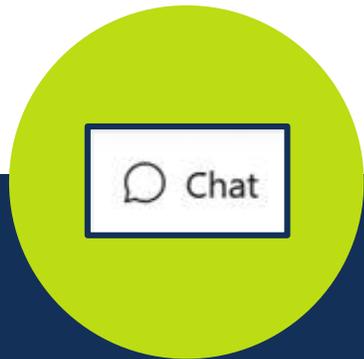

Award Acceptance



JUSTgrants
JUSTICE GRANTS SYSTEM

Housekeeping



FEATURES

This Webex features: Chat, a Multimedia Viewer, and Q&A.

For technical assistance select Chat to alert the host.



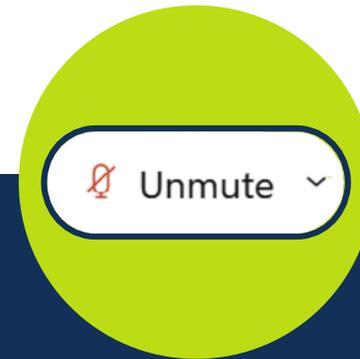
VIDEO

Video is disabled for all participants.



CAPTIONING

Live-captioning is available. Select the Multimedia Viewer.



AUDIO

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



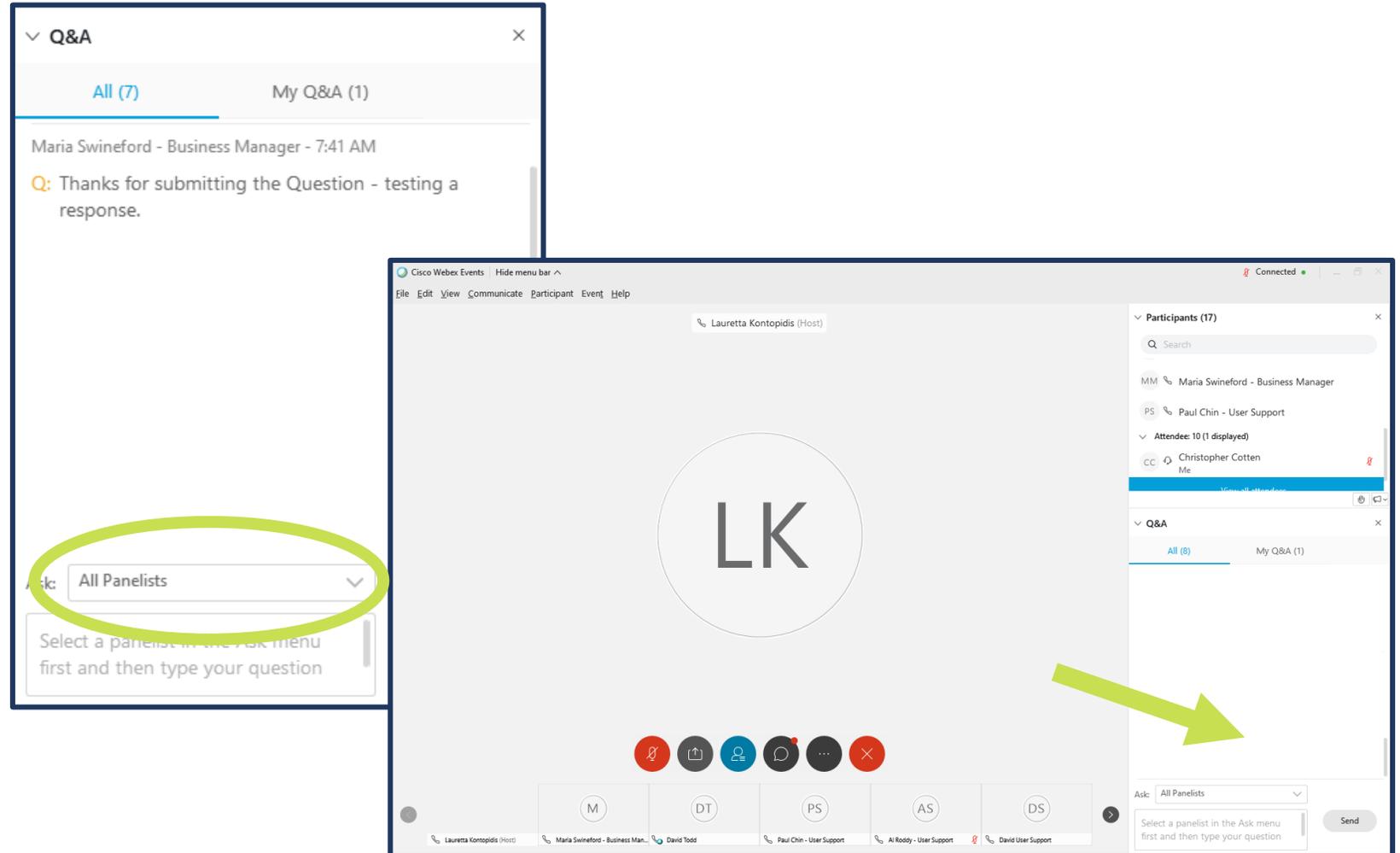
DIAL-IN

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

- Award Acceptance Overview
- Demonstration of Processes
- Award Acceptance FAQs
- Resources for Additional Training



Workshop Objectives

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

- ✓ Identify when an award is ready to be accepted
- ✓ Discuss the roles that are involved in the award acceptance process
- ✓ Demonstrate the process of accepting or declining an award
- ✓ Identify resources to guide you through the process

Resources

- [Justice Grants Website](#): Find more information about JustGrants, including training, resources, and news and updates.
- [Grant Award Acceptance Training and Reference Materials](#)
- [Grantee Acceptance Job Aid Reference Guide](#)
- [Printing Award Documents](#)



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	<p>OVW.JustGrantsSupport@usdoj.gov</p> <p><i>Or</i></p> <p>(866) 655-4482</p>
All other applicants and award recipients	<p>JustGrants.Support@usdoj.gov</p> <p><i>Or</i></p> <p>(833) 872-5175</p> <p><i>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</i></p>

Award Acceptance



Entity Management: UEI

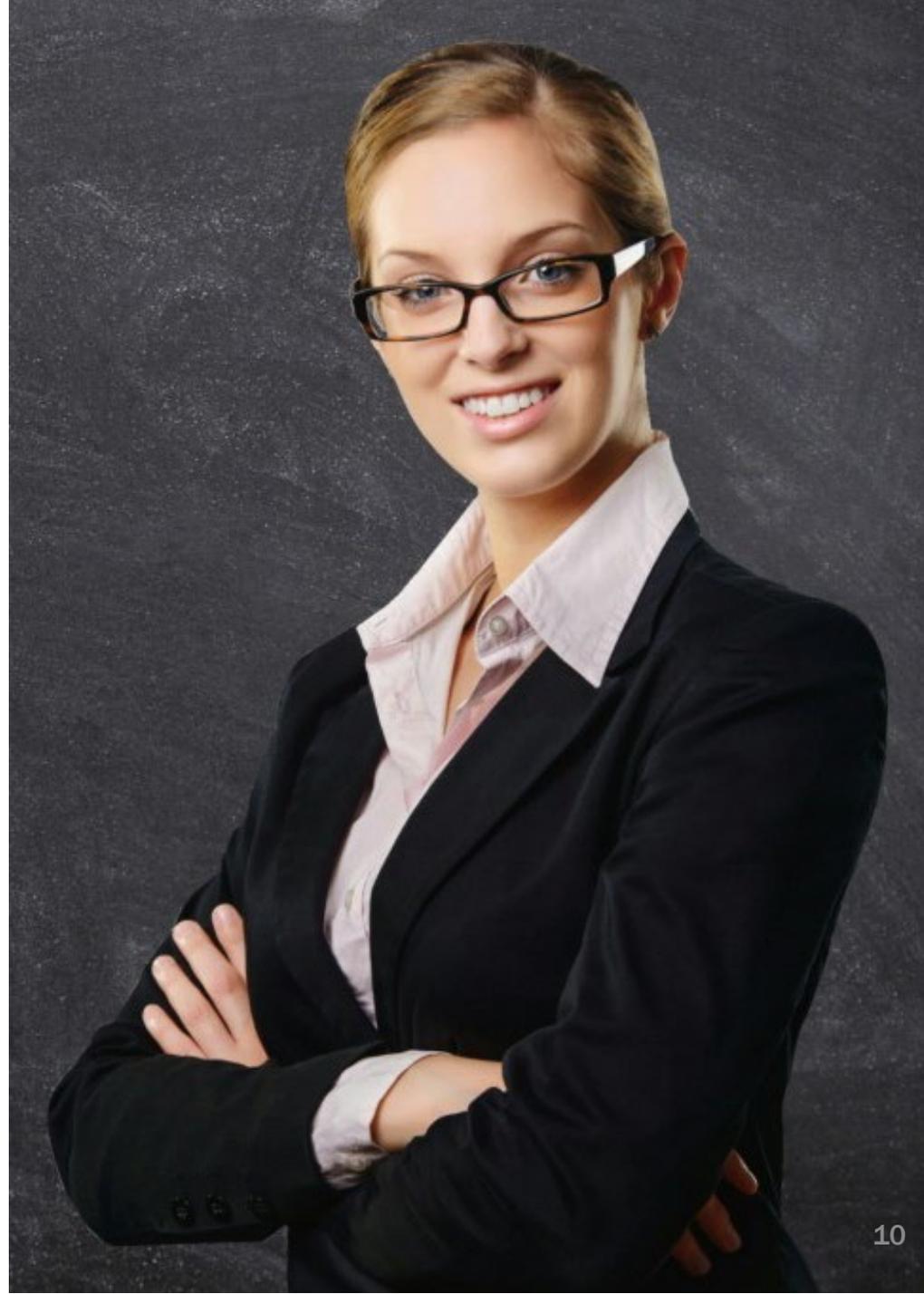
What is a UEI?

A UEI number is a unique identifier, assigned to each specific, unique legal entity based on the Legal Name and Doing Business As Name (when DBA is identified). Some entities have multiple UEI numbers. If your entity applies for or has DOJ awards under multiple UEI numbers, each UEI number entity will have a separate JustGrants profile.

Unique Entity Identifier

Unique Entity Identifier (UEI)

- Effective April 4, 2022, the DUNS number was replaced with the Unique Entity Identifier (UEI).
- UEI is a **12-character** alpha-numeric value
- Search entity registrations, exclusions, and contract opportunity awards using UEI
- Simplifies the process of registering an organization



Entity Management: UEI in SAM.gov

How do I locate my UEI in SAM.gov?

SAM.gov has already generated your UEI. To see it in SAM.gov, log in and select the numbered bubble above Active in the Entity Management widget.

You should then see your record(s) appear, and the UEI number(s) appear on the left side of each record.

Make note of this number, as you will use it to locate your entity record in SAM.gov, and it is also a primary identifier in Grants.gov and JustGrants.

Unique Entity Identifier

Locate Your UEI in SAM.gov

Workspace

Entity Management
What do I need for registration? Register Entity

Entity Registration

1	1	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED	PHRR

Next Update Due: **Jun 10, 2022** | Due in Next 30 days: **0 Entity Registrations**

Unique Entity ID

0	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED

Profile

Download

Pending

Notifica

1. Log in to [SAM.gov](https://sam.gov).
2. In your Workspace, select the numbered bubble above Active in the Entity Management widget.

Locate Your UEI in SAM.gov (cont.)

The screenshot shows the SAM.gov registration details for a 'VILLAGE' entity. The left sidebar contains filters for 'Non-Federal Entities', 'Filter By', 'Search by Keyword', 'Entity', 'Registration Status' (with 'Active' selected), 'Expiration Date', and 'Address Update'. The main content area displays the following information:

- Entity Name: VILLAGE
- DUNS Unique Entity ID: [Redacted]
- SAM Unique Entity ID: [Redacted]
- Purpose of Registration: Federal Assistance Awards
- Registration Status: Active
- Expiration Date: Jun 10, 2022
- Address: [Redacted]
- CAGE/NCAGE: [Redacted]

You should then see your record(s) appear, and the UEI number(s) appear on the left side of each record.

Entity Management: UEI in JustGrants

How do I locate my UEI in JustGrants?

To locate your UEI in JustGrants, log in to your account, and the Entity Profile menu option on the left of the home page. Your UEI is displayed in the center of the page.

Unique Entity Identifier

Locate Your UEI in JustGrants

The screenshot displays the 'Entity Profile' page in the JustGrants system. A red box highlights the UEI (RKV2V7M6FJ03) in the 'DUNS' field. The page includes a navigation sidebar on the left and a main content area with various fields for entity information.

Entity Profile

Information shown is retrieved from your Entity's SAM.gov profile. Changes MUST be made in SAM.gov

Legal Name	DUNS	SAM Registration Status
JGII Test Org26	000000026	Active
Doing Business As	UEI	SAM Expiration Date
JGII Test Org26 Doing Business As	RKV2V7M6FJ03	Feb 6, 2023
Business URL	TIN/EIN	Date Established
https://www.ort.org26.il/	260000000	Sep 16, 1992
Applicant Type	ROID	SAM Last Updated Date
C	5144503	Jan 21, 2022
Division Name	ORI Number	Fiscal Year
DIVISION NAME 26	—	Not a valid date0
Alternate ID	Law Enforcement	Faith Based
—	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes

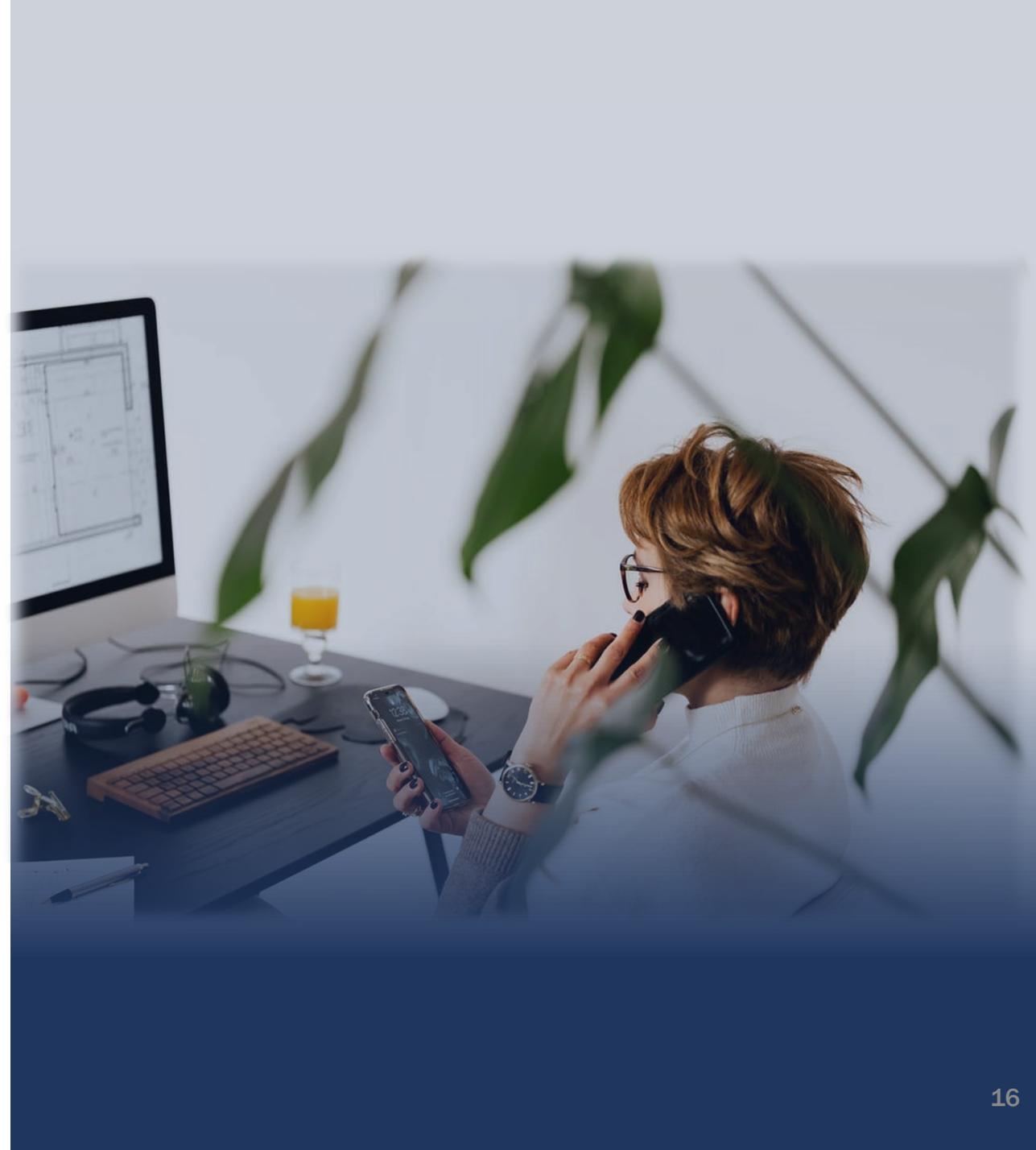
Physical address will appear on all award documents

Physical Address

Street 1	Street 2	County/Parish
111 Street Rd	—	—
City	Country	Congressional District
Washington	United States	5

Award Acceptance Overview

- When an award is ready to be accepted, the Application Submitter, Entity Administrator, and Authorized Representative will receive an email that an award has been made.
- In addition to receiving the notification email, the Entity Administrator must act on the award, as they will be the first entity user to see the award in My Worklist.



Award Acceptance Roles and Responsibilities

- ✓ An **Authorized Representative (AR)** accepts or declines an award.
- ✓ Prior to this, the **Entity Administrator** must assign a **Financial Manager** and a **Grant Award Administrator**, and review/confirm that the Authorized Representative assigned at the time of application is still correct for each award.
- ✓ COPS grantees will have two Authorized Representatives assigned to each award; both are required to accept the award.



Award Acceptance Statuses in JustGrants

- The entire process of reviewing, accepting, and declining the award occurs within JustGrants. All Award Package information is available on one screen.
- Different actions are taken by entity users depending on the Award Acceptance statuses. The different Award Acceptance statuses, along with their corresponding actions, are as follows:
 - **Pending-Award External Assignee** – Indicates EA needs to assign FM, GAA, and review/confirm/change AR.
 - **Pending-Award Acceptance** – EA made all needed assignments, FAW is now routed to the assigned AR to accept the award.

Award Acceptance Statuses in JustGrants

- **Pending-Account Creation** – AR accepted award; triggers a notice to ASAP for award account creation where grant funds are deposited so grantee can make payment requests.
- **Pending-ASAP Enrollment** – Indicates your entity is a new user with ASAP as a recipient of DOJ funds and your entity must enroll in ASAP.
- **Pending-Active** – Indicates all technical aspects are completed. Note that this does not mean that activities can begin. Contact your DOJ Grant Manager before obligating, expending, or drawing down any funds or starting any activities.

Award Acceptance Timeline (cont.)

FY21 OJP Grant Awards

<https://www.ojp.gov/funding/fy21-ojp-grant-awards>

FY21 COPS Office Awards

<https://cops.usdoj.gov/grants>

FY21 OVW Grant Awards

<https://www.justice.gov/ovw/awards>

QUESTIONS: **Award Acceptance**

Award Acceptance Process

- Previous DOJ grant management systems allowed a file upload to accept an award.

JustGrants **Authorized Representative:**

- **Electronic Signature** is used to accept an award
- Award Acceptance is a **fully digital** process in JustGrants
- File **uploads cannot be used** to accept an award

Assign Contributors

Pending-Award External Assignee – Indicates EA needs to assign FM, GAA, and review/confirm/change AR.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms
Toggle Management
Privacy Policy
Recents
Closeout FAW-272086
Closeout FAW-187183
Closeout FAW-186100
Closeout FAW-219087
Closeout FAW-132085

Funded Award
(15PBJA-21-GK-00281-CAPL) **PENDING-AWARD EXTERNAL ASSIGNEE**
Entity Legal Name () Doing Business As: ()

Assign Contributors

Please assign a Grant Award Administrator
Please assign a Financial Manager

Assign Contributors Select Party

JD JohnElectronicBusinessPoc Doe Entity Administrator OK

User * justgrants026@gmail.com
Title
Name JohnElectronicBusinessPoc Doe
Phone Number 1111111234

GJ GrantManaRe-BJA jgitsint GrantManager OK

User GrantManaRe-BJA@ojp.usdoj.stg
Title
Name GrantManaRe-BJA jgitsint
Phone Number

JJ justgrants026.authorizedrep jgitsext Authorize Representative OK

User * justgrants026.authorizedrep@gmail.com
Title
Name justgrants026.authorizedrep jgitsext
Phone Number 1231231234

JJ justgrants026.applicationssubmitter jgitsext Application Submitter OK

User justgrants026.applicationssubmitter@gmail.com
Title
Name justgrants026.applicationssubmitter jgitsext
Phone Number 1231231234

Case details
Last updated by Virtual Assistant (1mo ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (1mo ago)

DOJ Grant Manager
GrantManaRe-BJA jgitsint
Phone 202-902-9877
Email GrantManaRe-BJA@ojp.usdoj.stg

Participants (4)
JohnElectronicBusinessPoc Doe Entity Administrator
GrantManaRe-BJA jgitsint GrantManager
justgrants026.authorizedrep jgitsext Authorize Representative
justgrants026.applicationssubmitter jgitsext Application Submitter

Award Acceptance FAQs

Authorized Representative FAQs

What happens if an Authorized Representative does not see an application in their worklist?

This means they are not assigned as the AR on the award or the award acceptance is not assigned to them. The Entity Administrator must assign the application to them by completing the GAA/FM assignments.

What happens if the Authorized Representative changes between the time of application submission and award receipt?

The Entity Administrator (EA) will need to update the Authorized Representative (AR) in JustGrants. They need to either invite the new AR to the system or add the role to an existing profile.

Budget Approval FAQs

Budget Approval FAQs

How can I tell if a budget has been approved?

In the Financial Information section of the Award Package, there is a notice indicating that the budget is under review, approved, or was not reviewed. Navigate to the Project Budget Summary, where you will either see a green banner indicating a Final Budget Clearance was issued, or an orange banner indicating a Conditional Budget Clearance.

Funded Award Information

Audit

Grant Award

Modification

(GAM)

Monitoring

Closeout

Award

Conditions

Award Details

Award

Attachments

Performance

Management

Funding Balance

and Availability

Federal Financial

Report (FFR)

Award Package

> Award Letter

> Award Information

> Project Information

> **Financial Information**

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

The recipient budget is currently under review.

I have read and understand the information presented in this section of the Federal Award Instrument.

> Award Conditions

> Award Acceptance

✓ FUNDED AWARD INITIAL SETUP

ACTIVE

INITIATE CLOSEOUT

PROGRAMMATIC CLOSEOUT

FINANCIAL CLOSEOUT

UFMS HANDOFF

Funded Award Information

Audit

Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Monitoring	Closeout
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Project Budget Summary

Conditional Budget Clearance

Resources



Resources (cont.)

- [Justice Grants Website](#): Find more information about JustGrants, including training, resources, and news and updates.
- [Grant Award Acceptance Training and Reference Materials](#)
- [Grantee Acceptance Job Aid Reference Guide](#)
- [Printing Award Documents](#)



JustGrants Technical Support

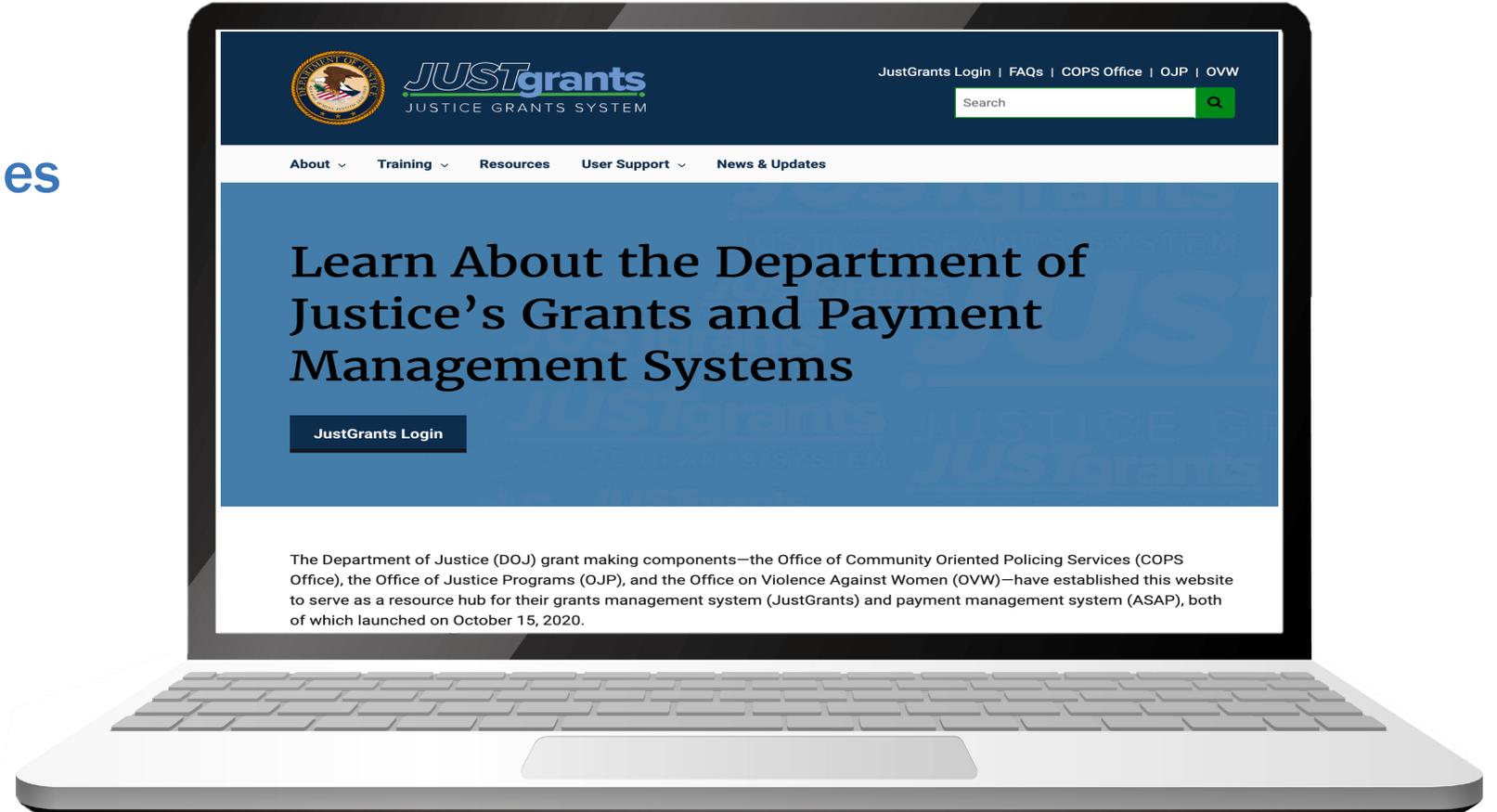
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All other applicants and award recipients	<p>JustGrants.Support@usdoj.gov</p> <p><i>Or</i></p> <p>(833) 872-5175</p> <p><i>Monday – Friday between the hours of 5:00 AM and 9:00 PM EST Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST</i></p>

JustGrants Training

justicegrants.usdoj.gov

- Job Aid Reference Guides
- Microlearning videos
- Recordings of past sessions
- Frequently Asked Questions (FAQs)
- Glossary terms



JustGrants Training Resources

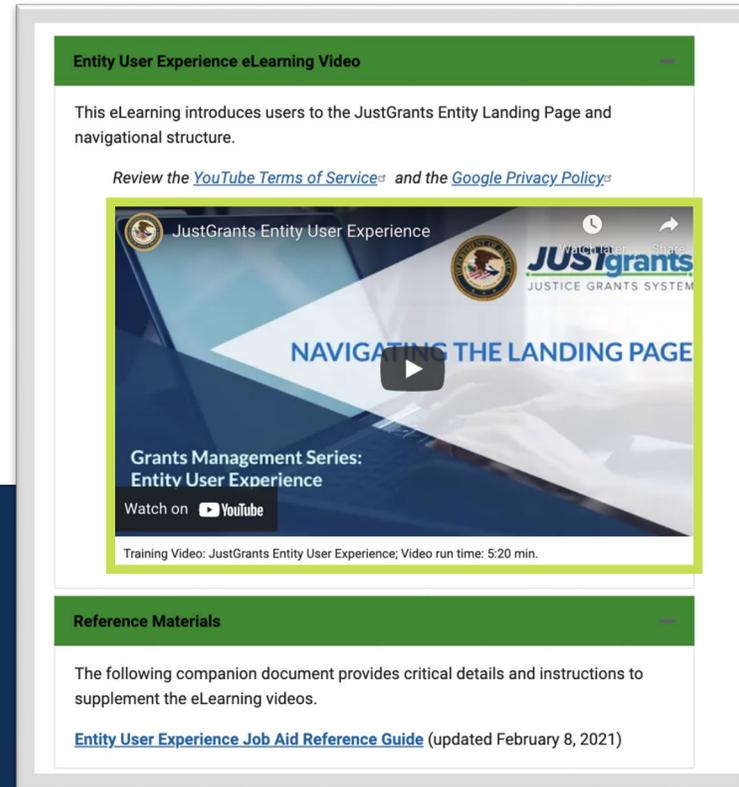


The Department of Justice (DOJ) grant making components—the Office, the Office of Justice Programs (OJP), and the Office on to serve as a resource hub for their grants management system of which launched on October 15, 2020.

Training

- Training
- Entity Management
- Entity User Experience
- Application Submission
- Grant Award Acceptance
- Award Management
- Grant Award Modifications
- Financial Reporting
- Performance Reporting
- Monitoring
- Closeout
- Virtual Q&A Sessions

Organized by Topics



Entity User Experience eLearning Video

This eLearning introduces users to the JustGrants Entity Landing Page and navigational structure.

Review the [YouTube Terms of Service](#) and the [Google Privacy Policy](#).

JustGrants Entity User Experience

NAVIGATING THE LANDING PAGE

Grants Management Series:
Entity User Experience

Watch on  YouTube

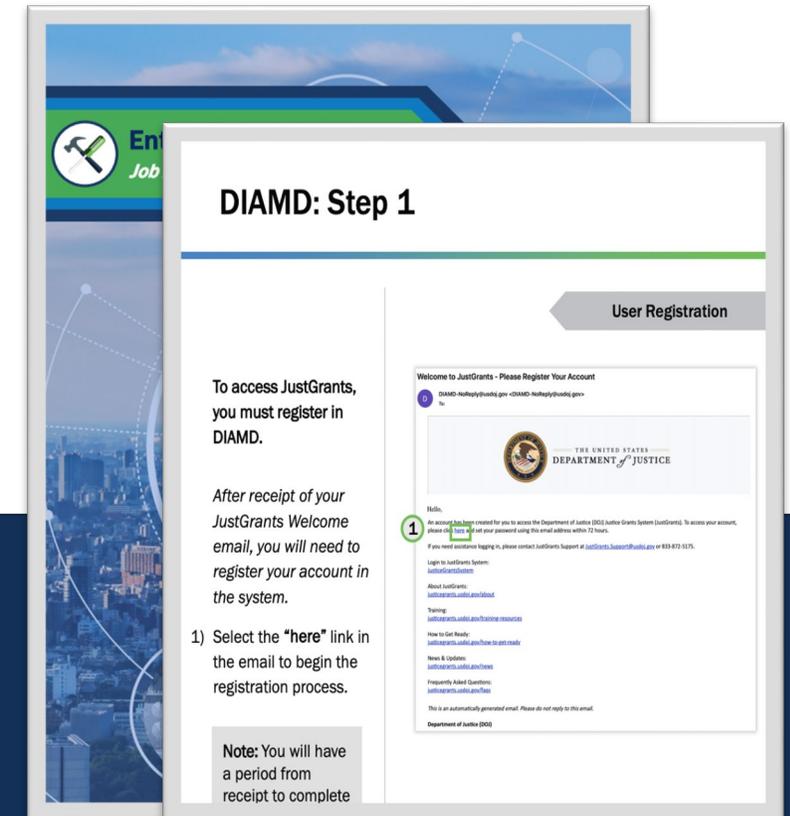
Training Video: JustGrants Entity User Experience; Video run time: 5:20 min.

Reference Materials

The following companion document provides critical details and instructions to supplement the eLearning videos.

[Entity User Experience Job Aid Reference Guide](#) (updated February 8, 2021)

Micro-learning videos



DIAMD: Step 1

User Registration

To access JustGrants, you must register in DIAMD.

After receipt of your JustGrants Welcome email, you will need to register your account in the system.

1) Select the "here" link in the email to begin the registration process.

Note: You will have a period from receipt to complete

Welcome to JustGrants - Please Register Your Account

DIAMD-NotMyGrants.gov <DIAMD-NotMyGrants.gov>

THE UNITED STATES
DEPARTMENT OF JUSTICE

Hello,

1 An account [has been](#) created for you to access the Department of Justice (DOJ) Justice Grants System (JustGrants). To access your account, please click [here](#) in your account using the email address within 72 hours.

If you need assistance logging in, please contact JustGrants Support at JustGrants.Support@usdoj.gov or 833-872-5175.

Login to JustGrants System:
[JustGrantsSystem](#)

About JustGrants:
[JustGrants.usdoj.gov/about](#)

Training:
[JustGrants.usdoj.gov/training-resources](#)

How to Get Ready:
[JustGrants.usdoj.gov/how-to-get-ready](#)

News & Updates:
[JustGrants.usdoj.gov/news](#)

Frequently Asked Questions:
[JustGrants.usdoj.gov/faq](#)

This is an automatically generated email. Please do not reply to this email.
Department of Justice (DOJ)

Job Aid Reference Guides

Upcoming Sessions

MONDAYS from 1 PM to 2:00 PM Post-Award Management

- January 31, 2022 *KEY AUDIENCE:*
Grant Award Administrators
- February 7, 2022 *Entity Administrators*
- February 14, 2022 *Financial Managers*
- February 23, 2022 (Wednesday)

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

- February 2, 2022 *KEY AUDIENCE:*
Entity Administrators
- February 9, 2022 *Application Submitters*
- February 16, 2022 *Authorized Representatives*
- February 23, 2022

TUESDAYS from 2 PM to 3:00 PM Entity Management

- February 1, 2022 *KEY AUDIENCE:*
Entity Administrators
- February 8, 2022
- February 15, 2022
- February 22, 2022

THURSDAYS from 2 PM to 3:00 PM Award Acceptance

- January 27, 2022 *KEY AUDIENCE:*
Entity Administrators
- February 3, 2022 *Authorized Representatives*
- February 10, 2022
- February 17, 2022

Questions and Answers

Please complete the survey
that will open in a separate
browser window

