

Award Management & Grant Award Modifications

Virtual Q&A Session

OCTOBER 29, 2020



JUSTgrants
JUSTICE GRANTS SYSTEM

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

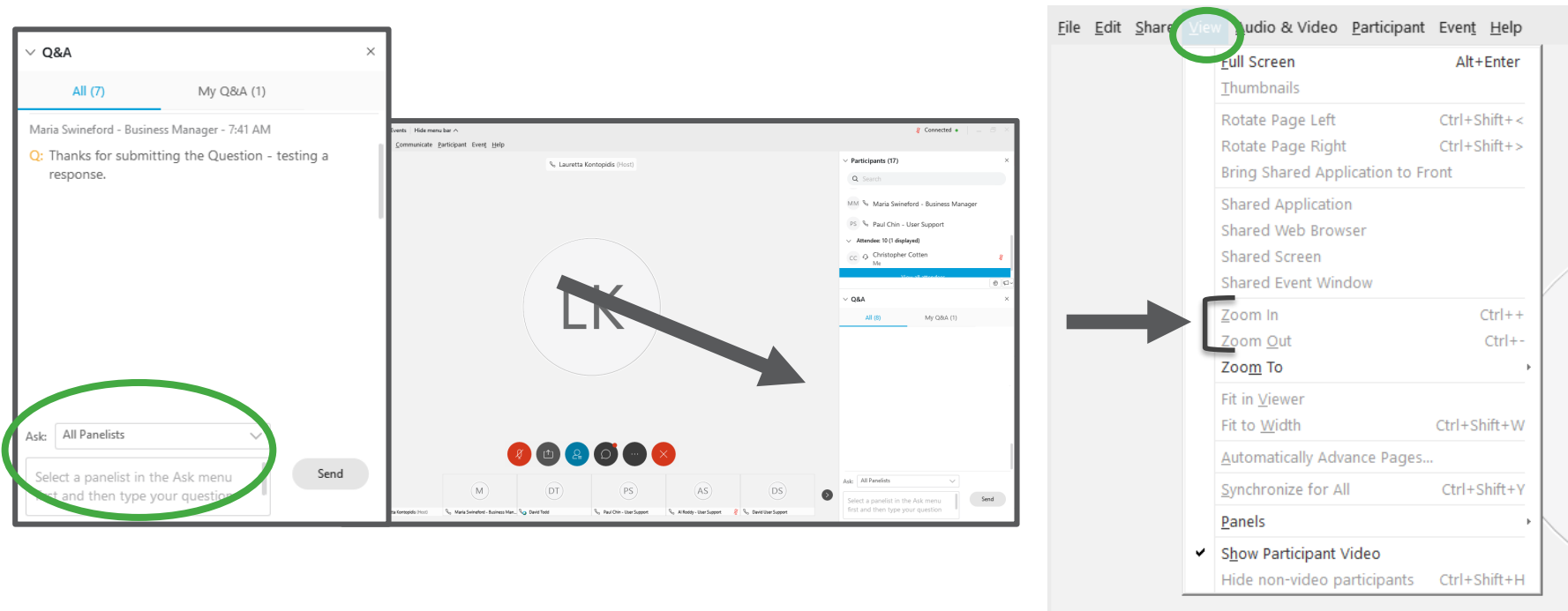
- Etiquette and Technical Support
- Session Information and Objectives
- Review of Initial Information
- Resources
- Award Management
 - Award Tabs and Associated Roles
- Grant Award Modifications
- Q&A Section
- Wrap-Up and Evaluations

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

**JUSTgrants** Justice Grants IT Solution
JUSTICE GRANTS SYSTEM

+ New

Home

My Office

JustGrants Search

Peer Review Criteria

My Awards

Administrative Tasks

Repositories >

Manage Alerts

Reports

Funded Award

Entity Legal Name Doing Business As: ()

FUNDED AWARD INITIA...>ACTI...>INITIATE CL...>PROGRAMMATIC CL...>FINANCIAL CL...>UFMS H...

Information

Audit

Budget

Funded Award Information

Historical GAMs

Award Package

Award Conditions

Award Details

Award Attachments

Performance Management

Funding Balance and Availability

Federal Financial Report (FFR)

Grant Award Modification (GAM)

Monitoring

Legacy Award Package

▼ Award Letter

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




JustGrants Q&A Session: Award Management & Grant Award Modifications

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Agency Approval

**JUSTgrants**
JUSTICE GRANTS SYSTEM

Justice Grants IT Solution



+ New

Home

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Funded Award

PENDING-AWARD ACCEPTANCE

Entity Legal Name Doing Business As: ()

this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

| Title of Approving Official | Name of Approving Official | Signed Date And Time |
|-----------------------------|----------------------------|----------------------|
| <div></div> | | |

Authorized Representative

☐ Declaration and Certification

Entity Acceptance

Title of Authorized Entity Official

Name of Authorized Entity Official

Signed Date And Time

Actions

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.

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

The use of legacy systems, including the Grants Management System (GMS), NexGen, and the Grants Payment Request System (GPRS), will be discontinued on September 22, 2020. Data for all current active awards from GMS and NexGen 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 take any action 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 NexGen prior to September 22, 2020.

Award Modifications and Extensions

Award recipients must submit all modification and extension requests to COPS in NexGen no later than 8/3/2020. Any modification or extension requests not officially approved by the COPS Office by 9/18/2020 will be denied, and the grantee will need to resubmit in JustGrants after 10/15/2020.

Federal Financial Reports: Quarterly and Final

Quarterly Federal Financial Reports (FFRs) – Regular (Period ending 6/30/2020): FFRs for the period ending 6/30/2020 are due no later than 7/30/2020 and are not impacted by this transition. A withholding of funds may be applied after 7/30/2020 for any report that has not been submitted. The hold will remain in place until submission.

Quarterly Federal Financial Reports (FFRs) – Regular (Period ending 9/30/2020): FFRs for the period ending 9/30/2020 will be due in JustGrants no later than 10/30/2020. The due date has been extended 30 days to accommodate the transition to JustGrants. Grantees can submit their reports in JustGrants starting on 10/15/2020. A withholding of funds may be applied after 10/30/2020 for any report that has not been submitted. The hold will remain in place until submission.

Federal Financial Reports (FFRs) – Final: Final FFRs are typically due 90 days after the award end date as part of the closeout process. COPS will grant extensions on the closeout process, including the submission of final reports.



COPS Grantee Action Dates

COPS

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 on 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), NexGen, and the Grants Payment Request System (GPRS), will be discontinued on September 22, 2020. Data for all current active awards from GMS and NexGen 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 take any action in legacy systems or the new JustGrants system. 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 OJP award recipients will need to take. Key dates for these actions are below:

Grant Adjustment Notices (GAN)

Grantees must submit all GANs to OJP in GMS no later than 8/24/2020. This includes any GAN that is in a change requested status. For GANs still in a change requested status on 8/31/2020, the GAN will be denied and the grantee will need to resubmit in JustGrants starting 10/15/2020.

Award Acceptance

Grantees can accept their FY 2020 awards in GMS through 9/22/2020. Between 9/23/2020 and 10/14/2020, OJP will not be able to process award acceptances. Starting 10/15/2020, awards will be accepted through JustGrants.

Federal Financial Reports: Quarterly and Final

Quarterly Federal Financial Reports (FFRs) – Regular (Period ending 6/30/2020): FFRs for the period ending 6/30/2020 are due no later than 7/30/2020 and are not impacted by this transition. A withholding of funds will be applied after 7/30/2020 for any report that has not been submitted. The hold will remain in place until submission.



OJP Grantee Action Dates

OJP

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 from GMS 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 take any action in legacy systems or the new JustGrants system. 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 Notices (GAN)

Recipients must submit all GANs to OVW in GMS no later than 8/14/2020. This includes any GAN that is in a change requested status. For GANs still in a change requested status on 8/31/2020, the GAN will be denied and the recipient will need to resubmit in JustGrants after 10/15/2020. (GANs to change an Authorized Representative that are necessary to process award acceptances will continue to be processed until 9/18/2020.)

Federal Financial Reports: Quarterly and Final

Quarterly Federal Financial Reports (FFRs) – Regular (Period ending 6/30/2020): FFRs for the period ending 6/30/2020 are due no later than 7/30/2020 and are not impacted by this transition. A withholding of funds will be applied after 7/30/2020 for any report that has not been submitted. The hold will remain in place until submission.

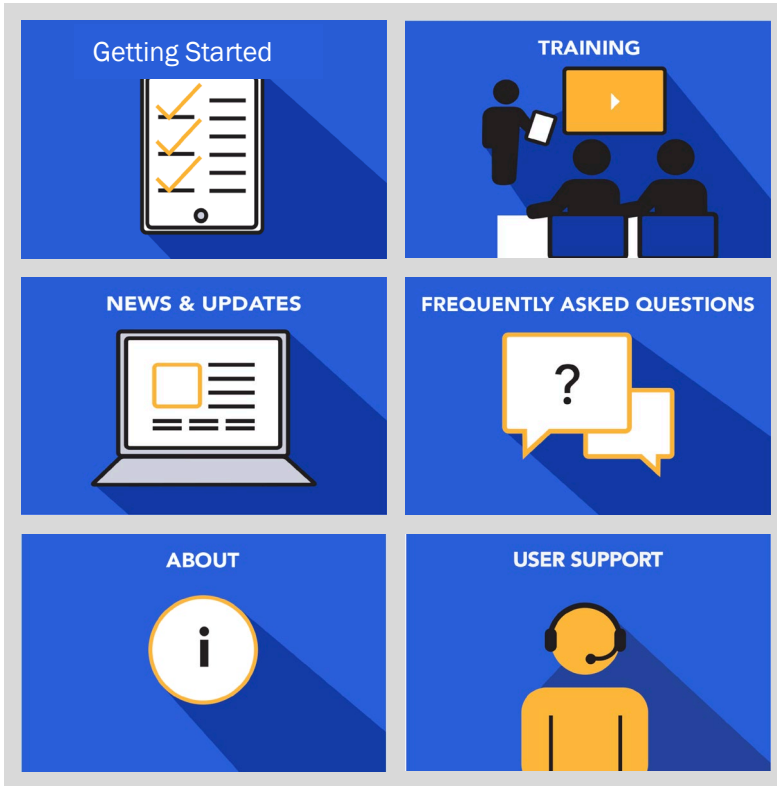
Quarterly Federal Financial Reports (FFRs) – Regular (Period ending 9/30/2020): FFRs for the period ending 9/30/2020 will be due in JustGrants no later than 10/30/2020. The due date has been extended 30 days to accommodate the transition to JustGrants. Award recipients can submit their reports in JustGrants starting on 10/15/2020. A withholding of funds will be applied after 10/30/2020 for any report that has not been submitted. The hold will remain in place until submission.



OVW Grantee Action Dates

OVW

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

| SAM.Gov E-Biz POC Issues | ASAP Enrollment Invitation Status | ASAP System Issues and Use | JustGrants Onboarding and Use |
|---|---|---|---|
| https://www.fsd.gov or 866-606-8220 | Ask.OCFO@ usdoj.gov | asaphelpdesk@ fiscal.treasury.gov or 855-868-0151 | JustGrants.Support@ usdoj.gov or 833-872-5175 |

For more information on dates and required actions, please see the “Getting Started” 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.

| Award Tab | Associated Roles |
|--|---|
| AWARD PACKAGE View-only details of the award package | Grant Award Administrator – <i>View</i> Financial Manager – <i>View</i> Entity Administrator – <i>View</i> Authorized Representative – <i>View</i> |
| AWARD CONDITIONS List of accepted award package conditions | Grant Award Administrator – <i>View</i> Financial Manager – <i>View</i> Entity Administrator – <i>View</i> |
| AWARD DETAILS Award & solicitation information; budget summary | Grant Award Administrator – <i>View</i> Financial Manager – <i>View</i> Entity Administrator – <i>View</i> |
| PERFORMANCE MANAGEMENT All performance reports for the Award Submit Deliverables | Grant Award Administrator – <i>Edit and Submit</i> Financial Manager – <i>Submit Final FFRs</i> Entity Administrator – <i>View</i> |

Awards and Associated Roles cont.

Award tabs provide different options depending on the entity role.

| Award Tab | Associated Roles |
|--|--|
| FUNDING BALANCE AND AVAILABILITY Funding drawdown totals, suspensions, holds | Grant Award Administrator – <i>View</i> Financial Manager – <i>View</i> Entity Administrator – <i>View</i> |
| FEDERAL FINANCIAL REPORT All federal financial reports for the Award | Grant Award Administrator – <i>View</i> Financial Manager – <i>Edit and Submit</i> Entity Administrator – <i>View</i> |
| GRANT AWARD MODIFICATION Programmatic & financial award modifications | Grant Award Administrator (Alternate) – <i>Initiate</i> Financial Manager – <i>View</i> Entity Administrator – <i>View</i> |
| CLOSEOUT Closeout activities | Grant Award Administrator – <i>View</i> Financial Manager – <i>Initiate Closeout</i> Entity Administrator – <i>View</i> |

Grant Award Modifications (GAM)

Grant Award Modification

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



Grant Manager



Grantee

Additional information:
<https://justicegrants.usdoj.gov>

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



Financial Staff

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>.



GAM Highlights cont.

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>.



Questions & Answers



Open Discussion

Question #1



What roles should I apply to each grant?

Question #1: *JustGrants* Answer

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: *JustGrants* 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?

Question #4: *JustGrants* Answer

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

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!