

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

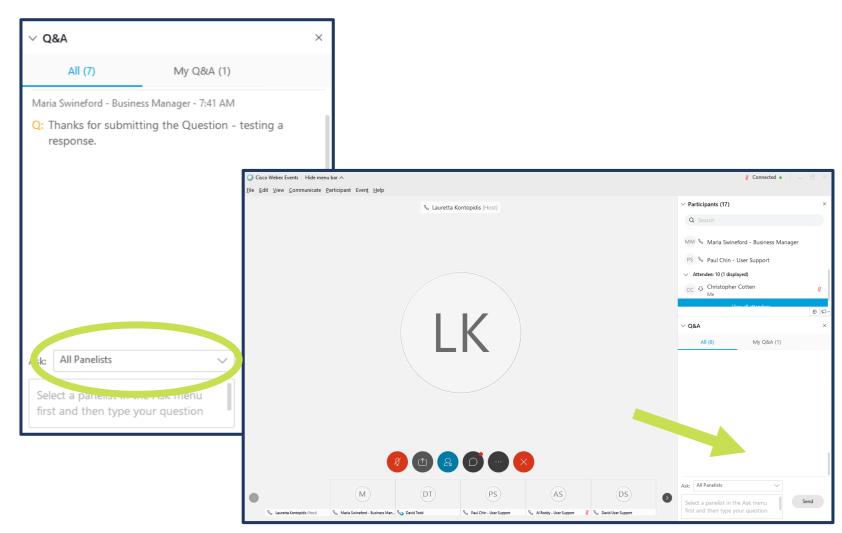
Still can't hear? Phone-in using the meeting invite details.



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

At the end of the session today you should be able to:

- ✓ Describe the entity user roles
- ✓ Initiate and submit a GAM
- ✓ Submit a Federal Financial Report
- ✓ Submit a Performance Report
- ✓ Closeout an Award
- ✓ Locate JustGrants resources

Resources

- <u>Justice Grants Website</u>: Find more information about JustGrants, including training, resources, and news and updates.
- Grant Award Modifications
- Performance Reporting
- Financial Reporting
- Closeout
- JustGrants User Roles Guide

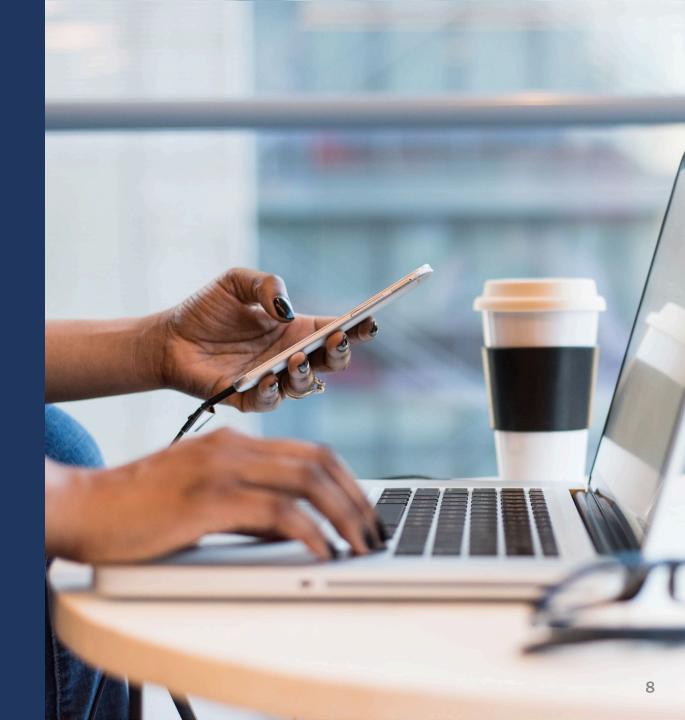


JustGrants Technical Support

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.

Technical Support	
OVW applicants and award recipients	OVW.JustGrantsSupport@usdoj.gov Or (866) 655–4482
All other applicants and award recipients	JustGrants.Support@usdoj.gov Or (833) 872–5175 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 1



Financial Reports: Locate and Submit

Financial Reports are completed only by the assigned Financial Manager.

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

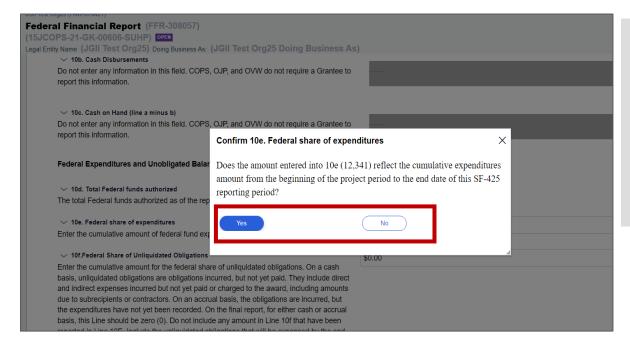
Financial Reports are completed only by the assigned Financial Manager.

Financial Reports 2

DEMO
Access from My Worklist



Field 10e Validation



When the financial manager enters an amount in 10e, the following pop-up box appears. If the user selects yes, the user will be directed to the next data field. If the user selects no, they will be directed back to the 10e.

If the user attempts to submit the FFR without editing 10e after selecting no in the Pop-up, the user will get the following error message.



10e will also continue to have the following error message if 10e amount is less than the previously reported 10e amount. "Federal share of expenditures should be a total of your allowable grantee expenses to-date. The current 10e amount is less than the previous reports value. Please ensure this amount is correct. If so, provide a required explanation in block 12-Additional Information."



Locate Submitted and Pending FFRs

vard Package A	ward Conditions Award De		erformance Funding Balance anagement and Availability	Federal Financial Modification Report (FFR) (GAM) Closeout
Report Number	Type of FFR	Reporting Period	Due Date of Report	Status
FFR-672667	Quarterly	Apr 1, 2020 to Jun 30, 2020	Jul 30, 2020	FFR-Delinquent
FFR-672668	Quarterly	Jul 1, 2020 to Sep 30, 2020	Oct 30, 2020	FFR-Delinquent
FFR-672669	Quarterly	Oct 1, 2020 to Dec 31, 2020	Jan 30, 2021	FFR-Delinquent
FFR-672672	Quarterly	Jan 1, 2021 to Mar 31, 2021	Apr 30, 2021	FFR-Delinquent
FFR-672690	Quarterly	Apr 1, 2021 to Jun 30, 2021	Jul 30, 2021	FFR-Delinquent
FFR-672691	Quarterly	Jul 1, 2021 to Sep 30, 2021	Oct 30, 2021	Open
FFR-674600	Final	Oct 1, 2021 to Dec 31, 2021	Apr 30, 2022	Open

QUESTIONS:

Troubleshooting Financial Reports

Performance Reports & Award Deliverables



Performance Reports

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 Performance Measure Tool 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

Performance Reports are completed only by the assigned Grant Award Administrator.

How do I locate and submit a Performance Report if its 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

Award Deliverables can be submitted by the Grant
Award Administrator and the Alternate Grant Award
Administrator

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?

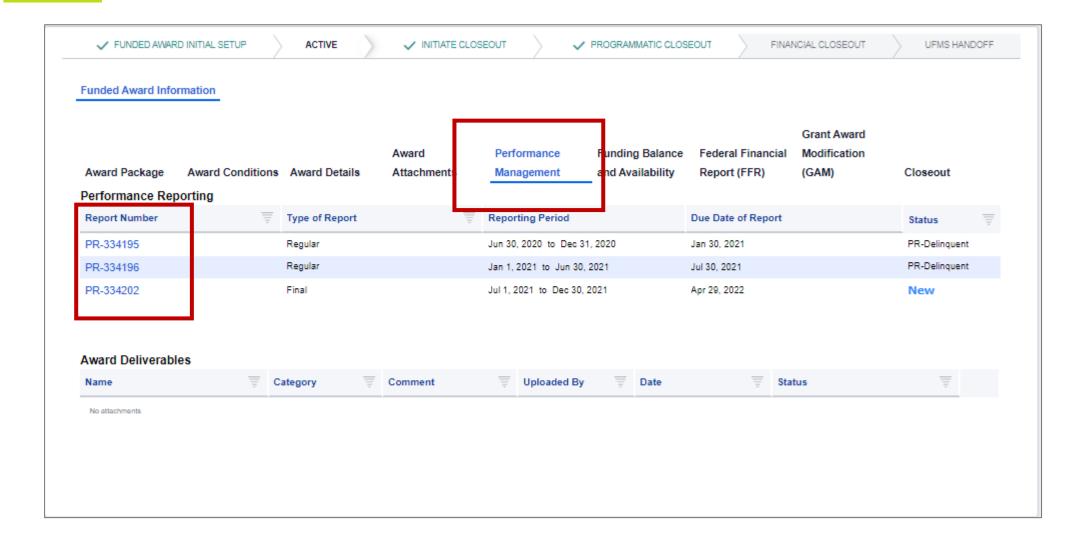
Attached files should be .doc, .xlsx, or .PDF formats. File names are limited to 500 characters, and file size is limited to 25 mb.

Performance Reports

DEMO
Access from My Worklist



Locate Submitted and Pending FFRs



QUESTIONS:

Troubleshooting Performance Reports

Award Deliverables

DEMO Submit an Award Deliverable



QUESTIONS: Troubleshooting Award Deliverables

Grant Award Modification(GAM)



Grant Award Modification (GAM)

GAMs are completed and submitted by the Grant Award Administrator. GAMs can generally be initiated by a grantee. All GAMs must be approved by DOJ personnel.

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



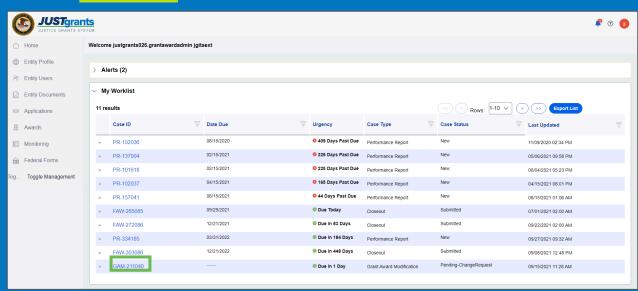
Grant Award Modification

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.



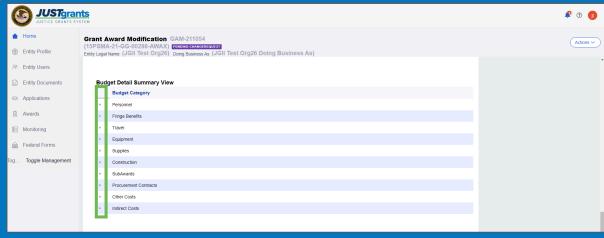
Grant Award Modification GAM-211054
(15PSIM2-21-05-000/395-AWAN)
Entity Users
Dentity Documents
Applications
Applications
Awards
Monitoring
Federal Forms
Tog... Toggle Management

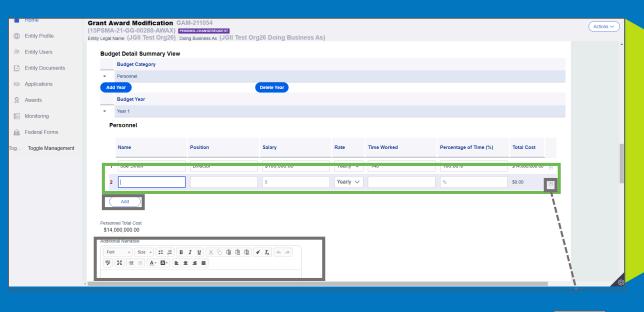
Grant Manage

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

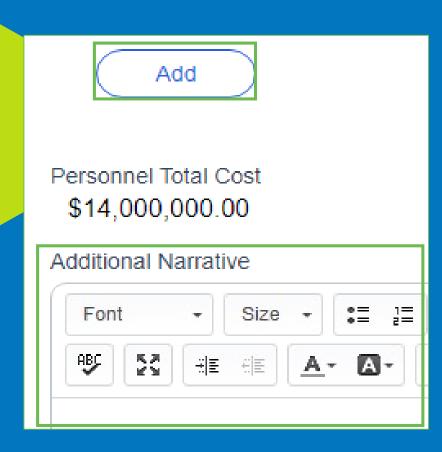
Or sorted by selecting the **small arrow** corresponding to the column.



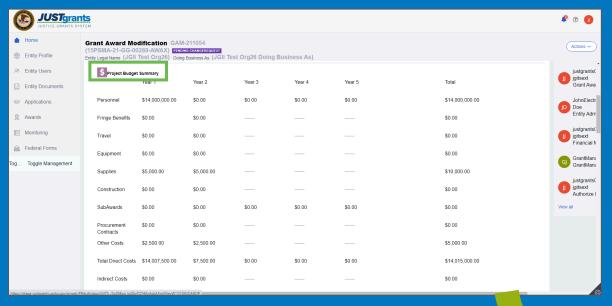


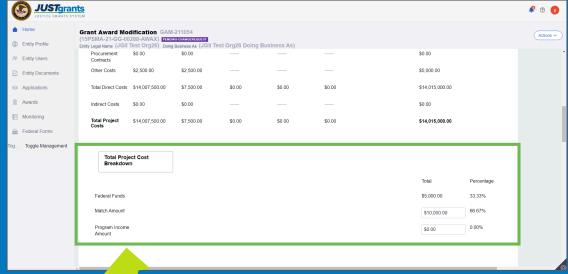


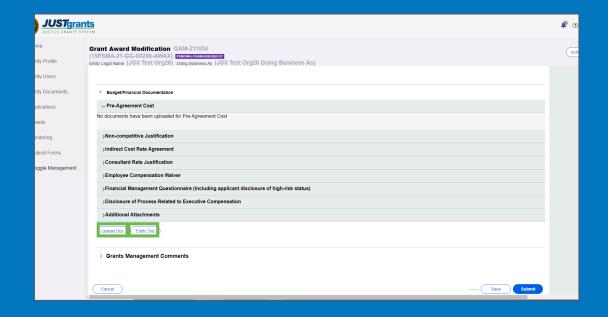


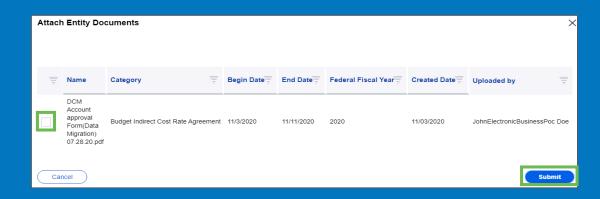


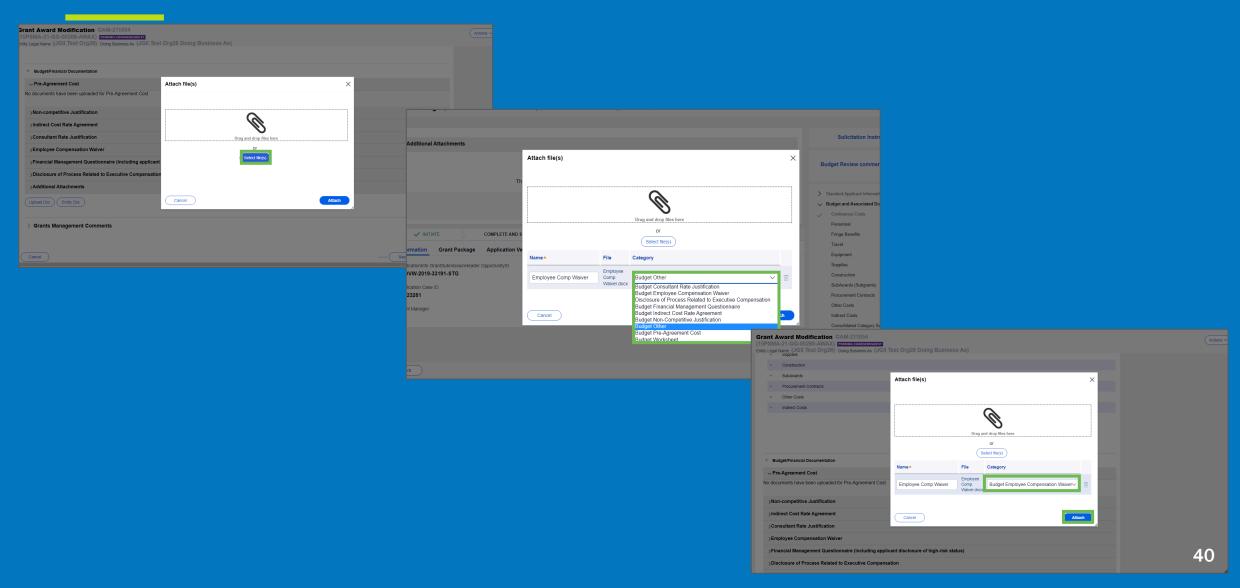




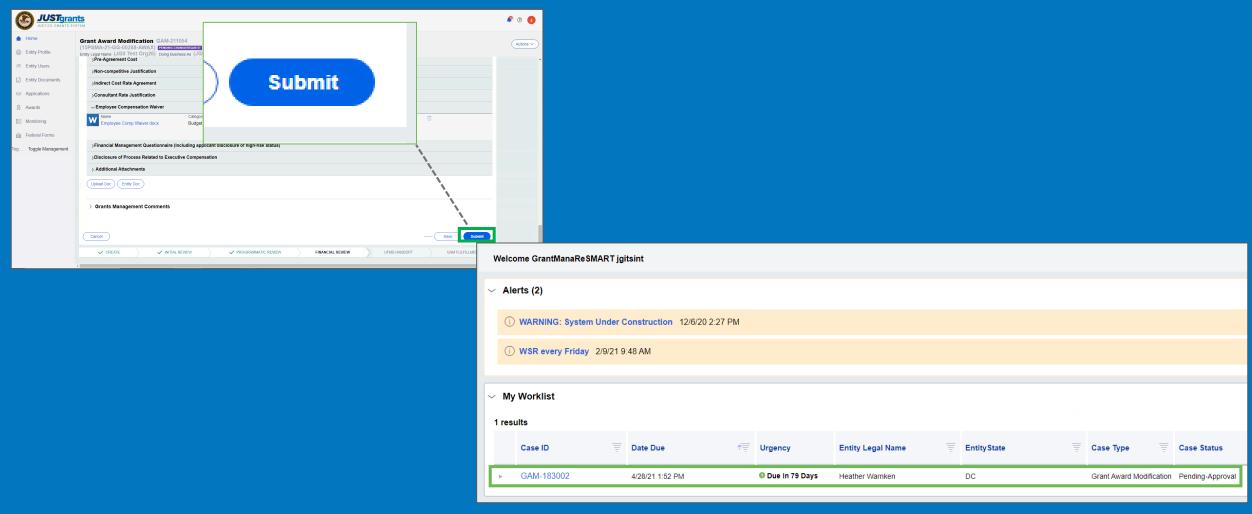




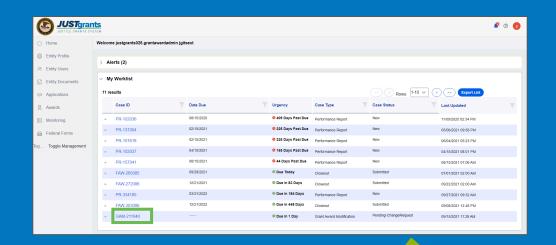




Revising a Web-Based Budget

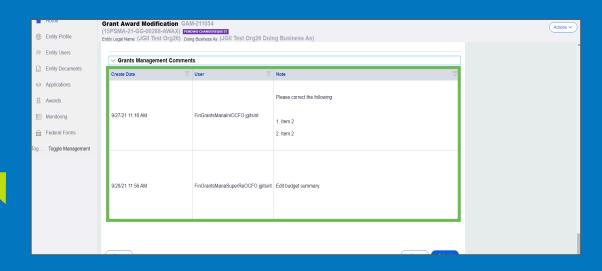


Revising a Budget Submitted as an Attachment

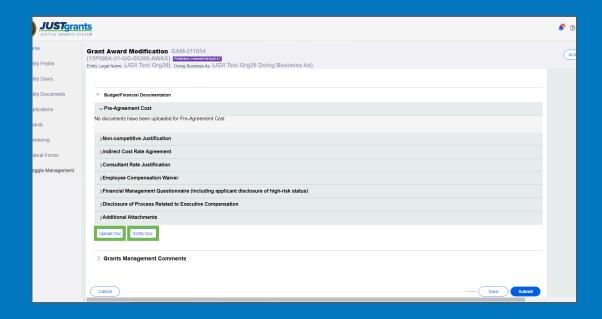


Note: Each column can be filtered by selecting the down arrow,

or sorted by selecting the **small arrow** corresponding to the column.



Revising a Budget Submitted as an Attachment





QUESTIONS: Troubleshooting GAMs

Closeouts



Closeout

Closeouts are submitted by the Grant Award
Administrator

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
Submit a System-Generated
Closeout from My Worklist



Closeout

DEMO Initiate a Closeout before Award End Date



QUESTIONS: Troubleshooting Closeouts

Resources



Resources

- <u>Justice Grants Website</u>: Find more information about JustGrants, including training, resources, and news and updates.
- Grant Award Modifications
- Performance Reporting
- Financial Reporting
- Closeout
- JustGrants User Roles Guide
- Budget Clearance GAM Quick Reference Guide



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JustGrants Training

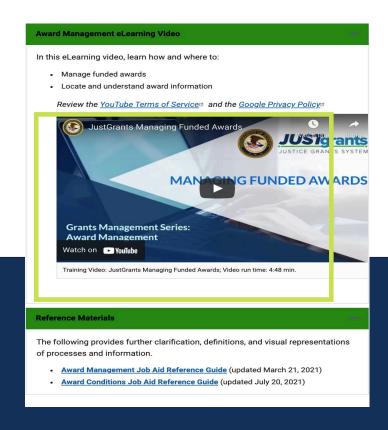
justicegrants.usdoj.gov

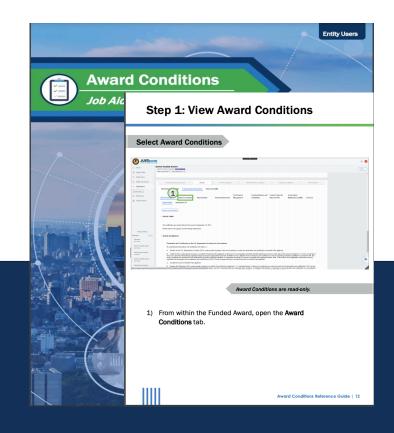
- Job Aid Reference Guides
- Microlearning Videos
- Recordings of Past Sessions
- Frequently Asked Questions (FAQs)
- Glossary Terms



JustGrants Training Resources







Upcoming Sessions

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

• March 14, 2022

KEY AUDIENCE:

• March 23, 2022

Grant Award Administrators

• March 28, 2022

Entity Administrators Financial Managers

WEDNESDAYS from 2:30 PM to 4:00 PM Application Mechanics

March 16, 2022

KEY AUDIENCE:

March 23, 2022

Entity Administrators

March 31, 2022

Application Submitters
Authorized Representatives

TUESDAYS from 2 PM to 3:00 PM Entity Management

• March 15, 2022

KEY AUDIENCE:

• March 22, 2022

Entity Administrators

• March 29, 2022

THURSDAYS from 2 PM to 3:00 PM Award Acceptance

• March 10, 2022 KEY AUDIENCE:

• March 17, 2022 Entity Administrators

• March 24, 2022 Authorized

• March 31, 2022 Representatives

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

Questions?

