Award Management &
Grant Award Modifications
Virtual Q&A Session
OCTOBER 29, 2020
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.
Agenda

- Etiquette and Technical Support
- Session Information and Objectives
- Review of Initial Information
- Resources
- Award Management
  - Award Tabs and Associated Roles
- Grant Award Modifications
- Q&A Section
- Wrap-Up and Evaluations

For more information on dates and required actions, please see the “Getting Started” page on https://justicegrants.usdoj.gov.
Etiquette and 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 “Getting Started” page on 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 “Getting Started” page on https://justicegrants.usdoj.gov.
Accessing JustGrants and ASAP

Invitations to JustGrants and ASAP were emailed to every entity’s E-Biz POC, as listed in SAM.gov. If you did not receive an email, follow these steps:

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

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

3. If the invitations are not found in the SPAM folder, 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 “Getting Started” page on https://justicegrants.usdoj.gov.
Funded Award

Please refer to the Legacy Award Package attachment.

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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Agency Approval
Resources
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

Office of Community-Oriented Policing Services (COPS Office)
- Key Dates
- COPS Grantee Action Dates

Office of Justice Programs (OJP)
- Key Dates
- OJP Grantee Action Dates

Office on Violence Against Women (OVW)
- Key Dates
- OVW Grantee Action Dates
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 “Getting Started” page on https://justicegrants.usdoj.gov.
## User Support

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

For more information on dates and required actions, please see the “Getting Started” page on [https://justicegrants.usdoj.gov](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>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></td>
<td>Authorized Representative - View</td>
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<td></td>
<td></td>
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<tr>
<td>AWARD 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>
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<tr>
<td>AWARD DETAILS</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>
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<td></td>
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</tr>
<tr>
<td>PERFORMANCE MANAGEMENT</td>
<td>Grant Award Administrator – Edit and Submit</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>
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</tr>
</thead>
</table>
| **FUNDING BALANCE AND AVAILABILITY**     | Grant Award Administrator – View  
Financial Manager – View  
Entity Administrator – View           |
| Funding drawdown totals, suspensions, holds |                                                                                 |
| **FEDERAL FINANCIAL REPORT**             | Grant Award Administrator - View  
Financial Manager – Edit and Submit  
Entity Administrator - View            |
| All federal financial reports for the Award |                                                                                 |
| **GRANT AWARD MODIFICATION**             | Grant Award Administrator (Alternate) – Initiate  
Financial Manager – View  
Entity Administrator – View            |
| Programmatic & financial award modifications |                                                                                 |
| **CLOSEOUT**                            | Grant Award Administrator – View  
Financial Manager – Initiate Closeout  
Entity Administrator – View            |
| Closeout activities                      |                                                                                 |
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.

For more information on dates and required actions, please see the “Getting Started” page on https://justicegrants.usdoj.gov.
The following **GANs** are not being treated as **GAMs**:

- Change in POC
- Authorized Representative
- Grantee Name
- Address
- DUNS
- Deliverables such as reports and presentations
- Removing holds, including withholding Award Conditions.

For more information on dates and required actions, please see the “Getting Started” page on [https://justicegrants.usdoj.gov](https://justicegrants.usdoj.gov).
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 I attach documents to the GAM?
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
Wrap-Up
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 “Getting Started” page on https://justicegrants.usdoj.gov.
Thank You!