Entity Onboarding and Management
Virtual Q&A Session
SEPTEMBER 22, 2020
Session Information

• Please remember to stay muted in order to limit background noise.

• The video 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
During this session we will:

• Help you prepare for the launch of JustGrants on October 15.

• Revisit some basic information about **Entity Onboarding and Management** and provide resources for additional learning.

• Answer questions related **Entity Onboarding and Management**.
Agenda

• Quick Overview of New Systems
• Entity Onboarding
  • Help and Support
  • The Role of the Entity Administrator
  • JustGrants Foundational Roles
  • How to Prepare for the Transition to JustGrants
• Entity Management Q&A Section
• Wrap-Up & Evaluations

For more information on cutoff dates and required actions, please see the “How to Get Ready” page on https://justicegrants.usdoj.gov
Overview of New Systems
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
Entity Onboarding Reminders
Reminders

Tools to help you get ready:

• Check your emails for updates
• Not receiving update emails?
  • Visit the JustGrants website to have access to:
    - Previous communications that are posted here
    - Checklists
    - Training Videos
    - FAQs
    - User Support
    - Additional resources

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Entity Administrator

- The Entity Administrator role is limited to one user
  - This role assigns other roles/users
  - Can be reassigned to another user AFTER onboarding

- The Entity Administrators will be able to view preliminary entity data in JustGrants

- DOJ’s secure user management system (DIAMD) email
  - DIAMD-NoReply@usdoj.gov

- For onboarding purposes:
  - Entity Administrator (JustGrants) = Electronic Business POC (E-Biz POC)
  - SAM.gov

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Checklist

✓ E-Biz POC received e-mail
  ✓ Read and follow instructions to log in
✓ E-Biz POC = Entity Administrator for onboarding
  ✓ Role can be reassigned after first login
✓ Review the roles infographic
  ✓ Identify potential Users within your Entity
  ✓ Discuss responsibilities with the potential Users

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✔ Onboard Entity Users (Secure User Management)

✔ Add each User and assign their roles

✔ Remind them to open the email and log in

✔ They will NOT be reflected in JustGrants until their first successful login

✔ Perform routine maintenance to ensure User and Roles are current

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Six foundational roles have been created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.

**Entity Administrator**
Manages Entity Users and their roles; manages information about the organization; manages assignments of users associated with different Applications and Awards

**Application Submitter**
Submits complete Applications on behalf of an organization, including Entity Assurances and Certifications

**Authorized Representative**
Enters into an agreement on behalf of the Entity and binds it to the Award terms and conditions

**Grant Award Administrator**
Manages and submits programmatic requirements of Awards, including submission of performance reports, on behalf of an Entity

**Alternate**
Supports the Grant Award Administrator in carrying out many of the programmatic requirements of Awards

**Financial Manager**
Certifies and submits financial information and all federal financial reports on behalf of an Entity

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Entity Management Q&A Section
Open Discussion
Q1: I never received the invitation to set up JustGrants, what do I do now?
Check your spam folder; If your DIAMD email is not in your spam folder, reach out to the JustGrants User Support Desk at either JustGrantsSupport@usdoj.gov or call 833-872-5175
Q2: How many Entity Administrators can I have and what do I need to do if my Entity Administrator needs to reassigned?
Entities can only have one (1) Entity Administrator at a time and the Entity Administrator can be reassigned in DIAMD.
Q3: Can I have multiple roles in JustGrants?
DIAMD = User Management System
   Entity = Multiple Users
   Users = Multiple Roles

JustGrants = Grants Management System
   User = multiple assignments
   Applications = 1 User per role per application
   Award = 1 User per role per application
Q4: Will all my information be saved now if I put it into JustGrants?
You are currently **only** onboarding your Entity and Users through DIAMD. Users will then be taken to JustGrants to get a sneak peek.

No action should be taken with JustGrants until after the launch on October 15.
Q5: I was able to get in the system, but I don’t remember my username and password. How do I reset it?
DIAMD
https://diamd-auth.usdoj.gov/
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 discontinued
- **September 23–October 14, 2020:** Final data migration to JustGrants
- **October 15, 2020:** JustGrants launch!

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Future Q&A Virtual Sessions

- Application Submission and Award Acceptance
  - October 6th & October 20th
- Award Management and Grant Award Modifications
  - October 8th, October 21st & October 29th
- Financial and Performance Reporting and Closeout
  - October 14th & October 27th

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JustGrants Wrap-Up

- FAQ
- Posting of Recording
  - Resources for Entity Management Training
  - JustGrantsTrainingSupport@usdoj.gov
- Evaluation

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THANK YOU!