

Award Management

Job Aid Reference Guide



JUSTgrants
JUSTICE GRANTS SYSTEM

September 15, 2020

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Welcome

Begin with this exploration of JustGrants and the initial release of this new software

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Award Management

This overview of award management and the tabs and roles you will need to be familiar with in JustGrants

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Award Management Tabs

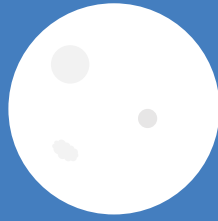
This section includes details the functions and features of the various tabs used to manage an award

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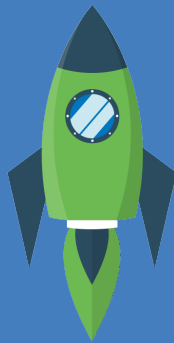
Appendix

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.

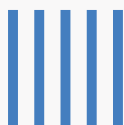
JustGrants provides applicants and grantees tremendous transparency and an improved user experience throughout the entire process of grants management. JustGrants offers applicants and grantees:

- 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.

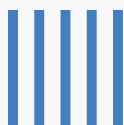


Every so often, you add new features like an extra bathroom, a front porch, or a deck. After all major elements are in place, you can continue to personalize and modify to make it ideal. JustGrants is built similarly—access now with finishing touches as we go along using it.



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.





Award Management

Overview



Now we move into one of JustGrants strongest feature sets: the ability to manage every facet of your award in a single location. Award Management is where JustGrants shines.

From the Award record you can:

- Open and review the solicitation, application, and award package
- Access your Funding Balance and Project Budget figures
- Initiate and follow Grant Award Modifications
- Review current and historical Federal Financial Reports (FFRs) and Performance Reports
- Initiate Closeout
- Easily see who else is working on your award as a Financial

Manager, Authorized Representative or other contributor
Because JustGrants is more connected to all aspects of grants management, you're connected to everything you need to track your progress. Most importantly, your Grant Manager has the same access and view of your award as you do, so your discussions will be smoother.

When you log in, you'll find a menu showing alerts, applications, and award tasks. The award tab shows specific awards with their award numbers as links to information about the funded award.



This information follows you throughout your review of funded awards, providing context and a constant reminder of where you are in the system, and which award you are working.

Now let's explore the Award tabs and see who can use them—and how.



Award Tab



AWARD PACKAGE

View-only details of the award package

AWARD CONDITIONS

List of accepted award package conditions

AWARD DETAILS

Award & solicitation information; budget summary

PERFORMANCE MANAGEMENT

All performance reports for the Award

FUNDING BALANCE AND AVAILABILITY

Funding drawdown totals, suspensions, holds

FEDERAL FINANCIAL REPORT

All federal financial reports for the Award

GRANT AWARD MODIFICATION

Programmatic & financial award modifications

CLOSEOUT

Closeout activities

Associated Roles



Grant Award Administrator – *View*

Financial Manager – *View*

Entity Administrator – *View*

Grant Award Administrator – *View*

Financial Manager – *View*

Entity Administrator – *View*

Grant Award Administrator – *View*

Financial Manager – *View*

Entity Administrator – *View*

Grant Award Administrator – *Edit and Submit*

Financial Manager – *View*

Entity Administrator – *View*

Grant Award Administrator – *View*

Financial Manager – *View*

Entity Administrator – *View*

Grant Award Administrator – *View*

Financial Manager – *Edit and Submit*

Entity Administrator – *View*

Grant Award Administrator – *Create Programmatic*

Financial Manager – *Create Financial*

Entity Administrator – *View*

Grant Award Administrator – *View*

Financial Manager – *Initiate Closeout*

Entity Administrator – *View*

Selecting an Award

Select the Award

My Assigned Awards -

ID	Role	Award Number	Status	Managing Office	Program Office	Solicitation Title	Project Period Start Date	Project Period End Date	Total Award Amount	DOJ Grant Manager	Grant Award Administrator
FAW-59176		15JCOPS-20-GG-00153-STECC	New	COPS	COPS				15,000		
FAW-59171		15JOVW-20-GG-00097-SMAR	Pending-AccountCreation	OVW	OVW				15,000		
FAW-58227		15PBJS-20-GG-00145-NARI	Pending-AccountCreation	OJP	BJJ				50,000		
FAW-58223		15PBJS-20-GG-00145-NARI	Pending-AccountCreation	OJP	BJJ				50,000		
FAW-58222		15PBJS-20-GG-00145-NARI	Pending-AccountCreation	OJP	BJJ				50,000		

All Awards -

ID	Award Number	Status	Managing Office	Program Office	Solicitation Title	Project Period Start Date	Project Period End Date	Total Award Amount	DOJ Grant Manager	Grant Award Administrator
FAW-58105	15JCOPS-20-GG-00055-STECC	Pending-ProgrammaticCloseout	COPS	COPS				15,000		
FAW-59135		New	OJP	BJA				0		
FAW-58170	15JOVW-20-GG-00125-SMAR	New	OVW	OVW				100,000		
FAW-59138	15JOVW-20-GG-00125-SMAR	Pending-InitiateCloseout	OVW	OVW				100,000		
FAW-58199	15JCOPS-20-GG-00149-STECC	New	COPS	COPS				500,000		
FAW-58201	15JCOPS-20-GG-00149-STECC	New	COPS	COPS				500,000		
FAW-59166	15JCOPS-20-GG-00153-STECC	ASAP-Entity-Enrollment	COPS	COPS				15,000		

All awards assigned to you are on your Home page.

Award Management is not a linear process. So unlike some other areas of this guide, here you will find general information to assist you. To begin this process select the Award you want to review

Award Package Tab

Award Package

The screenshot displays the JUSTgrants interface for a 'Funded Award' (15PBJ5-20-GG-00145-NARI). The 'Award Package' tab is selected and highlighted with a green box. The interface includes a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows the 'Award Package' tab with sub-sections: Award Letter, Award Information, Project Information, Financial Information, Award Conditions, and Acceptance and Electronic Signature Page. The 'Award Letter' section is currently active, displaying a notification date and a placeholder text. The 'Award Information' section shows details like Project Period (8/5/20 - 8/5/21), Managing Office (OJP), Grant Award Administrator (Amy Callaghan), FAW Case ID (FAW-58225), Unpaid Balance, Program Office (BJS), DUNS (111111111), and TIN (522222222). The 'Award Conditions' section shows a table with columns for Award Conditions, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. The 'Acceptance and Electronic Signature Page' section shows a checkbox for 'I have read and understand the information presented in this section of the federal award agreement.' The right sidebar contains 'Case details' (Last updated by Administrator (7d ago), Created by Jack Cochran (1mo ago)), 'Open assignments' (Award Information (Active) (Current), Performance Report (PR-5016) (New), Complete Performance Measure, Survey, Performance Figures (C-38015) (New), Annual Programmatic Desk Review (APDR-180154), Pending-In-Progress, ProblemFlowWorkBasket, BrokenProcesses, Federal Financial Report (FFR-177074), Open, Recipient Info (Amy Callaghan)), and 'Recent followers (0)' (No items).

The Award Package tab is read-only.

The first tab in a funded award is the Award Package tab. The following sections were individually agreed to by the Authorized Representative when accepting the award:

- Award Letter
- Award Information
- Project Information
- Financial Information
- Award Conditions
- Acceptance and Electronic Signature

Award Conditions Tab

Award Conditions

The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Funded Award (15PBJS-20-GG-00145-NARI)' with a 'PENDING-ACTIVE' status. Below this, a table provides key details: Project Period (8/5/20 - 8/5/21), Managing Office (OJP), Grant Award Administrator (Amy Callaghan), FAW Case ID (FAW-58225), Unpaid Balance, Program Office (BJS), DUNS (111111111), and TIN (522222222). The 'Award Conditions' tab is highlighted in the 'Award information' section. This section contains a table with columns: Award Package, Language, Document Submission Required, Description of Required Submission, Amount or Percentage Withheld, and Award in Compliance. The table lists 10 conditions, all marked as 'Yes' in the 'Award in Compliance' column. On the right, there are sections for 'Case details' (last updated by Administrator 7d ago), 'Open assignments' (including Award Information, Performance Report, Survey, and Annual Programmatic Desk Review), and 'Recent followers' (none).

Award Package	Language	Document Submission Required	Description of Required Submission	Amount or Percentage Withheld	Award in Compliance
1	OJP Tra...				Yes
2	Unreaso...				Yes
3	Restrict...				Yes
4	Employ...				Yes
5	Compla...				Yes
6	Require...				Yes
7	Potentia...				Yes
8	Require...				Yes
9	Applica...				Yes
10	Effect of...				Yes

The Award Conditions were included in the solicitation.

The Award Conditions were determined in the original solicitation. It is important that grantees remain in compliance with all the conditions of the award.

Some conditions require document submissions. If that is the case, you will see that indication on this screen. You can also see if your entity is in compliance with each condition of the award.

Award Details Tab

Award Details

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Funded Award (15PBJS-20-GG-00145-NARI) PENDING-ACTIVE

Legal Name: LH FOUNDATION

Doing Business As:

Project Period: 8/5/20 - 8/5/21
Managing Office: OJP
Grant Award Administrator: Amy Callaghan
FAW Case ID: FAW-58225

Unpaid Balance: —
Program Office: BJS
DUNS: 111111111
TIN: 522222222

Award Information
DUE IN 10 MONTHS FROM NOW

[Award Package](#) [Award Conditions](#) **[Award Details](#)** [Performance Management](#) [Funding Balance and Availability](#) [Federal Financial Report \(FFR\)](#) [Grant Award Modification \(GAM\)](#) [Closeout](#)

Award Information

Funding Instrument Type: Grant

Application Number: GRANT6-e21c-4dbe-9f15-20e7ab0c3961

Award Number: 15PBJS-20-GG-00145-NARI

Supplement Number: 00

Award Acceptance Date:

Solicitation Information

Solicitation Title: 2020 <p>PISDemoOJPBJSsol0726</p>

Project Title: Organizational Readiness: Formula Template Solicitation Application 1

Project Description:

Case details

Last updated by: Administrator (7d ago)

Created by: Jack Cochran (1mo ago)

Open assignments

- [Award Information \(Active\)](#) (Current)
- [Performance Report \(PR-5016\)](#) New
- [Complete Performance Measure](#)
- [Survey](#) Amy Callaghan
- [Performance Figures \(C-38015\)](#) New
- [Annual Programmatic Desk Review \(APDR-18054\)](#)
- [Pending-InProgress](#)
- [ProblemFlowWorkBasket](#)
- [Federal Financial Report \(FFR-177074\)](#)
- [Open](#)
- [Recipient Info](#)

Recent followers (0)

No items

The Award Details tab displays Budget Clearance information.

The Award Details tab displays award information and the project budget summary in a read-only format.

When the award is processed, if a Conditional Clearance is issued, the budget is populated with zeros and has a yellow indicator.

If a Final Budget Clearance has been issued the budget has a green indicator.



Project Budget Summary Tab

Project Budget Summary

The screenshot shows the JUSTgrants interface for a 'Funded Award' (15PBJS-20-GG-00145-NARI) under the 'Monitoring' tab. The 'Project Budget Summary' section is highlighted with a green box. It displays a table of budget categories and their approved amounts, totaling \$500,000. Below this, a 'Total Project Cost Breakdown' table shows the distribution of costs across different funding sources.

Categories	Approved Budget
Personnel	\$50,000
Fringe Benefits	\$50,000
Travel	\$50,000
Equipment	\$50,000
Supplies	\$50,000
Construction	\$50,000
Subawards (subgrants)	\$50,000
Procurement Contracts	\$50,000
Other Costs	\$50,000
Total Direct Costs	\$450,000
Indirect Costs	\$50,000
Total Project Costs	\$500,000

Total Project Cost Breakdown		
	Amount	Percentage
Federal Funds	\$500,000.00	100%

The Project Budget Summary displays a Project Cost Breakdown.

The Project Budget Summary section displays the budget whether it is a conditional or final clearance. Each category and its approved budget are displayed, as are the Total Direct Costs, Indirect Costs, and Total Project Costs.

At the bottom of the section, you can see the Total Project Cost Breakdown, showing the amount and percentage of Federal Funds, Match Amount, and Program Income Amount.

Performance Management Tab

Performance Management

The screenshot displays the JUSTgrants interface for a 'Funded Award' (15PBJS-20-GG-00145-NARI) with a status of 'PENDING-ACTIVE'. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is divided into several sections. At the top, a box contains award details: Solicitation Title (PI5DemoQJPBJSSol0726), Project Title (Organizational Readiness: Formula Template Solicitation Application), Project Period (8/5/20 - 8/5/21), Managing Office (OJP), Grant Award Administrator (Amy Callaghan), FAW Case ID (FAW-58225), Federal Award Amount (\$500,000.00), Unpaid Balance, Program Office (BJS), DUNS (111111111), and TIN (522222222). Below this, the 'Award Information' section shows a timeline from 'DUE IN 10 MONTHS FROM NOW' to 'Closeout'. A 'Performance Reporting' table lists reports with columns for Case ID, Type of Performance, Start Date, End Date, Due Date, and Status. A 'Performance Management' tab is highlighted in the 'Award Details' section. Below the table is an 'Award Deliverables' section with a table for Name, Category, Comment, Uploaded By, Date, and Status. On the right, a 'Case details' panel shows the last update by the Administrator and a list of 'Open assignments' including 'Award Information (Active)', 'Performance Report (PR-5016)', 'Complete Performance Measure Survey', 'Performance Figures (C-38015)', 'Annual Programmatic Desk Review (APDR-18054)', 'Pending-InProgress ProblemFlowWorkBasket', and 'Federal Financial Report (FFR-177074)'. A 'Recent followers (0)' section is at the bottom right.

Delinquent Performance Reports directly affect access to funds.

The Performance Management tab is where grantees will find Performance reports for an award. Performance reports can be edited and submitted from within an award as well as from the dashboard.

All Performance reports for an award are listed in this section, and the status of each report is visible. Delinquent Performance reports can result in withholding of funds, so it is a best practice to remain current.

Notice on the right panel that the Open Assignments section also provides a link to open performance reports.

Funding Balance/Availability Tab

This tab provides a view of the drawdown total and award amount.

- If you are unable to draw down funds, you can check here to see if your account is on hold. A delinquent performance report or FFR could be the problem.
- This also displays the funding source information and will always show the accounts from which the grant has been awarded.

Funding Suspensions/Holds

Funding Balance/Availability Tab

Funded Award (15PBJS-20-GG-00145-NARI) PENDING-ACTIVE

Legal Name: _____
Doing Business As: LH FOUNDATION

ROID: 1148488
Legal Name: JGIL - 111111111
DUNS: 111111111
Project Period Start: 05-Aug-2020
Project Period End: 05-Aug-2021
Status of Award: _____
Total Hold Amount: \$0.00
Drawdown Total: \$111,111,111.00
Award Amount: \$50,000.00

Funding Source Information
Application Number: GRANT6-e21c-4dbe-9f15-20e7ab0c3961
Supplement Number: 00
Advance Funding grant

Line Number	Accounting Template Name	BBFY	EBFY	Fund	Org Level 2	Org Level 4	Program Code	Project Code	SOC	SSOC	Activity Code	Amount
1	NARIP	2020	0	STLOCKDIRA	GOJPBJ	GOJP5000	GOJPNARIP		41002	4100	GOJPTTRIBALCOURTS	\$50,000

Suspensions
Description: _____ Date: _____
No items

Note: Select the Print Funding Balance and Availability button to print the information.

[Print Funding Balance and Availability](#)

This page provides additional information about the award.

If your funds have been suspended or put on hold, you can scroll to the bottom of the screen to find out more. There is a section for suspensions and holds communication from ASAP. A suspension means no drawdown activity may occur. Such action is related to specific actions in the system, such as non-compliance with reporting.

A hold is in place when a drawdown is not available until goals or specific activities have been completed. These decisions are made elsewhere in the system, based on Award Conditions or a GAM that may cause disruptions to the flow of funds.

Federal Financial Reports Tab

Federal Financial Reports

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled "Funded Award (18PBJS-20-GG-00145-NARI) PENDING-ACTIVE". It shows the Legal Name as "LH FOUNDATION" and Business As. A table lists award details: Solicitation Title (PI5DemoOJPBJS00726), Project Title (Organizational Readiness: Formula Template Solicitation Application), Project Period (8/5/20 - 8/5/21), Managing Office (OJP), Grant Award Administrator (Amy Callaghan), FAW Case ID (FAW-58225), Federal Award Amount (\$500,000.00), Unpaid Balance, Program Office (BJS), DUNS (111111111), and TIN (522222222). Below this, the "Award Information" section shows a table with columns: Award Package, Award Conditions, Award Details, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (SAM), and Closeout. A table lists FFRs: FFR-177074, Quarterly, Jul 1, 2020 to Sep 30, 2020, Oct 30, 2020, Open. The right sidebar shows "Case details" (Last updated by Administrator 7d ago, Created by Jack Cochran 11mo ago), "Open assignments" (Award Information (Active), Performance Report (PR-5016), Complete Performance Measure Survey, Performance Figures (C-38015), Annual Programmatic Desk Review (APDR-18054), Pending-InProgress ProblemFlowWorkBasket, Federal Financial Report (FFR-177074), Recipient Info), and "Recent followers (0)".

Delinquent FFRs can result in funds being suspended.

All Federal Financial Reports (FFR) are in this tab. Delinquent reports will result in a suspension of funds, so best practice is to stay current with reports.

FFRs are also assigned to the Financial Manager associated with the award and appear on that person's Home page.

Notice that all active FFRs are also available as links on the right side of the screen.

Grant Award Modification Tab

Grant Award Modification

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Funded Award (15PBJS-20-GG-00145-NARI) PENDING-ACTIVE'. Below this, the 'Legal Name' is 'LH FOUNDATION' and 'Doing Business As' is 'LH FOUNDATION'. A green box highlights the 'Grant Award Modification (GAM)' tab in the 'Award Information' section. The 'GAM Selection' dropdown is set to 'Select'. Below this, there are sections for 'In Progress GAMs' and 'Completed GAMs'. The 'In Progress GAMs' section shows a table with columns: GAM ID, Status, Type of Award Change, Award Change Subtype, Originated by, and Last Modified Date. The 'Completed GAMs' section shows a table with columns: GAM ID, Status, Type of Award Change, Award Change Subtype, Originated by, and Last Modified Date. The 'Award Information' section also includes a 'View Application' button and a 'Case details' section with 'Last updated by Administrator (7d ago)' and 'Created by Jack Cochran (1mo ago)'. The 'Open assignments' section lists various tasks: Award Information (Active), Performance Report (PR-5016), Complete Performance Measure, Survey, Annual Programmatic Desk Review (APDR-18054), Pending-InProgress ProblemFlowWorkBasket, Federal Financial Report (FFR-177074), and Recipient Info. The bottom of the interface shows a progress bar with steps: FUNDED AWARD INITIAL SET..., ACTI..., INITIATE CL..., PROGRAMMATIC CL..., FINANCIAL CL..., and UFMIS...

GAMs will replace the GANs.

Grant Award Modifications (GAMs) which are both in progress and completed are listed in this tab. This is also where new GAMs are created. There are three types of GAMs:

- Project Period Extension
- Financial
- Programmatic

There is additional training on GAMs in a separate Grant Award Modification Job Aid Reference Guide.

Closeout Tab

Closeout

The screenshot displays the JUSTgrants system interface for a 'Funded Award' (15PBJS-20-GG-00145-NARI) with a 'PENDING-ACTIVE' status. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is divided into several sections:

- Solicitation Title:** PI5DemoOJPBJSol0726
- Project Title:** Organizational Readiness: Formula Template Solicitation Application
- Project Period:** 8/5/20 - 8/5/21
- Managing Office:** OJP
- Grant Award Administrator:** Amy Callaghan
- FAW Case ID:** FAW-58225
- Federal Award Amount:** \$500,000.00
- Unpaid Balance:** —
- Program Office:** BJS
- DUNS:** 111111111
- TIN:** 522222222

The **Award Information** section includes a table with columns: Award Package, Award Conditions, Award Details, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), and Grant Award Modification (GAM). A 'Closeout' button is highlighted in the table. Below the table, it states: 'Award closeout has not yet been initiated.' and a 'Closeout Award' button is visible.

The bottom navigation bar shows the following steps: FUNDED AWARD INITIAL SET... > ACTI... > INITIATE CL... > PROGRAMMATIC CL... > FINANCIAL CL... > UFRS... The 'FINANCIAL CL...' step is currently selected.

The right sidebar contains a 'View Application' button, 'Case details' (last updated by Administrator 7d ago, created by Jack Cochran 1mo ago), 'Open assignments' (Award Information (Active), Performance Report (PR-5016), Complete Performance Measure Survey, Performance Figures (C-38015)), 'Annual Programmatic Desk Review (APDR-18054)', 'Pending-InProgress' (ProblemFlowWorkBasket), 'Federal Financial Report (FFR-177074)', and 'Open' (Recipient Info).

Closeout steps are in the Closeout section of this guide.

The Closeout tab allows the Financial Manager to initiate closeout for an award.

The complete steps of the Closeout process are included in the Closeout section of this guide.

Award Information Tab

Award Information

The screenshot displays the 'Award Information' tab for a 'Funded Award' (15PBJS-20-GG-00145-NARI) in the JUSTgrants system. The interface is divided into several sections:

- Header:** 'Funded Award (15PBJS-20-GG-00145-NARI)' with a 'PENDING-ACTIVE' status.
- Entity Information:** 'Legal Name: LH FOUNDATION', 'Doing Business As: LH FOUNDATION', 'Project Period: 8/5/20 - 8/5/21', 'Managing Office: OJP', 'Grant Award Administrator: Amy Callaghan', 'FAW Case ID: FAW-58225', 'Unpaid Balance: ---', 'Program Office: BJS', 'DUNS: 111111111', and 'TIN: 522222222'.
- Award Information:** A tabbed interface with 'Award Package' selected. It includes a 'Legacy Award Package' button and an 'Award Letter' section with a notification date and a placeholder text block.
- Case details:** A sidebar on the right containing a 'View Application' button, 'Case details' (last updated by Administrator 7d ago, created by Jack Cochran 1mo ago), 'Open assignments' (listing various tasks like 'Award Information (Active)', 'Performance Report (PR-5016)', 'Survey', 'Performance Figures (C-38015)', 'Annual Programmatic Desk Review (APDR-18054)', 'Pending-InProgress', 'ProblemFlowWorkBasket', 'Federal Financial Report (FFR-177074)', and 'Recipient Info'), and 'Recent followers (0)'.

Award participants and deliverables are listed on the right.

Additional relevant award information is captured in the column on the right side of the award screen. At the top of the screen is a link to the application. This can be very useful when reviewing award information.

Also on this screen are links to current outstanding tasks related to the award. Tasks can include open GAMs, Performance Reports, FFRs, and other items for follow-up.

At the bottom of the list are all the assigned users relevant to the award.

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