Post Award Management

FEATURES
This Webex features: Chat, a Multimedia Viewer, and Q&A.
For technical assistance select Chat to alert the host.

VIDEO
Video is disabled for all participants.

CAPTIONING
Live-captioning is available. Follow the instructions given in the chat.

AUDIO
Do not unmute. Attendees are muted to limit background noise. If you cannot hear click the arrow next to the Mute/Unmute icon.

DIAL-IN
Still can’t hear? Phone-in using the meeting invite details.
Submitting Questions

Submit any questions you might have during the session via the WebEx Q&A function. Please address the question to “All Panelists.”

If you need technical assistance with WebEx, please let us know via the WebEx chat.
Agenda

• Entity User Roles
• GAMs, Financial & Performance Reports, Deliverables, Closeouts
• Resources
• Questions
Session Objectives

During today’s session we’ll offer information and demonstrations on how to use JustGrants, supply resources for self-support, and provide time for users to ask questions related to working in JustGrants.

- JustGrants staff will share tips and provide insights for working in JustGrants

- Participants will be able to ask questions about JustGrants
  - Remember to keep questions general and do not share information that can compromise your entity’s security
Resources

- Justice Grants Website: Find more information about JustGrants, including training, resources, and news and updates.
- Grant Award Modifications
- Performance Reporting
- Financial Reporting
- Closeout
- JustGrants User Roles Guide
If you need support beyond what is available at the self-service portion of the Justice Grants website, please reach out the appropriate Technical Support desk.

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*Monday – Friday between the hours of 5:00 AM and 9:00 PM EST  
Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST*
Entity User Roles
JustGrants Award Management Roles

**Entity Administrator**
Confirms information in the Entity Profile is current. Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants.

**Authorized Representative**
Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.

**Grant Award Administrator**
Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.

**Alternate Grant Award Administrator**
Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.

**Financial Manager**
Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.
Financial Reports: Locate and Submit

How do I locate and submit Financial Reports in JustGrants?

If you are the assigned Financial Manager to an award, reports appear in the My Worklist section of the Home Page when they are generated. Financial Managers can also find, complete and submit the FFR from the Funded Award.

How do I locate and submit a Financial Report If its not in My Worklist?

If you are the assigned Financial Manager, you can access the FFR from the Funded Award. From the left navigation menu, click Awards. On the next screen, click the FAW Award Case ID. In the Assignments section, click the Begin button for the FFR that needs to be completed.
Financial Reports

How do I re-open, edit, and re-submit Financial Reports in JustGrants?

The Financial Manager can only re-open the most recent quarterly FFR reporting period, and only when the FFR shows a status of Resolved-Completed. You will need to navigate to the Funded Award and click View Case for the FFR that needs to be edited. There are job aids and eLearning videos available to walk you through this process.

https://justicegrants.usdoj.gov/training/training-financial-reporting
Financial Reports 2

DEMO
Access from My Worklist
Financial Reports 3

DEMO
Access from Funded Award – Assignments Section
Worklist 1
## Work List Tasks Assigned

<table>
<thead>
<tr>
<th>JUSTGRANTS ROLE</th>
<th>TASK ASSIGNED</th>
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<tbody>
<tr>
<td>GRANT AWARD ADMINISTRATOR</td>
<td>Performance Reports</td>
</tr>
<tr>
<td></td>
<td>Awards ready for Closeout</td>
</tr>
<tr>
<td></td>
<td>GAMs (when a change is needed or was initiated but not submitted)</td>
</tr>
<tr>
<td>FINANCIAL MANAGER</td>
<td>Federal Financial Reports</td>
</tr>
<tr>
<td>AUTHORIZED REPRESENTATIVE</td>
<td>Awards that are waiting to be accepted or declined</td>
</tr>
<tr>
<td>APPLICATION SUBMITTER</td>
<td>Applications in progress</td>
</tr>
<tr>
<td>ENTITY ADMINISTRATOR</td>
<td>Assign Users to new award</td>
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</tbody>
</table>
Worklist
Performance Reports are completed only by the assigned Grant Award Administrator.

How do I locate and submit performance reports in JustGrants?

If you have a Grant Award Administrator role and are assigned to awards, performance reports appear in the My Worklist section of the Home Page when they are generated.

How do I report Performance Measure data?

Depending on the requirements of your grant program, you will submit performance measure data either by attaching a PDF file from an external system like PMT or a program-specific approved form, or you will submit your data using a question set within JustGrants.

https://justicegrants.usdoj.gov/training/training-performance-reporting
Performance Reports: Locate and Submit

How do I locate and submit a Performance Report if it's not in My Worklist?

If a Performance Report is not in your worklist, you can access it from the funded award in one of two ways:

- Open the funded award, and select the Begin link associated with the performance report
- Open the funded award, and select the Begin link associated with the Programmatic task line, then navigate to the Performance Management section
Award Deliverables: Deliverables and Attachments

Where do I submit a Deliverable?

Navigate to the Performance Management tab of the funded award and scroll to the Deliverable section.

What type of document can be attached and is there a size limit?

Attached files should be .doc, .xlsx, or .PDF formats. File names are limited to 500 characters, and file size is limited to 25 mb.
Performance Reports

DEMO
Access from My Worklist
Performance Reports

DEMO
Access from Funded Award – Assignments
Performance Reports

DEMO
Access Performance Report from Funded Award – Action Mode
Award Deliverables

DEMO
Submit an Award Deliverable
Grant Award Modification (GAM)
Grant Award Modification (GAM)

What types of GAMs can be submitted in JustGrants??

There are three categories of GAMs: Programmatic, Financial, and Project Period Extension.

Programmatic GAMs are Scope Change and Programmatic Cost. Financial GAMs are Budget Modification and Sole Source.

How can I initiate and submit a GAM in JustGrants?

GAMs are initiated and submitted by the Grant Award Administrator. Navigate to the Grant Award Modification section of the funded award and select the type of GAM you would like to submit.

In some cases, DOJ personnel can initiate GAMs on behalf of a grantee.
Grant Award Modification

DEMO
Initiating a GAM
Grant Award Modification

DEMO
Submitting a GAM – Budget Modification
Change Requested Budget Clearance GAM

• If awarded with a conditional budget clearance and a corresponding award condition, DOJ may change request a Budget Clearance GAM so the Grant Award Administrator can edit the budget.

• The Grant Award Administrator will find the change requested Budget Clearance GAM in their worklist.
Revising a Web-Based Budget Clearance GAM

Note: Each column can be filtered by selecting the down arrow: 

Or sorted by selecting the small arrow corresponding to the column.
Revising a Web-Based Budget Clearance GAM
Revising a Web-Based Budget Clearance GAM
Revising a Web-Based Budget Clearance GAM
Revising a Web-Based Budget Clearance GAM
Revising a Web-Based Budget
Revising a Budget Submitted as an Attachment

Note: Each column can be filtered by selecting the down arrow, or sorted by selecting the small arrow corresponding to the column.
Revising a Budget Submitted as an Attachment
Closeouts
Closeout

When does a Closeout appear in the worklist?
A Closeout will appear in the worklist of the assigned Grant Award Administrator one day after the project period due date.

Why can't I view the financial reconciliation?
A final FFR needs to be submitted and in a resolved-completed status to view the financial reconciliation, however you can still proceed with your closeout if the financial reconciliation is in incomplete status.

Can I submit a Closeout prior to the award project period end date?
Yes, navigate to the Funded Award via the Awards tab and click on the Programmatic task line Begin button. Click on the Closeout tab and click the blue, Initiate Closeout Button.
Closeout

DEMO
Initiate a Closeout before Award End Date
Resources

• **Justice Grants Website**: Find more information about JustGrants, including training, resources, and news and updates.

• **Grant Award Modifications**

• **Performance Reporting**

• **Financial Reporting**

• **Closeout**

• **JustGrants User Roles Guide**
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JustGrants Training

justicegrants.usdoj.gov

• Job Aid Reference Guides
• Microlearning Videos
• Recordings of Past Sessions
• Frequently Asked Questions (FAQs)
• Glossary Terms
JustGrants Training Resources

Organized by Topics

Micro-learning videos

Job Aid Reference Guides
Upcoming Sessions

MONDAYS from 1 PM to 2:30 PM Post-Award Management

- November 8, 2021
- November 15, 2021
- November 22, 2021
- November 29, 2021

KEY AUDIENCE:
- Grant Award Administrators,
- Entity Administrators,
- Financial Managers

TUESDAYS from 2 PM to 3:30 PM Entity Management

- November 9, 2021
- November 16, 2021
- November 23, 2021
- November 30, 2021

KEY AUDIENCE:
- Entity Administrators

THURSDAYS from 2 PM to 3:00 PM Award Acceptance

- November 4, 2021
- November 18, 2021

KEY AUDIENCE:
- Entity Administrators
- Authorized Representatives

JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions