JustGrants Entity Administrator’s Checklist

Every entity must have a designated Entity Administrator, who has three responsibilities: manage entity users, keep the entity profile up to date, and maintain entity documents.

The following checklist provides quick tips to complete these Entity Administrator tasks. Refer to the full Entity Management Job Aid Reference Guide for more detailed instructions.

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<th>Manage Entity Users</th>
<th>Confirm Entity Profile Info</th>
<th>Maintain Entity Documents</th>
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- **Manage Entity Users**
  - View current users in the Entity Users tab in JustGrants
  - Determine whether users are assigned to the correct roles in JustGrants
    - If changes are needed, select the “Manage Users” button to make updates to user roles in DIAMD
    - Invite or remove users in DIAMD
    - Re-invite users who have forgotten their password or have an “Inactive” status in DIAMD
    - Add or remove roles from existing entity users in DIAMD
  - View current application-related role assignments in the Applications tab in JustGrants
    - Check for required role assignments in JustGrants: Application Submitter, Authorized Representative
    - Assign or re-assign roles for current and pending applications, as appropriate
  - View current award-related role assignments in the Awards tab in JustGrants
    - Check for required role assignments in JustGrants: Grant Award Administrator, Financial Manager, Authorized Representative
    - Assign or re-assign roles for current and pending awards, as appropriate
**Confirm Entity Profile Information**

- Review the information under the Entity Profile tab in JustGrants to ensure it is accurate.
- If the entity information is not accurate, the SAM.gov Entity Administrator must make corrections in SAM.gov; updates made in SAM.gov will be reflected in JustGrants within 1-5 days.
- Make appropriate selections for your entity in JustGrants:
  - Law Enforcement (“No” or “Yes”)
  - Faith Based (“No” or “Yes”)
  - Legal Address Designation (physical or mailing address)
- Select “Submit” to save changes.

**Maintain Entity Documents**

- Review the documents contained in the Entity Documents tab in JustGrants.
- Upload new documents relevant to applications and awards.
- Delete outdated documents that no longer apply to the entity.

**Tips**

- **Create a routine:** Schedule periodic JustGrants reviews (e.g., monthly, quarterly, semi-annually) on your calendar to ensure your entity’s information is always up to date.
- **Identify potential backups:** Ensure multiple backups are prepared to fill in for entity users when needed, including a backup Entity Administrator.
- **Check in with entity users:** Your entity’s needs change over time—assess whether current user roles and assignments meet your needs and proactively reach out to all users on a regular basis.

**Entity Administrator’s Tools**

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
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<tbody>
<tr>
<td>SAM.gov</td>
<td>System for Award Management, maintain up to date entity information</td>
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<tr>
<td>DIAMD</td>
<td>Digital Identity and Access Management Directory, invite and manage entity users</td>
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<tr>
<td>JustGrants</td>
<td>Justice Grants System, manage Department of Justice grants, applications and awards</td>
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