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How to Use this Guide

This Job Aid Reference Guide (JARG) helps users navigate the software as they move through JustGrants grants functions, including:

- Feature overviews
- Step-by-step instructions
- Infographics
- Glossary terms
- New feature summaries

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants Training & Resources page.

Hopefully, this guide provides users with a sense of comfort using JustGrants and makes learning the system and work tasks easier. Refer to this JARG at any time.

**IMPORTANT**

Be aware that:

- The system does not “auto save” work.
- Users will see a warning message after ten (10) minutes of inactivity (per security requirements).
- Users are automatically logged out if they are inactive for fifteen (15) minutes (per security requirements).
- Unsaved work is not saved at logout.
Monitoring Overview

The Department of Justice’s (DOJ) proactive monitoring activities assist recipients in implementing approved programs within a framework of relevant statutes, regulations, policies, and guidelines pertaining to grant programs.

Grant monitoring activities seek to accomplish the following:

• Check that the recipient complies with the programmatic, administrative, and financial requirements of relevant statutes, regulations, policies, and guidelines

• Advocate responsible stewardship of awarded funds

• Verify that grant program or project implementation is consistent with the recipient's stated implementation plan, policy guidelines, and applicable rules and regulations, including those of the awarding office

• Provide guidance to recipients on policies and procedures, grant program requirements, general Federal regulations, basic programmatic, and administrative and financial reporting requirements
Types of Monitoring Reviews

During the monitoring process, DOJ grant managers conduct and report on:

- a basic **financial** review
- a compliance review of **administrative** requirements
- a **programmatic** review to assess progress and validate reported activities

DOJ grant managers are also required to determine the recipient’s need for additional training or technical assistance.
In-Depth Monitoring

In-depth monitoring consists of site visits or enhanced programmatic desk reviews (EPDR) which allow DOJ grant managers to follow up on any issues identified during a desk review. Grant managers verify recipient activities, validate reported information, and assess the status of project implementation. Each DOJ Program Office determines which grants will receive site visits through a risk assessment process.

While site visits most often occur at the recipient site, grant managers may conduct on-site monitoring at a location where the recipient is presenting a project deliverable at conferences (e.g., training) during meetings convened by recipients in connection with the project or at cluster meetings with recipients and subrecipients.
The **Programmatic Remote In-Depth Monitoring** is an in-depth review of a grant which allows grant managers to assess their grants and grantees remotely.

Site visits allow grant managers to validate recipient reporting and gather information outside of documentation submitted by the recipient.

The steps to the **In-Depth Monitoring Process** are:

1. Conduct Entrance Interview
2. Conduct Basic Financial Review
3. Conduct Administrative Review
4. Conduct Programmatic Review
5. Provide Training and Technical Assistance (TTA)
6. Conduct Exit Interview

Recipients will receive a pre-monitoring letter with a comprehensive list of reference materials requested prior to Monitoring. This letter will be sent no later than thirty (30) days prior to the confirmed in-depth monitoring date.
Email notifications are sent to the Entity Administrator (EA), Authorized Representative (R), Grant Award Administrator (GAA), Alternate Grant Award Administrator (AGAA), and Financial Manager (FM) once a Monitoring case has been approved and issues are generated (if any). The e-mail is saved as Monitoring case correspondence for future reference.

Monitoring cases and associated issues are found in the Monitoring menu on the left side of the JustGrants home page. Any issues for resolution requiring recipient action are highlighted at the top of the page.

The Entity point of contact (POC) also receives an email when the Monitoring case is approved with no issues and the status of the Monitoring case is updated to Resolved-Complete. In this case, JustGrants automatically generates an email and attaches a copy to the Monitoring case.
Monitoring Dashboard
1) From the JustGrants Home page, select the Monitoring option from the left navigation menu.

Any issues for resolution requiring recipient action are displayed at the top of the page.

All current and past Monitoring cases for the Entity are displayed in the section below. Users can view any Issues associated with the Monitoring case by expanding the caret from the dashboard screen. Additional information and documents related to the monitoring case can be accessed by selecting the link for the Monitoring Case ID.
View Monitoring Case
1) From the Monitoring Dashboard, select the **Monitoring ID** for the Monitoring Case to be viewed.
2) Scroll down to review the information in the Monitoring Case.
3) View the Monitoring Data and awards associated with the monitoring case from the **Information** tab.
4) Select **Monitoring Details**.
5) The Attachments section includes any documents and correspondences related to the monitoring case. Use the Name link to view and download any of the attachments.

6) The Issues for Resolution section includes issues associated with the monitoring case (if any). Use the Issue ID for a detailed view of associated issues or use the Attachments button to directly open attached files associated with a specific issue.

7) Select the Issue button on the right to open issue attachments.
8) Use the **Actions** menu to close the Monitoring Case.
Issues for Resolution
1) Review the **Issues for Resolution – Grantee Action Required** section of the dashboard to find issues requiring follow-up action.

2) Select the Issue by clicking the **Case Number**. The Case Number prefix is **ISS**.

**NOTE:** Issues that require action appear in **Pending-Active** or **Pending-ChangeRequest** status, and display in a section at the top of the Monitoring dashboard. Issue Cases are accessible to all entity users for most roles EA, AR, GAA, AGAA, FM.
3) Select the **Begin** button to open the issue in edit mode.
4) Review the issue description and due date. Note any documentation or other materials required to resolve the issue.

5) Select the **Acknowledge receipt of this issue for resolution** check box. Acknowledgement is required for issues and must be done prior to uploading documentation and submitting.
6) Use the **Upload** button to attach requested documentation for the issue resolution.
7) Drag and drop one or more files or use the **Select file(s)** button to locate and upload the appropriate files into the issue case.
8) Select a **Category** for each attachment.

9) Include a **Comment** for each attachment with a brief description.
10) Select the **Attach** button.
11) Use the **Save** button to save the issue and return later for further work or select the **Submit** button to return the issue to the grant manager for review and approval.

12) Upon **Submit**, the user will be required to enter comments which should include a brief explanation of the provided documentation. The comments will be captured in the Issue case and are viewable by the DOJ monitor.
Resubmit a Change-Requested Issue
Resubmit a Change-Requested Issue
Steps 1 – 2

1) Locate an Issue that has been sent back with further instructions. The issue will have a *Pending-ChangeRequest* status.

2) Select the **Issue ID** link to open the issue.
3) Select the **Begin** link to open the issue in edit mode.
4) Read the instructions left by the Grant Manager.
5) Correct any errors in the issue.
6) Select the **Submit** button.