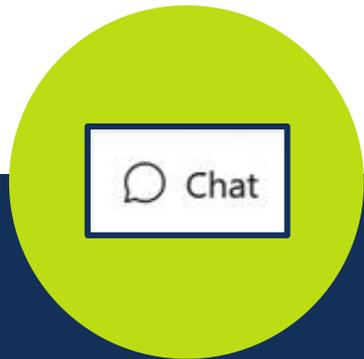

Entity Management



JUSTgrants
JUSTICE GRANTS SYSTEM

Housekeeping



FEATURES

This Webex features: Chat, a Multimedia Viewer, and Q&A.

For technical assistance select Chat to alert the host.



VIDEO

Video is disabled for all participants.



AUDIO

Do not unmute. Attendees are muted to limit background noise. If you cannot hear click the arrow next to the Mute/Unmute icon.



DIAL-IN

Still can't hear? Phone-in using the meeting invite details.



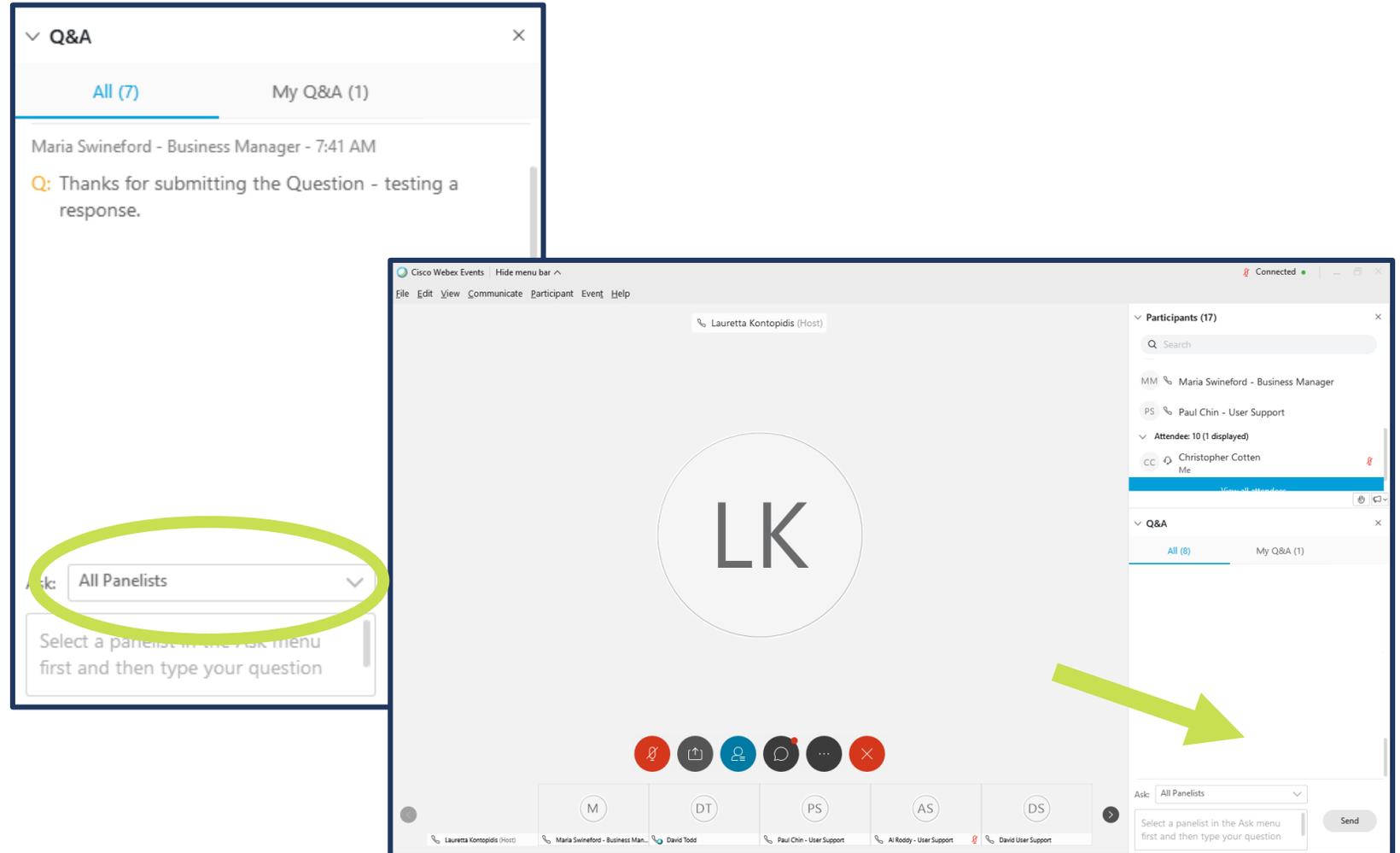
CAPTIONING

Live-captioning is available. Select the Multimedia Viewer.

Submitting Questions

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 technical assistance with WebEx, please let us know via the WebEx chat.



Agenda

- Entity Management Overview
- JustGrants Onboarding
- Ongoing Maintenance
- Resources for Additional Training



Workshop Objectives

At the end of this session you should be able to:

- ✓ Describe the roles that are important in JustGrants
- ✓ Describe the onboarding process for new users
- ✓ Perform ongoing user maintenance in the JustGrants system
- ✓ Locate training resources and FAQs on our Justice Grants website.

Resources

- [Justice Grants Resources Website](#): Find more information about JustGrants, including training, resources, and news and updates.
- [Entity User Experience Training and Reference Materials](#)
- [Entity Management Training and Reference Materials](#)
- [JustGrants User Roles Guide](#)



JustGrants Technical Support

If you need support beyond what is available at the self-service portion of the Justice Grants website, please reach out the appropriate Technical Support desk.

Technical Support	
OVW applicants and award recipients	<p>OVW.JustGrantsSupport@usdoj.gov</p> <p><i>Or</i></p> <p>(866) 655-4482</p>
All other applicants and award recipients	<p>JustGrants.Support@usdoj.gov</p> <p><i>Or</i></p> <p>(833) 872-5175</p> <p><i>Monday – Friday between the hours of 5:00 AM and 9:00 PM EST Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST</i></p>

Entity Management

- Entity Administrator role
- Maintaining SAM.gov

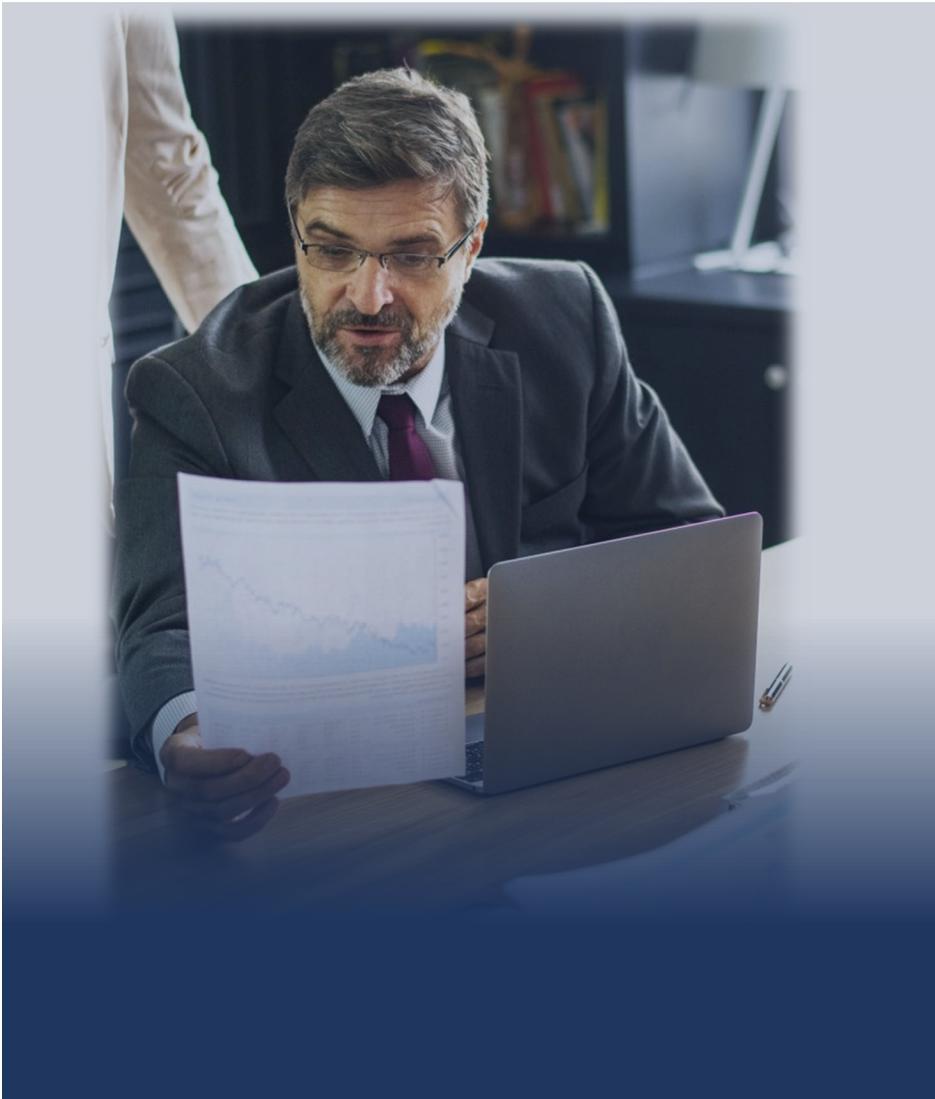


What is an Entity?

- The word Entity is used in place of applicant and/or recipient.
- This is used to meet federal standards.
- Most entities in JustGrants will be organizational entities composed of multiple individuals, but an Entity can also be a single individual.
- Organizational entities must register in SAM.gov in order to apply for funding in Grants.gov.



Importance of the Entity Administrator Role



- The Entity Administrator is the key user management role within an entity.
- The Entity Administrator bears responsibility for managing entity information and users in JustGrants.
- If the Entity Administrator and SAM.gov E-Biz POC are not the same person, it is important they communicate to make changes, when necessary, in SAM.gov.

Who should have the Entity Administrator Role?

- ✓ **Must have knowledge of DOJ awards.**
- ✓ **Must have knowledge of the people required to access JustGrants to apply for funding and effectively manage DOJ awards.**
- ✓ **Must have the ability to respond to entity users in a timely manner to ensure applications and awards can be assigned to correct users so work can be completed.**



Entity Administrator Role and Responsibilities



- ✓ Confirms information contained in the Entity Profile is current.
- ✓ Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants.
- ✓ The person listed as the SAM.gov Electronic Business (E-Biz) Point of Contact is the default Entity Administrator in JustGrants for initial account creation, but this role can be assigned to another user once the entity is onboarded.

Entity User Management

- **The Entity Administrator serves as the “gatekeeper” for Entity Users:**
 - Invites members to their Entity
 - **Selects roles to assign or remove as appropriate for each member**
 - **Re-invites/Removes members from the Entity**
 - **Replace yourself as the Entity Administrator**
- **When assigning individuals to specific roles in JustGrants keep in mind:**
 - **What actions will users need to take in JustGrants on behalf of the Entity?**
 - **What roles would enable those users to take those actions?**

Entity Management: SAM.gov



SAM.Gov

- ✓ **Keep registration active (annual update required)**
- ✓ **Keep contacts current (e.g., E-Biz POC)**



DIAMD

- ✓ Keep Users and Roles current
- ✓ Adds, removes, and changes roles
- ✓ Reassigns the Entity Administrator role



JustGrants

- ✓ Make sure JustGrants shows your current Entity Users
- ✓ Assigns users to **Applications and Awards**

Ongoing Entity
Management
Maintenance

- Entity level data is now managed in SAM.gov
- Changes and updates to entity information are made in SAM.gov
- JustGrants pulls its entity information directly from SAM.gov



SAM.gov E-Biz POC is correct:

- Check email for the registration letter
- If no registration email is found, contact JustGrants.Support@usdoj.gov and ask to be re-invited.



SAM.gov E-Biz POC is not correct:

- Make the change in SAM.gov
- Wait 24 hours, and then request the invitation email



E-Biz POC has not received JustGrants e-mail

Request a new invitation by sending an email to:

JustGrants.Support@usdoj.gov

Entity Administrator Troubleshooting

The Entity Administrator

How do I find out who is the Entity Administrator for my entity within JustGrants?

Log in to JustGrants and from the left navigation menu, click on the Entity Users tab. This will show all of the users and the roles that have been granted to the user by the Entity Administrator in DIAMD.

This view doesn't show who has been assigned a role on a specific award or application.

Entity Administrator: No Access

The Entity Administrator has left the organization, and no one can login or make changes. How do we fix this?

Ideally, the JustGrants Entity Administrator will delegate this role to another user prior to leaving the entity. If the user is no longer available, the JustGrants Support Desk will have to invite a new Entity Administrator based on the current SAM E-Biz Point of Contact.

Contact the JustGrants Support Desk for assistance by email at JustGrants.Support@usdoj.gov or by phone at 1-833-872-5175.

The Entity Administrator

Entity Administrator: Delegation

The Entity Administrator is out on leave, and we can't get into JustGrants. What steps do we take from here?

Ideally, the Entity Administrator will invite any users, assign roles, and assign work prior to their absence. The Entity Administrator (EA) should delegate the EA role to another user if they will be out for an extended period. JustGrants Support cannot grant temporary EA access to another user.

The Entity Administrator

Entity Administrator: E-Biz POC

SAM.gov allows an entity to assign an alternate E-Biz Point of Contact. It is recommended that entities assign a unique alternate user instead of entering the same user for both.

The Entity Administrator

Not having an alternate will delay the entity moving forward in the process if the E-Biz POC is no longer available.

Entity Management: UEI

Unique Entity Identifier

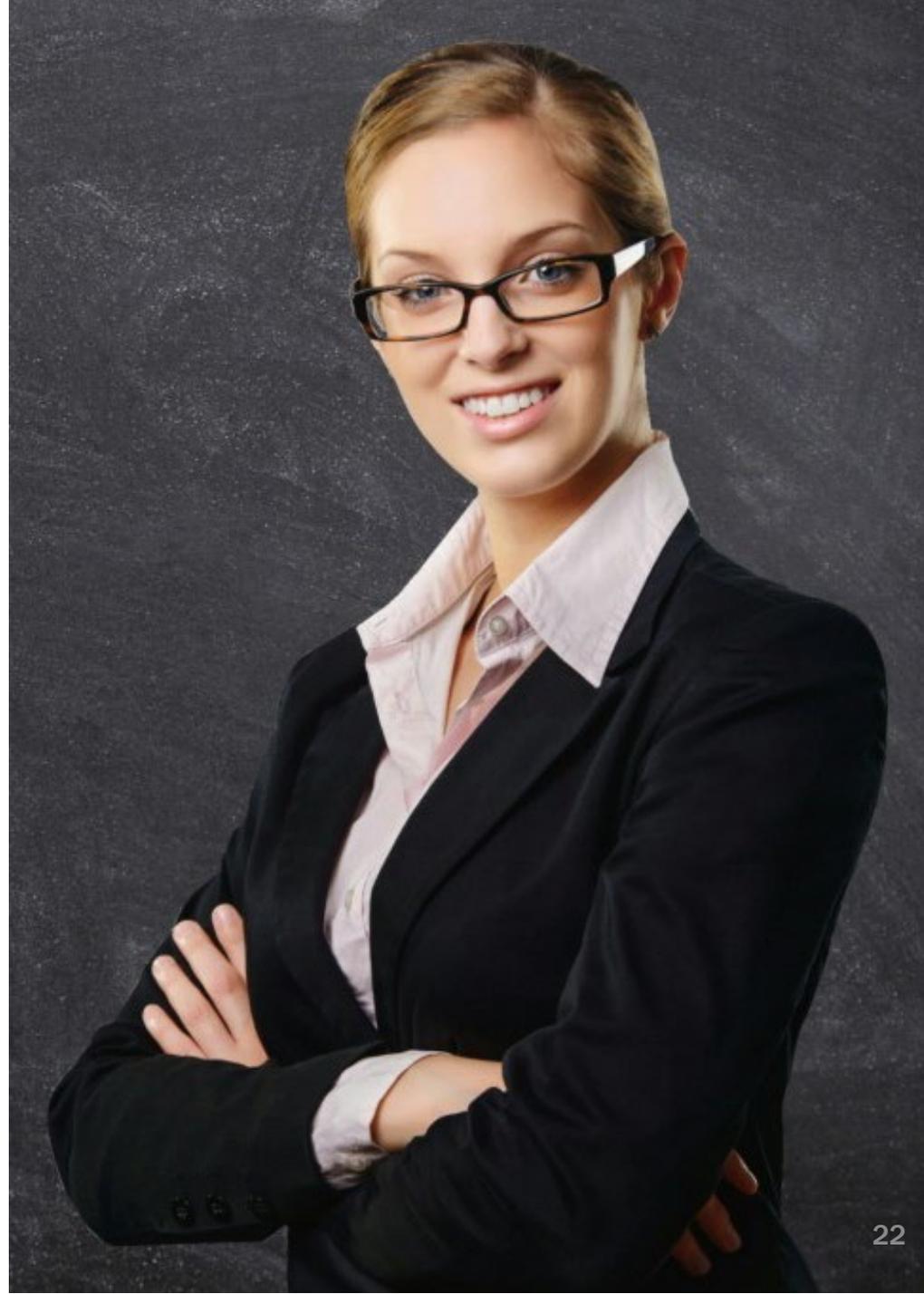
What is a UEI?

A UEI number is a unique identifier, assigned to each specific, unique legal entity based on the Legal Name and Doing Business As Name (when DBA is identified). Some entities have multiple UEI numbers. If your entity applies for or has DOJ awards under multiple UEI numbers, each UEI number entity will have a separate JustGrants profile.

As of April 4, 2022, the Federal government no longer uses a DUNS number to uniquely identify entities. Entities doing business with the federal government use the UEI created in SAM.gov.

Unique Entity Identifier (UEI)

- Effective April 4, 2022, the DUNS number was replaced with the Unique Entity Identifier (UEI).
- UEI is a **12-character** alpha-numeric value
- Search entity registrations, exclusions, and contract opportunity awards using UEI
- Simplifies the process of registering an organization



Unique Entity Identifier (UEI) (Con't)

Each UEI in SAM.gov creates a **separate** account in JustGrants.

- The UEI is a **unique** identifier for each legal entity.
- Organizations using multiple UEIs to manage awards **WILL HAVE** multiple JustGrants accounts
 - Each account must have its own users.
 - Each user must have a **unique email address** for each account.
 - Users logging in to one JustGrants account **WILL NOT** see awards that are managed in another JustGrants account.

Troubleshooting Multiple UEIs

- **Entity Administrators are able to:**
 - **Add users to their JustGrants account(s) – be sure to register using different email addresses for each UEI that user will represent**
 - **Log in to each JustGrants account separately to manage invitations**
- **Technical Support is required to:**
 - **Invite Entity Administrator to a JustGrants account after a SAM.GOV update**
 - **Move awards from one UEI account to another, after Program Office investigation and approval**

Entity Management: UEI in SAM.gov

How do I locate my UEI in SAM.gov?

SAM.gov has already generated your UEI. To see it in SAM.gov, log in and select the numbered bubble above Active in the Entity Management widget.

You should then see your record(s) appear, and the UEI number(s) appear on the left side of each record.

Make note of this number, as you will use it to locate your entity record in SAM.gov, and it is also a primary identifier in Grants.gov and JustGrants.

Unique Entity Identifier

Locate Your UEI in SAM.gov

The screenshot displays the 'Workspace' interface for Entity Management. It features a 'Register Entity' button and a 'What do I need for registration?' section. The 'Entity Registration' section is highlighted with a red box and shows five categories: ACTIVE (1), DRAFT (1), WORK IN PROGRESS (0), SUBMITTED (0), and PHRR (0). Below this, it indicates 'Next Update Due: Jun 10, 2022' and 'Due in Next 30 days: 0 Entity Registrations'. The 'Unique Entity ID' section shows four categories: ACTIVE (0), DRAFT (0), WORK IN PROGRESS (0), and SUBMITTED (0). A sidebar on the right includes 'Profile', 'Download', 'Pending', and 'Notifica'.

Entity Status	Count
ACTIVE	1
DRAFT	1
WORK IN PROGRESS	0
SUBMITTED	0
PHRR	0

Unique Entity ID Status	Count
ACTIVE	0
DRAFT	0
WORK IN PROGRESS	0
SUBMITTED	0

1. Log in to [SAM.gov](https://sam.gov).
2. In your Workspace, select the numbered bubble above Active in the Entity Management widget.

Locate Your UEI in SAM.gov (cont.)

The screenshot displays the SAM.gov search results for a specific entity. On the left, a sidebar shows the workspace for 'Non-Federal Entities' and a filter menu. The filter menu includes options for 'Search by Keyword', 'Entity', and 'Registration Status'. Under 'Registration Status', the 'Active' option is selected with a green checkmark. The main content area shows a search result for 'VILLAGE'. The 'DUNS Unique Entity ID' is visible, and the 'SAM Unique Entity ID' is highlighted with a red box. The 'Purpose of Registration' is 'Federal Assistance Awards', and the 'Registration Status' is 'Active'. The 'Expiration Date' is 'Jun 10, 2022'. A text box at the bottom of the screenshot states: 'You should then see your record(s) appear, and the UEI number(s) appear on the left side of each record.'

Entity Management: UEI in JustGrants

How do I locate my UEI in JustGrants?

To locate your UEI in JustGrants, log in to your account, and the Entity Profile menu option on the left of the home page. Your UEI is displayed in the center of the page.

JustGrants will continue to display the DUNS number, located just above the UEI.

Unique Entity Identifier

Locate the UEI in JustGrants

The screenshot displays the 'Entity Profile' page in the JustGrants system. A red box highlights the UEI (RKV2V7M6FJ03) in the 'DUNS' field. A blue banner at the top of the profile section states: 'Information shown is retrieved from your Entity's SAM.gov profile. Changes MUST be made in SAM.gov'. The profile includes various fields such as Legal Name, Doing Business As, Business URL, Applicant Type, Division Name, and Physical Address. The 'Law Enforcement' and 'Faith Based' fields are marked with radio buttons, both currently set to 'No'.

Field	Value	Field	Value		
Legal Name	JGII Test Org26	DUNS	000000026	SAM Registration Status	Active
Doing Business As	JGII Test Org26 Doing Business As	UEI	RKV2V7M6FJ03	SAM Expiration Date	Feb 6, 2023
Business URL	https://www.ort.org26.il/	TIN/EIN	260000000	Date Established	Sep 16, 1992
Applicant Type	C	ROID	5144503	SAM Last Updated Date	Jan 21, 2022
Division Name	DIVISION NAME 26	ORI Number	---	Fiscal Year	Not a valid date0
Alternate ID	---	Law Enforcement	<input checked="" type="radio"/> No <input type="radio"/> Yes	Faith Based	<input type="radio"/> No <input checked="" type="radio"/> Yes

Physical Address

Street 1	Street 2	County/Parish
111 Street Rd	---	---
City	Country	Congressional District
Washington	United States	5

QUESTIONS:
Entity Management

JustGrants Onboarding

Onboarding Entity Users



Entity Management: DIAMD



SAM.Gov

- ✓ Keep registration active
- ✓ Keep contacts current (e.g., E-Biz POC)



DIAMD

- ✓ **Keep Users and Roles current**
- ✓ **Adds, removes, and changes roles**
- ✓ **Reassigns the Entity Administrator role**



JustGrants

- ✓ Make sure JustGrants shows your current Entity Users
- ✓ Assigns users to **Applications and Awards**

Ongoing Entity
Management
Maintenance

Digital Identity & Access Management Directory (DIAMD)

- **Allows entities to manage users and roles in JustGrants.**
- **Only the Entity Administrator can make changes in DIAMD.**
- **When the Entity Administrator assigns a role to a user, DIAMD sends an email to the user with instructions to create an account and log-in to JustGrants.**

JustGrants Roles

There are six foundational roles created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.

ENTITY ADMINISTRATOR



Confirms information contained in the Entity Profile is current. Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants.

The person listed as the SAM.gov EBIZ Point of Contact will be the Entity Administrator.

APPLICATION SUBMITTER



Completes and submits applications on behalf of an entity, including Entity Assurances and Certifications.

AUTHORIZED REPRESENTATIVE



Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.

GRANT AWARD ADMINISTRATOR



Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.

ALTERNATE

GRANT AWARD ADMINISTRATOR



Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.

FINANCIAL MANAGER



Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.

Multiple roles can be assigned to a single user.

Troubleshooting JustGrants Onboarding

After a user has been invited by the Entity Administrator in DIAMD, they MUST log in as an “Entity User” in JustGrants after creating their account.

Why can't I see the user?

Have the user locate their DIAMD e-mail, complete registration, and log in completely. If there are still issues, re-invite the user in DIAMD.

I can see the user, but their roles are incorrect. What should I do?

The Entity Administrator will need to open DIAMD, navigate to the manage user button and locate the user. Once the user record is open, the Entity Administrator can add or remove roles.

Can you now see the user and/or see their correct roles?

Yes, they are now fully onboarded and ready to receive assignment to specific applications or awards.

Invite Users and Assign Roles

DEMO



Reassign Entity Administrator

DEMO



Remove a Member

DEMO



QUESTIONS:

JustGrants Onboarding

Ongoing Maintenance

- Updating User Roles
- Assigning Users to Specific Awards and Applications



Ongoing Maintenance



SAM.Gov

- ✓ Keep registration active
- ✓ Keep contacts current (e.g., E-Biz POC)



DIAMD

- ✓ Keep Users and Roles current
- ✓ Adds, removes, and changes roles
- ✓ Reassigns the Entity Administrator role



JustGrants

- ✓ **Make sure JustGrants shows your current Entity Users**
- ✓ **Assigns users to Applications and Awards**

Ongoing Entity
Management
Maintenance

Assign Users to Awards and Applications

DEMO



QUESTIONS:

Ongoing Maintenance

Resources



Resources

- [Justice Grants Website](#): Find more information about JustGrants, including training, resources, and news and updates.
- [Entity User Experience Training and Reference Materials](#)
- [Entity Management Training and Reference Materials](#)
- [JustGrants User Roles Guide](#)



JustGrants Technical Support

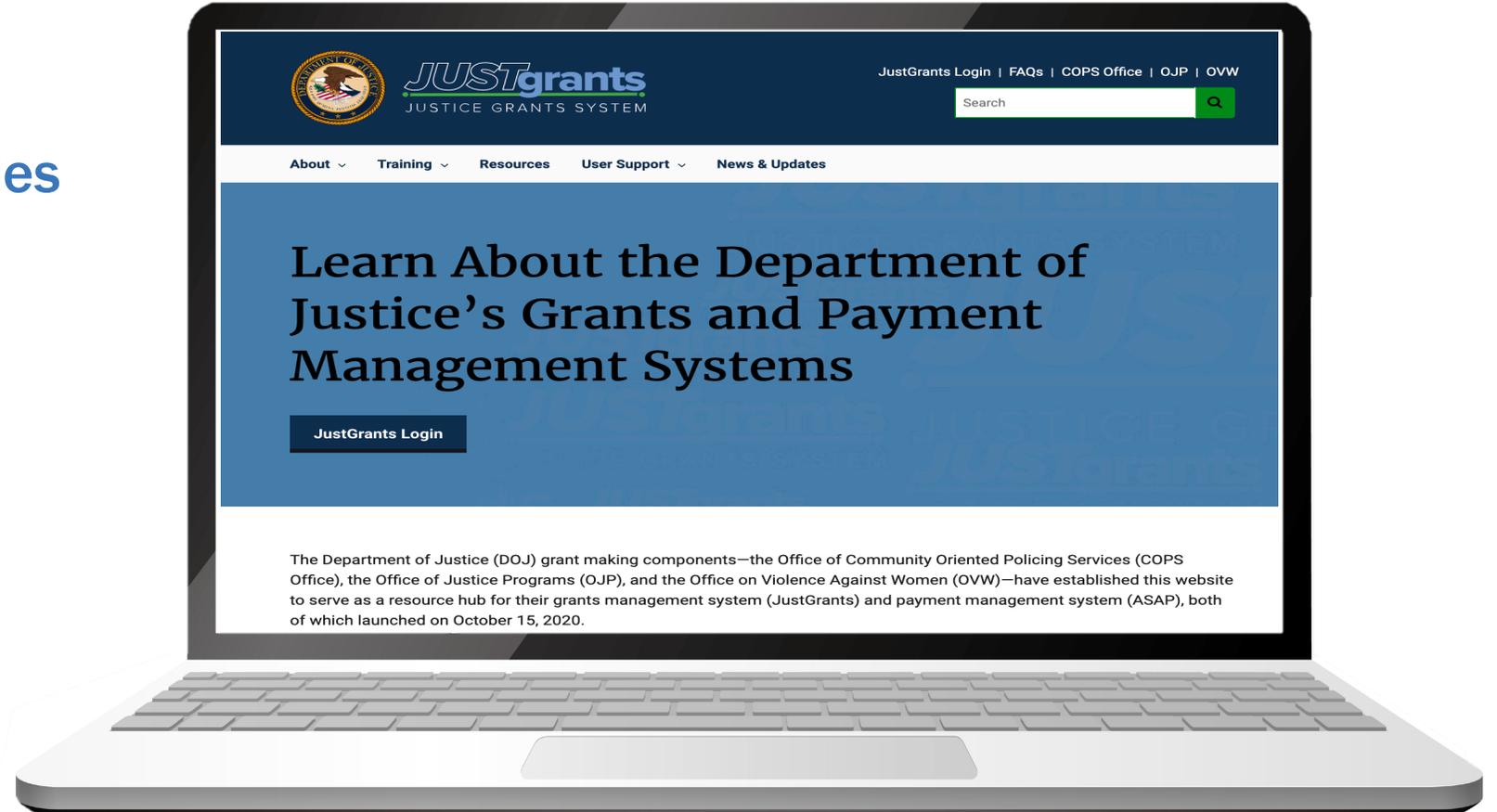
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All other applicants and award recipients	<p>JustGrants.Support@usdoj.gov</p> <p><i>Or</i></p> <p>(833) 872-5175</p> <p><i>Monday – Friday between the hours of 5:00 AM and 9:00 PM EST Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST</i></p>

JustGrants Training

justicegrants.usdoj.gov

- Job Aid Reference Guides
- Microlearning videos
- Recordings of past sessions
- Frequently Asked Questions (FAQs)
- Glossary terms



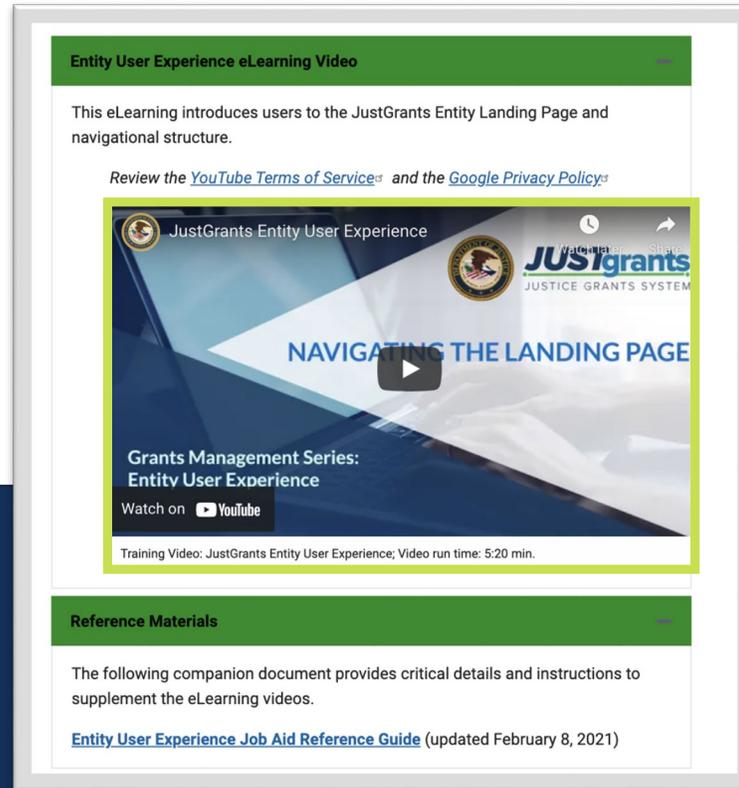
JustGrants Training Resources



The screenshot shows the JustGrants website header with the DOJ seal and the text "JUSTgrants JUSTICE GRANTS SYSTEM". A navigation menu is visible with "Training" highlighted. The dropdown menu lists the following topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, and Virtual Q&A Sessions.

The Department of Justice (DOJ) grant making components—the Office, the Office of Justice Programs (OJP), and the Office on to serve as a resource hub for their grants management system of which launched on October 15, 2020.

Organized by Topics



Entity User Experience eLearning Video

This eLearning introduces users to the JustGrants Entity Landing Page and navigational structure.

Review the [YouTube Terms of Service](#) and the [Google Privacy Policy](#).

JustGrants Entity User Experience

NAVIGATING THE LANDING PAGE

Grants Management Series:
Entity User Experience

Watch on  YouTube

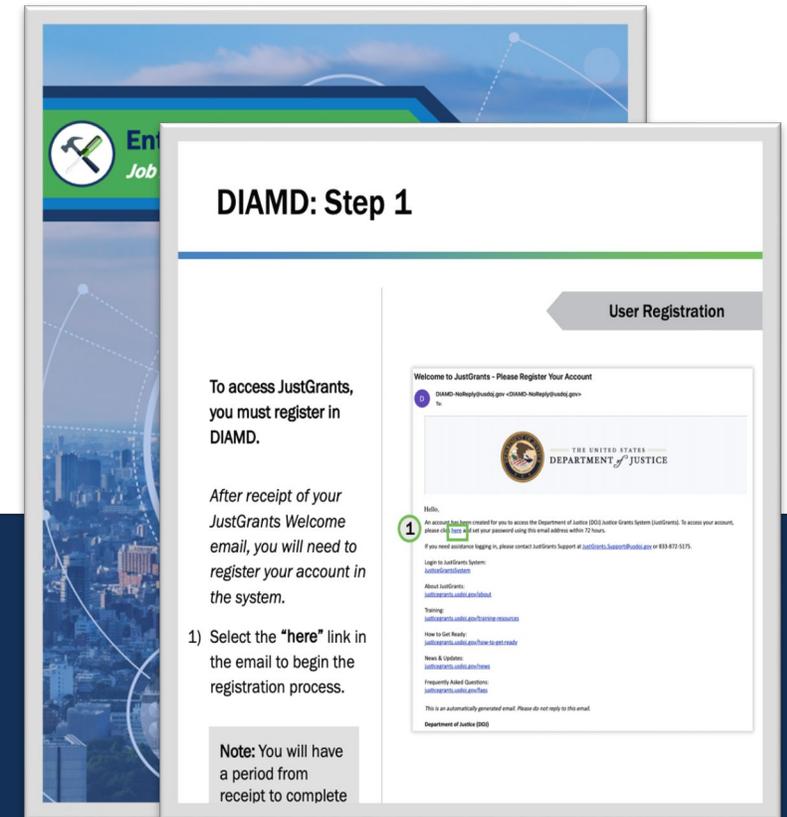
Training Video: JustGrants Entity User Experience; Video run time: 5:20 min.

Reference Materials

The following companion document provides critical details and instructions to supplement the eLearning videos.

[Entity User Experience Job Aid Reference Guide](#) (updated February 8, 2021)

Micro-learning videos



DIAMD: Step 1

User Registration

To access JustGrants, you must register in DIAMD.

After receipt of your JustGrants Welcome email, you will need to register your account in the system.

1) Select the "here" link in the email to begin the registration process.

Note: You will have a period from receipt to complete

The screenshot also shows a "Welcome to JustGrants - Please Register Your Account" email template with a "here" link highlighted in a red circle. The email text includes: "An account has been created for you to access the Department of Justice (DOJ) Justice Grants System (JustGrants). To access your account, please click **here** to visit your account using the email address within 72 hours. If you need assistance logging in, please contact JustGrants Support at JustGrants.Support@usdoj.gov or 833-872-5175." Below the email content are links for "Login to JustGrants System", "About JustGrants", "Training", "How to Get Ready", "News & Updates", and "Frequently Asked Questions".

Job Aid Reference Guides

Upcoming Sessions

MONDAYS from 1 PM to 2:00 PM Post-Award Management

- March 7, 2022
- March 14, 2022
- March 21, 2022
- March 28, 2022

KEY AUDIENCE:
Grant Award Administrators
Entity Administrators
Financial Managers

TUESDAYS from 2 PM to 3:00 PM Entity Management

- March 8, 2022
- March 15, 2022
- March 22, 2022
- March 29, 2022

KEY AUDIENCE:
Entity Administrators

WEDNESDAYS from 2:30 PM to 4:00 PM Application Mechanics

- March 9, 2022
- March 16, 2022
- March 23, 2022
- March 30, 2022

KEY AUDIENCE:
Entity Administrators
Application Submitters
Authorized Representatives

THURSDAYS from 2 PM to 3:00 PM Award Acceptance

- March 10, 2022
- March 17, 2022
- March 24, 2022
- March 31, 2022

KEY AUDIENCE:
Entity Administrators
Authorized Representatives

Questions and Answers

Please complete the survey
that will open in a separate
browser window

