Award Management & Grant Award Modifications
Virtual Q&A Session
OCTOBER 8TH, 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 Award Management & Grant Award Modifications and provide resources for additional learning.

• Answer your questions about Award Management & Grant Award Modifications.

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

• Resources
• Award Management
  • Award Tabs and Associated Roles
• Grant Award Modifications
• 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.
Award Management
Award Management

JustGrants connects you to everything you need to track your progress. You can:

- Open and review the solicitation, application, and award package
- Access your Funding Balance and Project Budget figures
- Initiate and follow Grant Award Modifications
- Review current and historical Federal Financial Reports (FFRs) and Performance Reports
- Initiate Closeout
- Easily see who else is working on your award as a Financial Manager, Authorized Representative, or other contributor
## Awards and Associated Roles

Tabs for the Award provide different options depending on the entity role.

<table>
<thead>
<tr>
<th>Award Tab</th>
<th>Associated Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AWARD PACKAGE</strong></td>
<td>Grant Award Administrator – <strong>View</strong>&lt;br&gt;Financial Manager – <strong>View</strong>&lt;br&gt;Entity Administrator – <strong>View</strong>&lt;br&gt;Authorized Representative - <strong>View</strong></td>
</tr>
<tr>
<td>View-only details of the award package</td>
<td>Grant Award Administrator – <strong>View</strong>&lt;br&gt;Financial Manager – <strong>View</strong>&lt;br&gt;Entity Administrator – <strong>View</strong></td>
</tr>
<tr>
<td><strong>AWARD CONDITIONS</strong></td>
<td>Grant Award Administrator – <strong>View</strong>&lt;br&gt;Financial Manager – <strong>View</strong>&lt;br&gt;Entity Administrator – <strong>View</strong></td>
</tr>
<tr>
<td>List of accepted award package conditions</td>
<td>Grant Award Administrator – <strong>View</strong>&lt;br&gt;Financial Manager – <strong>View</strong>&lt;br&gt;Entity Administrator – <strong>View</strong></td>
</tr>
<tr>
<td><strong>AWARD DETAILS</strong></td>
<td>Grant Award Administrator – <strong>View</strong>&lt;br&gt;Financial Manager – <strong>View</strong>&lt;br&gt;Entity Administrator – <strong>View</strong></td>
</tr>
<tr>
<td>Award &amp; solicitation information; budget summary</td>
<td>Grant Award Administrator – <strong>View</strong>&lt;br&gt;Financial Manager – <strong>View</strong>&lt;br&gt;Entity Administrator – <strong>View</strong></td>
</tr>
<tr>
<td><strong>PERFORMANCE MANAGEMENT</strong></td>
<td>Grant Award Administrator – <strong>Edit and Submit</strong>&lt;br&gt;Financial Manager – <strong>Submit Final FFRs</strong>&lt;br&gt;Entity Administrator – <strong>View</strong></td>
</tr>
<tr>
<td>All performance reports for the Award Submit Deliverables</td>
<td>Grant Award Administrator – <strong>Edit and Submit</strong>&lt;br&gt;Financial Manager – <strong>Submit Final FFRs</strong>&lt;br&gt;Entity Administrator – <strong>View</strong></td>
</tr>
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<th>Associated Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUNDING BALANCE AND AVAILABILITY</strong></td>
<td>Grant Award Administrator – View&lt;br&gt;Financial Manager – View&lt;br&gt;Entity Administrator – View</td>
</tr>
<tr>
<td>Funding drawdown totals, suspensions, holds</td>
<td></td>
</tr>
<tr>
<td><strong>FEDERAL FINANCIAL REPORT</strong></td>
<td>Grant Award Administrator - View&lt;br&gt;Financial Manager – Edit and Submit&lt;br&gt;Entity Administrator - View</td>
</tr>
<tr>
<td>All federal financial reports for the Award</td>
<td></td>
</tr>
<tr>
<td><strong>GRANT AWARD MODIFICATION</strong></td>
<td>Grant Award Administrator (Alternate) – Initiate&lt;br&gt;Financial Manager – View&lt;br&gt;Entity Administrator – View</td>
</tr>
<tr>
<td>Programmatic &amp; financial award modifications</td>
<td></td>
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<tr>
<td><strong>CLOSEOUT</strong></td>
<td>Grant Award Administrator – View&lt;br&gt;Financial Manager – Initiate Closeout&lt;br&gt;Entity Administrator – View</td>
</tr>
<tr>
<td>Closeout activities</td>
<td></td>
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</table>
Grant Award Modifications (GAM)
JustGrants focuses on true modifications to an award, not routine updates to grant information that will not modify award detail facts. There are three types of GAMs:

**Project Period Extension GAM**

**Programmatic GAMs**
- Programmatic Cost GAM
- Scope Change GAM

**Financial GAMs**
- Budget Reduction (COPS only) & Budget Clearance GAM
- Budget Modification GAM
- Sole Source GAM

Additional information: [https://justicegrants.usdoj.gov](https://justicegrants.usdoj.gov)
GAM Highlights

• The purpose of the GAM is to update the Award Details.
• GAMs are used only to modify a key fact or a detail about the award.
• GAMs are more limited to updating or changing award details and are not used to confirm compliance with requirements or deliverables.
• A user can delete a GAM before submitting it.
The following **GANs** are not being treated as **GAMs**:

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in POC</td>
</tr>
<tr>
<td>AR</td>
</tr>
<tr>
<td>Grantee name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>DUNS</td>
</tr>
<tr>
<td>Removing holds, including withholding Award Conditions.</td>
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</tbody>
</table>
Questions & Answers
Open Discussion
Question #1

What roles should I apply to each grant?
For each award, the Entity Administrator needs to assign the Financial Manager and Grant Award Administrator to an award prior to award acceptance.
Question #2

Can two GAMs with the same data be in progress at the same time?
It depends.
Two GAMs that are modifying the same data element cannot be in process at the same time. JustGrants has rules to prevent creating and submitting duplicate GAMs. However, two GAMs that modify different data can be in progress at the same time.
Question #3

Can I attach documents to the GAM?
Yes!

Users can attach documents to the GAM where they would normally show any additional information.
Open Discussion
What are the types of Financial GAMs?
Question #4: JustGrants Answer

- Budget Modification
- Sole Source
- Budget Reduction
How do I navigate to the Funded Award? What is included in a Funded Award?
Awards can be managed from the landing page under the Awards tab.

You will see:
✓ Award Letter
✓ Award Information
✓ Project Information
✓ Financial Information
✓ Award Conditions
✓ Legacy Award Package
✓ Acceptance and Electronic Signature
Open Discussion
Wrap-Up
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.
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](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](https://justicegrants.usdoj.gov).
Wrap-Up

- FAQ
- Posting of Recording
- Resources for
  - Award Management
  - Grant Award Modifications
- JustGrantsTrainingSupport@usdoj.gov
- Evaluation

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Thank You!