Award Acceptance

JOB AID REFERENCE GUIDE

JUSTgrants
JUSTICE GRANTS SYSTEM

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Welcome

Overview

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

JustGrants provides applicants and grantees transparency and a user experience throughout the grants management process, offering:

- Efficient processes for tracking progress and entering data;

- Improved data accuracy and access to data through 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; and

- Integration with SAM.gov and Grants.gov to maintain consistent Entity information and reduce duplicative data entry.

JustGrants is the tool for all grants management work. This software is a living product that will evolve and improve over time. DOJ will continuously enhance and update the software's functionality and expand benefits for all Users.

Overview (Continued)

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

- Feature overviews
- Step-by-step instructions
- Infographics
- Glossary terms
- 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

While in JustGrants, be aware:

- The system does not "auto save" your work.

- Warning messages are sent after 10 minutes of inactivity (per security requirements).

- You are automatically logged out if you are inactive for 15 minutes (per security requirements).

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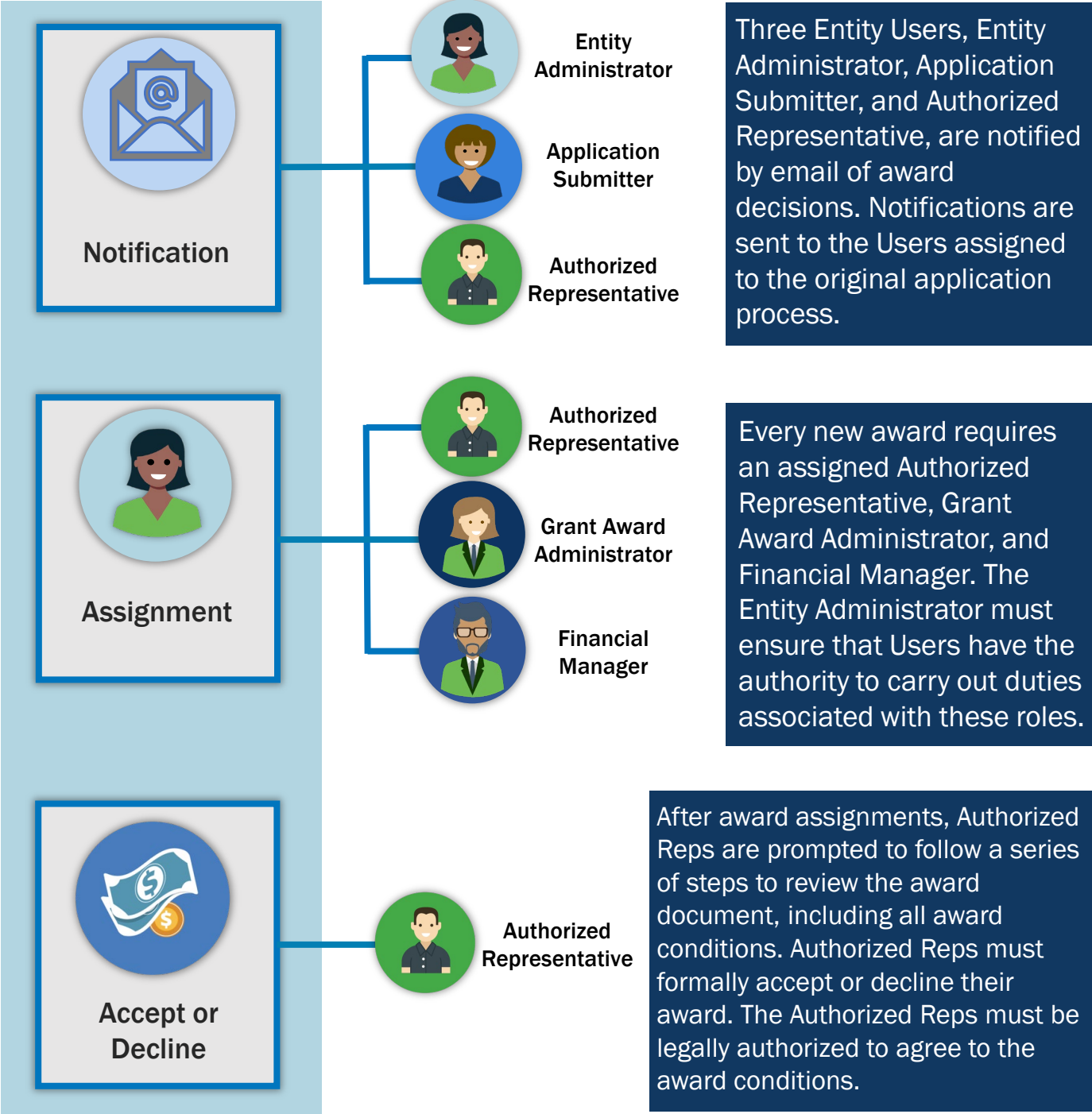
All aspects of grant management have been integrated into this system, allowing you to enter information into an application, access it, accept your grant package, manage your funded award, and complete your Closeout activities.

Award Acceptance

Award Acceptance Overview

Once an Entity receives notification of a new award, Entity Users must take steps within JustGrants to assign key Users to the new award and officially accept or decline the award.

Notification

- Entity Administrator
- Application Submitter
- Authorized Representative

Three Entity Users, Entity Administrator, Application Submitter, and Authorized Representative, are notified by email of award decisions. Notifications are sent to the Users assigned to the original application process.

Assignment

- Authorized Representative
- Grant Award Administrator
- Financial Manager

Every new award requires an assigned Authorized Representative, Grant Award Administrator, and Financial Manager. The Entity Administrator must ensure that Users have the authority to carry out duties associated with these roles.

Accept or Decline

- Authorized Representative

After award assignments, Authorized Reps are prompted to follow a series of steps to review the award document, including all award conditions. Authorized Reps must formally accept or decline their award. The Authorized Reps must be legally authorized to agree to the award conditions.

Key Takeaways

An email notification is sent to the Application Submitter, the Authorized Representative, and the Entity Administrator to sign and accept their award.

The system-generated award notification email is saved in JustGrants for audit purposes and becomes part of the history of the award.

Prior to accepting an award, the Entity Administrator must assign an Authorized Representative, a Financial Manager, and a Grant Award Administrator for each award.

The Entity Administrator must confirm that the Authorized Rep has the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.

When the Authorized Representative(s) log(s) into their JustGrants account, they can view awards that need to be accepted in their **My Worklist** if the award has been assigned to them. They can view all applications under the **Applications** menu and all awards under the **Awards** menu.

COPS awards require **two** Authorized Representatives assigned to each award; **both** required to accept the award.

NOTE: Accepting or DECLINING an award can **only** be done through JustGrants. For a step-by-step guide on printing an Award Package, refer to the *Printing an Award Package* reference guide, found on the JustGrants training page.

Key Takeaways (COPS Office Awards)

For **Community Oriented Policing Services (COPS)** Office awards, the Entity Administrator must assign two Authorized Representatives. The Authorized Representatives serve as representatives of the legal recipient who will have final responsibility for all programmatic and financial decisions regarding an award.

For **Law Enforcement** agencies, the authorized officials are the top Law Enforcement Executive (e.g., chief of police, sheriff, or equivalent) and the Top Government Executive (e.g., mayor, board chairman, or equivalent). The Law Enforcement Executive must be assigned toe Authorized Representative 1 role and the Top Government Executive must be assigned the Authorized Representative 2 role.

For **Non-law Enforcement** agencies (institutions of higher education, private organizations, etc.), authorized officials are the programmatic officials (e.g., executive director, chief executive officer, or equivalent) and financial officials (e.g., chief financial officer, treasurer, or equivalent) with the ultimate signatory authority to enter into contracts on behalf of the organization. The programmatic official must be assigned the AR 1 role and the financial official must be assigned the AR 2 role.

The **Entity Administrator** must confirm that the individuals assigned as Authorized Representatives have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. Authorized Representatives must accept or decline the award on the Entity's behalf. The Authorized Representatives must be legally authorized to agree to the award conditions

Assigning Contributors Overview

Step 1: Assigning Contributors

Select Award

Select an Award from *My Worklist.*

Prior to an Award being accepted or declined, the Entity Administrator should follow these steps to assign contributors:

1) Sign into JustGrants and select an award from *My Worklist* that requires contributors be assigned (**Pending-Award External Assignees** under the **Case Status** column).

Steps 2 – 3: Assigning Contributors

Missing Contributors

NOTE: The textbox at the top of the page indicating the award status as: **PENDING-AWARD EXTERNAL ASSIGNEE**, denoting one or more assigned contributor is missing.

Check for missing contributors.

As the **Entity Administrator:**

2) Review any missing contributors listed in the banner at the top of the page.

3) To add a contributor, open the **Select Party** field and select the role(s) to add.

Steps 4 – 5: Assigning Contributors

Assign Roles

> **Select a User from the dropdown.**

Once the screen refreshes, the Entity Administrator takes steps to assign required roles:

4) Open the drop-down menu with the list of users assigned the role and select the user who will fulfill that role on this award.

5) Select **OK** associated with the role.

Step 6: Assigning Contributors

Select Submit

Select Submit.

6) Once the Entity Administrator has added all required contributors, select **Submit** to finalize the assignment process.

Assigning Contributors

Award Acceptance

Award package is routed to Authorized Rep.

After submitting the contributor changes, the award status in the textbox at the top of the page changes from **PENDING-EXTERNAL ASSIGNEE** to **PENDING-AWARD ACCEPTANCE**. The award is then routed to the worklist for the assigned Authorized Representative.

NOTE: The Authorized Representative assigned to this award will have the authority to accept or decline the award on behalf of the Entity and must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. The Entity Administrator must confirm the individual assigned as Authorized Representative has the proper authority.

Accept or Decline Award

Step 1: Accept or Decline Award

Pending Awards

> Select an Award from *My Worklist*.

1) To accept an application, the Authorized Representative signs into JustGrants and selects an award from *My Worklist*.

NOTE: The Authorized Representative has **the legal authority** to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. If the Authorized Representative does not see an application in their worklist, it is not assigned to them, and the Entity Administrator must assign the application to the Authorized Representative.

Step 2: Accept or Decline Award

Tab Review

Make sure to select each checkbox.

2) To accept the award, the Authorized Representative needs to expand each section of the award package and certify that they have read and understood the information in each section.

Step 3: Accept or Decline Award

Tab Review

NOTE: The Authorized Representative should ensure their Entity can fulfill all conditions. Award Acceptance will bind the Entity to these conditions.

Make sure to select each checkbox.

3) Review **ALL** award conditions. Check each section's checkbox indicating you have read and understood all information presented in that section.

NOTE: Locate Budget Detail information in the **Financial Information** section. A green banner denotes approved budget. A pink banner denotes conditional budget. COPS funding applicants should review the budget figures, as the award amount may be reduced, and some items deemed unallowable.

Step 4: Accept or Decline Award

Accept Award

NOTE: If a User fails to acknowledge a section by selecting the checkbox or does not check the Declaration and Certification checkbox, **Accept** will not function.

The AR can choose Accept or Decline.

4) Once all acceptance boxes in **each** section have been checked and the **Declaration and Certification** has been checked, select **Accept** to proceed. The system will display a banner indicating the award has been accepted.

NOTE: In the **Acceptance** section, after selecting the **Declaration and Certification** checkbox, the Authorized Representative name, title, and date and time are automatically populated. If a title is missing from the Authorized Representative profile, the user will be prompted to complete that before continuing with the acceptance.

Step 5: Accept or Decline Award

Decline Award

Choose **Accept** or **Decline**.

5) If the entity does not wish to accept the award, select the **Decline** button to proceed.

NOTE: If the award is declined, and the Entity decides to accept the award, contact the Grant Manager listed on 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	GAM-
Monitoring	M-
Performance Report	PR-

Terminology

JustGrants Terminology: A - C

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

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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. 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: C - G

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

CATEGORY

Documents uploaded to the Entity Documents repository are categorized:

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

FINANCIAL MANAGER

The Financial Manager is a grantee role responsible for submitting federal financial reports (FFRs)

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

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

JustGrants Terminology: G - R

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

AUTHORIZED REPRESENTATIVE

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 receive approval for sole source.

MANAGING OFFICE

Within the Department of Justice, there are three Managing Offices:
- Office of Justice Programs (OJP)
- Office on Violence Against Women (OVW)
- Community Oriented Policing Services (The COPS Office)

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)

JustGrants Terminology: R - U

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

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.

SURVEY REPOSITORY

A library of questions, question pages, and question sets that make up questionnaires that are included in solicitations. The answers applicants supply 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 items in JustGrants.
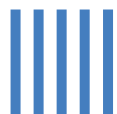
SAM.gov and Grants.gov

SAM.gov

SAM.gov 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/updated in SAM.gov generally appears in JustGrants within 1 to 5 days.

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 automated SAM.gov checks to collect current Entity information.

2

All Entity information is registered in SAM.gov and must 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 finds 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 is a central website where federal agencies can post discretionary funding opportunities for grantees to easily find and apply.

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 applications, 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.