Application Submission & Award Acceptance

Virtual Q&A Session
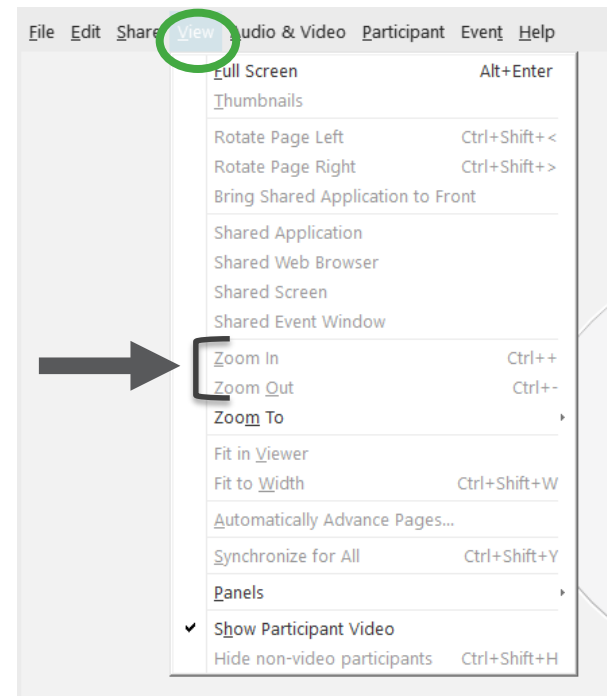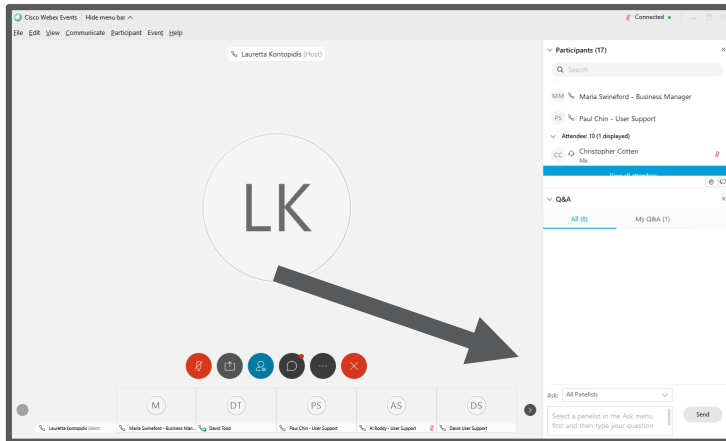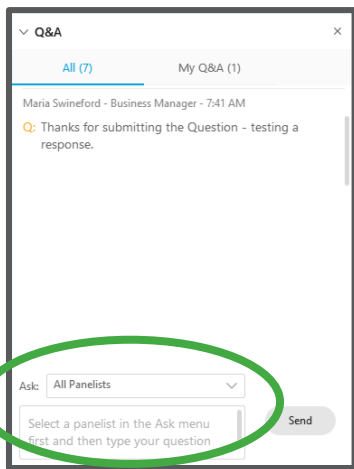
OCTOBER 6TH, 2020

Etiquette & Technical Support

- 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 to increase the size of the screen, please click on View and either choose Full Screen or Zoom In/Zoom Out.

Session Information

- Please remember to stay muted in order to limit background noise.

- The video feature is disabled for all participants.

- Please add your questions to the Q&A section any time during the session.

- The JustGrants website provides additional resources, including answers to common questions: https://justicegrants.usdoj.gov.

Session Objectives

During this session we will:

- Help you prepare for the launch of JustGrants on October 15.

- Revisit some basic information about **Application Submission and Award Acceptance** and provide resources for additional learning.

- Answer your questions about **Application Submission and Award Acceptance.**

For more information on dates and required actions, please see the "How to Get Ready" page on https://justicegrants.usdoj.gov.

Agenda

- Resources
  - Reminders
  - JustGrants Roles
- Application Submission
  - Application Submission Overview
  - Web-Based Forms and Continuity of Data
- Grantee Acceptance
  - Key Points in Accepting Awards
  - Accepting or Denying an Award
- Q&A Section
- Wrap-Up & Evaluations

For more information on dates and required actions, please see the "How to Get Ready" page on https://justicegrants.usdoj.gov.

Resources

Reminders
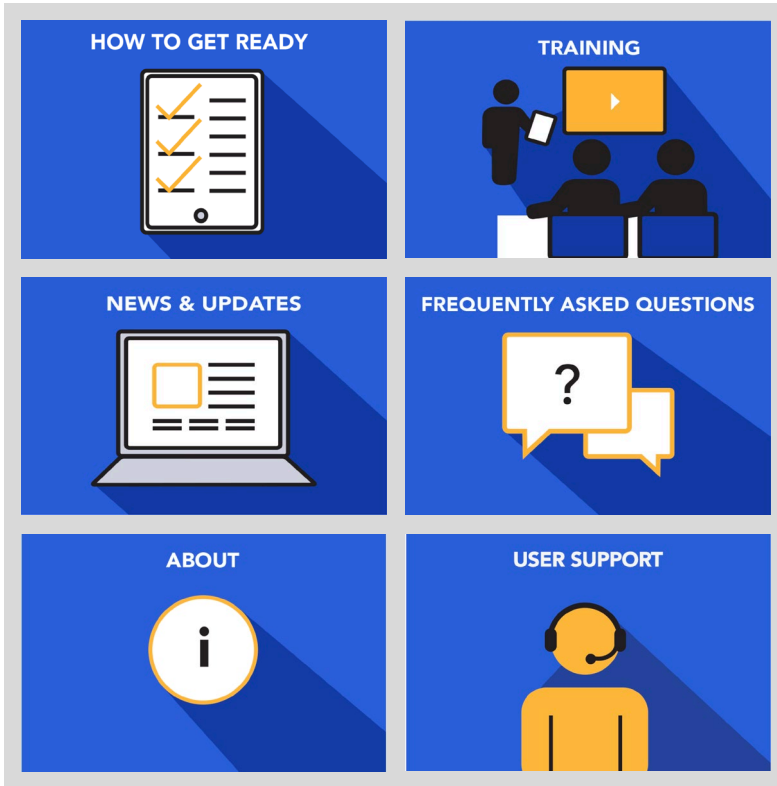
Tools to help you get ready:

- Check your emails for updates
- If not receiving update emails visit the JustGrants website for previous communications. Plus you will find:

    » Checklists
    » Training Videos
    » FAQs
    » User Support
    » Additional resources

For more information on dates and required actions, please see the "How to Get Ready" page on https://justicegrants.usdoj.gov.

JustGrants Roles

Application Submitter	Authorized Representative
The JustGrants Application Submitter role has some specific abilities and responsibilities.	The Authorized Representative is the only role that can accept or deny an Award Package.

Application Submitter:
- *Identify the forms needed to apply in JustGrants.*
- *Complete a web-based budget form.*
- *Complete an application on behalf of an entity, including certifying the information.*
- *Submit the application in JustGrants.*

Authorized Representative:
- *Can enter into an agreement with the Department of Justice.*
- *Binds the organization to the Award terms and conditions.*
- *Certifies and signs the award package electronically.*
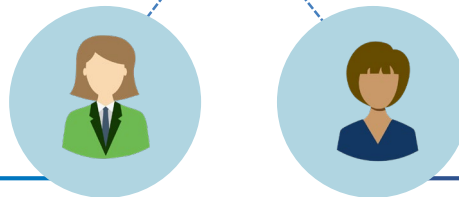
For more information on dates and required actions, please see the "How to Get Ready" page on https://justicegrants.usdoj.gov.

Application Submission

Application Submission Overview

The Application Submission portion of the Grants Lifecycle involves completing and submitting web-based forms as well as the attachments that are required from the published solicitation.
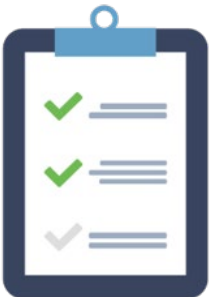
Applicants have two application submission deadlines: one for Grants.gov and one for JustGrants

Grants.gov
- SF-LLL
- SF-424

JustGrants
Everything else

Once you have submitted the SF-LLL and SF-424 in Grants.gov, allow 24 hours before opening JustGrants to complete the application process.

Continuity of Data

Information entered in JustGrants for your application is maintained through the approval and recommendation process and then retained in your funded awards information.

This continuity of data means information that you enter in your application is always accessible to you in JustGrants. Throughout the life of the award you can access the solicitation, application, and other associated documents, such as:

- Budget Detail Worksheet

- Survey/Question Set entry

- Goals, Objectives, and Deliverables

- Disclosures and Assurances

For more information on dates and required actions, please see the "How to Get Ready" page on https://justicegrants.usdoj.gov.

Award Acceptance

Award Acceptance Key Takeaways

- Award notifications are sent to the Application Submitter, the Authorized Representative, and the Entity Administrator.

- Each Authorized Representative will receive an electronic notification to sign in and accept their award.

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

- Upon accepting an award, the entity administrator must assign a financial manager and a grant administrator.

For more information on dates and required actions, please see the "How to Get Ready" page on https://justicegrants.usdoj.gov.

Award Acceptance Key Takeaways cont.

- The process of accepting/declining an award no longer requires printing. Acceptance is now done electronically by the Authorized Representative(s).

- The entire process of reviewing and accepting an award takes place within JustGrants.

- Award notifications come via email from JustGrants and include notes regarding ASAP registration requirements.

- Award recipients must enroll in Automated Standard Application for Payments (ASAP).

For more information on dates and required actions, please see the "How to Get Ready" page on https://justicegrants.usdoj.gov.

Questions & Answers

Question #1: *JustGrants* Answer

Award notifications are sent to the Authorized Representative, the Application Submitter, and the Entity Administrator.

Question #2

What are Special Conditions called in JustGrants?

Question #2: *JustGrants* Answer

The JustGrants term for Special Conditions is Award Conditions.

Question #3

Where does the information in the pre-populated application fields of JustGrants come from?

Question #3: *JustGrants* Answer

Some entity information is pulled from SAM.gov, and other information, such as the applicant type, is pulled from the SF-424 in Grants.gov. Some information also comes from the solicitation.

Question #4

What is the significance of the goals, objectives and deliverables being entered into the funded award?

Information entered in the Goals, Objectives, and Deliverables section will eventually be pulled into performance reports in a funded award.

Question #5

Is it possible to submit an application for review if the application is incomplete?

No.

The application is subjected to several validations to ensure that all required fields are filled out.

Wrap-Up

October 15 Transition

The upcoming transition to JustGrants and ASAP represents a significant IT modernization effort to develop and implement a single grants management system for all three DOJ grant-making components.

THE COPS OFFICE (COPS) GRANTEE ACTION DATES FOR SYSTEM TRANSITION

The use of legacy systems, including the Grants Management System (GMS), NexGen, and the Grants Payment Request System (GPRS), will be discontinued on September 22, 2020. Data for all current active awards from GMS and NexGen will be migrated to JustGrants. This will include all open, active awards and any awards that have not yet reached final closure. During the migration period between September 23 and October 14, grantees will not be able to take any action in legacy systems or the new JustGrants system. All award management activities will take place in JustGrants starting October 15, 2020.

For COPS award recipients, please see key dates below for actions to be taken in NexGen prior to September 22, 2020.

Award Modifications and Extensions

Award recipients must submit all modification and extension requests to COPS in NexGen no later than 8/3/2020. Any modification or extension requests not officially approved by the COPS Office by 9/18/2020 will be denied, and the grantee will need to resubmit in JustGrants after 10/15/2020.

Federal Financial Reports: Quarterly and Final

Quarterly Federal Financial Reports (FFRs) – Regular (Period ending 6/30/2020): FFRs for the period ending 6/30/2020 are due no later than 7/30/2020 and are not impacted by this transition. A withholding of funds may be applied after 7/30/2020 for any report that has not been submitted. The hold will remain in place until submission.

Quarterly Federal Financial Reports (FFRs) – Regular (Period ending 9/30/2020): FFRs for the period ending 9/30/2020 will be due in JustGrants no later than 11/30/2020. The due date has been extended 30 days to accommodate the transition to JustGrants. Grantees can submit the report in JustGrants starting on 10/15/2020. A withholding of funds may be applied after 11/30/2020 for any report that has not been submitted. The hold will remain in place until submission.

Federal Financial Reports (FFRs) – Final: Final FFRs are typically due 90 days after the award end date as part of the closeout process. COPS will grant extensions on the closeout process, including the submission of final reports,

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JUSTICE GRANTS SYSTEM

[COPS Grantee Action Dates]

COPS

OFFICE OF JUSTICE PROGRAMS (OJP) GRANTEE ACTION DATES FOR SYSTEM TRANSITION

The Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP), and the Office on Violence Against Women (OVW) are transitioning to new grants and payment management systems in October 2020. The use of legacy systems, including the Grants Management System (GMS), NexGen, and the Grants Payment Request System (GPRS), will be discontinued on September 22, 2020. Data for all current active awards from GMS and NexGen will be migrated to JustGrants. This will include all open, active awards and any awards that have not yet reached final closure. During the migration period between September 23 and October 14, grantees will not be able to take any action in legacy systems or the new JustGrants system. All award management activities will take place in JustGrants starting October 15, 2020.

In the weeks leading up to the October 15 transition, there are a number of actions current OJP award recipients will need to take. Key dates for these actions are below:

Grant Adjustment Notices (GAN)

Grantees must submit all GANs to OJP in GMS no later than 8/24/2020. This includes any GAN that is in a change requested status. For GANs still in a change request status on 8/31/2020, the GAN will be denied and the grantee will need to resubmit in JustGrants starting 10/15/2020.

Award Acceptance

Grantees can accept their FY 2020 awards in GMS through 9/22/2020. Between 9/23/2020 and 10/14/2020, OJP will not be able to process award acceptances. Starting 10/15/2020, awards will be accepted through JustGrants.

Federal Financial Reports: Quarterly and Final

Quarterly Federal Financial Reports (FFRs) – Regular (Period ending 6/30/2020): FFRs for the period ending 6/30/2020 are due no later than 7/30/2020 and are not impacted by this transition. A withholding of funds will be applied after 7/30/2020 for any report that has not been submitted. The hold will remain in place until submission.

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[OJP Grantee Action Dates]

OJP

OFFICE ON VIOLENCE AGAINST WOMEN (OVW) ACTION DATES FOR SYSTEM TRANSITION

The use of the Grants Management System (GMS) and Grants Payment Request System (GPRS) will be discontinued on September 22, 2020. Data for all current active awards from GMS will be migrated to JustGrants. This will include all open, active awards and any awards that have not yet reached final closure. During the migration period between September 23 and October 14, grantees will not be able to take any action in legacy systems or the new JustGrants system. All award management activities will take place in JustGrants starting October 15, 2020.

In the weeks leading up to the October 15 transition, there are a number of actions current OVW award recipients will need to take. Key dates for these actions are below:

Grant Adjustment Notices (GAN)

Recipients must submit all GANs to OVW in GMS no later than 8/14/2020. This includes any GAN that is in a change requested status. For GANs still in a change request status on 8/31/2020, the GAN will be denied and the recipient will need to resubmit in JustGrants after 10/15/2020. (GANs to change an Authorized Representative that are necessary to process award acceptances will continue to be processed until 9/18/2020.)

Federal Financial Reports: Quarterly and Final

Quarterly Federal Financial Reports (FFRs) – Regular (Period ending 6/30/2020): FFRs for the period ending 6/30/2020 are due no later than 7/30/2020 and are not impacted by this transition. A withholding of funds will be applied after 7/30/2020 for any report that has not been submitted. The hold will remain in place until submission.

Quarterly Federal Financial Reports (FFRs) – Regular (Period ending 9/30/2020): FFRs for the period ending 9/30/2020 will be due in JustGrants no later than 11/30/2020. The due date has been extended 30 days to accommodate the transition to JustGrants. Award recipients can submit their reports in JustGrants starting on 10/15/2020. A withholding of funds will be applied after 11/30/2020 for any report that has not been submitted. The hold will remain in place until submission.

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JUSTICE GRANTS SYSTEM

[OVW Grantee Action Dates]

OVW

Key Dates
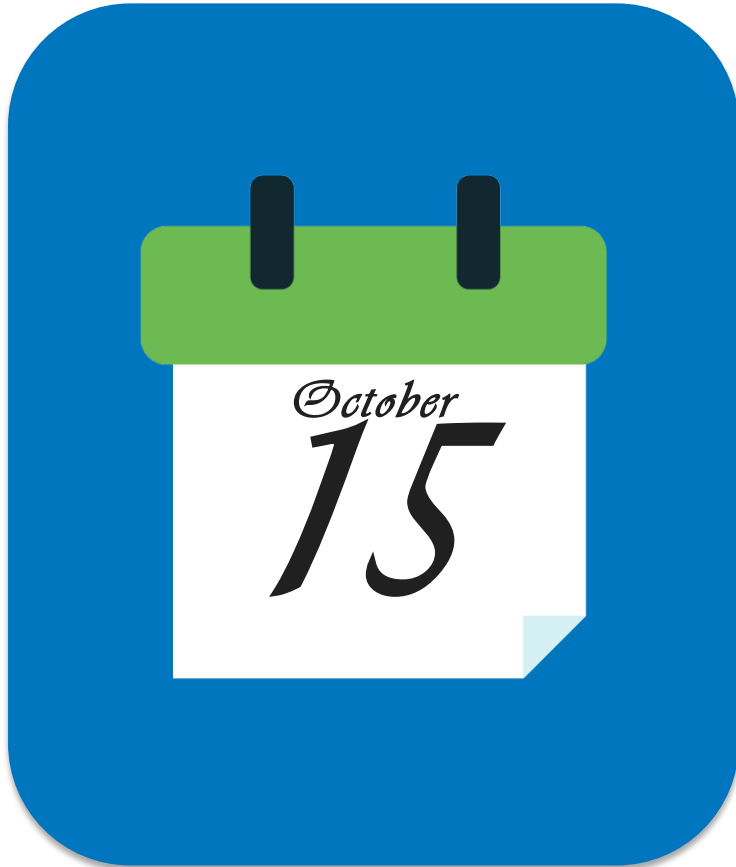
- **September–October 2020**
  Training transition resources available

- **September 22, 2020**
  Legacy systems were discontinued

- **September 23–October 14, 2020**
  Final data migration to JustGrants

- **October 15, 2020**
  JustGrants launch

For more information on dates and required actions, please see the "How to Get Ready" page on https://justicegrants.usdoj.gov.

Future Q&A Virtual Sessions

- **Oct. 20:** Application Submission and Award Acceptance

- **Oct. 21, 29:** Award Management and Grant Award Modifications

- **Oct. 27:** Financial Reporting, Performance Reporting, and Closeout
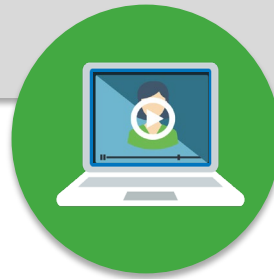
For more information on dates and required actions, please see the "How to Get Ready" page on https://justicegrants.usdoj.gov.

Wrap-Up

- FAQ
- Posting of Recording
    - [Resources for Application Submission and Award Acceptance](#)
    - [JustGrantsTrainingSupport@usdoj.gov](#)
- Evaluation

For more information on dates and required actions, please see the "How to Get Ready" page on https://justicegrants.usdoj.gov.

Thank You!