

NEWS AND UPDATES



JUSTgrants
JUSTICE GRANTS SYSTEM

On October 15, 2020, the Department of Justice grant making components—the [Office of Community Oriented Policing Services \(COPS Office\)](#), the [Office of Justice Programs \(OJP\)](#), and the [Office on Violence Against Women \(OVW\)](#)—transitioned to one grants management system (JustGrants) for all three grant components and a new payment management system (ASAP).

This e-newsletter provides updates and shares information to assist everyone with the transition to these new systems.



ANNOUNCEMENTS

Thank you for your patience and continued collaboration as we fully transition to the new grants management system, JustGrants, which launched on October 15, 2020. In this update, we seek the help of Entity Administrators and provide timely reminders that include information on accessing funds.

Did You Complete the Onboarding Process?

Entities and their users must complete the [Entity Onboarding process](#) to access JustGrants. While most grantees have successfully completed these steps and are actively using the system, nearly one third of entity onboarding remains incomplete.

Onboarding is a 3-step invitation-only process that must be initiated by an [Entity Administrator](#).

Step 1: The Entity Administrator logs in to DIAMD and invites Entity Users to onboard through DIAMD and log in to JustGrants. This involves adding users AND assigning them all of their appropriate roles.

Step 2: Invited users log in to DIAMD and JustGrants to become activated as Entity Users. Note that users must successfully log in to JustGrants before they will be displayed under the “Entity User” section of the JustGrants landing page and become available to receive assigned awards.

Step 3: The Entity Administrator logs in to JustGrants and assigns awards to Entity Users via the “Awards” section of the JustGrants landing page. Note that the following roles **MUST** be assigned to every award: Authorized Representative, Grant Award Administrator and Financial Manager. If any assignments are missing, action **CANNOT** be taken on an award.

Don’t see a user you want to assign? If an individual was sent a DIAMD invitation but has not responded and logged in to JustGrants, that individual will not appear in the options of users for assignments. All previous invitations to join DIAMD expire on October 31, 2020. If an individual has not accepted an invitation before it expires, their Entity Administrators will need to log in to DIAMD and click “Re-invite Member.” Invitations expire after 30 days. For additional information and visual guides, please refer to the [Entity Management training](#) and the [Entity Onboarding Checklist](#).

Ensure Your Assigned Roles in JustGrants Match Your DIAMD Roles

Some users discovered that on the “Assign Missing Contributors” screen, JustGrants was incorrectly allowing awards to be assigned to users that did not yet possess the required roles in DIAMD. When those

Date of circulation: October 30, 2020

Subject: JustGrants: Two-Week Post-Launch Progress Update

users attempted to take actions on their awards, they were not able to because they did not possess the required role in DIAMD. This has been corrected, but we ask that you ensure it is working for you.

Entity Administrators, please complete the following steps:

1. Select the “Entity Users” section on your landing page. View your Entity Users (“View Details”) to ensure they have the roles they need. If they are missing roles, simply ADD those roles to the user via DIAMD. This happens instantly, but you may need to refresh your JustGrants login to see the roles added.
2. Select the “Awards” section on your landing page. Compare the Entity User roles to the assignments located in the “Awards” section of the landing page to identify any discrepancies. These discrepancies can be resolved quickly by adding the necessary roles to that user via DIAMD).

How To Locate Your Awards

All Entity Users can view all entity-level information, including awards. To locate your entity’s active awards, log in to JustGrants and select the “Awards” link from the left navigation section of the landing page. From this view, you may also view users that have been assigned to each award. (You can opt to “show or hide” the roles and assigned users within this section).

Learn more about navigating the landing page in the [Entity User Experience training video and job aid](#).

Award Acceptance Update

Currently, most award acceptances fall within three scenarios:

Scenario 1: You were notified of your fiscal year 2020 award from either the legacy Grants Management System (GMS) or NexGen system, and you accepted that award before September 23, 2020. You should have access to your awards in JustGrants. You do not need to re-accept your award in JustGrants.

Scenario 2: You were notified of your fiscal year 2020 award from either GMS or NexGen, and you did not accept your award prior to September 23, 2020. You will need to accept your award electronically in JustGrants.

Scenario 3: You have been notified of your award through JustGrants. You will need to accept your award electronically in JustGrants. Notification emails are sent to the Authorized Representative listed on your original grant application.

A few important points to remember:

- All entity onboarding steps must be completed in order to accept and manage an award. This includes assignment of required users to all awards.
- COPS Office grantees will have two Authorized Representatives, both of whom are required to accept the award.

When an Authorized Representative logs in to their JustGrants account, they will be able to view all active awards associated with their entity, but will only be able to accept awards that have been assigned to them. The Authorized Representative should select their assigned award within the “Awards” section of the landing page. Selecting an award will open the “Funded Award Information” section, where all information about the award is contained. The Authorized Representative should open the “Legacy Award Package” PDF file and review all information carefully, including the award conditions, and then electronically accept

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the award. *For past GMS users, we no longer require the grantee to physically sign the award package (i.e., initial each special condition page, scan and email back to OJP or OVW).*

Accessing Funds Through ASAP

- To access funds in ASAP, you must be fully enrolled in ASAP in order for your ASAP account to be funded by JustGrants.
- Funding will not be made for entities that have financial holds that have not been cleared by grantee actions.
Note: All DOJ-related ASAP accounts are *temporarily suspended* for the last three (3) business days of each month for required account reconciliation.

For more information on how to request funds in ASAP, please reference this [user guide](#). For questions related to use of or training on the ASAP system, please contact the Department of the Treasury via the information on their [Contact Us](#) page. Your organization's E-Biz POC should have received an ASAP enrollment email invitation and completed the ASAP enrollment. If you have not received your ASAP enrollment email invitation or need assistance in completing the ASAP enrollment, contact Ask.OCFO@usdoj.gov. Please be sure to provide your organization's DUNS when contacting Ask.OCFO@usdoj.gov.

Improving JustGrants and Becoming a Proficient User

The JustGrants team continues to improve the system, and we are requesting your assistance as you become a proficient user. As you are working in the system, please keep the following in mind:

- Refer to the training materials on the [Justice Grants website](#) and use that information to familiarize yourself with the JustGrants processes.
- Use the [self-service support resources](#) and review the [JustGrants FAQs](#) for guidance on common user support challenges. This information will help you obtain guidance on how to mitigate some of the most common challenges before reaching out to JustGrants User Support.
- If, after looking through those materials, you are unable to complete an action or you identify functions not operating properly, please report the issue as soon as possible to JustGrants User Support at JustGrants.Support@usdoj.gov.

Helping the 'Help Desk' Help You

The goal of the JustGrants Support team is to resolve technical issues quickly. To speed up your service request, please provide as much detailed information about the task that you are trying to accomplish as possible. Along with the details about the issue that you encountered, it is also helpful to include the following:

1. A clear statement of the issue
2. DUNS
3. Award number
4. A screen shot of your Entity profile that contains your entity information
5. A screen shot of Entity Users and the roles they have in JustGrants
6. A screen shot of the issue you are facing that captures the entire browser and your location within the application
7. The steps you took to get there
8. Date and time when the issue occurred
9. Operator/user ID (email address)
10. Browser version

Date of circulation: October 30, 2020

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Transitioning to new technology can be difficult for everyone. We will continue to support award recipients to become more comfortable with the system in the weeks and months to come through training materials, virtual Q&A sessions, and assistance through our user support channels.



DATES TO REMEMBER

November 30, 2020: The due date for the QUARTERLY FEDERAL FINANCIAL REPORT (FFRS) for the period July 1–September 30, 2020, has been extended to November 30, 2020.



RESOURCES

[Justice Grants Website](#): Find more information on the transition to JustGrants, including key dates, news updates, and resources and training opportunities for applicants and recipients of DOJ grant awards and other forms of federal financial assistance.

[Frequently Asked Questions](#): Access common inquiries regarding JustGrants and ASAP.

[Justice Grants News and Updates](#): Find all of the email updates sent to award recipients regarding the transition to the Justice Grants System.

[JustGrants User Support](#): For technical assistance with your account or logging in to the system, contact JustGrants Support at JustGrants.Support@usdoj.gov or 833–872–5175 Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m., Eastern Time (ET); and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m., ET.

[JustGrants Training](#): JustGrants training is available through a series of self-guided eLearning videos, job aid reference guides, and infographics.

[ASAP Training Opportunities](#): Access ASAP trainings and additional resources regarding the ASAP system.

Do you know someone else who could use this information? They can subscribe to email updates regarding JustGrants at

https://public.govdelivery.com/accounts/USDOJOJP/subscriber/new?topic_id=USDOJOJP_586.

If you have any questions, email JustGrants.Support@usdoj.gov.

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