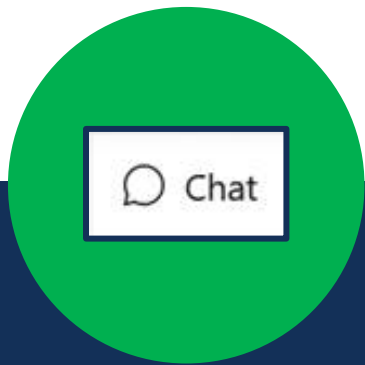




Award Management

Technical Session Information



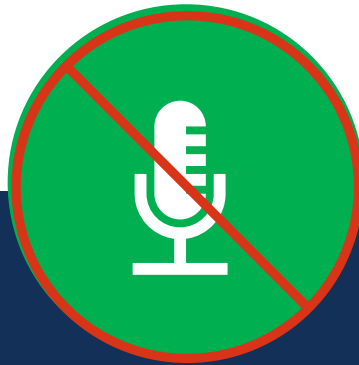
QUESTIONS?

For technical assistance use the Chat button to alert the host. Use the Q&A feature for session questions.



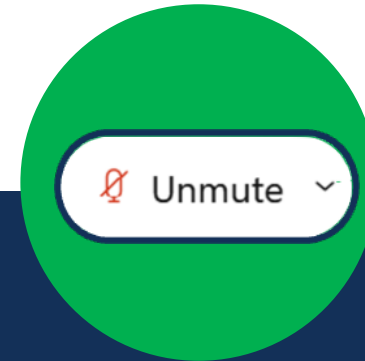
DISABLED VIDEO

Video is disabled for all participants.



MUTED

You are muted and cannot unmute. Attendees are muted to limit background noise.



NO SOUND?

If you cannot hear, click the caret next to the Mute/ Unmute button. Still can't hear? Phone-in using meeting invite details.



CAPTIONING

Live-captioning is available. Select More; Language & Speech; Live Captions.



Agenda

Describe Entity
User Roles

Initiate and
Submit a GAM

Submit a
Federal
Financial Report

Submit a
Performance
Report

Closeout an
Award

Locate
Resources

Entity User Roles



JustGrants Roles

There are five
key Post–Award
roles

Entity Administrator



Confirms Entity profile information is current. Manages users and user assignments. Confirms Authorized Representative has proper legal authority to accept or decline an award.

AUTHORIZED REPRESENTATIVE



Accepts or declines awards on behalf of the Entity. Must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.

Multiple roles can be
assigned to a single user



Grant Award Administrator

Submits programmatic-related award requirements, including Performance Reports, Grant Award Modifications (GAMs), and Closeouts.

ALTERNATE



GRANT AWARD ADMINISTRATOR

Supports the Grant Award Administrator. Can initiate and submit programmatic-related award requirements, including deliverables and GAMs.



Financial Manager

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

Financial Reports 1



Financial Reports: Locate and Submit

The Financial Manager
completes the
Financial Reports

How do I locate and submit Financial Reports in JustGrants?

If you are the assigned Financial Manager (FM) to an award, reports appear in the *My Worklist* section of the Home Page when they are generated. Financial Managers can also find, complete, and submit the FFR from the Funded Award.

How do I locate and submit a Financial Report if its not in *My Worklist*?

If you are the assigned Financial Manager, you can access the FFR from the Funded Award. From the left navigation menu, select **Awards**. On the next screen, select the **FAW Award Case ID**. In the Assignments section, select the Begin button for the FFR that needs to be completed.

Financial Reports

How do I re-open, edit, and re-submit Financial Reports in JustGrants?

The FM can only re-open the most recent quarterly FFR reporting period, and only when the FFR shows a status of **Resolved-Completed**. You will need to navigate to the Funded Award and select **View Case** for the FFR that needs to be edited. There are job aids and eLearning videos available to guide you through this process.

<https://justicegrants.usdoj.gov/training/training-financial-reporting>

You can only edit the most recent FFR

Allowable/Unallowable Costs

Is a specific expenditure allowable?

Allowable Costs

The requirements for allowable and unallowable costs can differ by program. When questioning allowable costs, you should refer to the DOJ Financial Guide, Post-Award Requirements section along with your award conditions and award details for information on allowable costs.

Financial Reporting 1

Demonstration

Access from My Worklist





- Home
- Entity Profile
- Entity Users
- Entity Documents
- Applications
- Awards
- Monitoring
- Federal Forms

Welcome Lisa Hartman

Alerts (8)

- ① **JGITS Monthly Report** 5/9/20 7:37 PM
- ① **JGITS Monthly Report** 5/4/20 8:30 PM
- ① **External Entity Alerts** 5/14/20 11:15 AM
- ① **Thursday Weather in Arlington** 5/14/20 11:27 AM

[Load More](#)

My Worklist

3 results

[Export List](#)

	Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
▶	F-42029	08/20/2020	Due Today	Federal Financial Report	Pending UFMS	08/19/2020 11:59 AM
▶	F-42165			Federal Financial Report	FFR-Delinquent	08/19/2020 03:22 PM
▶	F-44114			Federal Financial Report	FFR-Delinquent	08/19/2020 11:37 AM

Field 10e Validation

The screenshot shows the 'Federal Financial Report (FFR-308057)' form for 'JGII Test Org25'. The form includes sections for '10b. Cash Disbursements', '10c. Cash on Hand', 'Federal Expenditures and Unobligated Balance', '10d. Total Federal funds authorized', '10e. Federal share of expenditures', and '10f. Federal Share of Unliquidated Obligations'. A yellow arrow points to the '10e. Federal share of expenditures' field, which is highlighted with a red box. A red-bordered box contains the following error message:

If the user attempts to submit the FFR without editing 10e after selecting “no” in the Pop-up, the user will get the following error message.

- **10e. Federal share of expenditures:** Please return to the 10e field and confirm the value reflects the cumulative expenditure amount. You must either change the value or Tab out of the field for the confirmation message to display.

A yellow-bordered pop-up window titled 'Confirm 10e. Federal share of expenditures' is displayed over the form. It contains the following text:

Does the amount entered into 10e (12,341) reflect the cumulative expenditures amount from the beginning of the project period to the end date of this SF-425 reporting period?

Below the text are two buttons: 'Yes' and 'No'.

10e will continue to display this error message if 10e is less than the previously reported 10e amount:

"Federal share of expenditures should be a total of your allowable grantee expenses to-date. The current 10e amount is less than the previous reports value. Please ensure this amount is correct. If so, provide a required explanation in block 12-Additional Information."

Locate Submitted and Pending FFRs

Funded Award Information



Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Closeout
Report Number	Type of FFR	Reporting Period	Due Date of Report	Status				
FFR-672667	Quarterly	Apr 1, 2020 to Jun 30, 2020	Jul 30, 2020	FFR-Delinquent				
FFR-672668	Quarterly	Jul 1, 2020 to Sep 30, 2020	Oct 30, 2020	FFR-Delinquent				
FFR-672669	Quarterly	Oct 1, 2020 to Dec 31, 2020	Jan 30, 2021	FFR-Delinquent				
FFR-672672	Quarterly	Jan 1, 2021 to Mar 31, 2021	Apr 30, 2021	FFR-Delinquent				
FFR-672690	Quarterly	Apr 1, 2021 to Jun 30, 2021	Jul 30, 2021	FFR-Delinquent				
FFR-672691	Quarterly	Jul 1, 2021 to Sep 30, 2021	Oct 30, 2021	Open				
FFR-674600	Final	Oct 1, 2021 to Dec 31, 2021	Apr 30, 2022	Open				

The background is a solid blue color. It is decorated with several speech bubbles of varying sizes and shades of blue and white. Each speech bubble contains a large, bold question mark. The bubbles are scattered across the frame, with some appearing more prominent than others.

Questions

Performance Reports & Award Deliverables



Performance Reports

The Grant Award Administrator (GAA) completes the Performance Reports

How do I locate and submit performance reports in JustGrants?

If you have a Grant Award Administrator (GAA) role and are assigned to an award, performance reports appear in the *My Worklist* section of the Home Page as they are generated.

How do I report Performance Measure data?

Depending on the requirements of your grant program, you will submit performance measure data by either attaching a PDF file from an external system such as the Performance Measure Tool or program-specific approved form, or by using a question set within JustGrants.

<https://justicegrants.usdoj.gov/training/training-performance-reporting>

Performance Reports: Locate and Submit

There are two paths to
Performance Reporting

How do I locate and submit a Performance Report if its not in My Worklist?

If a Performance Report is not in your worklist, you can access it from the funded award in one of two ways:

- Open the funded award, and select the **Begin** link associated with the performance report
- Open the funded award, and select the **Begin** link associated with the Programmatic task line, then navigate to the **Performance Management** section

Do I need to address all measures?

All measures that are included must be addressed in order to submit the performance report.

Award Deliverables: Deliverables and Attachments

Award Deliverables
can be submitted by
the GAA or Alternate
GAA

Where do I submit a Deliverable?

Navigate to the **Performance Management** tab of the funded award and scroll to the **Deliverable** section.

What type of document can be attached and is there a size limit?

Attached files should be .doc, .xlsx, or .PDF formats. File names are limited to 500 characters, and the file size is limited to 1GB.

Performance Reports

Demonstration

Access from My Worklist



- Home
- Entity Profile
- Entity Users
- Entity Documents
- Applications
- Awards
- Monitoring
- Federal Forms

Welcome Carlos Gastelum

Alerts (3)

- Dunya testing 155842 10/18/20 1:45 PM
- WARNING: System Under Construction 10/7/20 4:17 PM
- Akbar SvS Test 11/10/20 5:38 PM

My Worklist

143 results

<<

<

Rows: 41-50

>

>>

Export List

	Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
▶	PR-42278	11/15/2020	1 Day Past Due	Performance Report	PR-Delinquent	11/15/2020 12:00 AM
▶	PR-43063	11/15/2020	1 Day Past Due	Performance Report	PR-Delinquent	11/15/2020 12:00 AM
▶	PR-41262	11/15/2020	1 Day Past Due	Performance Report	PR-Delinquent	11/15/2020 12:00 AM
▶	FAW-224142	12/21/2020	Due In 34 Days	Closeout	Pending-InitiateCloseout	11/07/2020 03:12 PM
▶	PR-45047	01/13/2021	Due In 58 Days	Performance Report	New	10/20/2020 02:56 PM
▶	PR-46047	01/13/2021	Due In 58 Days	Performance Report	New	10/19/2020 11:59 PM
▶	PR-46039	01/13/2021	Due In 58 Days	Performance Report	New	10/16/2020 12:08 PM
▶	PR-46036	01/13/2021	Due In 58 Days	Performance Report	New	10/16/2020 09:11 AM
▶	PR-47030	01/13/2021	Due In 58 Days	Performance Report	New	10/15/2020 08:00 PM
▶	PR-47029	01/13/2021	Due In 58 Days	Performance Report	New	10/15/2020 08:00 PM

Recents [See all](#)

- Active Funded Award
FAW-219156
- Closeout
FAW-224142
- Performance Report
PR-51040
- BJA_FY18STOPTech_Final
C-159487
- Performance Report
OD 64037

Locate Submitted and Pending PRs

✓ FUNDED AWARD INITIAL SETUP

ACTIVE

✓ INITIATE CLOSEOUT

✓ PROGRAMMATIC CLOSEOUT

FINANCIAL CLOSEOUT

UFMS HANDOFF

[Funded Award Information](#)

Award Package

Award Conditions

Award Details

Award Attachments

Performance Management

Funding Balance and Availability

Federal Financial Report (FFR)

Grant Award Modification (GAM)

Closeout

Performance Reporting

Report Number	Type of Report	Reporting Period	Due Date of Report	Status
PR-334195	Regular	Jun 30, 2020 to Dec 31, 2020	Jan 30, 2021	PR-Delinquent
PR-334196	Regular	Jan 1, 2021 to Jun 30, 2021	Jul 30, 2021	PR-Delinquent
PR-334202	Final	Jul 1, 2021 to Dec 30, 2021	Apr 29, 2022	New

Award Deliverables

Name	Category	Comment	Uploaded By	Date	Status
No attachments					

The background is a solid blue gradient. It is decorated with several speech bubbles of varying sizes and shades of blue and white. Each speech bubble contains a large, bold question mark. The bubbles are scattered across the frame, with some appearing more prominent than others.

Questions

Award Deliverables

Submit an Award Deliverable



Submitting a Deliverable

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms
Training Resources

My Assigned Awards - JGII Test Org26

528 results

Award ID	Award Status	Grant Award Administrator	Role	Award Number	Managing Office	Program Office	Solicitation Title	Project Period Start Date	Project Period End Date	Total
FAIW-112559	Pending-ProgrammaticCloseout	Regina Stafford		2014-MO-BX-0017	OJP	SMART	SMART FY 13 Support for Adam Walsh Act Implementation Grant Program	10/1/14	9/30/18	
FAIW-207085	Pending-ProgrammaticCloseout	justgrants026.altgrantawardadmin.jgitsext			OVW	Programmatic	OVWSagaTest10/18/2020	10/31/19	8/15/20	
FAIW-307687	Pending-Award External Assignee	justgrants026.grantawardadmin.jgitsext						10/1/17	9/30/20	
FAIW-308587	Pending-ProgrammaticCloseout	justgrants026.multiplesroles.jgitsext		15PSJA-22-GG-02057-12	OJP	BJA	Stage Testing	10/1/19	9/30/20	
FAIW-212000	Pending-ProgrammaticCloseout	Dunya Yilmazer			OJP	SMART	SMART FY 21 Support for Adam Walsh Act Implementation Grant Program	1/1/20	10/15/20	
FAIW-159090	Pending-HoldCloseout			15PSMA-20-GG-00235-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	8/25/20	10/15/20	
FAIW-159085	Pending-ProgrammaticCloseout	justgrants026.grantawardadmin.jgitsext		15PSMA-20-GG-00241-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	1/1/20	11/30/20	
FAIW-187184	Pending-ProgrammaticCloseout	Dunya Yilmazer		15PSMA-20-GG-00241-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	1/1/20	11/30/20	
FAIW-160080	Pending-HoldCloseout	justgrants026.grantawardadmin.jgitsext		15PSMA-21-GG-00028-AWAX	OJP	SMART	SMART FY 21 Support for Adam Walsh Act Implementation Grant Program	1/1/20	11/30/20	
FAIW-160085	Pending-ProgrammaticCloseout	Dunya Yilmazer		15PSMA-21-GG-00028-AWAX	OJP	SMART	SMART FY 21 Support for Adam Walsh Act Implementation Grant Program	1/1/20	11/30/20	

Privacy Policy

Assignments

View all ☐

Task	Assigned to	
— Audit And Assessment (Active)	Funded Award	Begin
— Financial (Active)	Funded Awards SMART	Begin
— Leadership (Active)	Funded Award	Begin
— Legal (Active)	Funded Award	Begin
-4mo Programmatic (Active)	Funded Awards	Begin
⏏ Performance Report (PR-361382)		
-9d Complete Performance Measure Survey	justgrants024.grantawardadmin.jgitsext	Begin
— Fix Correspondence	Administrator	Begin
⏏ BJA_FY18STOPTech_Final (C-299884)		
— Question page	justgrants024.grantawardadmin.jgitsext	Begin
⏏ Performance Report (PR-334637)		
-6mo Complete Performance Measure Survey	justgrants024.grantawardadmin.jgitsext	Begin
⏏ BJA_FY18STOPTech_Final (C-280929)		

Submitting a Deliverable



JUSTgrants
JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Training Resources

Closeout
(15PSMA-20-GG-00240-14) PENDING PROGRAMMATIC CLOSEOUT
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, visit the ASAP Account page.

Solicitation Title: SMART FY 20 Support for Adam Walsh Act Implementation

Project Title: Organizational Readiness: Formula Template Solicitation Application 1

Project Period: 1/1/20 - 12/15/22

Managing Office: OJP

DOJ Grant Manager: Grant Award Administrator

FAW Case ID: FAW-207088

Funding Balance and Availability

Federal Financial Report (FFR)

Grant Award Modification (GAM)

Closeout Direct Deobligation - Award Information

Award Package

Conditions

Award Details

Award Attachments

Performance Management

Funding Balance and Availability

Federal Financial Report (FFR)

Grant Award Modification (GAM)

Case details

Last updated by Queue processor(pzStandardProcessor.UpdateCaseEAWork (2mo ago)

Created by Chris Ramos (1y ago)

Privacy Policy

Award Letter



JUSTgrants
JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Training Resources

Closeout
(15PSMA-20-GG-00240-14) PENDING PROGRAMMATIC CLOSEOUT
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, visit the ASAP Account page.

Closeout Direct Deobligation

Award Package

Conditions

Award Details

Award Attachments

Performance Management

Funding Balance and Availability

Federal Financial Report (FFR)

Grant Award Modification (GAM)

Case details

Last updated by Queue processor(pzStandardProcessor.UpdateCaseEAWork (2mo ago)

Created by Chris Ramos (1y ago)

Privacy Policy

Award Letter

Award Deliverables

Name

Category

No attachments

Add Attachment

Submitting a Deliverable

The screenshot shows the JUSTgrants system interface. The main page is titled 'Active Funded Award' and displays details for award (15PSMA-22-GG-02963-AWAX). A modal window titled 'Attach file(s)' is open, allowing users to upload files. The modal includes a 'Drag and drop files here' area, a 'Select file(s)' button, and a table for managing attachments.

Name	Category	Comment
O-QVW-2023-175133-STG-FY23 FormulaTemplate-V3_S1-175133 (1).pdf	Deliverable	
O-QVW-2023-175133-STG-FY23 FormulaTemplate-V3_S1-175133.pdf	Award Conditions Compliance	
PKG00094687-instructions.pdf	Deliverable	

Note: Category is a required field. Select a category before proceeding. The file name and comments are limited to 59 characters; the file size is limited to 25 mb.

This screenshot is similar to the first one, but with a green box highlighting the 'Attach' button at the bottom right of the 'Attach file(s)' modal. The modal table is the same as in the first screenshot.

Name	Category	Comment
O-QVW-2023-175133-STG-FY23 FormulaTemplate-V3_S1-175133 (1).pdf	Deliverable	
O-QVW-2023-175133-STG-FY23 FormulaTemplate-V3_S1-175133.pdf	Award Conditions Compliance	
PKG00094687-instructions.pdf	Deliverable	

Submitting a Deliverable

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms
Training Resources

Active Funded Award
(15PSMA-22-GG-02963-AWAX) **PENDING-ACTIVE**
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

Actions

Award Information
DUE IN 29 DAYS FROM NOW

Award Package Award Conditions Award Details Award Attachments **Performance Management** Funding Balance and Availability Federal Financial Report (FFR) Grant Award Modification (GAM) Closeout

Performance Reporting

Report Number	Type of Report	Reporting Period	Due Date of Report	Status
PR-376387	Final	Oct 19, 2022 to Dec 31, 2022	Apr 30, 2023	New

Award Deliverables

Case ID	Name	Category	Comment	Uploaded By	Last Updated	Status
D-1109	O-QW-2023-175133-STG-FY23 FormulaTemplate-V3_SI-175133 (1).pdf	Deliverable	Test #1	justgrants026.grantawardadmin.jgitsxt	12/2/2022	Submitted
D-1108	O-QW-2023-175133-STG-FY23 FormulaTemplate-V3_SI-175133.pdf	Award Conditions Compliance	Test #2	justgrants026.grantawardadmin.jgitsxt	12/2/2022	Submitted
D-1107	PKG00094687-instructions.pdf	Deliverable	Test #3	justgrants026.grantawardadmin.jgitsxt	12/2/2022	Submitted

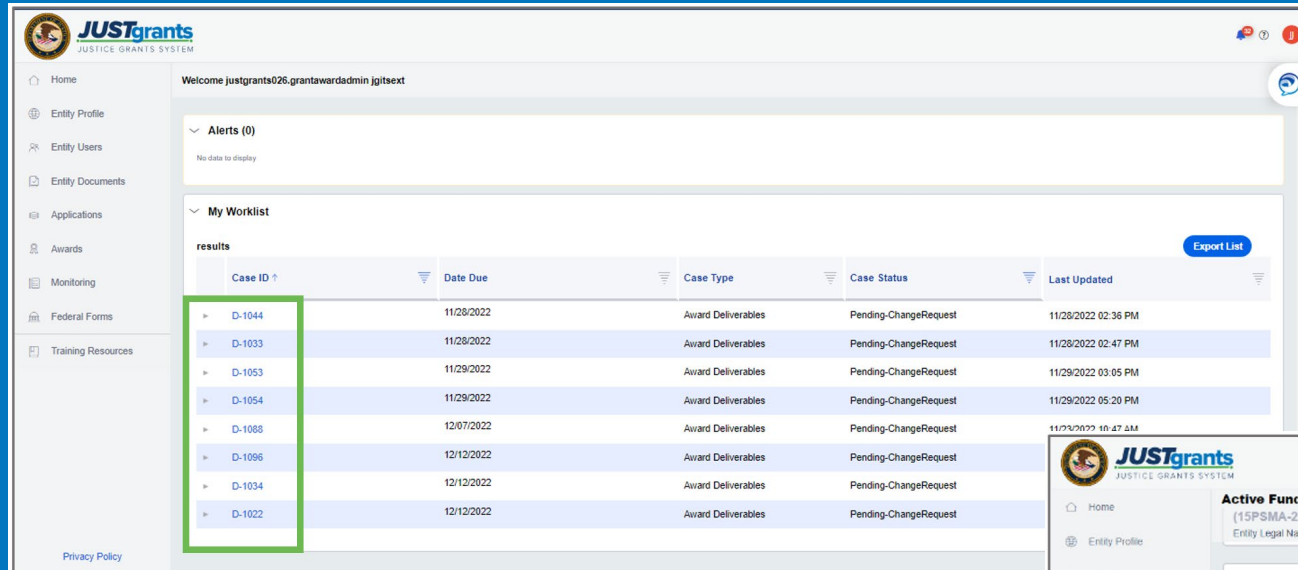
Add Attachment

Case details
Last updated by
FinGrantsManaReOC
Created by
Agent(System-Queue
(1mo ago)

DOJ Grant Manager
GrantManaReSMART
Phone
123-123-1231
Email
GrantManaReSMART

Participants (6)
JD JohnElectronic
Entity Admins
J justgrants026.
jgitsxt
Grant Award A
Gj GrantManaRe
GrantMan

Change Requested Deliverables



Welcome justgrants026.grantawardadmin jgltsext

Alerts (0)

No data to display

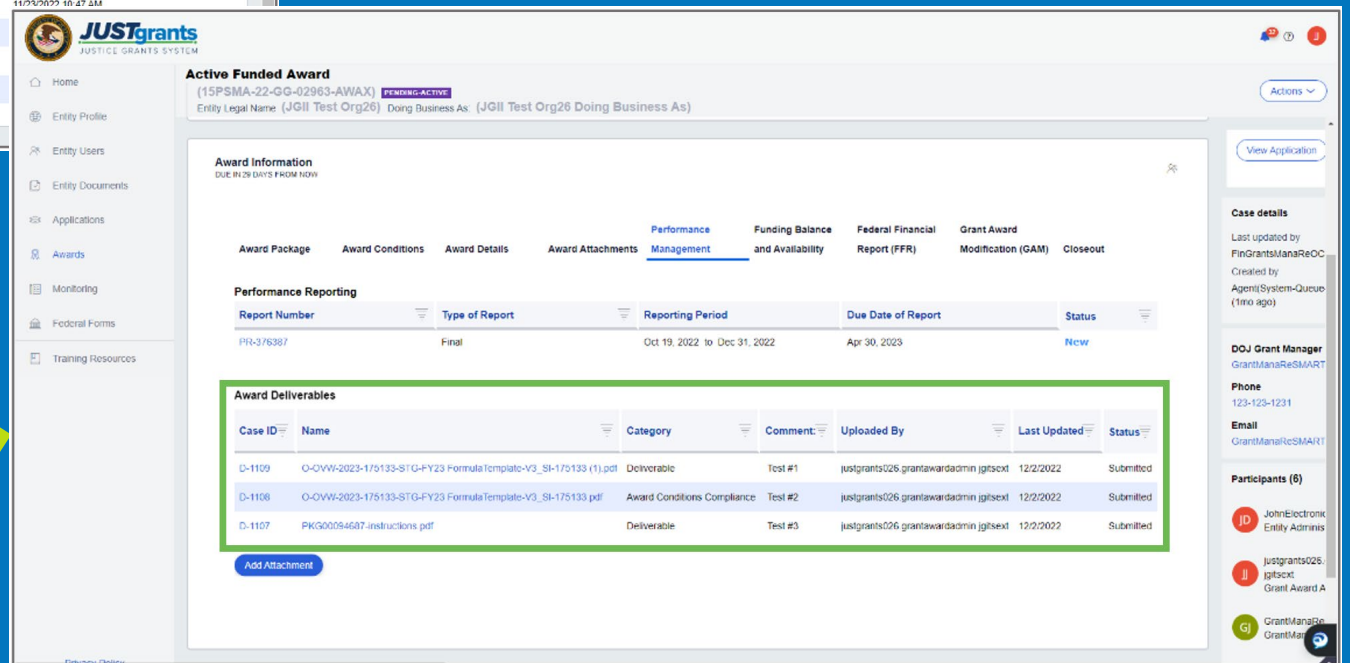
My Worklist

results

Case ID	Date Due	Case Type	Case Status	Last Updated
D-1044	11/28/2022	Award Deliverables	Pending-ChangeRequest	11/28/2022 02:36 PM
D-1033	11/28/2022	Award Deliverables	Pending-ChangeRequest	11/28/2022 02:47 PM
D-1053	11/29/2022	Award Deliverables	Pending-ChangeRequest	11/29/2022 03:05 PM
D-1054	11/29/2022	Award Deliverables	Pending-ChangeRequest	11/29/2022 05:20 PM
D-1088	12/07/2022	Award Deliverables	Pending-ChangeRequest	11/29/2022 10:47 AM
D-1096	12/12/2022	Award Deliverables	Pending-ChangeRequest	
D-1034	12/12/2022	Award Deliverables	Pending-ChangeRequest	
D-1022	12/12/2022	Award Deliverables	Pending-ChangeRequest	

Export List

Note: Deliverable Case IDs begin with letter D-.



JUSTgrants JUSTICE GRANTS SYSTEM

Active Funded Award

(15PSMA-22-GG-02963-AWAX) PENDING-ACTIVE

Entity Legal Name: (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

Award Information

DUE IN 29 DAYS FROM NOW

Award Package Award Conditions Award Details Award Attachments Performance Management Funding Balance and Availability Federal Financial Report (FFR) Grant Award Modification (GAM) Closeout

Performance Reporting

Report Number	Type of Report	Reporting Period	Due Date of Report	Status
PR-376387	Final	Oct 19, 2022 to Dec 31, 2022	Apr 30, 2023	New

Award Deliverables

Case ID	Name	Category	Comment	Uploaded By	Last Updated	Status
D-1109	O-QVW-2023-175133-STG-FY23 Formula Template-V3_S1-175133 (1).pdf	Deliverable	Test #1	justgrants026.grantawardadmin jgltsext	12/2/2022	Submitted
D-1108	O-QVW-2023-175133-STG-FY23 Formula Template-V3_S1-175133.pdf	Award Conditions Compliance	Test #2	justgrants026.grantawardadmin jgltsext	12/2/2022	Submitted
D-1107	PKG00084687-instructions.pdf	Deliverable	Test #3	justgrants026.grantawardadmin jgltsext	12/2/2022	Submitted

Add Attachment

Case details

Last updated by: PinGrants/ManaReOC

Created by: Agent/System-Queue (1mo ago)

DOJ Grant Manager: GrantManaReSMART

Phone: 123-123-1231

Email: GrantManaReSMART

Participants (6)

- JohnElectronics Entity Admins
- justgrants026.jgltsext Grant Award A
- GrantManaReSMART

Change Requested Deliverables

JUSTgrants
JUSTICE GRANTS SYSTEM

Active Funded Award (FAW-307518)
Award Deliverables (D-1044)
(15JCOPS-22-GG-01855-INDI) **PENDING-CHANGEREQUEST**
Entity Legal Name (JGill Test Org26) Doing Business As: (JGill Test Org26 Doing Business As)

Solicitation Title: Community Oriented Policing Services Solicitation - 2022
Project Title: Organizational Readiness: Formula Template Solicitation Application 1
Project Period: 10/1/20 - 12/31/22
Managing Office: COPS
DOJ Grant Manager: GrantManReCOPS jgtsint
Grant Award Administrator: justgrants026.grantawardadmin.jgtsint
FAW Case ID: FAW-307518

Solicitation Category: N/A
Federal Award Amount \$2,000.00
UEI: RKVZV7M9FJ03
COPS ORI: —
TIN: 280000000

Change Request Award Deliverable Submission
DUE IN 1 DAYS AGO

Category: Deliverable
Comment: ck 1
Document: O-OVW-2024-174236-STG-CIHANMOVE EDIT DELET-Draft_Sk-174236.pdf

Attach File

[Upload](#)

The recommended file format is PDF, Microsoft Word and Excel.

Recent Uploads

Privacy Policy

JUSTgrants
JUSTICE GRANTS SYSTEM

Active Funded Award (FAW-307518)
Award Deliverables (D-1044)
(15JCOPS-22-GG-01855-INDI) **PENDING-CHANGEREQUEST**
Entity Legal Name (JGill Test Org26) Doing Business As: (JGill Test Org26 Doing Business As)

DOJ Grant Manager: GrantManReCOPS jgtsint
Grant Award Administrator: justgrants026.grantawardadmin.jgtsint
FAW Case ID: FAW-307518

CUPS ORI: —
TIN: 280000000

Change Request Award Deliverable Submission
DUE IN 1 DAYS AGO

Category: Deliverable
Comment: ck 1
Document: O-OVW-2024-174236-STG-CIHANMOVE EDIT DELET-Draft_Sk-174236.pdf

Attach File

Attach file(s)

Drag and drop files here

or

[Select file\(s\)](#)

Name	File	Category
Supporting Documentation	Supporting Documentation.docx	Deliverable
JustGrants Training Request Form FINAL.pdf	JustGrants Training Request Form FINAL.pdf	Deliverable

[Cancel](#) [Attach](#)

Recent Uploads

File Name Category

No attachments

Privacy Policy

Case details
Last updated by: Pega Email Bot (3d ago)
Created by: justgrants026.altgrantawardadmin.jgtsint (21d ago)

Open assignments
Grant Award Admin (Initiator) (Change Request) (Current)
justgrants026.grantawardadmin.jgtsint
Pega Correspondence
Administrator

Recent content (1)
A deliverable submission for an award...
justgrants026.grantawardadmin.jgtsint
Nov 14, 2022 2:35:18 PM

Grant Award Modification



Grant Award Modification (GAM)

A GAM is completed and submitted by the GAA and must be approved by the DOJ

What types of GAMs can be submitted in JustGrants??

There are three GAM categories: Programmatic, Financial, and Project Period Extension.

Programmatic GAMs are Scope Change and Programmatic Cost. Financial GAMs are Budget Modification and Sole Source.

How can I initiate and submit a GAM in JustGrants?

GAMs are initiated and submitted by the GAA. Navigate to the **Grant Award Modification** section of the funded award and select the type of GAM you would like to submit.

In some cases, DOJ personnel can initiate GAMs on behalf of a grantee.

Grant Award Modifications

Demonstration

Initiating a GAM



Welcome justgrants025.grantawardadmin jgitsext

Alerts (2)

 **WARNING: System Under Construction** 12/6/20 2:27 PM

 **WSR every Friday** 2/9/21 9:48 AM

My Worklist

3 results

[Export List](#)

	Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
▶	GAM-199004	07/07/2021	 49 Days Past Due	Grant Award Modification	New	07/07/2021 08:22 AM
▶	PR-157072	08/15/2021	 10 Days Past Due	Performance Report	New	08/15/2021 01:06 AM
▶	FAW-292085	10/30/2021	 Due In 65 Days	Closeout	Submitted	08/01/2021 02:00 AM

Grant Award Modifications

Demonstration

Submitting a GAM & Budget Modification



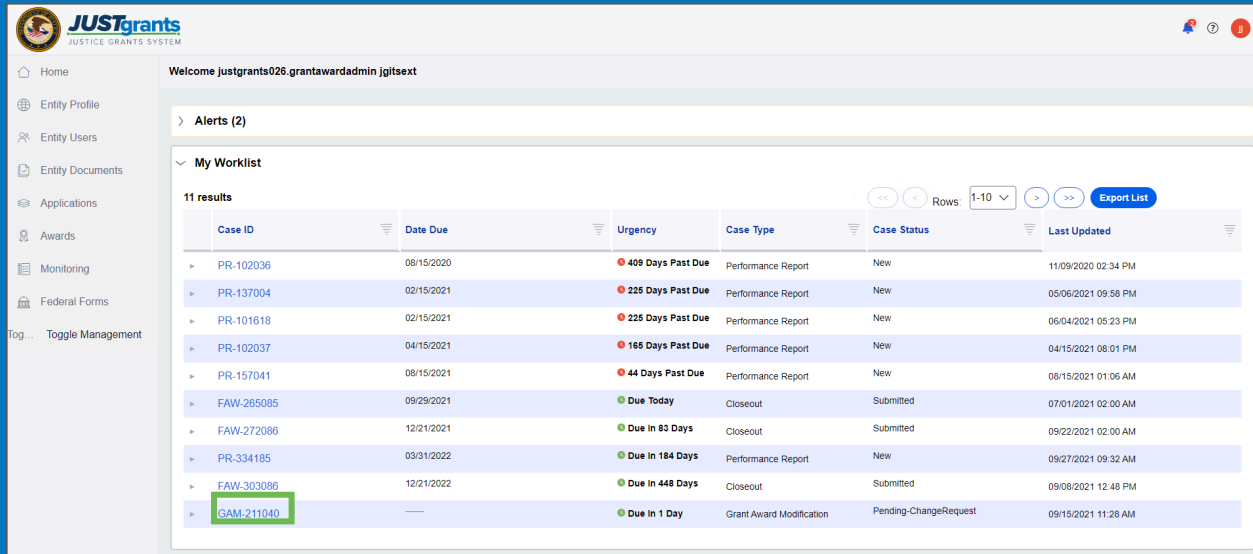
GAM

Change Requested Budget Clearance

If awarded with a conditional budget clearance and a corresponding award condition, DOJ may change request a Budget Clearance GAM to allow the Grant Award Administrator to edit the budget.

The Grant Award Administrator will find the change requested Budget Clearance GAM in their *My Worklist*.

Revising a Web-Based Budget Clearance GAM



JUSTgrants JUSTICE GRANTS SYSTEM

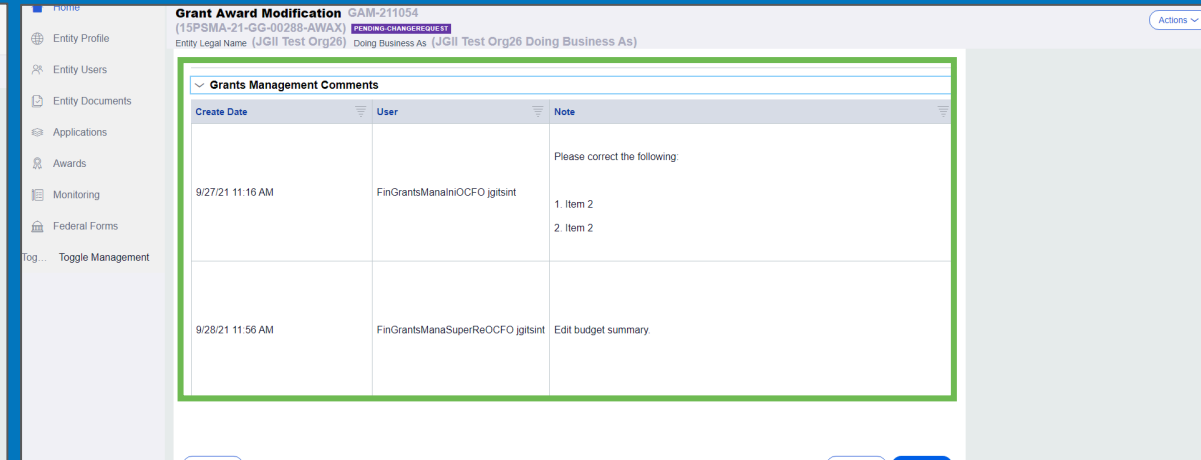
Welcome justgrants026.grantawardadmin jgitsint

> Alerts (2)

My Worklist

11 results

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-102036	08/15/2020	409 Days Past Due	Performance Report	New	11/09/2020 02:34 PM
PR-137004	02/15/2021	225 Days Past Due	Performance Report	New	05/06/2021 09:58 PM
PR-101618	02/15/2021	225 Days Past Due	Performance Report	New	06/04/2021 05:23 PM
PR-102037	04/15/2021	165 Days Past Due	Performance Report	New	04/15/2021 08:01 PM
PR-157041	08/15/2021	44 Days Past Due	Performance Report	New	08/15/2021 01:06 AM
FAW-265085	09/29/2021	Due Today	Closeout	Submitted	07/01/2021 02:00 AM
FAW-272086	12/21/2021	Due in 83 Days	Closeout	Submitted	09/22/2021 02:00 AM
PR-334185	03/31/2022	Due in 184 Days	Performance Report	New	09/27/2021 09:32 AM
FAW-303086	12/21/2022	Due in 448 Days	Closeout	Submitted	09/08/2021 12:48 PM
GAM-211040	—	Due in 1 Day	Grant Award Modification	Pending-ChangeRequest	09/15/2021 11:28 AM



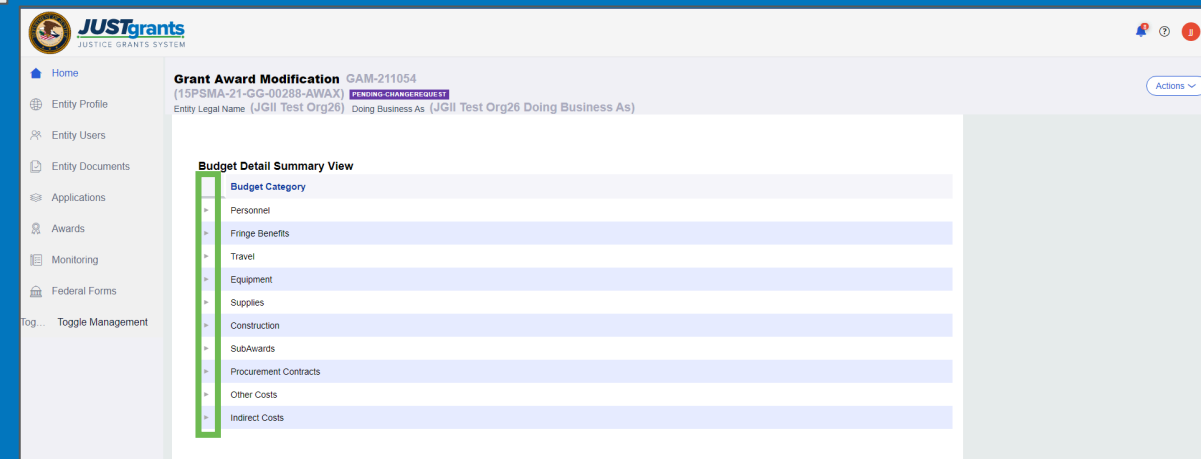
Grant Award Modification GAM-211054
(15PSMA-21-GG-00288-AWAX) PENDING-CHANGEREQUEST
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Grants Management Comments

Create Date	User	Note
9/27/21 11:16 AM	FinGrantsManalniOCFO jgitsint	1. Item 2 2. Item 2
9/28/21 11:56 AM	FinGrantsManaSuperReOCFO jgitsint	Edit budget summary.

Note: Each column can be filtered by selecting the down arrow 

or sorted by selecting the small arrow corresponding to the column. 



Grant Award Modification GAM-211054
(15PSMA-21-GG-00288-AWAX) PENDING-CHANGEREQUEST
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Budget Detail Summary View

Budget Category
Personnel
Fringe Benefits
Travel
Equipment
Supplies
Construction
SubAwards
Procurement Contracts
Other Costs
Indirect Costs

100



Additional Narrative

Revising a Web-Based Budget Clearance GAM

> Grants Management Comments

Cancel Save Submit

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JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms

Grant Award Modification GAM-211054
(15PSMA-21-GG-00288-AWAX) **PENDING CHANGES REQUEST**
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Project Budget Summary

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Personnel	\$14,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000,000.00
Fringe Benefits	\$0.00	\$0.00	—	—	—	\$0.00
Travel	\$0.00	\$0.00	—	—	—	\$0.00
Equipment	\$0.00	\$0.00	—	—	—	\$0.00
Supplies	\$5,000.00	\$5,000.00	—	—	—	\$10,000.00
Construction	\$0.00	\$0.00	—	—	—	\$0.00
SubAwards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Contracts	\$0.00	\$0.00	—	—	—	\$0.00
Other Costs	\$2,500.00	\$2,500.00	—	—	—	\$5,000.00
Total Direct Costs	\$14,007,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$14,015,000.00
Indirect Costs	\$0.00	\$0.00	—	—	—	\$0.00

justgrants(igitsext Grant Awa JohnElectr Doe Entity Adm justgrants(igitsext Financial M GrantMans GrantMans justgrants(igitsext Authorize I View all

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JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms

Grant Award Modification GAM-211054
(15PSMA-21-GG-00288-AWAX) **PENDING CHANGES REQUEST**
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Procurement Contracts	\$0.00	\$0.00	—	—	—	\$0.00
Other Costs	\$2,500.00	\$2,500.00	—	—	—	\$5,000.00
Total Direct Costs	\$14,007,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$14,015,000.00
Indirect Costs	\$0.00	\$0.00	—	—	—	\$0.00
Total Project Costs	\$14,007,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$14,015,000.00

Total Project Cost Breakdown

	Total	Percentage
Federal Funds	\$5,000.00	33.33%
Match Amount	\$10,000.00	66.67%
Program Income Amount	\$0.00	0.00%

Revising a Web-Based Budget Clearance GAM

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Award Modification GAM-211054
(15PSMA-21-CG-00280-AVW-X) [View Modification History](#)

Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Budget/Financial Documentation

Pre-Agreement Cost
No documents have been uploaded for Pre-Agreement Cost

Non-competitive Justification

Indirect Cost Rate Agreement

Consultant Rate Justification

Employee Compensation Waiver

Financial Management Questionnaire (Including applicant disclosure of high-risk status)

Disclosure of Process Related to Executive Compensation

Additional Attachments

[Upload Doc](#) [Entity Doc](#)

Grants Management Comments

[Cancel](#) [Save](#) [Submit](#)

Attach Entity Documents

Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded by
DCM Account approval Form(Data Migration) 07.28.20.pdf	Budget Indirect Cost Rate Agreement	11/3/2020	11/11/2020	2020	11/03/2020	JohnElectronicBusinessPoc Doe

[Cancel](#) [Submit](#)

Revising a Web-Based Budget Clearance GAM

The image is a collage of three screenshots from a web-based Budget Clearance GAM interface, illustrating the process of attaching files to a grant award modification.

Top Left Screenshot: Shows the "Grant Award Modification" page for GAM-211054. The "Budget/Financial Documentation" section is expanded, showing "Pre-Agreement Cost" and "Additional Attachments". A modal window titled "Attach file(s)" is open, displaying a "Drag and drop files here" area and a "Select file(s)" button.

Top Right Screenshot: Shows the "Additional Attachments" section. A modal window titled "Attach file(s)" is open, displaying a "Drag and drop files here" area and a "Select file(s)" button. Below the modal, a table lists attachments:

Name	File	Category
Employee Comp Waiver	Employee Comp Waiver.docx	Budget Other

Bottom Screenshot: Shows the "Grant Award Modification" page for GAM-211054. The "Budget/Financial Documentation" section is expanded, showing "Pre-Agreement Cost" and "Additional Attachments". A modal window titled "Attach file(s)" is open, displaying a "Drag and drop files here" area and a "Select file(s)" button. Below the modal, a table lists attachments:

Name	File	Category
Employee Comp Waiver	Employee Comp Waiver.docx	Budget Employee Compensation Waiver

The bottom screenshot also shows a list of categories on the right side of the page:

- Standard Applicant Information
- Budget and Associated Documentation
 - Conference Costs
 - Personnel
 - Fringe Benefits
 - Travel
 - Equipment
 - Supplies
 - Construction
 - SubAwards (Subgrants)
 - Procurement Contracts
 - Other Costs
 - Indirect Costs
 - Consolidated Category Summary

Revising a Web-Based Budget Clearance GAM

JUSTgrants
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Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms
Toggle Management

Grant Award Modification GAM-211054
(15PSMA-21-GG-00288-AVAX) **PERFORM CHANGE REQUEST**
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26)

> Pre-Agreement Cost

> Non-competitive Justification

> Indirect Cost Rate Agreement

> Consultant Rate Justification

> Employee Compensation Waiver

W Name Employee Comp Waiver.docx Category Budget

> Financial Management Questionnaire (Including applicant disclosure or high-risk status)

> Disclosure of Process Related to Executive Compensation

> Additional Attachments

Upload Doc Entity Doc

> Grants Management Comments

Cancel Save Submit

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UPMS HAND

Welcome GrantManaReSMART jgitsint

Alerts (2)

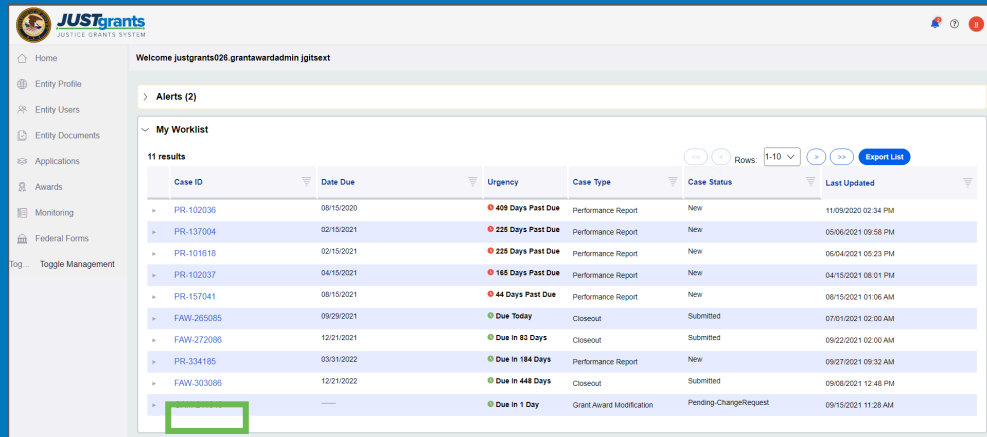
- WARNING: System Under Construction 12/6/20 2:27 PM
- WSR every Friday 2/9/21 9:48 AM

My Worklist

1 results

Case ID	Date Due	Urgency	Entity Legal Name	Entity State	Case Type	Case Status
GAM-183002	4/28/21 1:52 PM	Due In 79 Days	Heather Warnken	DC	Grant Award Modification	Pending-Approval

Revising a Budget Submitted as an Attachment



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JUSTICE GRANTS SYSTEM

Welcome justgrants026.grantawardadmin.jglsint

> Alerts (2)

My Worklist

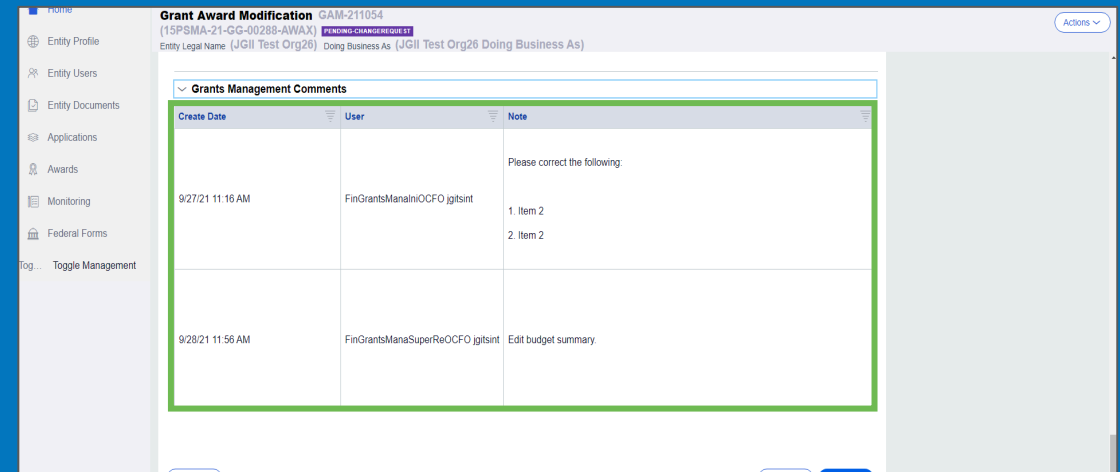
11 results

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-102036	08/15/2020	409 Days Past Due	Performance Report	New	11/09/2020 02:34 PM
PR-137004	02/15/2021	225 Days Past Due	Performance Report	New	05/06/2021 09:58 PM
PR-101618	02/15/2021	225 Days Past Due	Performance Report	New	06/04/2021 05:23 PM
PR-102037	04/15/2021	165 Days Past Due	Performance Report	New	04/15/2021 08:01 PM
PR-157041	08/15/2021	44 Days Past Due	Performance Report	New	08/15/2021 01:06 AM
FAW-265085	09/29/2021	Due Today	Closeout	Submitted	07/01/2021 02:00 AM
FAW-272086	12/21/2021	Due in 82 Days	Closeout	Submitted	09/22/2021 02:00 AM
PR-334185	03/31/2022	Due in 184 Days	Performance Report	New	09/27/2021 09:32 AM
FAW-303086	12/21/2022	Due in 448 Days	Closeout	Submitted	09/08/2021 12:48 PM
		Due in 1 Day	Grant Award Modification	Pending ChangeRequest	09/15/2021 11:28 AM

Note: Each column can be filtered by selecting the down arrow



or sorted by selecting the small arrow corresponding to the column.



Grant Award Modification GAM-211054
(15PSMA-21-GG-00288-AWAX) **PENDING CHANGE REQUEST**

Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Grants Management Comments

Create Date	User	Note
9/27/21 11:16 AM	FinGrantsManalInOCFO.jglsint	Please correct the following: 1. Item 2 2. Item 2
9/28/21 11:56 AM	FinGrantsManaSuperReOCFO.jglsint	Edit budget summary

Revising a Budget Submitted as an Attachment

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JUSTICE GRANTS SYSTEM

Grant Award Modification GAM-211054
(15PSMA-21-GG-00288-AWAK) **PENDING CHANGE REQUEST**

Entity Legal Name (JGII Test Org28) Doing Business As (JGII Test Org28 Doing Business As)

Budget/Financial Documentation

Pre-Agreement Cost
No documents have been uploaded for Pre-Agreement Cost

Non-competitive Justification

Indirect Cost Rate Agreement

Consultant Rate Justification

Employee Compensation Waiver

Financial Management Questionnaire (Including applicant disclosure of high-risk status)

Disclosure of Process Related to Executive Compensation

Additional Attachments

Upload Doc **Entity Doc**

Grants Management Comments

Cancel **Save** **Submit**

Attach Entity Documents

	Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded by
	DCM Account approval Form(Data Migration) 07.28.20.pdf	Budget Indirect Cost Rate Agreement	11/3/2020	11/11/2020	2020	11/03/2020	JohnElectronicBusinessPoc Doe

Cancel **Submit**

The background is a solid blue color. It is decorated with several speech bubbles of varying sizes and shades of blue. Each speech bubble contains a large, bold, white question mark. The bubbles are scattered across the frame, with some appearing more prominent than others.

GAM Questions

Closeout



Closeouts are submitted
by the Grant Award
Administrator

Closeout

When can we begin to close out an award?

An award in Closeout status will appear in the worklist of the assigned GAA one day after the project period due date.

Why can't I view the financial reconciliation?

A final FFR needs to be submitted and be in a **resolved-completed status** to view the financial reconciliation, however, you can still proceed with your closeout if the financial reconciliation is in incomplete status.

Can I submit a Closeout prior to the award project period end date?

Yes. Navigate to the Funded Award via the Awards tab and select **Begin** on the Programmatic task line. Select the Closeout tab and then select the **Initiate Closeout Button**.

Closeouts

Demonstration

Submit a System-Generated Closeout





Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Privacy Policy

Recents [See all](#)

Federal Financial Report
F-44114

Funded Award
FAW-58286

Active Funded Award
FAW-58172

DOJ-FW-GMS-Work-Funded
C-45009

Funded Award
FAW-58353

Welcome Lisa Hartman

Alerts (1)

WARNING: System Under Construction 8/19/20 2:27 PM

My Worklist

14 results

<< < Rows: 1-10 > >> [Export List](#)

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
▶ F-44114	—		Federal Financial Report		
▶ F-44114	07/31/2020	🔴 47 Days Past Due	Federal Financial Report	FFR-Delinquent	09/14/2020 09:46 AM
▶ F-44114	07/31/2020	🔴 47 Days Past Due	Federal Financial Report	FFR-Delinquent	09/14/2020 09:48 AM
▶ FAW-87087	12/21/2021	🟢 Due In 460 Days	Closeout	Pending-InitiateCloseout	08/31/2020 01:31 PM
▶ PR-1036	08/15/2020	🔴 32 Days Past Due	Performance Report		
▶ PR-1118	02/15/2020	🔴 214 Days Past Due	Performance Report		
▶ PR-1119	08/15/2020	🔴 32 Days Past Due	Performance Report		
▶ PR-1156	11/08/2020	🟡 Due In 53 Days	Performance Report		
▶ PR-126	08/15/2020	🔴 32 Days Past Due	Performance Report		
▶ PR-2128	10/29/2020	🟡 Due In 43 Days	Performance Report		

Closeout

Demonstration

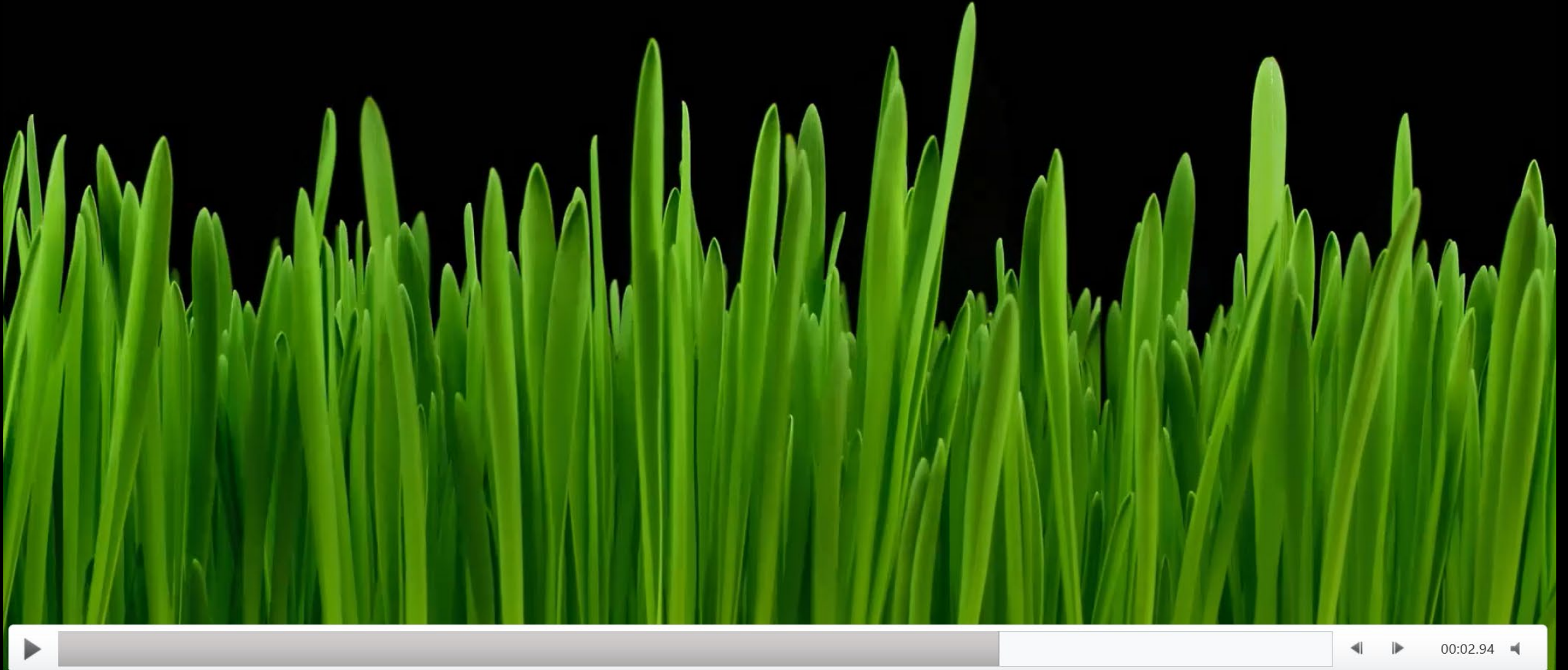
Initiate a Closeout before Award End Date



The background is a solid blue color. It is decorated with several speech bubbles of varying sizes and shades of blue and white. Each speech bubble contains a large, bold question mark. The bubbles are scattered across the frame, with some appearing more prominent than others.

Closeout Questions

Resources



Justice Grants

**The Justice
Grants Website**
has much more
information
about
JustGrants

<https://JusticeGrants.usdoj.gov>

- Checklists and Resource Guides
- User Support Contact Information
- Wealth of other training information

JustGrants Training Resources

Organized by Topics

The screenshot shows the 'Training Overview' page on the JustGrants website. It features a grid of 12 topic tiles, each with an icon and a title. The topics are: Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, Virtual Q&A Sessions, and Resources. The page also includes a search bar, navigation links, and a brief introduction to the training materials.

Entity Management

Entity User Experience

Application Submission

Grant Award Acceptance

Award Management

Grant Award Modifications

Financial Reporting

Performance Reporting

Monitoring

Closeout

Virtual Q&A Sessions

Resources

Entity Management Website

The screenshot shows the 'Training: Entity Management' page on the JustGrants website. It features a table of contents with expandable sections. A green box highlights the 'Overview of the Entity Management Process' section, and a green arrow points to the 'What Is an Entity?' link in the 'Reference' section. The page also includes a search bar, navigation links, and a brief introduction to the training materials.

Training: Entity Management

Share Your Feedback

Key Audience: Entity Administrators

The Entity Administrator is a key role, and every entity must have one. The following training and reference materials will help Entity Administrators manage their entity information, users, and documents. Get a quick start managing your entity with the Entity Administrator's Checklist or access the [Entity Management Job Aid Reference Guide](#) for detailed instructions, which are also broken out below.

Overview of the Entity Management Process	+
Initial Onboarding: Bringing an Entity Into JustGrants During Application Submission	+
Entity User Management Overview	+
Entity User Management in DIAMD	+
Entity User Management in JustGrants	+
Entity Profile	+
Maintaining Entity Documents	+
Frequently Asked Questions	+

Reference

What Is an Entity? [e](#)

Defines individual entity and organizational entities.

Systems Used for Entity Management: SAM.gov, DIAMD, JustGrants [e](#)

Explains each of the three federal systems used for entity management.

Entity Management Key Points [e](#)

Every entity must always have one designated Entity Administrator, and this resource summarizes their key tasks.

JustGrants Roles [e](#)

Describes the six JustGrants user roles.



Additional Closeout Resources



JustGrants Training and Resources

<https://justicegrants.usdoj.gov/training>



Grant Award Modifications

<https://justicegrants.usdoj.gov/training/training-grant-award-acceptance>



Financial Reporting

<https://justicegrants.usdoj.gov/training/training-financial-reporting>



Closeout

<https://justicegrants.usdoj.gov/training/training-closeout>



JustGrants *Technical* Support

Applicants and award recipients that need technical support or need to report issues with JustGrants should contact:

Contact Information

COPS and OJP

JustGrants.Support@usdoj.gov

Or

(833) 872-5175

*Monday – Friday: 7:00 AM and 9:00 PM ET
Weekends & Federal holidays: 9:00 AM to 5:00 PM ET*

OVW

OVW.JustGrantsSupport@usdoj.gov

Or

(866) 655-4482

Monday – Friday: 7:00 AM and 5:00 PM ET