

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

With ongoing updates to the Justice Grants System (JustGrants), the Department of Justice (DOJ) is providing the following guidance as it relates to—

- the new deadline for submitting performance reports; and
- details surrounding federal financial reports (FFR).

The following guidance supersedes the guidance previously communicated on March 1, 2021, regarding performance reports and FFRs.

Performance Reports Due in JustGrants are Extended Until June 15, 2021

The deadline for submitting performance reports that were due in JustGrants between October 1, 2020, and April 15, 2021, has been extended to June 15, 2021. To date, grantees have successfully submitted more than 9,300 performance reports. However, there have been individual cases where system issues are preventing grantees from submitting their reports and the JustGrants team is working to fix these issues. To address these concerns, DOJ will not suspend funds for delinquent performance reports until June 16, 2021.

To submit your performance report, please log in to JustGrants and check your worklist or the “Funded Award Performance Management” tab for performance reports. If you experience issues with submitting your performance report, please 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. ET; and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

Important reminder: The only role within JustGrants that can submit a performance report is the Grant Award Administrator.

Submit Your FFRs Today

FFRs for the periods ending September 30, 2020, and December 31, 2020, were due on January 30, 2021; and FFRs for the period ending March 30, 2021, are due on April 30, 2021. DOJ is aware that some award recipients experienced system issues preventing them from submitting their FFRs. Those issues have since been resolved and you are expected to submit your reports as soon as possible. Please log in to JustGrants and check your worklist or the “Funded Award Federal Financial Reporting” tab for past-due FFRs.

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Subject: Review Updated DOJ Guidance on Performance Reporting and Federal Financial Reporting

As a reminder, the individual assigned the role of Financial Manager within JustGrants should be reporting **cumulative** amounts for “10e. Federal share of expenditures” and “10j. Recipient share of expenditure.” Cumulative amounts include amounts expended from award inception through the end of this reporting period.

On May 1, 2021, any FFRs that have not been submitted for these reporting periods will be marked “Delinquent.” Any remaining funds associated with the award will be suspended and any payments requested through ASAP will be denied until the reports are submitted.

As a reminder, the only role within JustGrants that can submit an FFR is the Financial Manager. Individuals with that role in JustGrants should review this [JustGrants News Flash Tip Sheet](#), which outlines helpful guidance on how to complete and submit FFRs in the JustGrants system.

Entity Management

If you do not have the ability to submit your FFR or performance report, this may indicate that the Entity Administrator for your organization has not made the correct work assignment to your grant. To confirm the work assignment has been properly made, the Entity Administrator should follow the steps below to confirm:

1. Log in to JustGrants.
2. Click “Awards” from the left menu.
3. Click “Show/Hide Roles.”
4. Click the “Financial Manager” and “Grant Award Administrator” check boxes.
5. Click “Confirm.”

If the Financial Manager and Grant Award Administrator’s names appear under the respective columns, then the work assignment has been properly made and those users should be able to complete and submit the reports. If the names do not appear in the respective columns, the Entity Administrator should take the following steps:

1. Click the check box next to the award ID.
2. Choose a role (e.g., Financial Manager, Grant Award Administrator) from the “Choose Role” drop-down menu (bottom of the screen).
3. Choose the individual’s name from the “Assign to” drop-down menu.
4. Click “Assign.”

Once the Entity Administrator has completed these steps, the assigned Financial Manager and Grant Award Administrator should be able to access and submit the respective reports.

Important reminder: DOJ has made a collection of [training resources available](#) for JustGrants users on various topics covering the grants lifecycle. Bookmark the [JustGrants Training page](#) and check back often to access helpful resources.

You received this email because you are a current or previous grantee or applicant of one or more of the Department of Justice grant making components. Share [this link](#) with your colleagues and encourage them to sign up to receive future updates from Justice Grants.

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