The COPS Office, OJP, and OVW value our grantees’ many contributions to promoting public safety, reducing crime, and serving victims. By transitioning to the new systems, we will provide an improved user experience that will allow you to focus on carrying out the important work you do for our Nation.
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 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.
Accessing JustGrants & ASAP

Invitations to JustGrants & ASAP were emailed to every entity’s E-Biz POC, as listed in SAM.gov. If you didn’t receive an email, follow the below steps:

1. Check your E-Biz POC designation in SAM.gov by:
   1. Visiting SAM.gov
   2. Select “Search Records” and enter your entity’s information
   3. View “POCs” (including E-Biz POC) within the Entity Profile

2. Have your E-Biz POC check their SPAM folders for onboarding enrollment invitations

3. If the invitations are not found in SPAM folders, email JustGrants.Support@usdoj.gov (JustGrants) or Ask.OCFO@usdoj.gov (ASAP) to inquire about the status of your invitation emails.

For more information on dates and required actions, please see the “How to Get Ready” page on https://justicegrants.usdoj.gov.
Please refer to the Legacy Award Package attachment.

**Award Acceptance**

Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I—

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by

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Page 7
Agency Approval Screenshot
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
Key Dates

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.

**COPS Grantee Action Dates**

The COPS Office (COPS), the Office of Community-Oriented Policing Services (COPS Office), is transitioning to new grants and payment management systems in October 2020. The use of legacy systems, including the Grants Management System (GMS), NewGov, and the Grants Payment Request System (GPRS), will be discontinued on September 22, 2020. Data for all current active awards from GMS and NewGov will be migrated to JustGrants.

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

**Award Modifications and Extensions**

<table>
<thead>
<tr>
<th>Award Modifications</th>
<th>Extension</th>
<th>Final Submittal Date</th>
<th>Final Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Modifications</td>
<td>Extension</td>
<td>Final Submittal Date</td>
<td>Final Action Date</td>
</tr>
<tr>
<td>Award Modification</td>
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<td>Award Modification</td>
<td>Extension</td>
<td>Final Submittal Date</td>
<td>Final Action Date</td>
</tr>
</tbody>
</table>

**Federal Financial Reports: Quarterly and Final**


**Office of Justice Programs (OJP) Grantee Action Dates**

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. OJP is the primary grant-making component that will migrate to JustGrants and ASAP in October 2020. The use of legacy systems, including the Grants Management System (GMS), NewGov, and the Grants Payment Request System (GPRS), will be discontinued on September 22, 2020. Data for all current active awards from GMS and NewGov will be migrated to JustGrants.

**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 will be migrated to JustGrants. These will include all open, active awards and any awards that have not yet reached the close-out phase. During the migration period between September 22 and October 14, grantees will not be able to take any action in legacy systems. Thus, 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 additional current OVW award recipients will need to take. Key dates for these actions are below:

**OVW Grantee Action Dates**

The Office of Violence Against Women (OVW) is transitioning to new grants and payment management systems in October 2020. The use of legacy systems, including the Grants Management System (GMS), NewGov, and the Grants Payment Request System (GPRS), will be discontinued on September 22, 2020. Data for all current active awards from GMS and NewGov will be migrated to JustGrants. This will include all open, active awards and any awards that have not yet reached the close-out phase. During the migration period between September 22 and October 14, grantees will not be able to take any action in legacy systems. Thus, 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 Notice (GAN)**

- Required for any award in a close out status in OVW. The notice will be sent to the grantee via email.

**Federal Financial Reports: Quarterly and Final**

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.
### User Support

<table>
<thead>
<tr>
<th>JustGrants Onboarding &amp; Use</th>
<th>ASAP Enrollment Invitation Status</th>
<th>ASAP System Issues &amp; Use</th>
<th>SAM.Gov E-Biz POC Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong><a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a></strong>&lt;br&gt;or 833–872–5175</td>
<td><strong><a href="mailto:Ask.OCFO@usdoj.gov">Ask.OCFO@usdoj.gov</a></strong></td>
<td><strong><a href="mailto:asaphelpdesk@fiscal.treasury.gov">asaphelpdesk@fiscal.treasury.gov</a></strong>&lt;br&gt;or 855-868-0151</td>
<td><strong><a href="https://www.fsd.gov">https://www.fsd.gov</a></strong>&lt;br&gt;or 866-606-8220</td>
</tr>
</tbody>
</table>

*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).*
New Systems

Grants Management System (GMS)
Office of Justice Programs (OJP)
Office on Violence Against Women (OVW)

NexGen
Office of Community-oriented Policing Services (COPS)

Justice Grants System (JustGrants)
COPS, OJP, and OVW

Digital Identity and Access Management Directory (DIAMD)
DOJ’s secure user management system

Grants Payment Request System (GPRS)
COPS, OJP, and OVW

Automated Standard Application for Payments (ASAP)
COPS, OJP, and OVW

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

Award tabs 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 – View</td>
</tr>
<tr>
<td></td>
<td>Financial Manager – View</td>
</tr>
<tr>
<td></td>
<td>Entity Administrator – View</td>
</tr>
<tr>
<td></td>
<td>Authorized Representative - View</td>
</tr>
<tr>
<td>View-only details of the award package</td>
<td>Grant Award Administrator – View</td>
</tr>
<tr>
<td></td>
<td>Financial Manager – View</td>
</tr>
<tr>
<td></td>
<td>Entity Administrator – View</td>
</tr>
<tr>
<td><strong>AWARD CONDITIONS</strong></td>
<td>Grant Award Administrator – View</td>
</tr>
<tr>
<td></td>
<td>Financial Manager – View</td>
</tr>
<tr>
<td></td>
<td>Entity Administrator – View</td>
</tr>
<tr>
<td>List of accepted award package conditions</td>
<td>Grant Award Administrator – View</td>
</tr>
<tr>
<td></td>
<td>Financial Manager – View</td>
</tr>
<tr>
<td></td>
<td>Entity Administrator – View</td>
</tr>
<tr>
<td><strong>AWARD DETAILS</strong></td>
<td>Grant Award Administrator – View</td>
</tr>
<tr>
<td></td>
<td>Financial Manager – View</td>
</tr>
<tr>
<td></td>
<td>Entity Administrator – View</td>
</tr>
<tr>
<td>Award &amp; solicitation information; budget summary</td>
<td>Grant Award Administrator – View</td>
</tr>
<tr>
<td></td>
<td>Financial Manager – View</td>
</tr>
<tr>
<td></td>
<td>Entity Administrator – View</td>
</tr>
<tr>
<td><strong>PERFORMANCE MANAGEMENT</strong></td>
<td>Grant Award Administrator – Edit and Submit</td>
</tr>
<tr>
<td></td>
<td>Financial Manager – Submit Final FFRs</td>
</tr>
<tr>
<td>All performance reports for the Award Submit Deliverables</td>
<td>Grant Award Administrator – View</td>
</tr>
<tr>
<td></td>
<td>Financial Manager – Submit Final FFRs</td>
</tr>
<tr>
<td></td>
<td>Entity Administrator – View</td>
</tr>
</tbody>
</table>
Awards and Associated Roles cont.

Award tabs 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>FUNDING BALANCE AND AVAILABILITY</strong></td>
<td>Grant Award Administrator – View</td>
</tr>
<tr>
<td></td>
<td>Financial Manager – View</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>Financial Manager – Edit and Submit</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>Financial Manager – View</td>
</tr>
<tr>
<td></td>
<td>Entity Administrator – View</td>
</tr>
<tr>
<td>Programmatic &amp; financial award modifications</td>
<td></td>
</tr>
<tr>
<td><strong>CLOSEOUT</strong></td>
<td>Grant Award Administrator – View</td>
</tr>
<tr>
<td></td>
<td>Financial Manager – Initiate Closeout</td>
</tr>
<tr>
<td></td>
<td>Entity Administrator – View</td>
</tr>
<tr>
<td>Closeout activities</td>
<td></td>
</tr>
</tbody>
</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 GAM (COPS only)
- Budget Reduction GAM (OJP/OVW only)
- Budget Modification GAM & Sole Source GAM
- Budget Clearance 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.
GAM Highlights cont.

The following **GANs** are not being treated as **GAMs**:

- Change in POC
- Authorized Representative
- Grantee name
- Address
- DUNS
- Removing holds, including withholding Award Conditions.
Questions & Answers
Open Discussion
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 I attach documents to the GAM?
Question #2: Just**Grants** Answer

Yes!
Users can attach documents to the GAM where they would normally show any additional information.
Question #3

What are the types of Financial GAMs?
Question #3: *JustGrants* Answer

- Budget Modification
- Sole Source
- Budget Reduction
Open Discussion
Question #4

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
Future Q&A Virtual Sessions

- **Oct. 27:** Financial Reporting, Performance Reporting, and Closeout
- **Oct. 29:** Award Management and Grant Award Modifications

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 of Virtual Q&A Sessions
- Resources for
  - Award Management
  - Grant Award Modifications
- 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.