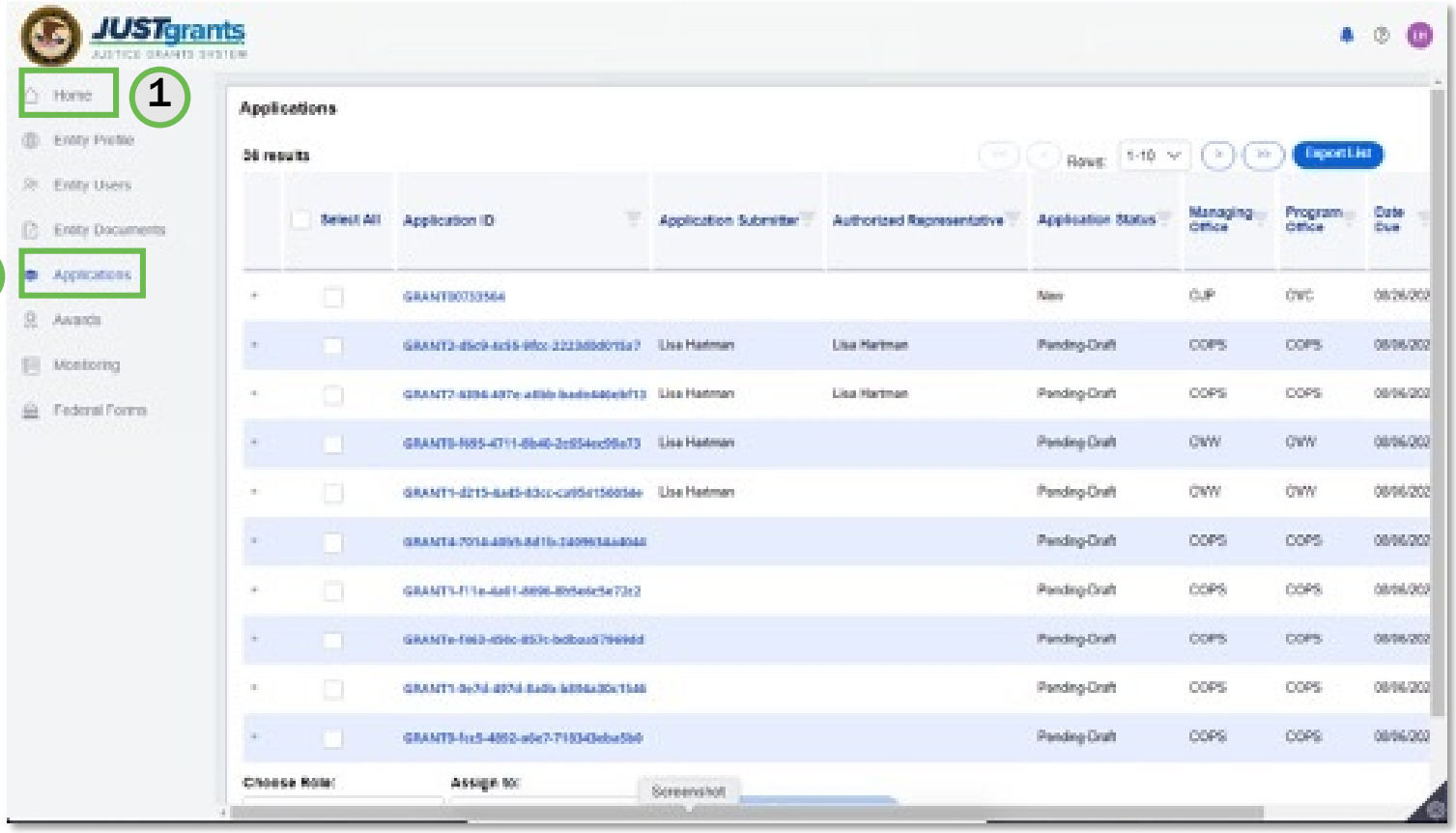
The cancel button will bring you back to the Home screen.

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

Submit an Application

Submit an Application

List of Applications



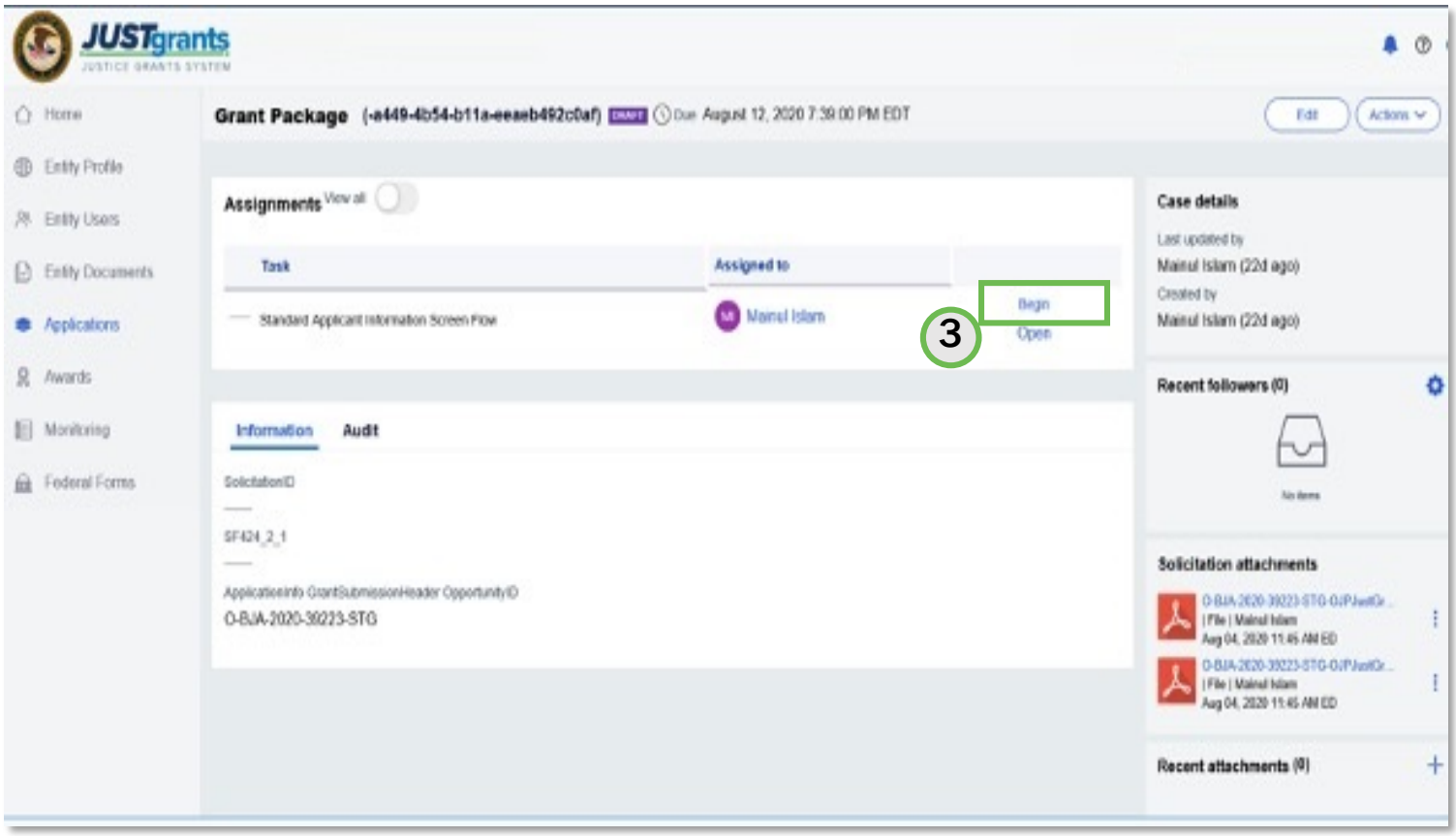
Users can only edit applications assigned to them.

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



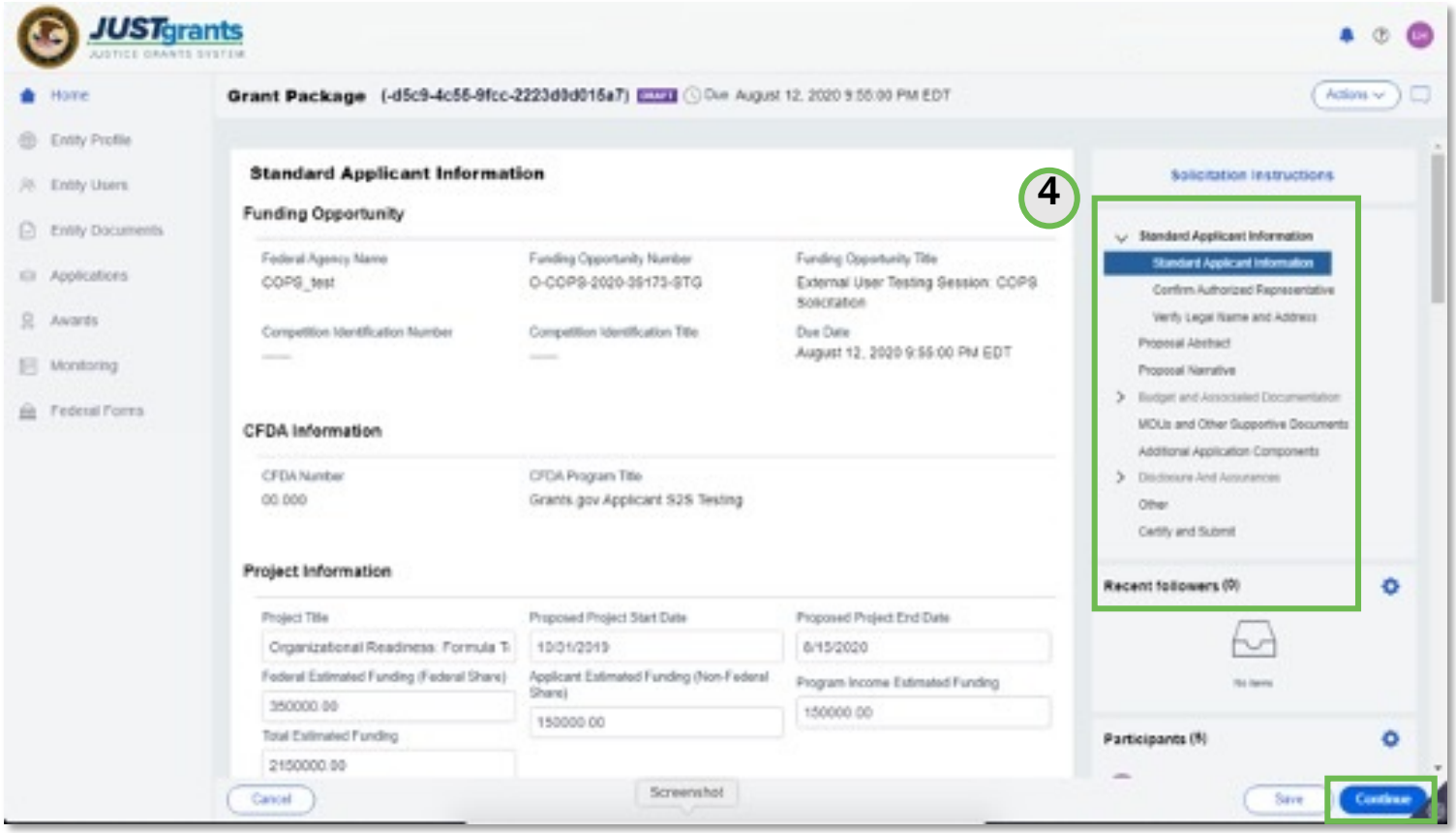
The Application screen only appears the first time.

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

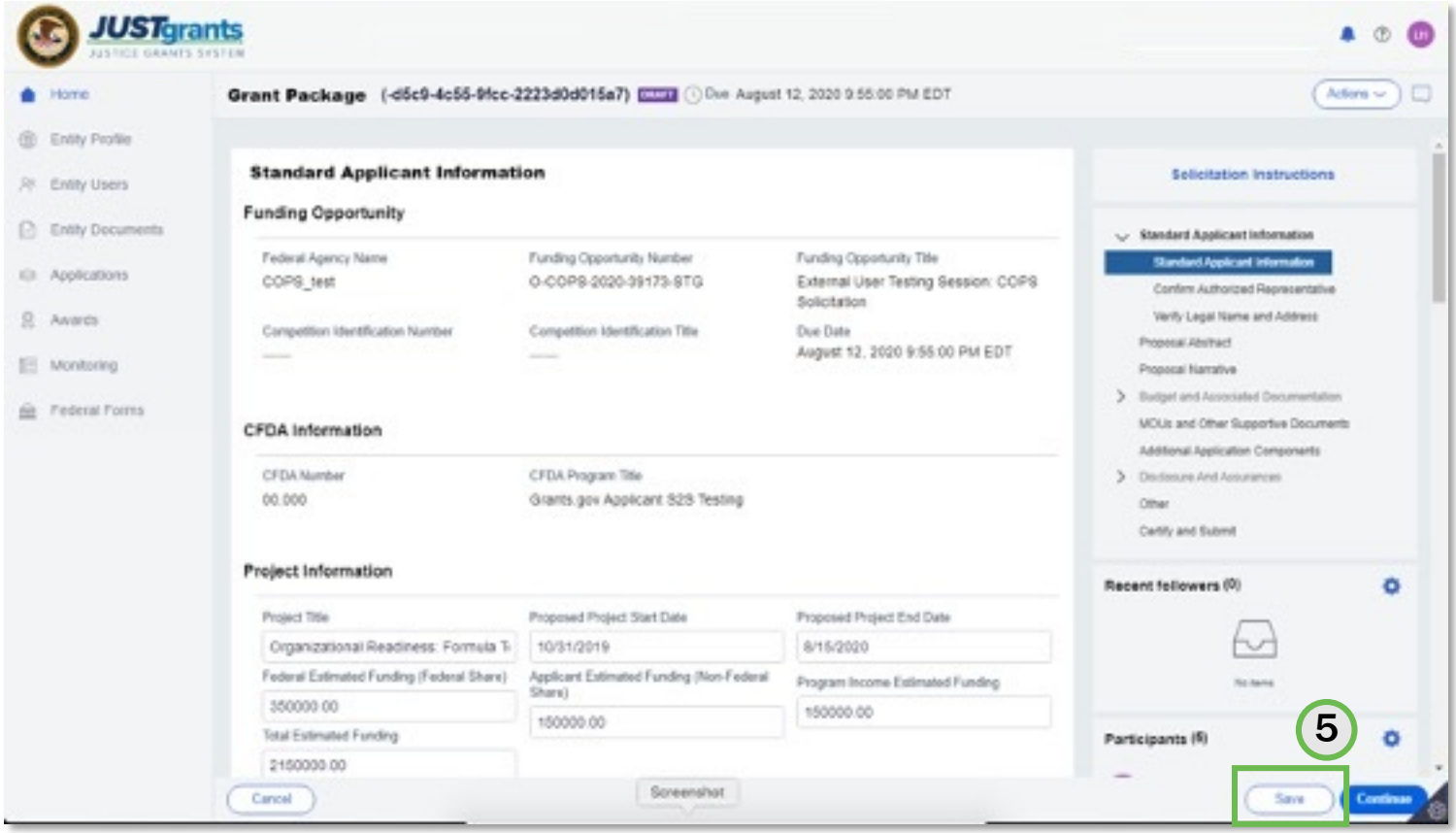


There are two ways to navigate through the application.

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

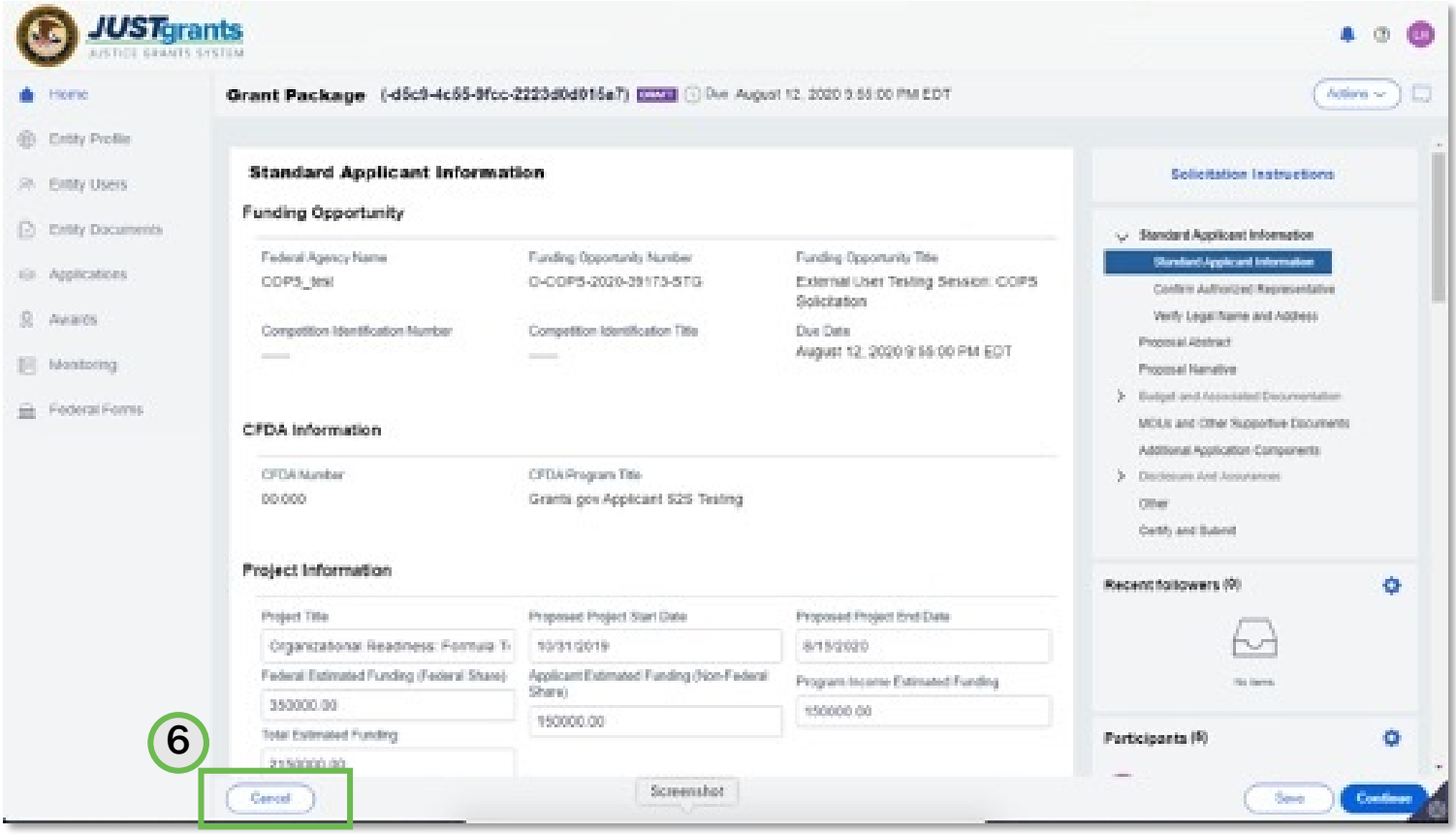


Remember to save as you make changes.

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

Submit an Application: Step 6

Leave Application

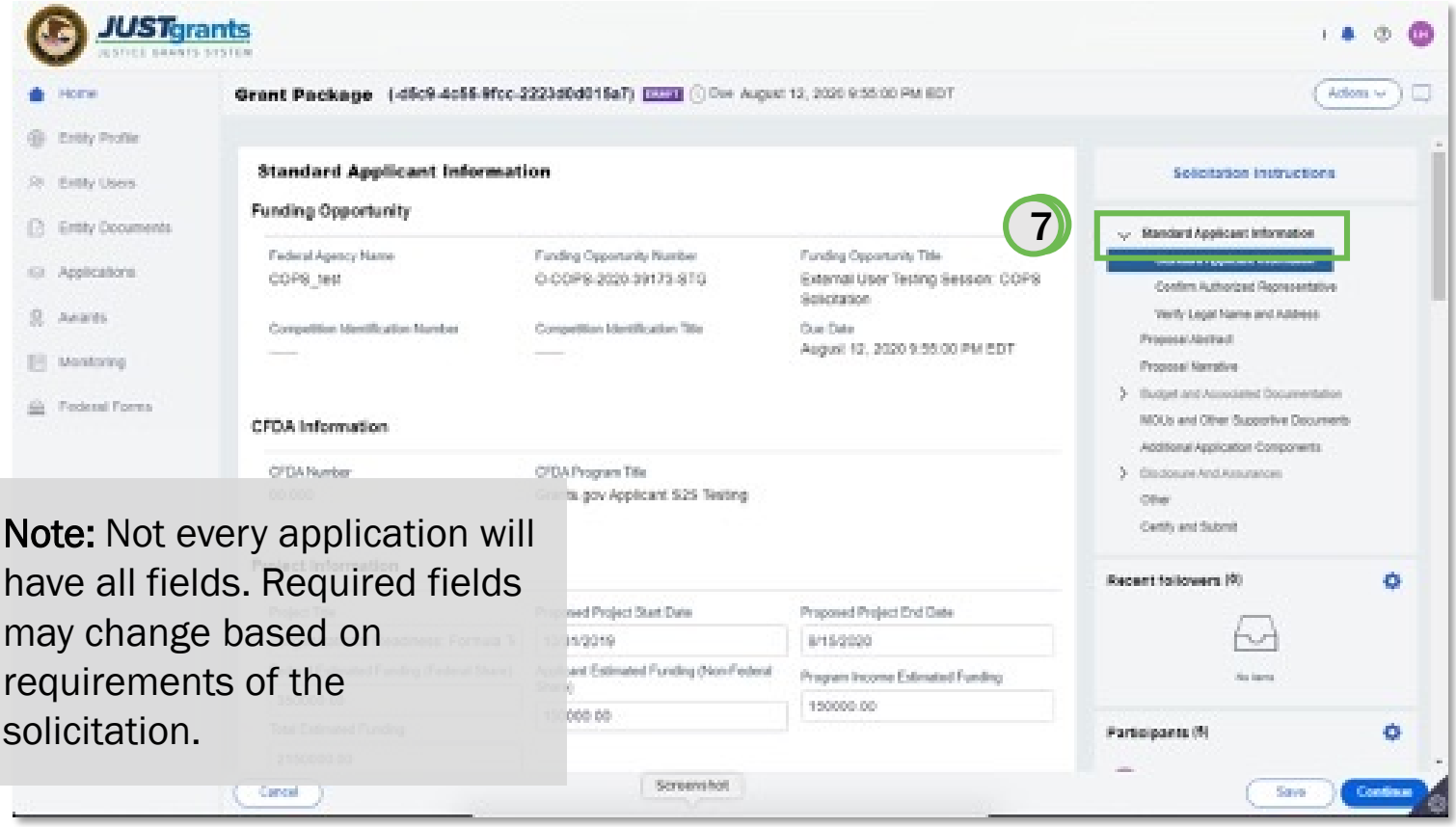


Cancel button will return you to the Home landing page.

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

Submit an Application: Step 7

Standard Application Information



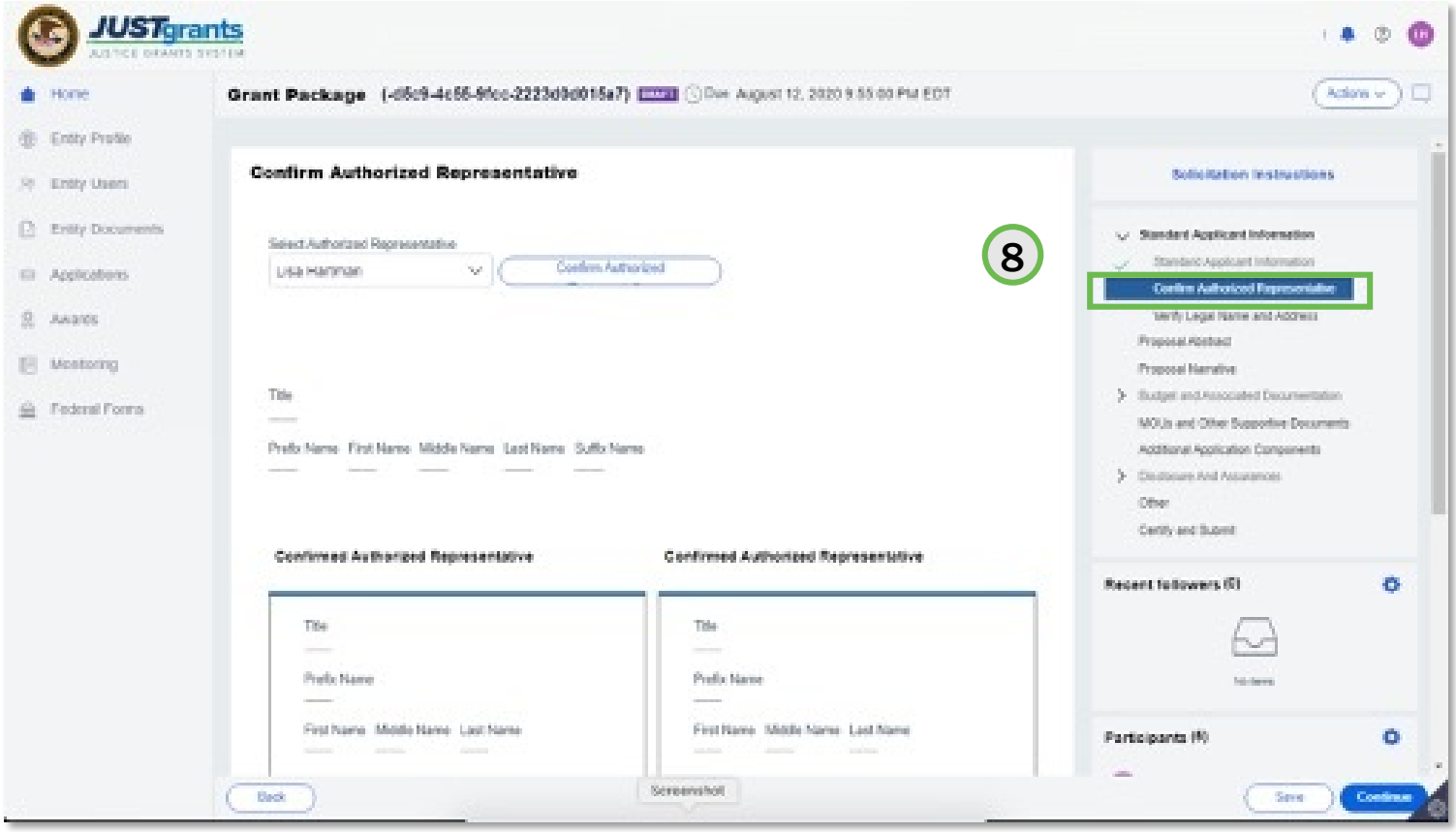
Note: Not every application will have all fields. Required fields may change based on requirements of the solicitation.

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



Managing offices upload funding opportunity information.

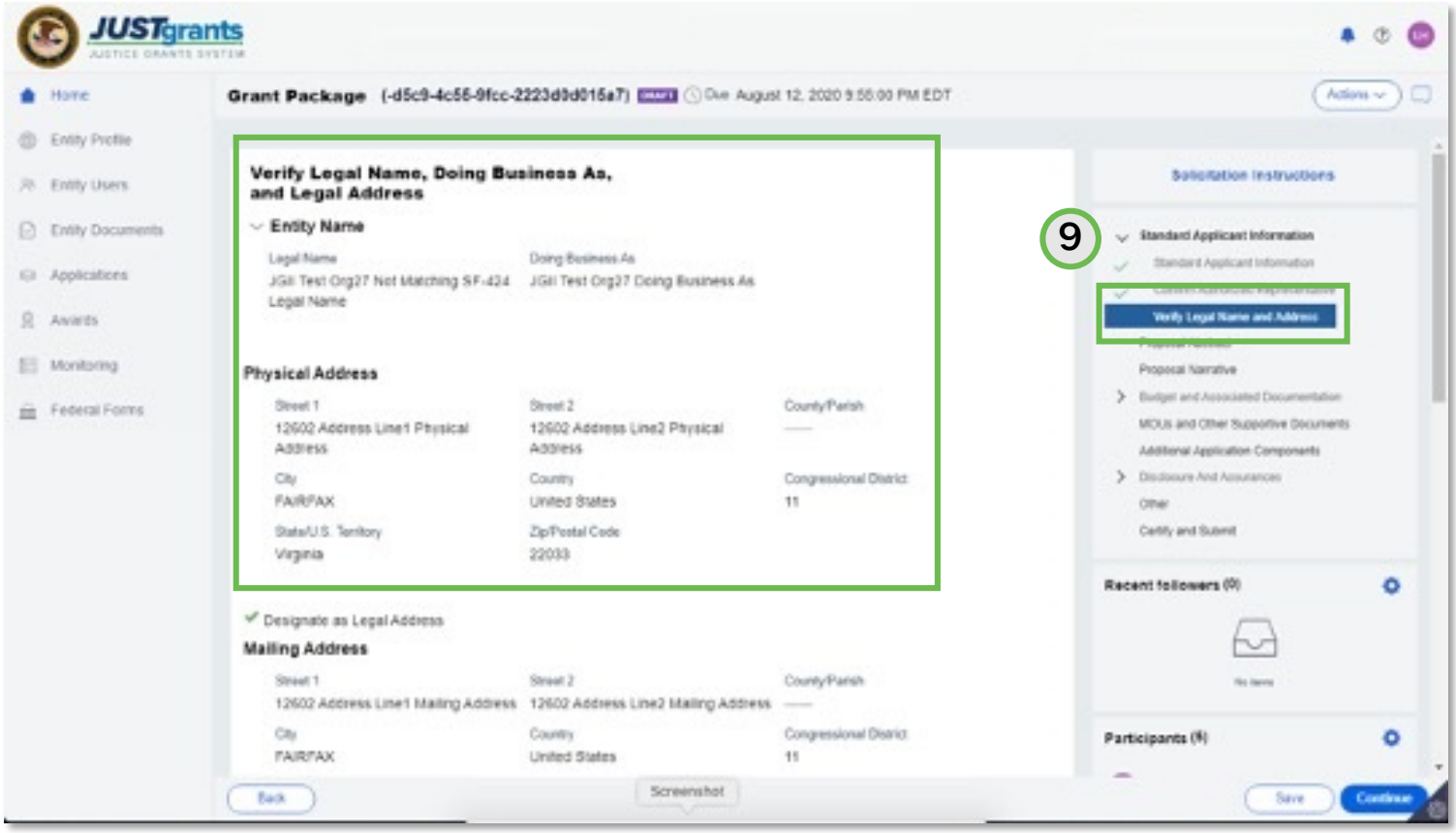
8) Select the Standard Applicant Information

- 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



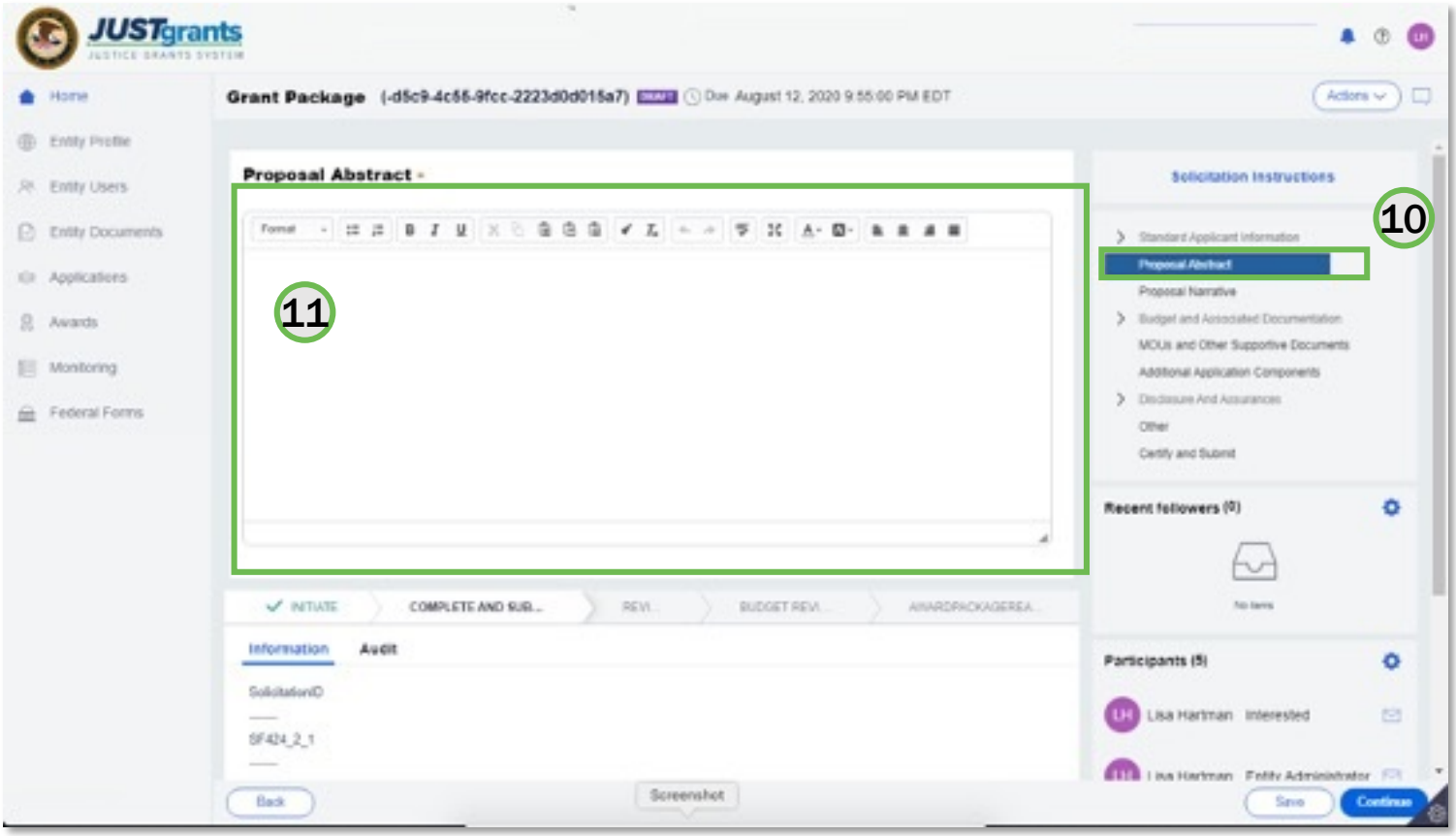
Managing offices upload funding opportunity information.

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



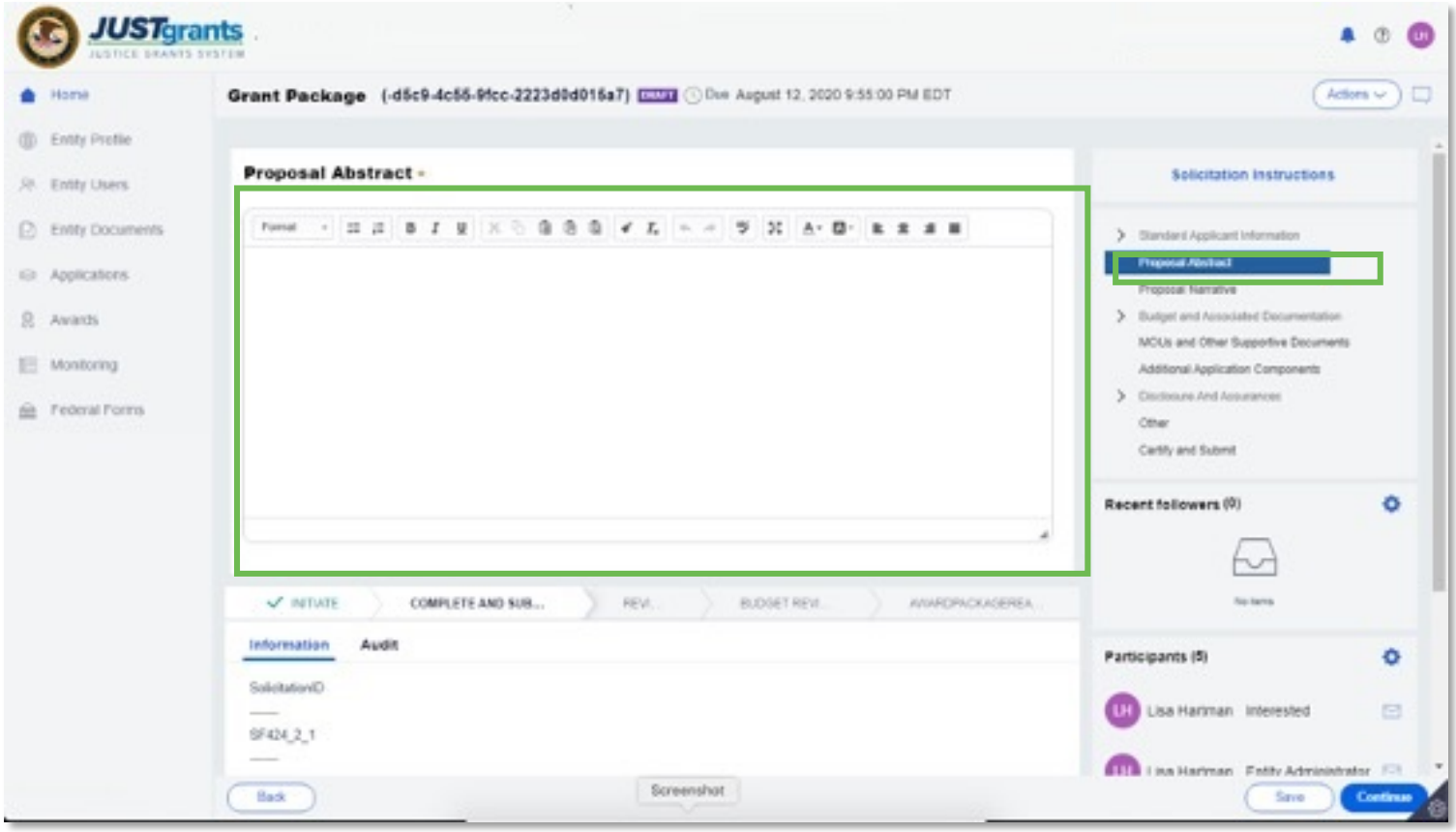
Submitted Information populates funding recommendations.

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

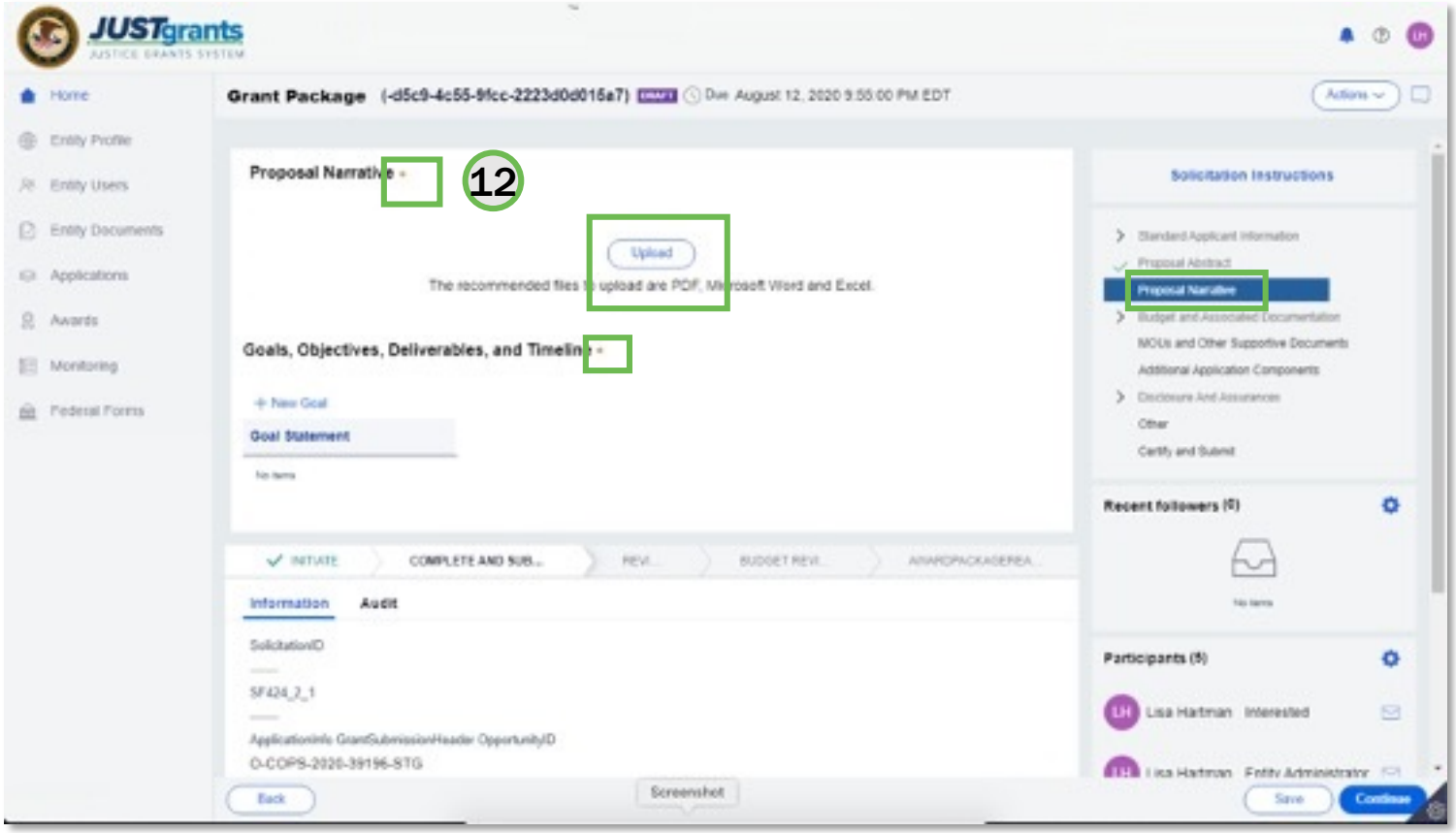


Insert text in the Proposal Abstract text box.

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



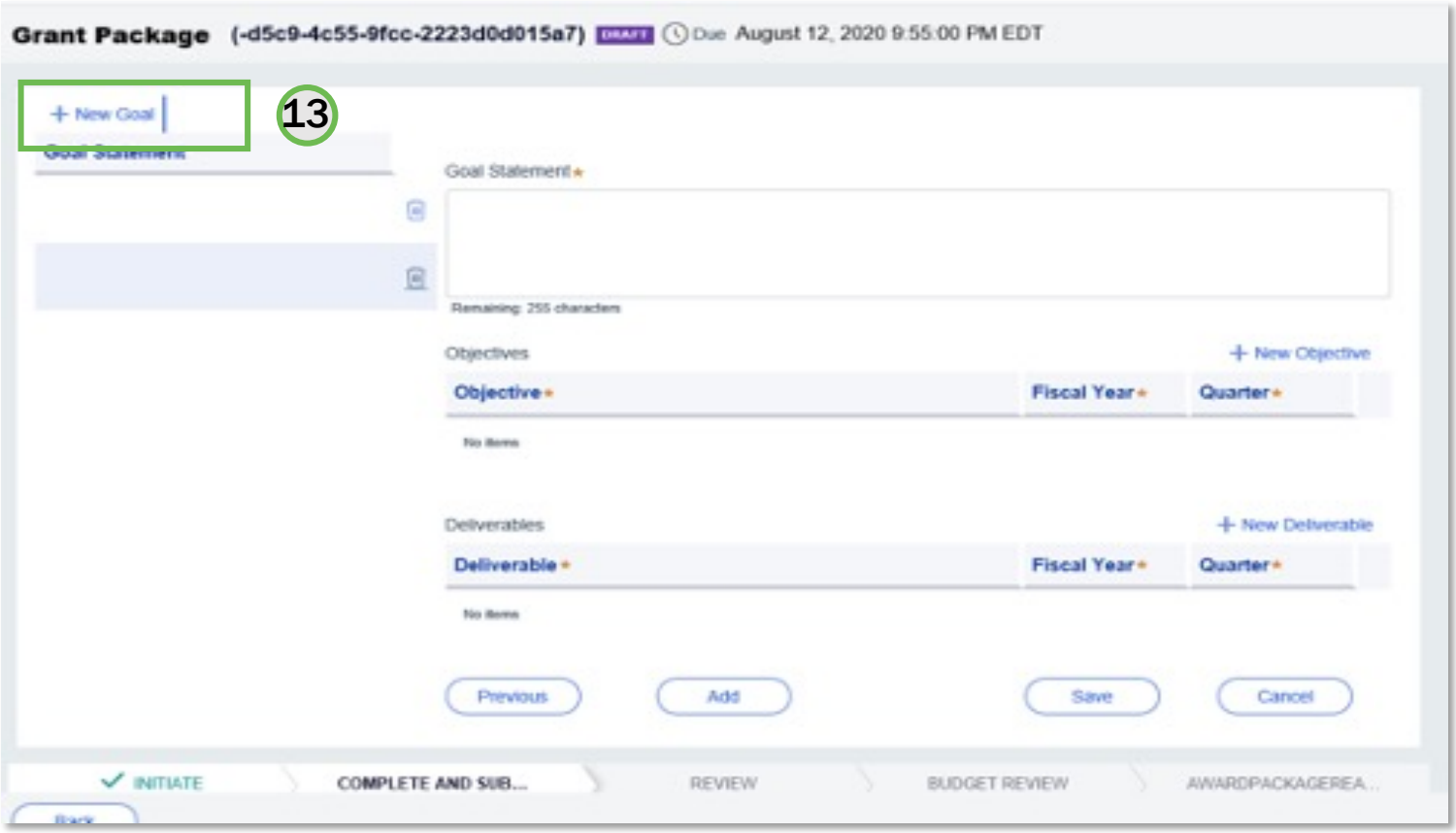
Multiple attachments can be uploaded.

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



Add a goal by selecting the + New Goal link.

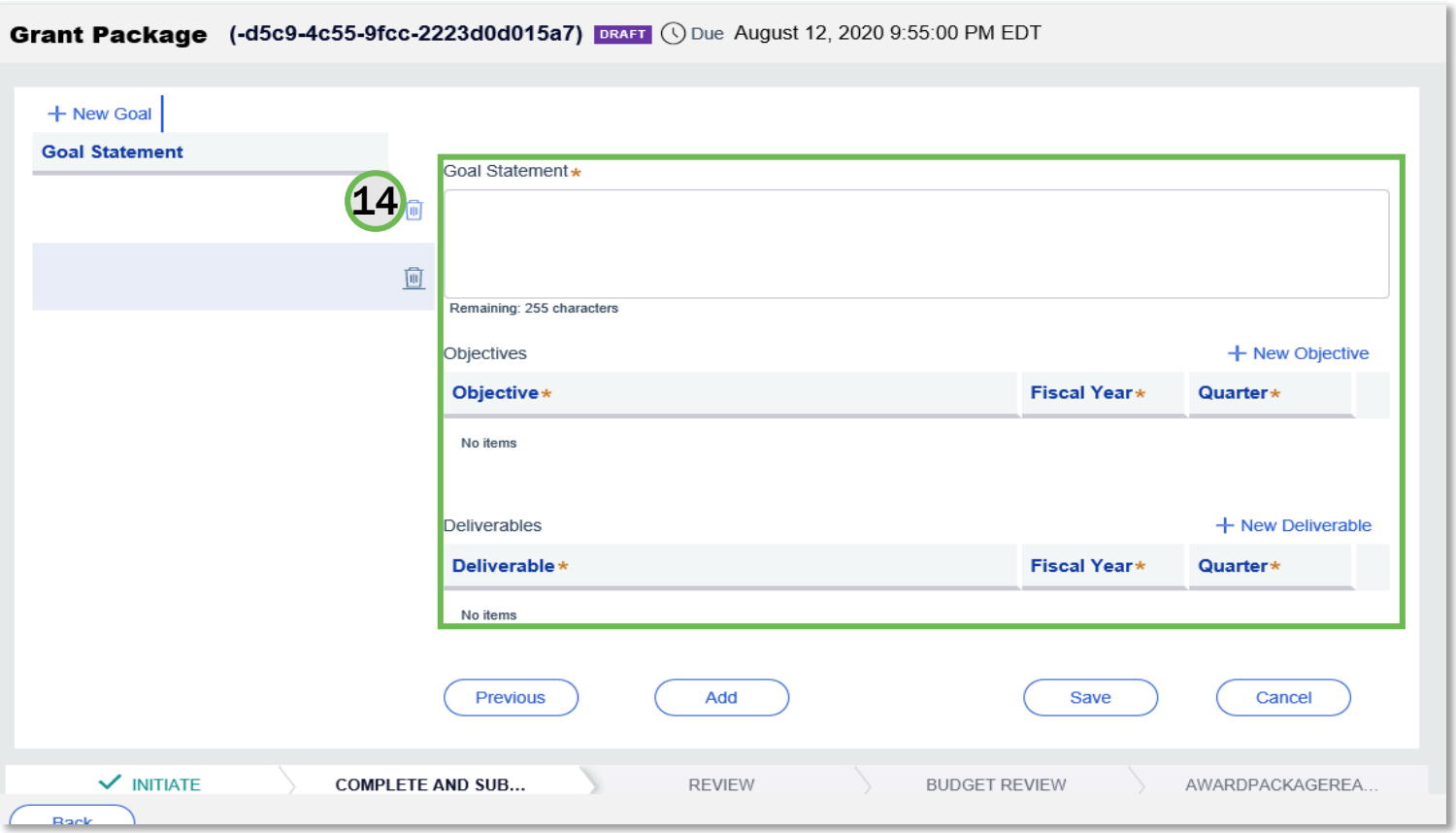
13) Select **Proposal Narrative**

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



Information will be pulled into performance reports.

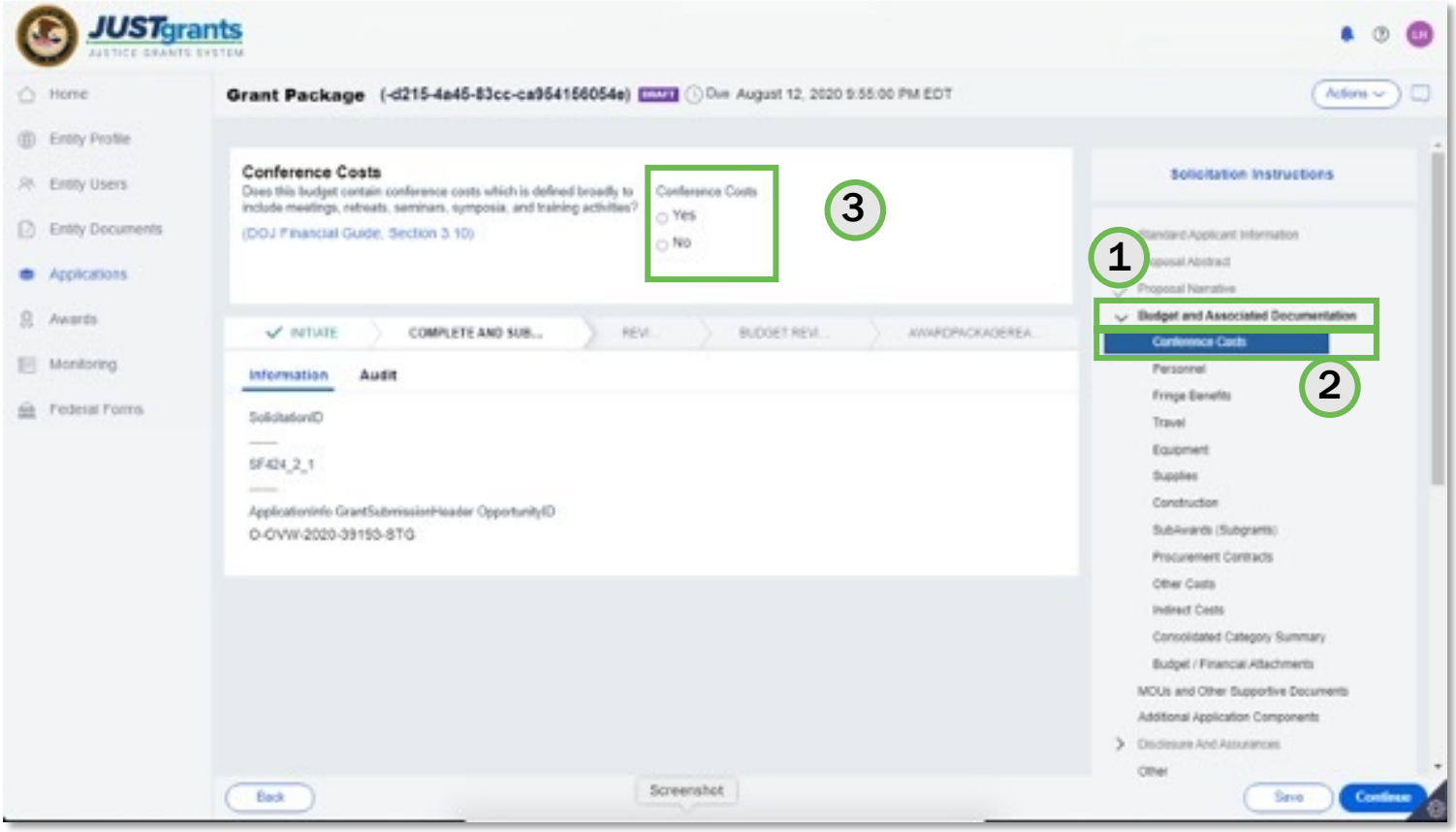
14) Select **Proposal Narrative**

- 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



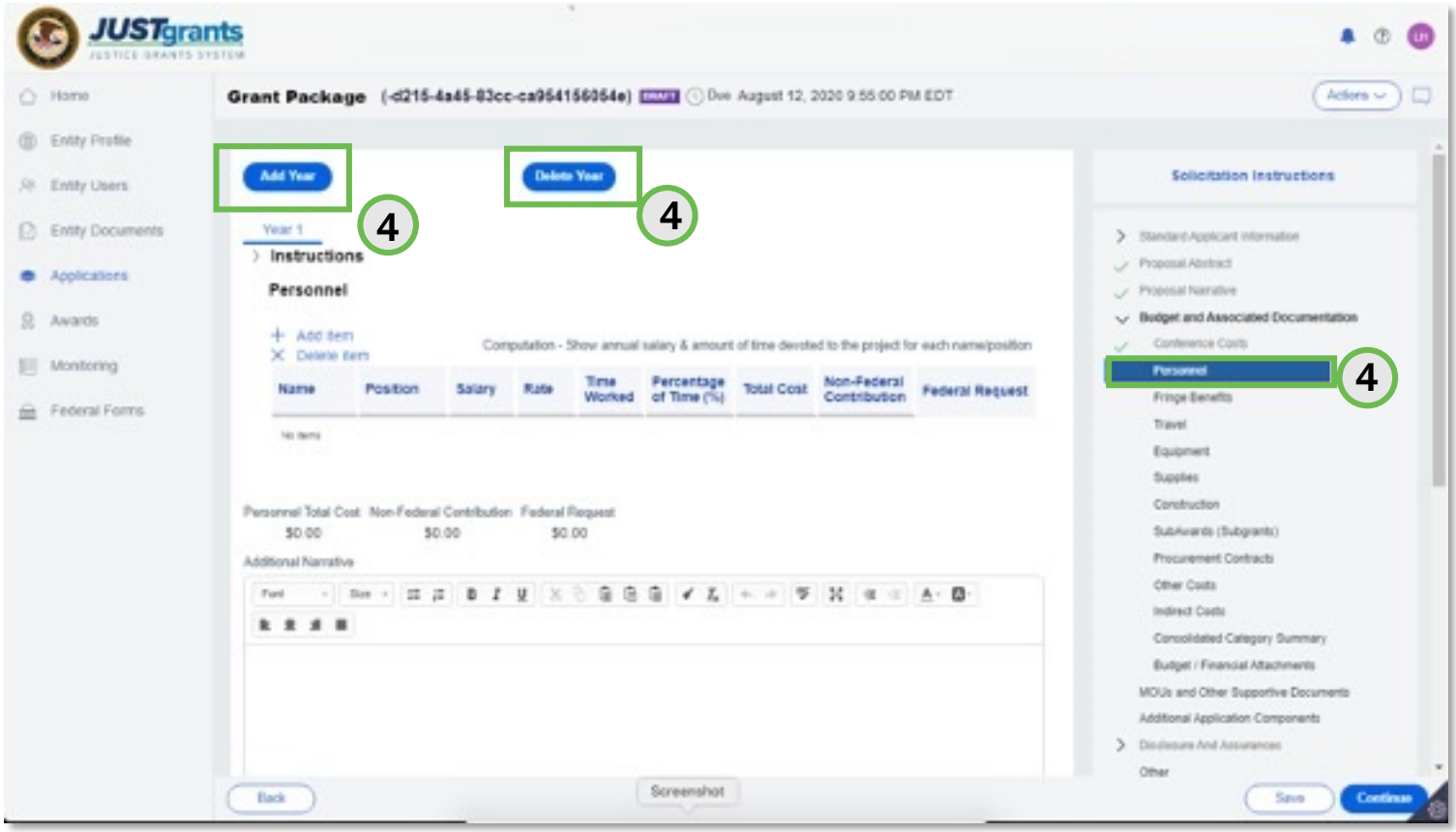
The DOJ Financial Guide can answer many common questions.

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



Editing abilities depend on each office.

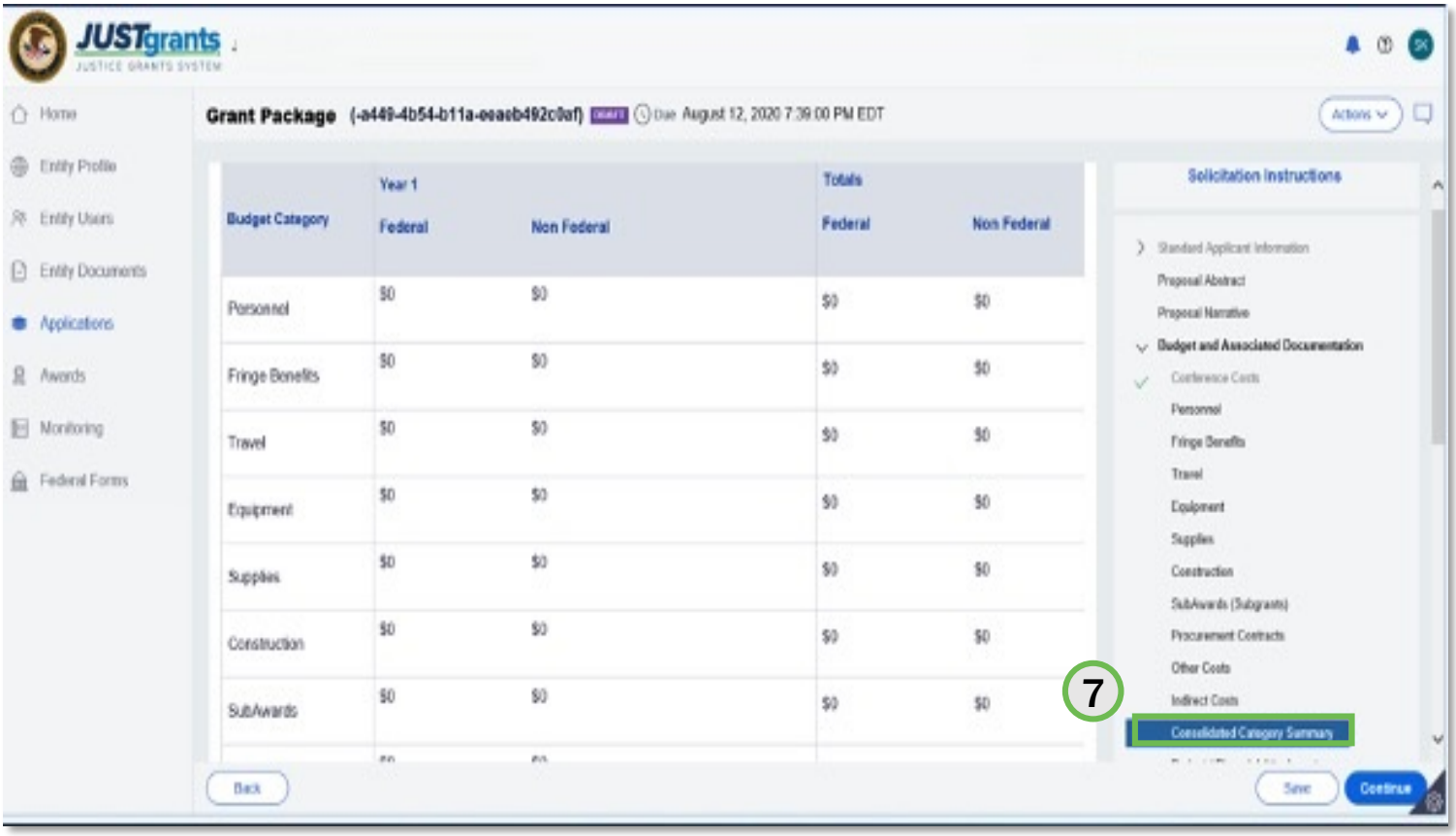
4) Select **Personnel.** Add names for personnel. Non-Federal Contribution is where you would add your matching funds.

   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



All totals will be displayed for all years.

5) Select the remaining sections.

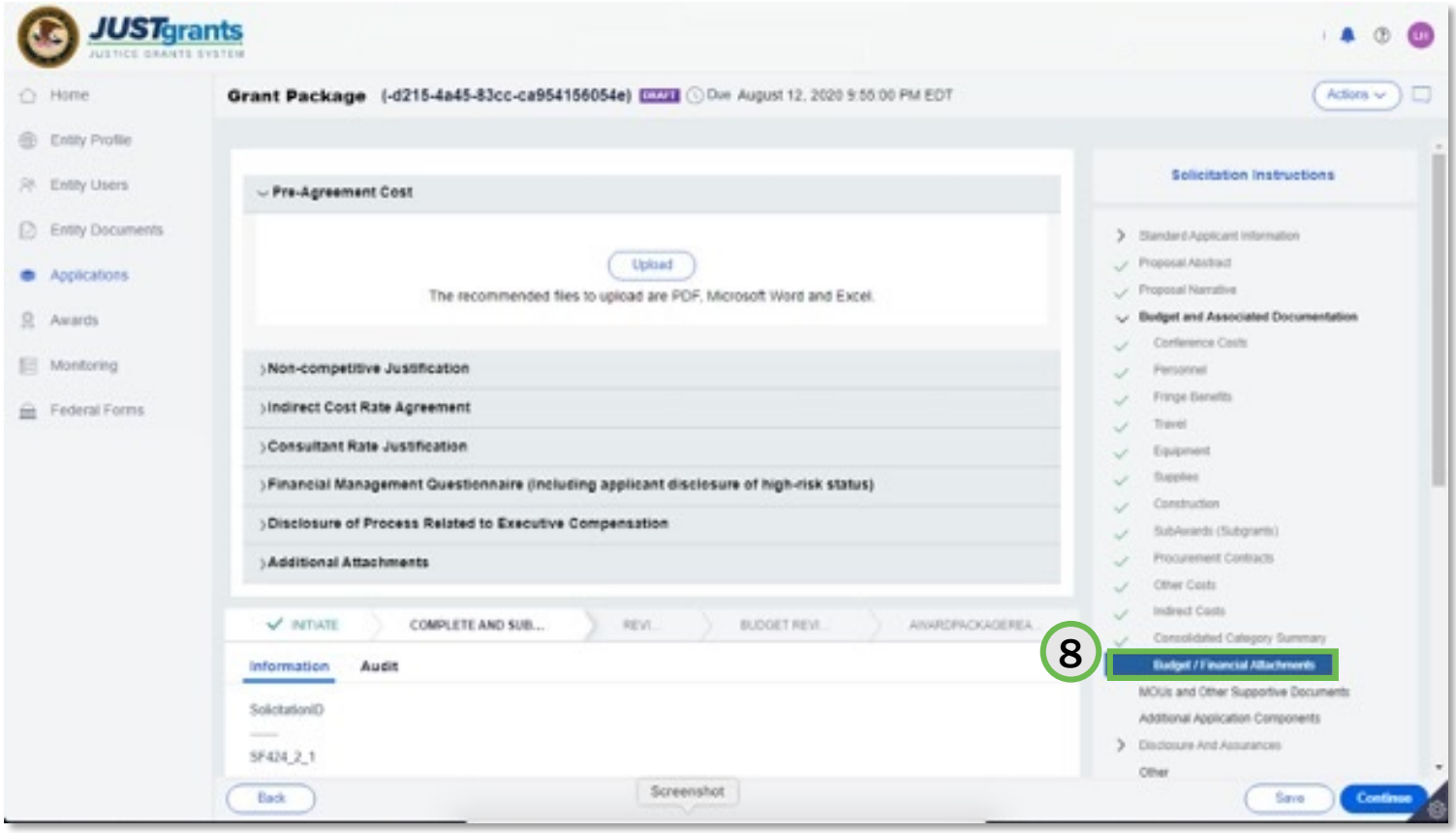
6) The Budget Summary is automatically calculating in the background.

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



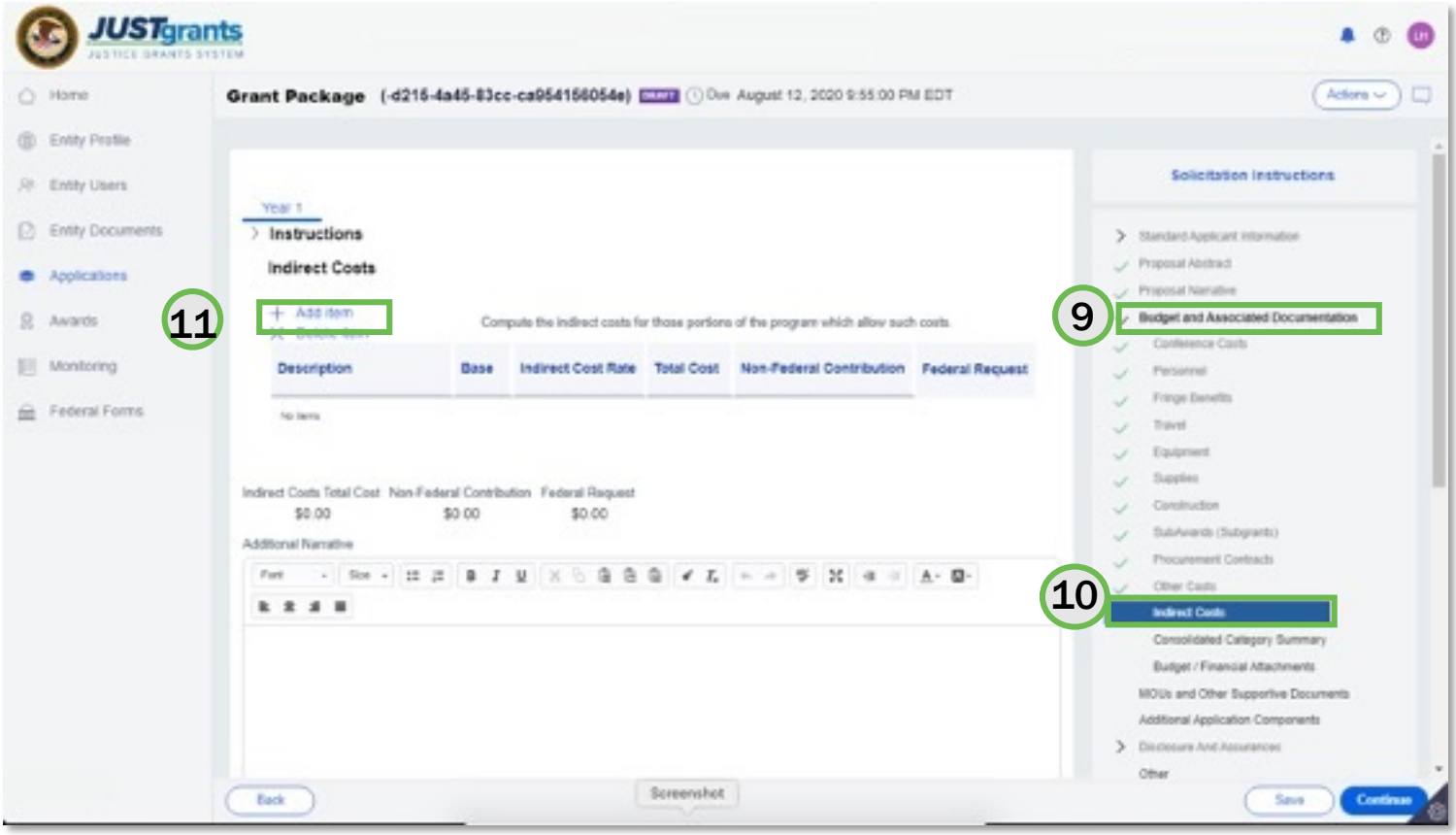
Application submitter can select "Profile" to see documents.

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



Use the Profile button to locate files.

9) Select **Budget and Associated Documents**

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

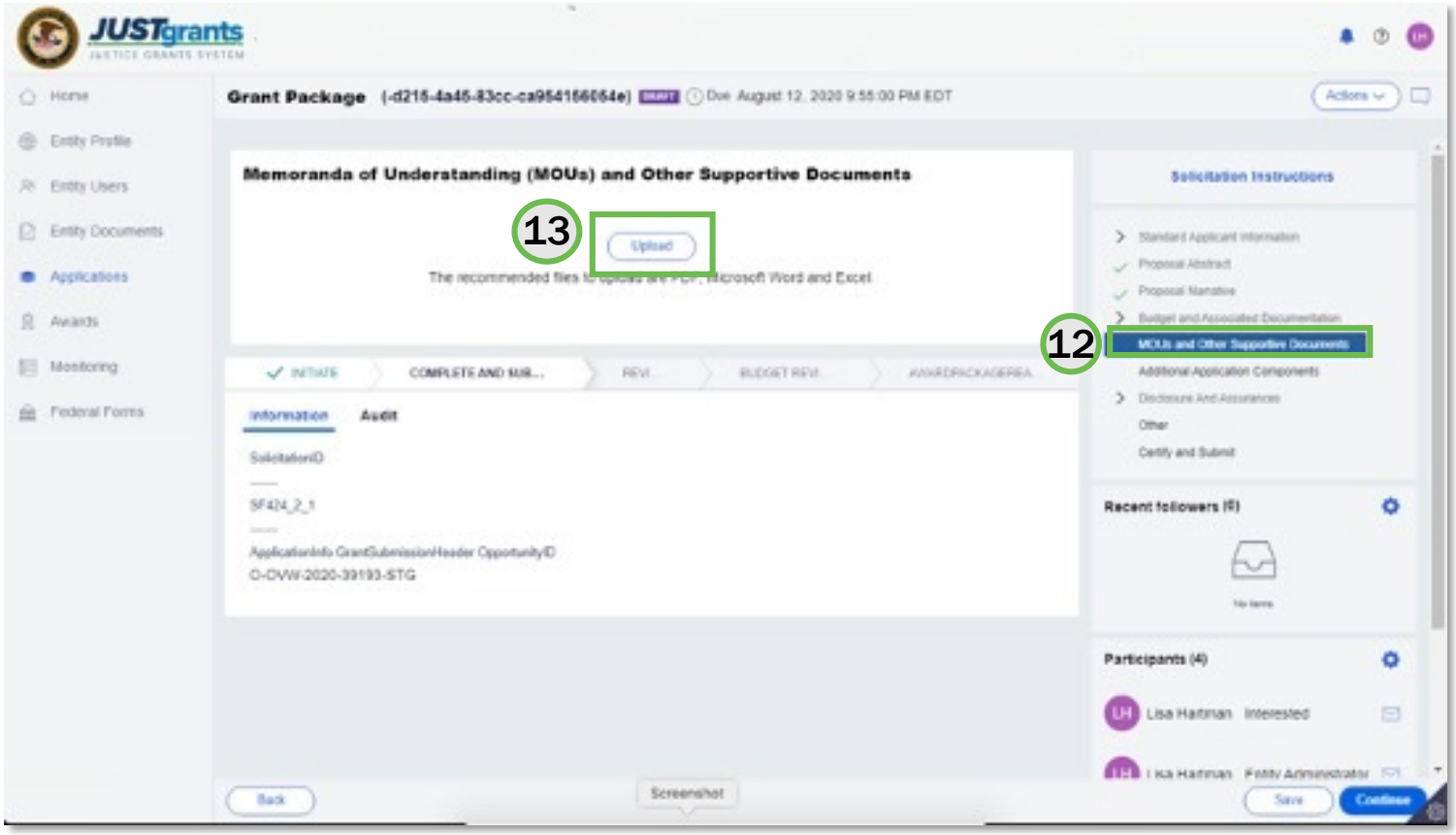
11) Select **+Add Item** to add an indirect cost item.

   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



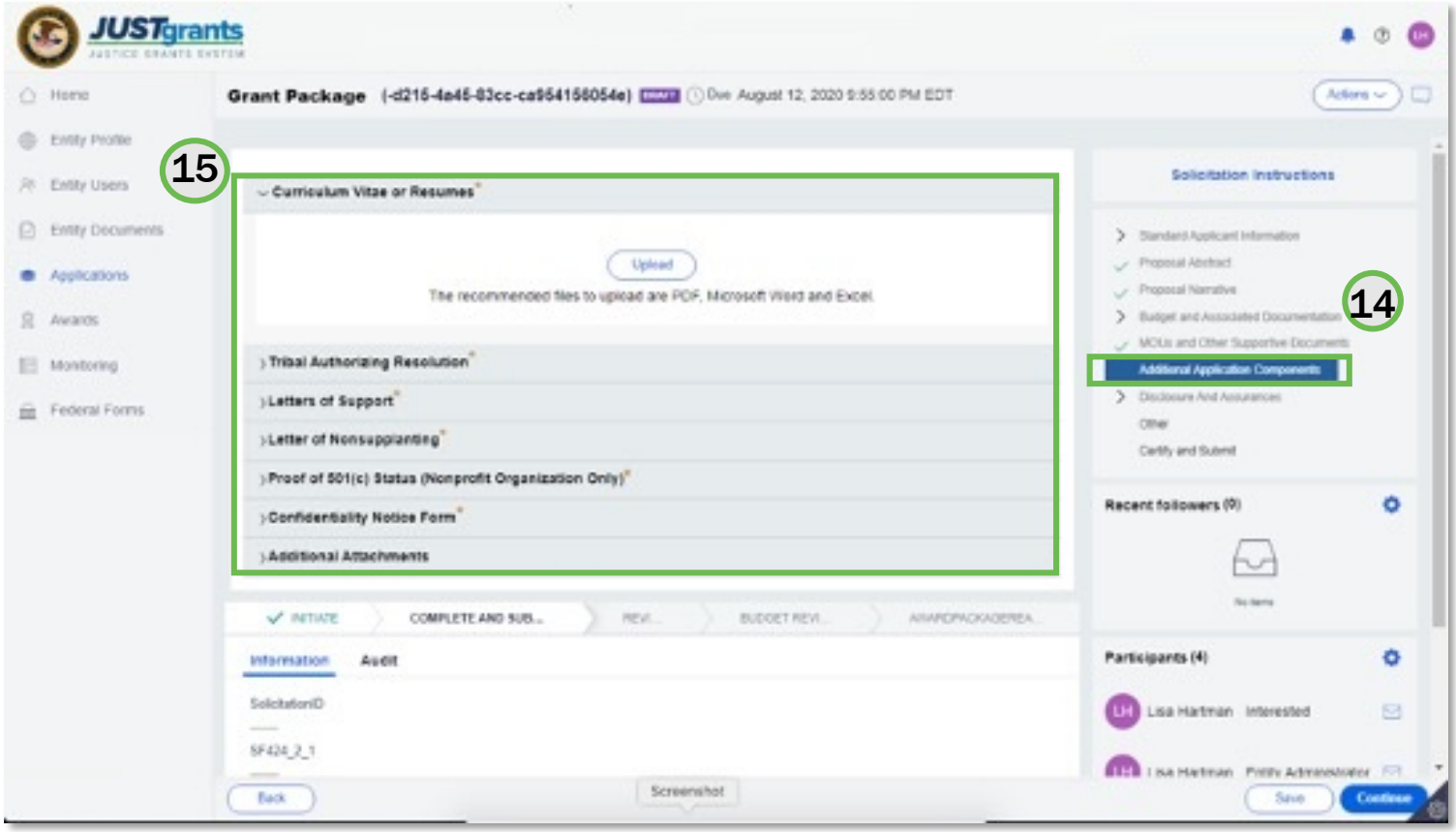
A variety of document types can be uploaded.

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



Subsections are customized for each solicitation.

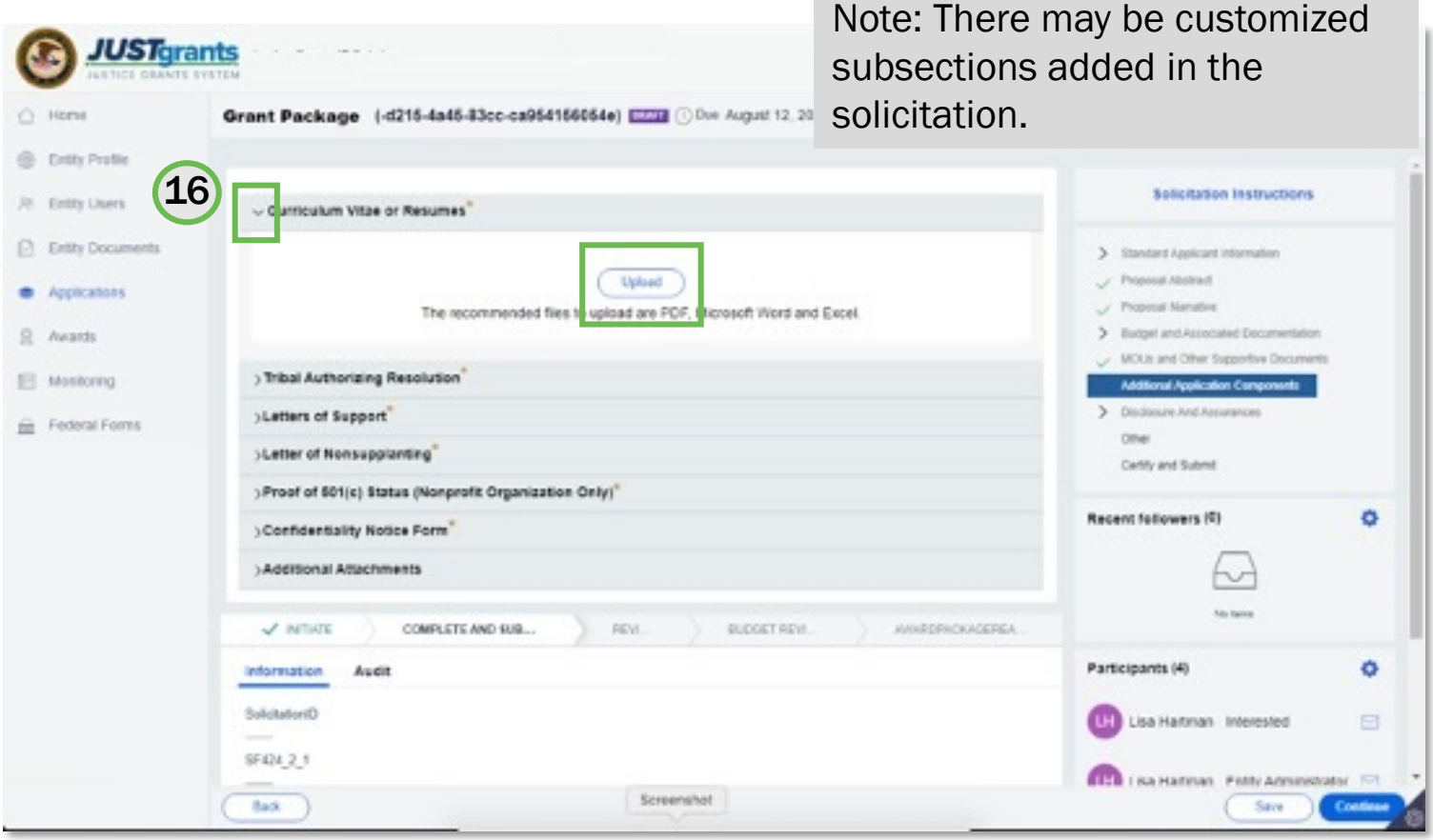
14) Select **Additional Application Components.**

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.



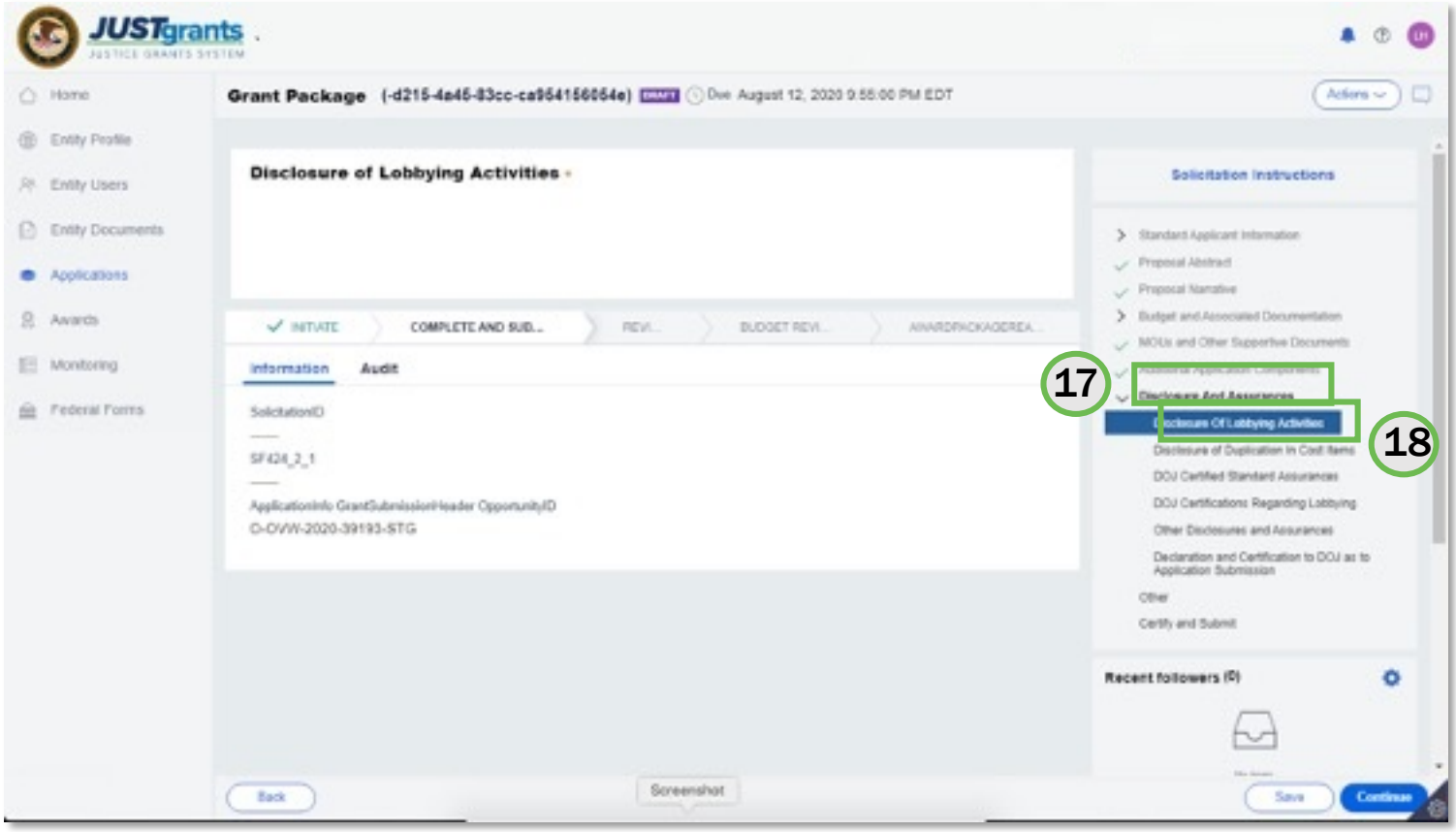
You will need to change the category of the attachment.

16) For this solicitation, the applicant may need to complete the following:

a) Select the caret to expand the section. Then select **Upload** and follow the prompts to attach a document.
b) **Tribal Authorizing Resolution.**
c) **Document of Anticipated Benefits to Qualified Opportunity Zones.**
d) **Research and Evaluation Independent and Integrity Statement.**
e) Additional Attachments

Budget Detail Form: Step 17 – 18

Disclosure of Lobbying Activities



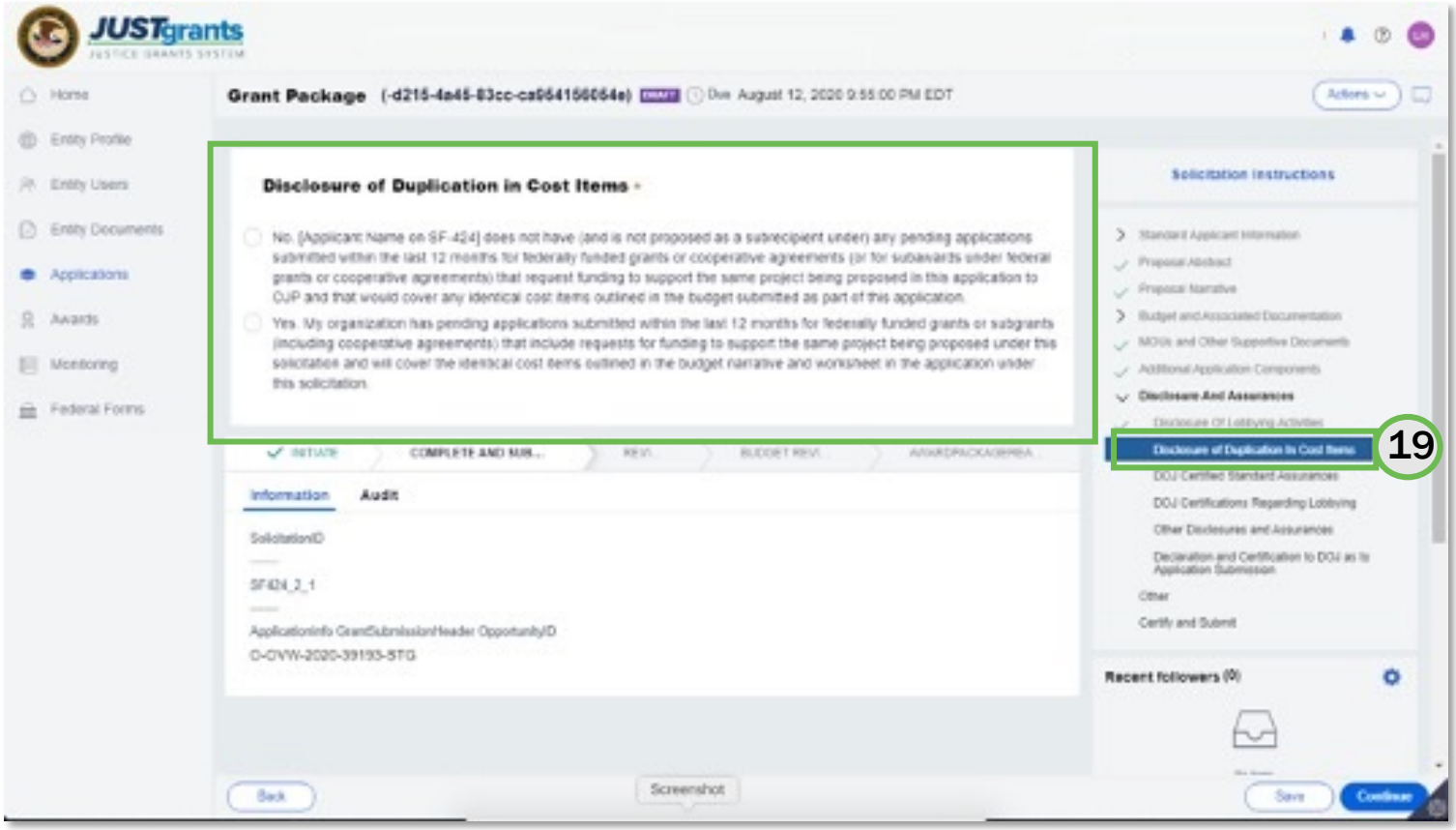
The SF-LLL submitted in Grants.gov is visible

17) Select **Disclosures and Assurances.**

18) Select **Disclosure of Lobbying Activities.**

Budget Detail Form: Step 19

Disclosure of Duplication In Cost Items



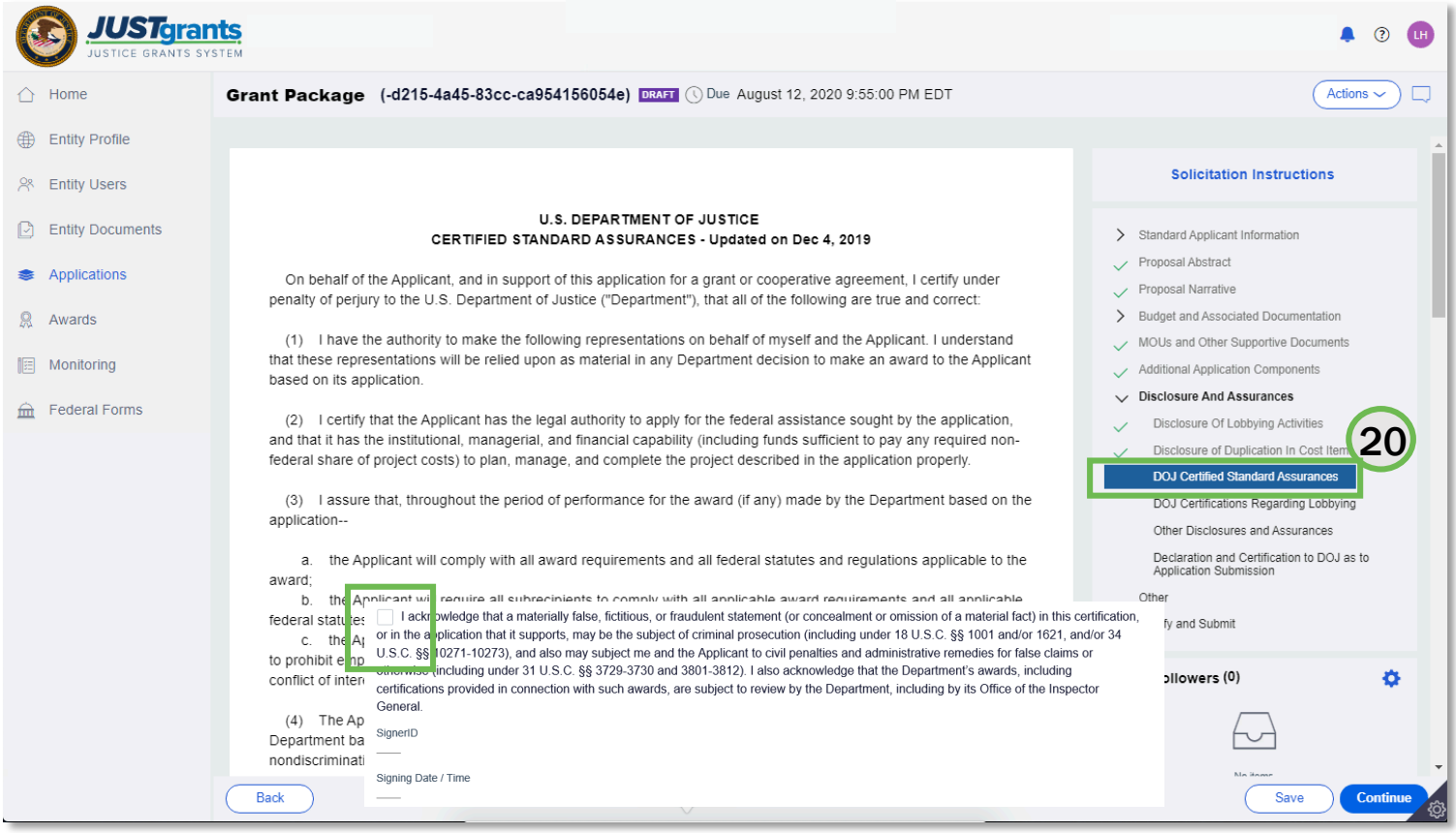
Review any pending applications during this step.

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



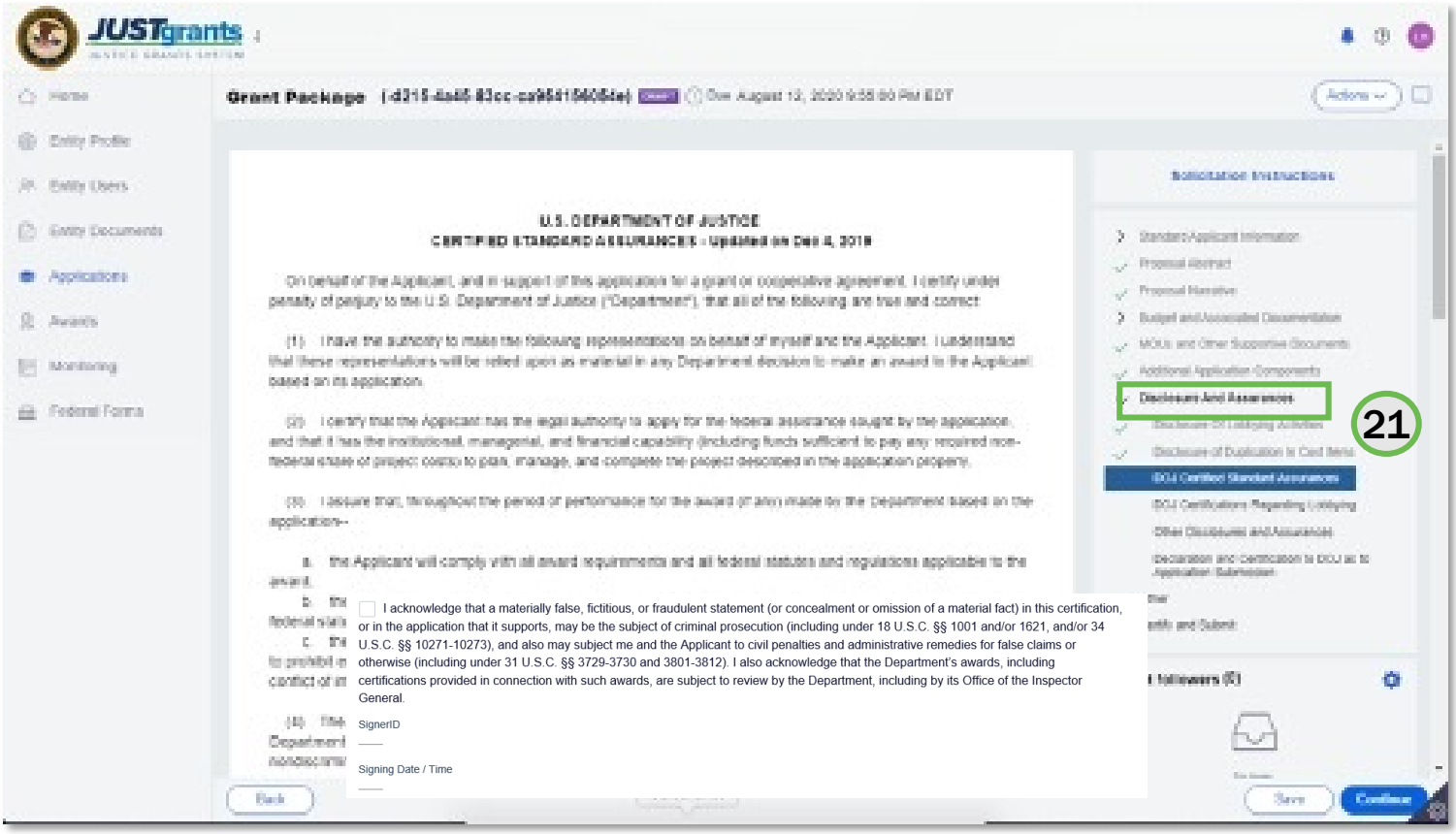
The date, time, and user that acknowledge is documented.

20) Select **Certified Standard Assurances.**

a) Select the **Acknowledge** box

Budget Detail Form: Step 21

DOJ Certifications Regarding Lobbying



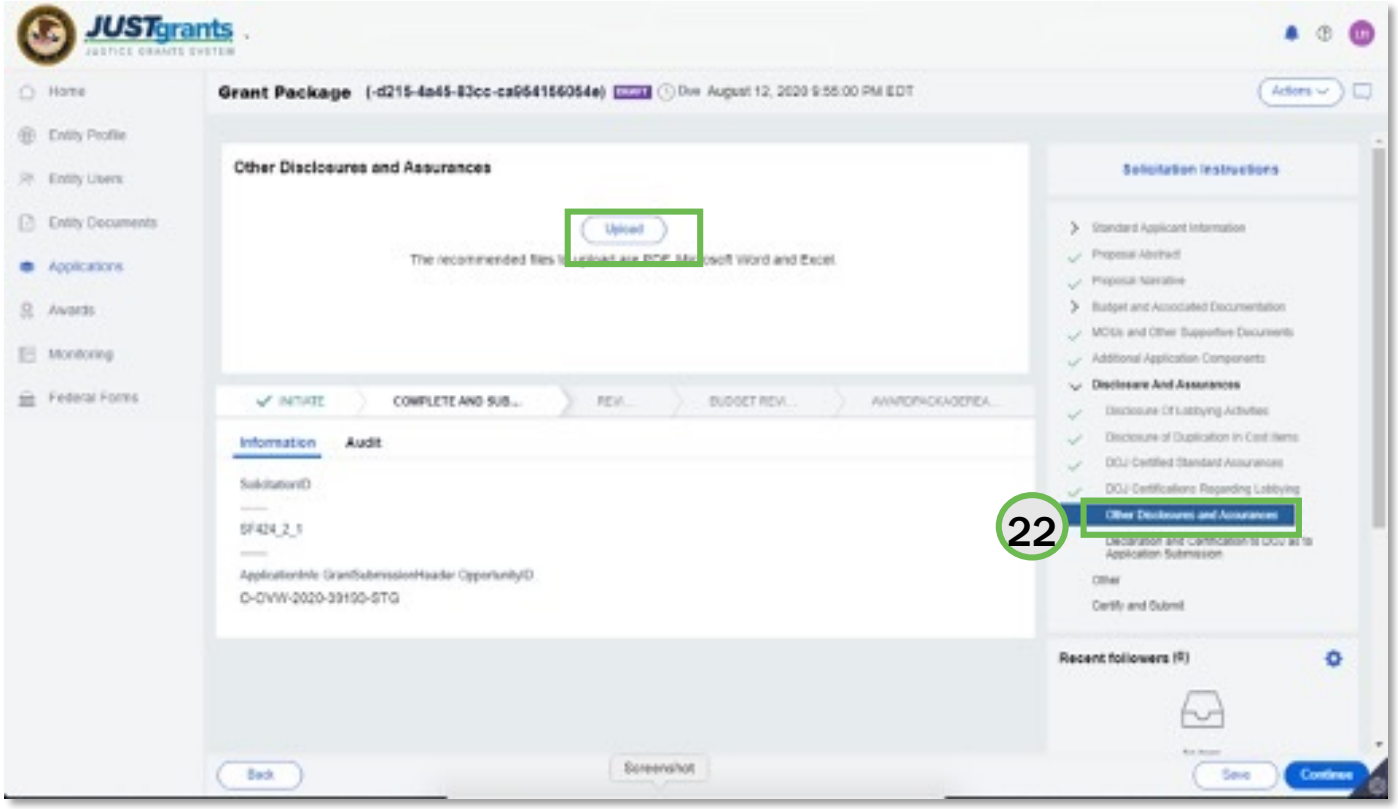
The date, time, and user that acknowledge is documented.

21) Select **DOJ Certifications Regarding Lobbying.**

a) Select the **Acknowledge** box

Budget Detail Form: Step 22

Disclosures and Assurances



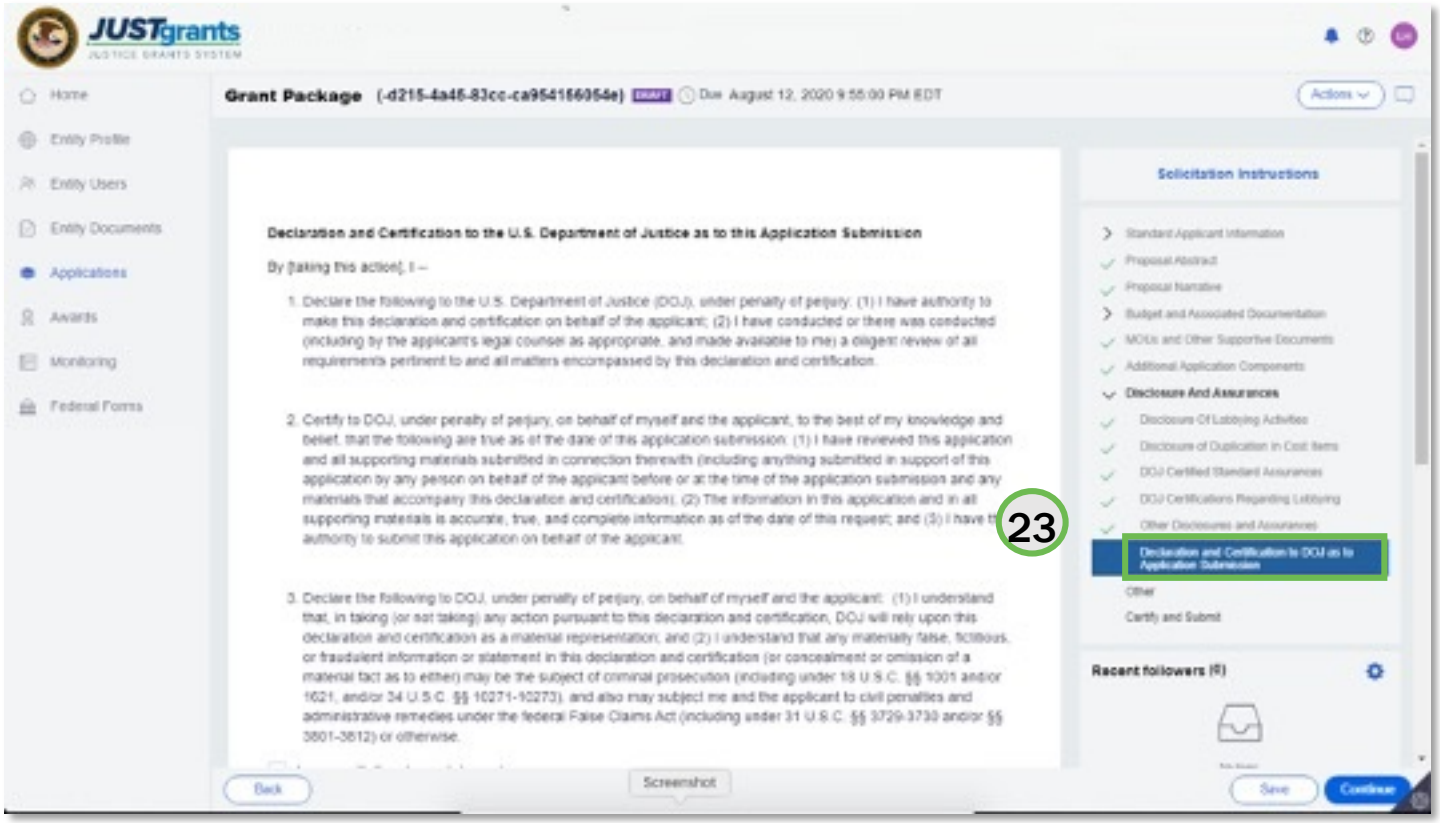
OVW has some additional disclosures.

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



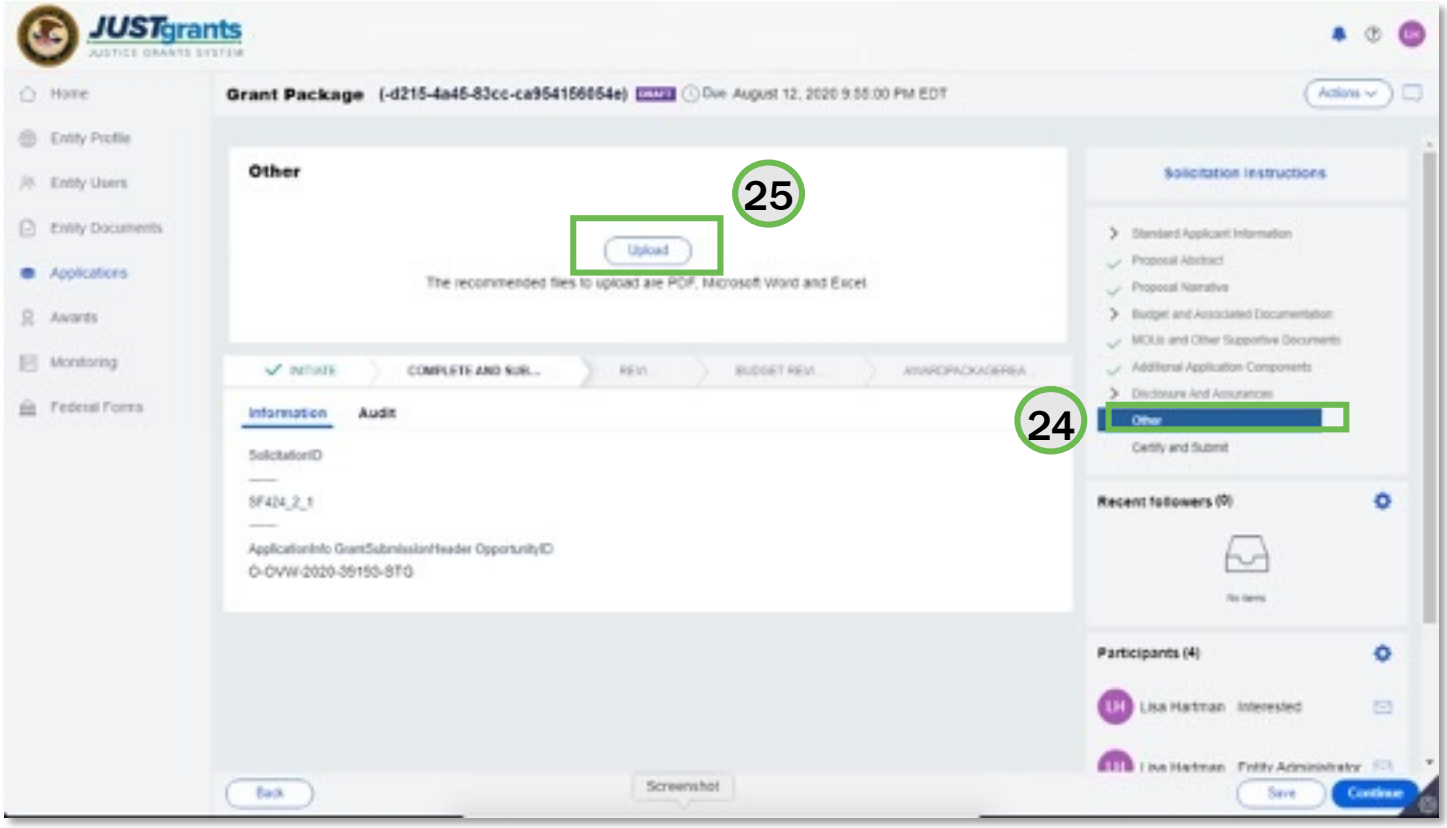
The date, time, and user that acknowledge are documented.

23) Declaration and Certification to DOJ as to Application Submission

a) Select the Acknowledge box.

Budget Detail Form: Steps 24 - 25

Other



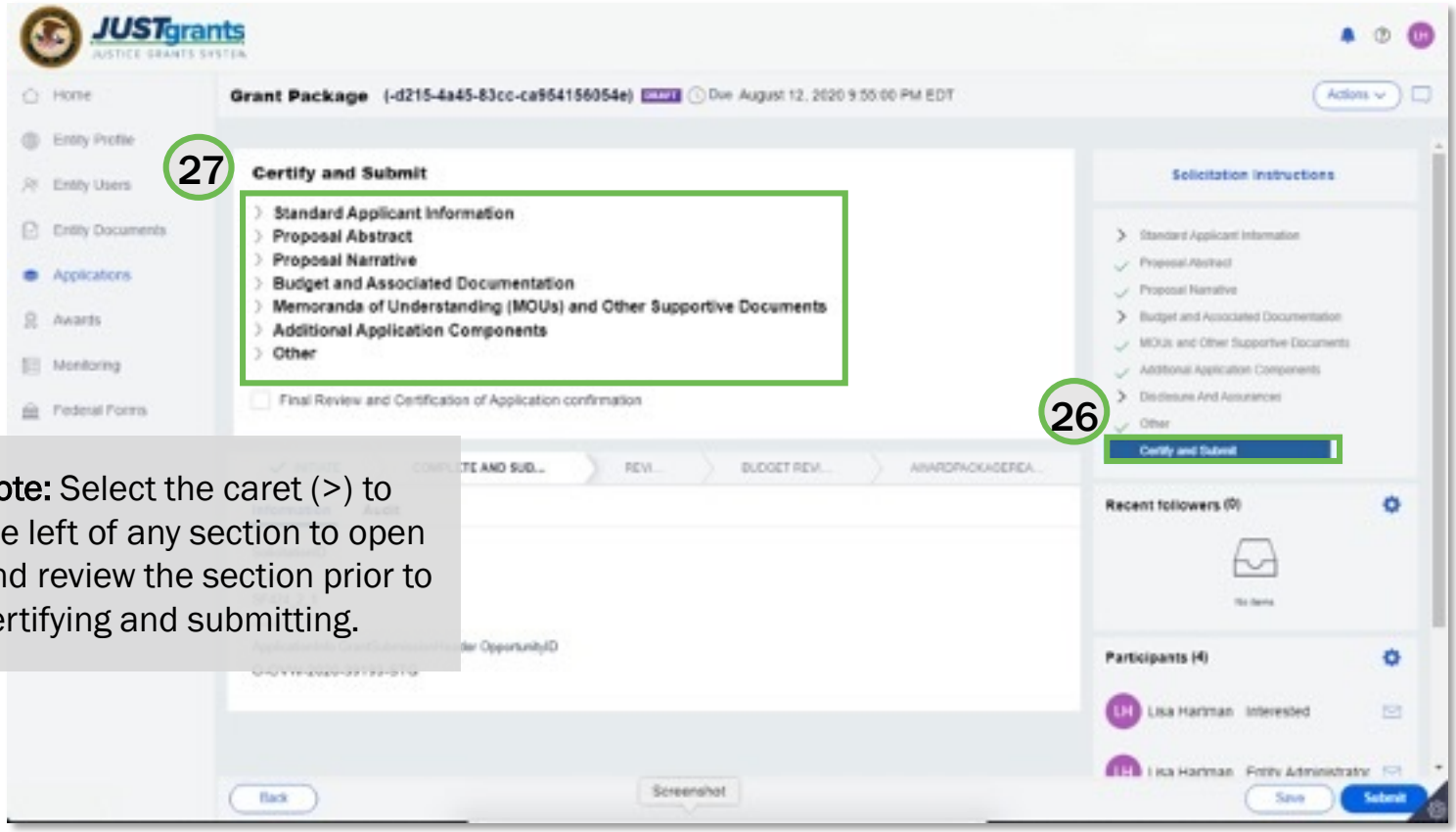
Upload any documents needed here.

24) Select **Other**.

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

Budget Detail Form: Step 26 – 27

Certify and Submit



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

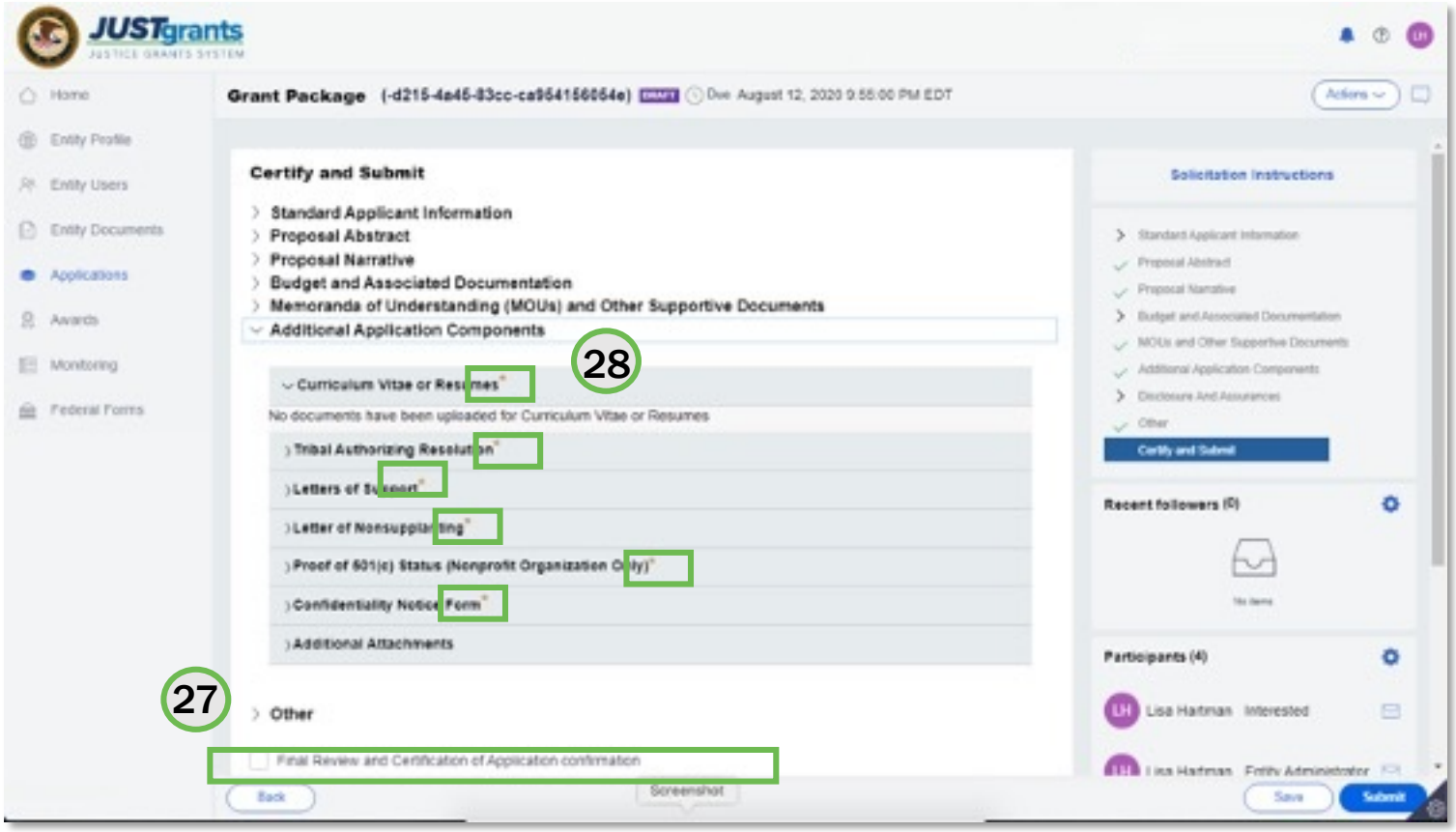
Use the carets to review the information in each section.

26) Select **Certify and Submit.**

27) Review the application by selecting the carets.

Budget Detail Form: Step 28 – 29

Final Review



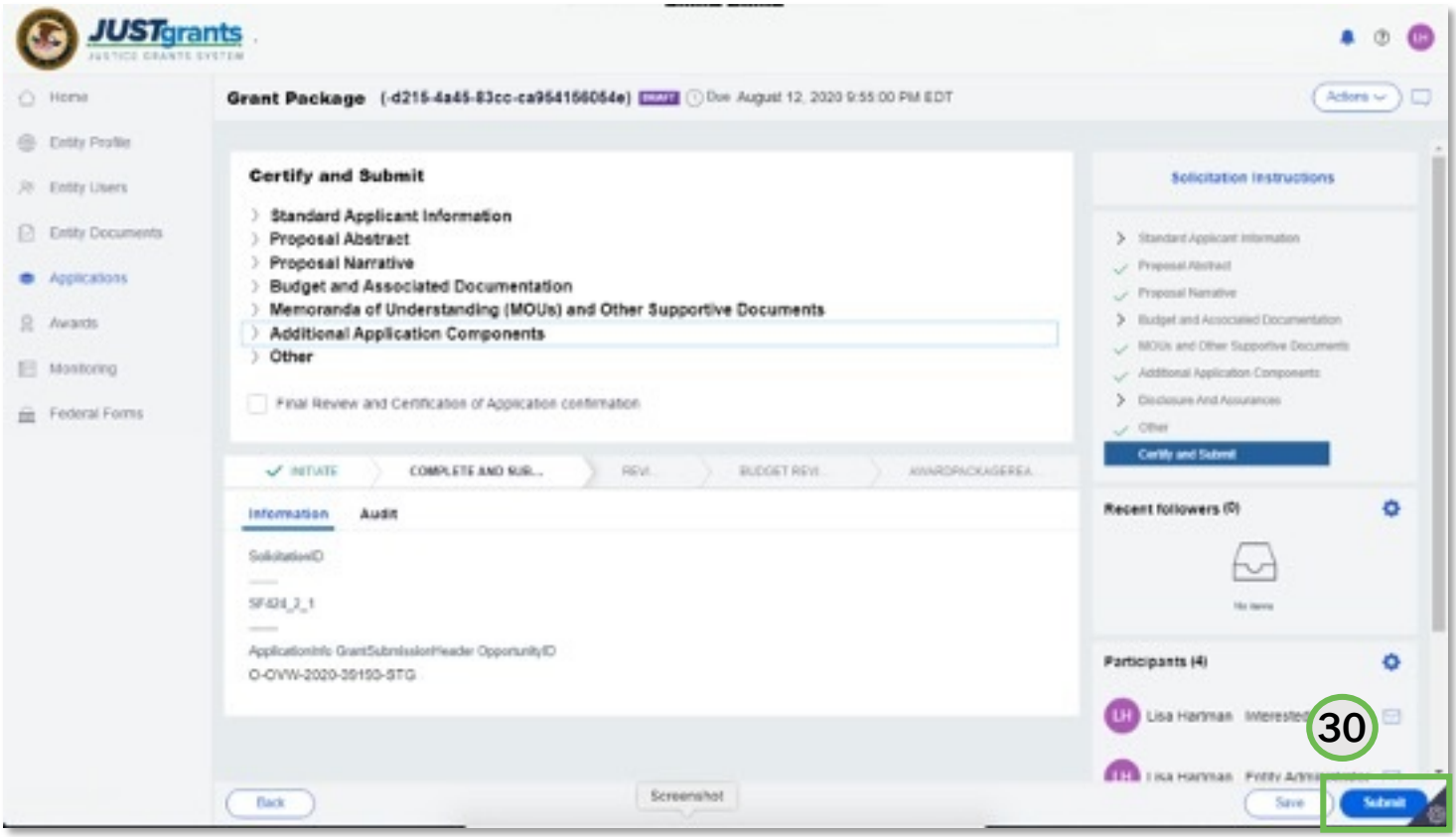
Document will not submit until all required sections are done.

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

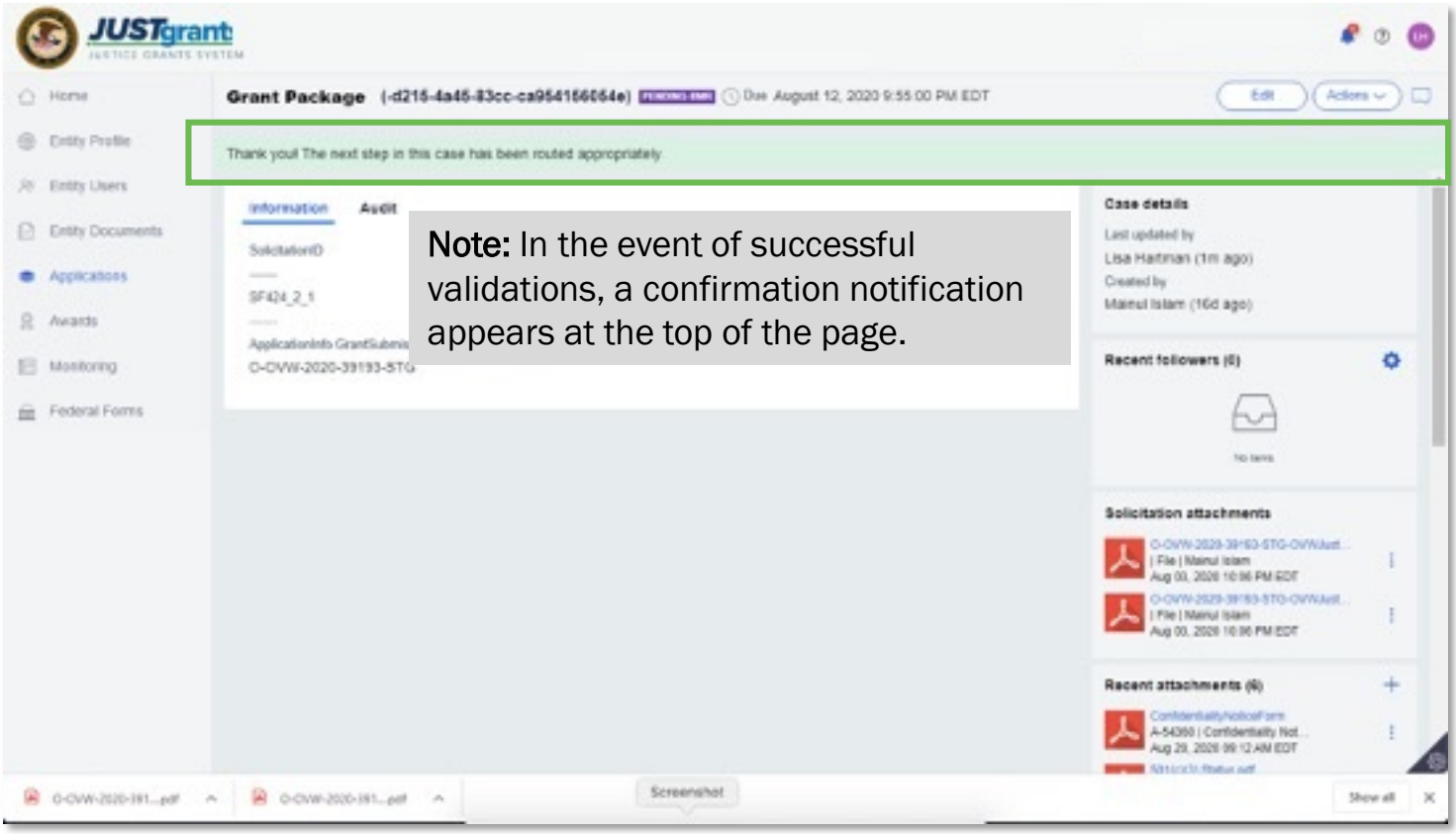


Information can be changed directly in the web-based form.

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

SAM.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:

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

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

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

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

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

Version 1.0 September 15, 2020