Application Submission & Award Acceptance
Virtual Q&A Session
OCTOBER 20, 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:

• Continue to acquaint you with JustGrants which officially launched 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 you are 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

The JustGrants Application Submitter role has some specific abilities and responsibilities.

- **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

The Authorized Representative is the only role that can accept or deny an Award Package.

- **Can enter into an agreement with the Department of Justice.**
- **Bind the organization to the Award terms and conditions.**
- **Certify and sign 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](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 completing the rest of the application process in JustGrants.
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.
- 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](https://justicegrants.usdoj.gov).
Who receives a notification of an award package that is ready for review and acceptance?
Award notifications are sent to the Authorized Representative, the Application Submitter, and the Entity Administrator.
Question #2

What are Special Conditions called in JustGrants?
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?
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
The 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.

Office Specific Information

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

The use of legacy systems, including the Grants Management System (GMS), NewGen, and the Grants Payment Request System (GPRS), will be discontinued on September 22, 2020. Dates for all current active awards from GMS and NewGen 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 make any actions 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 NewGen prior to September 22, 2020:

Award Modifications and Extensions

- Award recipients must make all modifications and extensions requests to GMS in NewGen as soon as possible before September 22, 2020. Any modification or extension request already approved by the COPS Office by 9/8/2020 online system and the grantees will need to receive a finalists on 9/16/2020.

- Federal Financial Reports: Quarterly and Final

  - Quarterly Financial Reports (QFR) - Report Period ending 8/31/2020: 9/22/2020 is the last day to submit any reports. Any reports that have not been submitted will be automatically sent to the COPS Office for review.

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

- Grant Amendment Notice (GAIN)

  - COPS will notify the awardee in a GAIN 14 days prior to the end of the reporting period that the GAIN is due.

- Award Revisions

  - Award revisions cannot be made after the reporting period ends.

- Federal Financial Reports: Quarterly and Final


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 of 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), NewGen, and the Grants Payment Request System (GPRS), will be discontinued on September 22, 2020. Dates for all current active awards from GMS and NewGen 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 make any actions in legacy systems or the new JustGrants system. All award management activities will take place in JustGrants starting October 15, 2020.

The following are key dates for OJP award recipients:

- Award Revisions

  - OJP will not be able to process any grants that do not have all required documents submitted. All documents must be submitted by 9/16/2020.

- Federal Financial Reports: Quarterly and Final


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

- Grant Adjustment Notice (GAIN)

  - COPS will notify the awardee in a GAIN 14 days prior to the end of the reporting period that the GAIN is due.

- Award Revisions

  - OJP will not be able to process any grants that do not have all required documents submitted. All documents must be submitted by 9/16/2020.

- Federal Financial Reports: Quarterly and Final

Future Q&A Virtual Sessions

- **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](https://justicegrants.usdoj.gov).
Wrap-Up

• FAQ
• Posting of Recording
• Resources
  o Application Submission
  o Award Acceptance
  o JustGrantsTrainingSupport@usdoj.gov
• Evaluation

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Thank You!