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Overview

This guide will provide information to:

- Explain the concept of “Entity” as it relates to doing business with the Department of Justice (DOJ)
- Explain the crucial role the SAM.gov website plays in maintaining Entity-level data
- Define what is meant by Entity Profile
- Define the concept of Entity User(s)
- Describe the six foundational Entity User roles and their respective duties in JustGrants
- Describe the unique abilities of the external Entity Administrator role

As an introduction to the information in this guide, first define several terms used throughout the guide and break down the JustGrants relationship to SAM.gov.

IMPORTANT

During the initial role-out of JustGrants, be aware that:

- The system does not “auto save” any work.
- JustGrants posts a warning message after 10 minutes of inactivity (per security requirements).
- All users are automatically logged out if inactive for 15 minutes (per security requirements).
- Unsaved work is not automatically saved at logout.
What is an Entity?

JustGrants displays navigation options labeled Entity Profile, Entity Users, and Entity Documents. The word ‘Entity’ is used in place of Organization. This is a word defined by GSA/OMB and is used to meet federal standards.

These Entity sections contain information specific to the Entity. In the user hierarchy there is one Entity Administrator (EA) assigned to each Entity; this guide is directed at that person. The abilities and authorities of this role are detailed on Page 8 of this guide.

Entities have several identifiers: Legal Name, Doing Business As (DBA), and one or more numeric or alphanumeric identifiers.

An Individual Entity (i.e., a fellow) is an applicant who is an individual person, not an organization, applying for grant funding. Individual entities do not need to register in SAM.gov. The Tax Identifier Number/Employee Identifier Number (TIN/EIN) is used for individual entities.

Most entities in JustGrants are organizational entities, composed of multiple individuals. Organizational entities must register in SAM.gov in order to apply for funding in Grants.gov.
SAM.gov is considered the Federal Government’s “source of truth” or “authoritative source” of information regarding Entities.

In order to apply for funding on Grants.gov, Entities must register in SAM.gov and maintain an active registration throughout the life of their federal award(s). Information added or updated in SAM.gov will generally appear in JustGrants the following day.

**Note:** SAM.gov provides Entity information to JustGrants, however JustGrants does not send information to update SAM.gov.

1. All Entity-level data is managed in SAM.gov. JustGrants pulls its Entity information directly from SAM.gov to ensure consistency and integrity.

2. Updates to Entity information occur in SAM.gov. JustGrants performs daily automated SAM.gov checks to collect current Entity information.

3. All Entity information is registered in SAM.gov and must be updated there by the SAM.gov E-Biz POC rather than by a modification process in JustGrants.

4. If an Entity’s SAM.gov registration is not active or has expired, their award can be delayed or suspended until registration is active in SAM.gov.
Currently, the Unique Entity Identifier (UEI) is the government-wide authoritative identifier for organizations. It is captured through SAM.gov.

Each Entity should possess one UEI. If an organization has more than one UEI, each UEI will require a separate SAM.gov registration resulting in the registration of different Entities in JustGrants.

**Note:** The COPS Office grantees and awards will need to retain the Originating Agency Identification (ORI) number as a reference field.
The **Automated Standard Application for Payments** (ASAP) is the system that allows organizations receiving federal funds to draw monies securely from pre-authorized accounts established by the agency issuing the payment.

ASAP replaced the Grants Payment Request System (GPRS) for DOJ grant payments in 2020.

### ASAP PAYMENT PROCESS

1. Entities initiate payment requests in ASAP
2. DOJ agencies approve or reject the payment requests (Requests are pending until approved or rejected)
3. Payment is settled and Entities can review batch reports online

For step-by-step directions, and other information about ASAP, refer to the ASAP training guide.
Roles & Authority
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.

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

**Application Submitter**
- Completes and submits applications on behalf of an Entity, including Entity Assurances and Certifications.

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

**Authorized Representative 1**
- Must possess legal authority within an Entity to accept awards. This action binds the Entity to the award terms and conditions.

**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.
Entity Administrator

Key Takeaways

• The Entity Administrator is the key user management role within an Entity.
• The Entity Administrator bears responsibility for managing Entity information in JustGrants.
• The Entity Administrator is the gatekeeper for access to JustGrants and manages the Entity Users.
• The Entity Administrator ensures the accuracy of the Entity Profile in JustGrants and makes changes, when necessary, in SAM.gov.
Onboarding
The person listed as the SAM.gov E-Biz Point of Contact will be the initial Entity Administrator. To check the E-Biz POC designation in SAM.gov:

1) Visit SAM.gov.
2) Select **Search Records** and enter the Entity’s information.
3) View Details, including Points-of-Contact (POC) (including E-Biz POC) within the Entity Profile.

If the SAM.gov E-Biz Point of Contact is correct:
REQUEST the invitation email immediately by contacting JustGrants technical support desk.

If the SAM.gov E-Biz Point of Contact is *incorrect*:
- CHANGE in SAM.gov
- WAIT 24 hours, and then request the invitation email by contacting the JustGrants technical support desk

If the E-Biz POC did not receive the JustGrants enrollment e-mail, a new invitation can be requested by sending an email to:

    **JustGrants.Support@usdoj.gov** (JustGrants)

For more information about SAM.gov onboarding, including step-by-step directions, refer to the **SAM.gov Registration guide**.
All Entities need to register with Grants.gov, which creates one Grants.gov account for accessing and using the system as either an applicant or grantee.

An account in Grants.gov is defined by a unique email address, username, and password. The Grants.gov account creation process is the same for both applicants and grantees.

To connect one Grants.gov account with one or more entities, create separate "profiles" within the Grants.gov account. One Grants.gov account can have multiple profiles, and each profile allows for different roles and access levels to be assigned within that particular Entity. The Grants.gov profile creation process is different for applicants and grantees.

For more information about Grants.gov onboarding, refer to the Grants.Gov Online Help guide.
From SAM.gov to JustGrants

This map shows the movement from SAM.gov, through Grants.gov to JustGrants. Note: It is necessary to acquire an Authorized Organization Representative (AOR) in SAM.gov and a Grants.gov username and password.

START

UEI

Obtain UEI number and confirmation

Register with SAM.gov and receive confirmation

✓ Search Grants.gov
✓ Select correct Competition ID

Acquire confirmation in SAM.gov for AOR from E-Biz POC

Access Funding Opportunity and Application Package from Grants.gov

Grants.gov Application Submitter completes and submits the SF-424 and SF-LLL

JustGrants creates the Entity Administrator and Application Submitter in JustGrants

E-Biz POC = Entity Administrator (for onboarding)
DIAMD Onboarding

The Digital Identity & Access Management Directory (DIAMD) system allows Entities to manage users and roles in JustGrants. Only the Entity Administrator can make changes in DIAMD. When the Entity Administrator invites a new member to JustGrants, DIAMD sends an email to the user with instructions to register and log in to JustGrants.

The Entity Administrator serves as the “gatekeeper,” for Entity User access to JustGrants. When assigning individuals to specific roles in JustGrants keep in mind:

• Who should have access to JustGrants to update the Entity's information?
• What actions might those users need to take in JustGrants on behalf of the Entity?
• What roles would enable those users to take those actions? Note that an individual can be assigned to multiple roles; there are no limits to the number of roles that can be assigned to an individual, or to the number of individuals assigned to a role (apart from the Entity Administrator role).
• Are there any anticipated staff absences/changes? For example, if a staff member serves as the Grant Award Administrator, but that staff member will take an extended absence in a few months, consider adding other individuals to the Grant Award Administrator role.

For more information about DIAMD onboarding, including step-by-step guides, refer to the DIAMD FAQ guide.
From JustGrants to Award

Once a new user has completed the initial registration in JustGrants, it is necessary for that user to log in to JustGrants to activate their user credentials. Users cannot be assigned to awards or applications until they have successfully logged in to JustGrants.

Entity Administrator (EA) invites users in DIAMD

EA assigns JustGrants roles to each user in DIAMD

- Register in DIAMD
- Log in to JustGrants

Users receive email from DIAMD

Users can access and edit awards

EA assigns users to awards in JustGrants

- Assigns Grant Award Administrators to individual awards
- Assigns Financial Managers to individual awards
- Assigns Authorized Representative to Grant Award Package
Troubleshooting
ONBOARDING FROM JUSTGRANTS ONWARDS

After a user has been added or invited by the Entity Administrator in DIAMD, the user MUST log in to JustGrants. If the user is not able to log in, there are several possibilities:

Is the user listed in the Entity Users section of JustGrants?

It is possible the user hasn’t fully onboarded. Can the user log in to JustGrants? Ask the user to look for a DIAMD e-mail, follow registration instructions, and log in to JustGrants completely. If there are still issues, re-invite the user in DIAMD.

Does the user appear in the Entity User section, but the roles are incorrect?

Add or remove the roles in DIAMD and then refresh.

Is the user visible in the Entity User section and assigned roles?

If yes, then the user is now fully onboarding and ready to receive assignment to specific applications or awards.
Entity User Management
Steps 1 - 2: Entity User Management

1) Open the **JustGrants Home** page.

2) Select **Entity Users** from the menu on the left side of the screen.
Step 3: Entity User Management

**MANAGE USERS**

Only the Entity Admin can manage the Entity Users.

3) Select the **Manage Users** button to open the My Apps screen for access to the Secure User Management System called DIAMD.
Step 4: Entity User Management

SELECT THE DIAMD TILE

My Apps provides access to Secure User Management.

4) Select the tile for DIAMD to launch the Entity Management services.
Step 5: Entity User Management

The Entity Admin can manage users or the Entity.

5) Select the **Invite Member** tile to open the details screen.
Steps 6 - 8: Entity User Management

**MEMBER PROFILE**

Note: Fields that are marked with a red asterisk are mandatory. It is not possible to submit if these fields are left blank.

Auto-populated with organization profile information from SAM.gov

Selected role(s) displayed

Organization data will auto-populate the Entity Profile.

6) Complete and confirm the Email Address, First Name and Last Name fields in the Member Profile section.

7) Assign roles appropriate for the member.

8) Select the Submit button to save the information and send the registration email to the invited member.
Step 9: Entity User Management

9) To re-invite a member, select the **Re-Invite Member** tile to search for and re-send a member a DIAMD invitation.
Steps 10 - 11: Entity User Management

**SEARCH FOR MEMBER**

10) Begin by typing a name to search for the member or click the dropdown menu to select the member to be re-invited.

11) Select the **Submit** button to re-invite the member. A new registration email is generated and sent to the member’s registered email address.

Most data are auto-populated in the Member Profile.
Step 12: Entity User Management

Select Manage Member from the DIAMD menu.

12) Select the **Manage Member** tile to access member attributes and add or remove the roles assigned to the member.
Steps 13 - 15: Entity User Management

13) To add a role, select a role to add from the Select Roles to Add drop-down menu.

14) To remove a role, select a role to remove from the Select Roles to Remove drop-down menu.

15) Select the Submit button to complete the action.
Entity Management
Step 1: Entity Management

To manage the Entity, select the Manage Entity tile.

1) Select the Manage Entity tile to remove a member or replace the Entity Administrator.
Steps 2 - 3: Entity Management

**REMOVE MEMBER**

Most data are auto-populated in the Entity Profile.

2) To remove a member, type to begin a search in the **Select members to remove** dropdown list or open the dropdown to choose the member from a list.

3) Select the **Submit** button to update the information. Once submitted, the member is no longer able to log in to JustGrants.
Steps 4 - 6: Entity Management

**REPLACE ENTITY ADMINISTRATOR**

4) To replace the Entity Administrator, type in the **Select a member to replace the current Entity Administrator** field to begin a search for a member or select the dropdown to choose the member from a list.

5) Select the member that will replace the current Entity Administrator.

6) Select the **Submit** button to finalize.

Note: Only an existing Entity administrator may replace their role with another member as Entity administrator.
Entity Profile
Steps 1 - 2: Entity Profile

1) To view Entity information, open the JustGrants Landing Page.
2) Select Entity Profile from the menu on the left side of the screen.

Note: If any information in the Entity profile is incorrect, the Entity Administrator must make the correction in SAM.gov. It can take 24 hours for the updated SAM.gov information to be reflected in JustGrants.
Only the Entity Administrator can make changes.

3) Confirm any changes that are being made. The following fields can be edited directly in JustGrants (only by the Entity Administrator): Law Enforcement, Faith-Based, Legal Address Designation.
Step 4: Entity Profile

SUBMIT CHANGES

Any selections need to be submitted to be completed.

4) Select the **Submit** button to complete any profile changes made in JustGrants.
User View
Users always see the header content and left navigation bar on the JustGrants Landing page.
The header contains the Logo, Bell Notifications, Help Icon, and User Logoff.

Click on the Help Icon for links to JustGrants User Support contact information and JustGrants Resources.
When a user views the Home Page, the user will see tabs labeled **Alerts**, which display system-wide notifications, and **My Worklist**, which displays the user's current assigned tasks. A **Load More** option may appear at the bottom of the alerts if more notifications exist than are currently visible.

The alerts are color coded for Information (blue), Notifications (green), and Warnings (orange). The alert designations are managed internally by DOJ.

**NOTE:** User assigned work is found in My Worklist on the Home Page. All Entity work will be found under the respective **Awards** and **Applications** navigation tabs.
Entity information is displayed in the Entity Profile; all Entity Users and DOJ users can see this information. SAM.gov populates the Legal Name, Doing Business As Name (if applicable), UEI, TIN, Business URL, Year Established, Fiscal Year (end), and SAM registration status (Expiration Date and Last Updated date) fields. SAM.gov data also populates the physical and mailing address, as appropriate. The ROID is populated by DOJ once the Entity has completed registration with ASAP.

Entity Administrators can change: Law Enforcement, Faith-Based Entity, and Designation of Entity’s Legal Address.

NOTE: If the SAM profile is marked as Not Public, only a mailing address will populate in the Entity Profile.
Entity Users

All Entity Users are displayed on this tab after 1) the Entity Administrator has added that user in DIAMD and 2) the user has successfully logged into JustGrants.

Entity Users can select the Details link to see information about each user, including their assigned roles. Users can update their own User Profile information.

Entity Administrators also see the Manage Users button on their page.
Entity Administrators can upload documents to the Entity Documentation list so that other Entity Users (and DOJ Users) can view and download those documents for use on specific application, award, and monitoring activities.

The forms located in this section are those that apply to the Entity as a whole or relate to multiple applications and awards (e.g., indirect cost agreements, financial capability questionnaires).
Applications

APPLICATIONS TAB

Users can see the applications that have been submitted by the Entity and the status of each application. The list consists of all DOJ applications, both active and closed.

All Entity Users will be able to view all the Entity’s applications; however, only users assigned to specific applications are able to take actions within those applications.

**NOTE:** User assigned work is found in the Home screen under the Work List. All Entity work is found under the Awards and Applications navigation tabs.
Awards

The Awards tab includes a list of all DOJ awards, both active and closed; older awards have been migrated into JustGrants from legacy systems. All Entity Users can view all funded awards; however, only users assigned to specific awards will be able to act within their assigned awards.

Grant Award Administrators assigned to an award can request a Grant Award Modification (GAM) by selecting the Award Number; this takes the user to the Funded Award Case, where all activities associated with a specific funded award can be viewed.

NOTE: All Entity award work is found under the Awards navigation tab.
All DOJ Entity monitoring activities are listed here, as well as the issue status and contact information.
Federal Forms

The Federal Forms tab contains a list of forms generally used in the administration of federal funds.

**NOTE:** Federal Forms are created, edited, and deleted by DOJ personnel. Entity Users can download and populate data in Federal Forms, but cannot add, edit, or delete the forms.
Assigning or Reassigning Users to Awards and Applications
Step 1: Role Reassignment

User assignment is managed by the Entity Administrator on an application-by-application and award-by-award basis, enabling Entities to more effectively manage users and assign work across an Entity in one location.

1) Open the JustGrants Landing Page.
Step 2: Role Reassignment

2) Select **Awards** from the navigation bar at the left.

**Note:** Assigning users to applications follows the same steps but begins in the **Applications** menu.
### Steps 3 - 5: Role Reassignment

1. **Select the Awards to be reassigned.**

2. **Steps 3 - 5:**
   3) Select the checkbox(es) next to the award(s) being assigned or reassigned.
   4) Select the **Choose Role** dropdown menu to select the role to assign or reassign. In the **Assign to** field, a list of users with that role assigned in the member profile appears.
   5) Select the **Assign to** dropdown menu to select the user to reassign.
Step 6: Role Reassignment

Users can only be assigned to roles assigned in DIAMD.

6) Select Assign to complete the action.
Ongoing Entity Management
Ongoing Entity Management

After assigning Entity Users to specific roles in JustGrants, it is highly recommended that Entity Administrators take part in routine, ongoing Entity management activities, such as:

**SAM.Gov**
- Keep registration active
- Keep contacts current (e.g., E-Biz POC)

**DIAMD**
- Keep Users and Roles current
- Add roles? Reduce roles? Change roles?
- Entity Administrator Change? The Entity Administrator can be changed in one of two ways:

  **How to change an Entity Administrator:**
  1) The current Entity Administrator transfers the role to another User in DIAMD.
  2) If the Entity Administrator is not available to transfer the role to another user, then DOJ will reference the SAM.gov E-biz POC as the Entity Administrator. Therefore, the Entity should: a) Change E-biz POC in SAM b) Send a request to DOJ User Support for a new Entity Admin invitation.

**JustGrants**
- Make sure JustGrants shows all current Entity Users
- Reference Applications and Awards sections to ensure users are properly assigned and take action to reassign