Welcome
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, offering:

• 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 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, 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, 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 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.
Grantee Acceptance
Grantee Acceptance Overview

At this point in the process, your entity will need to either accept or decline your award. This section will show you how to do so, as well as how to access the information needed to review and approve inside the award details.

After funds have been obligated and the award package approved, JustGrants emails an award notification that the Automated Standard Application for Payments (ASAP) has begun. **You need to enroll in the ASAP system if you haven’t already**, in order to complete additional documentation.

You will complete the entire process of reviewing and accepting the award within JustGrants. All of the Award Package information is available on one screen, along with a Work Queue that calls out awards requiring your response.

If you decline an award, then a Closeout will need to be processed.

If the Authorized Representative changes between the time of application submission and award receipt, the Entity Administrator (EA) will need to update the Authorized Representative in JustGrants.

No grant adjustment is needed. The change will be made to the Entity Profile and will require the EA to invite the new Authorized Representative as the signing authority for the organization. Once invited and authenticated, the new information will reflect on the award package details.
Key Takeaways

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

• COPS grantees will have two Authorized Representatives assigned to each award; both are required to accept the award.

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

• An email notification will also be sent to the Application Submitter, the Authorized Representative, and the Entity Administrator to sign and accept their award.

• Currently, the DOJ Grant Manager will be alerted by a bell notification in the upper right-hand corner of the JustGrants homepage that the Authorized Representative has accepted or declined an award.

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

Accepting or declining an award can only be done through JustGrants. You can print the PDF for reference.
Accept or Decline an Award
Step 1: Accept or Decline Award

**My Worklist displays all available awards.**

Sign into JustGrants.

1) Select an award from *My Worklist*.

**Note:** The Authorized Representative has legal authority to enter into agreements with the federal government and bind the organization to the award’s conditions.

If the Authorized Representative does not see an application in their worklist, it is not assigned to them. The Entity Administrator must assign the application to them using the steps found in the Entity Management Job Aid Reference Guide.
Step 2: Accept or Decline Award

2) To accept the award, you will need to expand each section of the award package and certify that you have read and understand the information in each section.

Note: Carefully review the Award Conditions. Locate Budget Detail information in the Financial Information section. A green banner indicates an approved budget; a pink banner indicates a conditional budget. Applicants for COPS funding should review the budget figures as the award amount may be reduced, and some items deemed unallowable.
Step 3: Accept or Decline Award

YOU CAN CHOOSE TO ACCEPT OR DECLINE THE AWARD.

The Authorized Representative title, contact information, and the date and time automatically populate the Acceptance tab.

3) Once all acceptance boxes in each tab have been selected, select **Accept** to proceed. After accepting, the system will display a banner indicating that the award has been accepted.

**Note:** If a user fails to complete a section, the Accept button will not function.
Step 4: Accept or Decline Award

You can choose to Accept or Decline the award.

If you do not wish to accept the award:

4) Select the **Decline** button to proceed.
Appendix
Prefixes
Record Type Prefixes

The following case number prefixes are used in JustGrants.

<table>
<thead>
<tr>
<th>Case</th>
<th>Case Number Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>A-</td>
</tr>
<tr>
<td>ASAP Authorization</td>
<td>AA-</td>
</tr>
<tr>
<td>Annual Programmatic Review*</td>
<td>APDR-</td>
</tr>
<tr>
<td>Award Package</td>
<td>AW-</td>
</tr>
<tr>
<td>Funding Approval</td>
<td>FA-</td>
</tr>
<tr>
<td>Funded Award</td>
<td>FAW-</td>
</tr>
<tr>
<td>Funded Supplemental Award</td>
<td>FAWS-</td>
</tr>
<tr>
<td>Federal Financial Report</td>
<td>FFR-</td>
</tr>
<tr>
<td>Grant Award Modification</td>
<td>GAM-</td>
</tr>
<tr>
<td>Monitoring</td>
<td>M-</td>
</tr>
<tr>
<td>Performance Report</td>
<td>PR-</td>
</tr>
</tbody>
</table>

*Desk Review
Terminology
JustGrants Terminology

The 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. 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

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 also initiates the award closeout.
JustGrants Terminology

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

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

R–U

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
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/updated in SAM.gov generally appears 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 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 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 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.