NEWS AND UPDATES

JUSTgrants JUSTICE GRANTS SYSTEM

Today, the Department of Justice grant making components—the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP), and the Office on Violence Against Women (OVW)— transitioned to one grants management system (JustGrants) for all three grant components and a new payment management system (ASAP).

This e-newsletter provides regular updates and shares information to assist everyone with the transition to these new systems.

ANNOUNCEMENTS

JustGrants Now Available

Starting today, October 15, 2020, the Justice Grants System (JustGrants) supports all functionalities necessary to support the essential stages of the grant management lifecycle.

Upon logging in to JustGrants, you will arrive on the landing page. Once you find and associate your respective awards and tasks with your profile, your landing page will be updated so you can easily view and take action on your work.

We recommend you use Microsoft Edge or Google Chrome for the best possible user experience upon logging in to JustGrants.

Key Information

Where do I log in to JustGrants? You can access JustGrants by clicking here and bookmarking the link or by clicking the "Login" link on the Justice Grants website.

How do I log in to JustGrants? What is my password? When logging in to JustGrants, you should use the credentials (i.e., user name and password) that you established during the secure entity onboarding process and/or when you were invited by your organization's Entity Administrator to register in JustGrants.

- Is your organization not yet enrolled in JustGrants?
  - Current award recipients should have received invitations to register in JustGrants and ASAP. Refer to the ASAP Registration Checklist and the JustGrants Entity and User Onboarding Checklist to learn about the enrollment and onboarding process.
  - Applicants who are not current award recipients will receive information on how to enroll in JustGrants as part of the grant application process. Prospective grant applicants do not need to proactively register in JustGrants at this time.
- Are you not yet individually registered in JustGrants?
  - Please work with your organization's Entity Administrator to secure an invitation to JustGrants. The Entity Administrator is also responsible for assigning appropriate roles to all users from your organization in JustGrants.
- Forgot your user name or password?
  - In JustGrants, you can reset your own password. To learn about self-service options, please refer to this guide.

- If you have not received an email with instructions for entity onboarding to JustGrants or registering with ASAP, you can take the following steps:
  - Check your Electronic Business Point of Contact (E-Biz POC) designation in SAM and, if necessary, correct the E-Biz POC contact information.
  - Have your E-Biz POC check their SPAM folders for onboarding enrollment invitations from DIAMDNoReply@usdoj.gov. Please note, this email address is only used for email dissemination and the inbox is not monitored.
  - If the invitations are not found in SPAM folders, email JustGrants.Support@usdoj.gov to inquire about the status of your invitation emails.

The following links provide step-by-step instructions to resolve some of the most common user support-related issues:

- How do I reset my password?
- What do I do if my account is locked?
- How do I replace myself as an entity administrator?
- How do I invite new members to an entity?
- How do I add or remove roles from a member?
- How do I remove members from an entity?
- How do I receive a code via SMS during login?

View the DIAMD Frequently Asked Questions (FAQs) for information on how to resolve some other user support issues.

Where can I find details on how to use the system? JustGrants training videos and reference guides are now available on the Justice Grants website training resources page. DOJ is providing a collection of self-guided training resources to help users—

- familiarize themselves with JustGrants as the new DOJ grants management system,
- prepare themselves to use the system effectively, and
- learn how to navigate through JustGrants and complete various essential tasks.

View details and register now for a series of virtual question and answer (Q&A) sessions for external users.

Accepting Fiscal Year 2020 Awards in JustGrants

If you were notified of your fiscal year (FY) 2020 award from either the legacy Grants Management System (GMS) or NexGen system and you did not accept your awards in those systems prior to September 23, 2020, you will need to accept your award in JustGrants beginning October 15, 2020.

FY 2020 awards that were not made prior to September 23, 2020, will be made through JustGrants starting on October 15, 2020. You will complete the entire process of reviewing and accepting your award within JustGrants.

The process of accepting or declining an award does not require printing and signing a PDF to accept the award. Instead, it will now be done electronically by your Authorized Representative in JustGrants.

A few important points to note:

- Entities must successfully set up their JustGrants account and enroll in ASAP in order to accept and manage their award(s).

- Prior to accepting an award, the Entity Administrator must assign a finance manager and a grants administrator. Review the JustGrants Roles overview for more information.
- COPS Office grantees will have two Authorized Representatives, both of whom are required to accept the award.
- Each Authorized Representative, Application Submitter, and Entity Administrator will receive an email notification to accept their award.

When the Authorized Representative(s) logs into their JustGrants account, they will be able view all migrated active awards for their entity.

To accept an award in JustGrants, follow these instructions:

1. Sign in to JustGrants.
2. Select an award from "My Worklist."
3. To accept the award, you need to open and accept the information for each tab of the "Award Details" page.
4. Once you have selected all acceptance boxes in each tab, click "Accept" to proceed. After accepting, the system will display a banner indicating that the award has been accepted.
5. If you do not wish to accept the award, select the "Decline" button to proceed.

Learn more about accepting awards in JustGrants by viewing this training video and reference guide. To supplement the eLearning videos and job aids, a virtual Q&A session on application submission and award acceptance is scheduled for October 20 at 1:00 p.m., Eastern Time. To learn more about the series of virtual Q&A sessions and to register for the Application Submission and Award Acceptance sessions, visit the JustGrants Virtual Q&A webpage.

Drawdowns in the Automated Standard Application for Payments (ASAP)

ASAP is now available for enrolled DOJ award recipients to request funds. For more information on how to request funds in ASAP, please reference this user guide.

Your organization's E-Biz POC should have received an ASAP enrollment email invitation and completed the ASAP enrollment. If you have not received your ASAP enrollment email invitation or need assistance in completing the ASAP enrollment, contact Ask.OCFO@usdoj.gov. Please be sure to provide your organization's DUNS when contacting Ask.OCFO@usdoj.gov.

A few ASAP enrollment reminders:

- You have 45 days to complete ASAP enrollment.
- Once enrollment steps are complete, there is a 5-business-day bank account verification period. Access to accounts and funding will not be available until the verification process is complete.

Have Questions?

Frequently Asked Questions (FAQs) and JustGrants training materials have been developed to support users' understanding of the new systems and provide instructions on how to navigate through the various features and functionalities in JustGrants.

If you experience problems and need technical assistance with your account or logging on to the system, you may contact JustGrants Support at JustGrants.Support@usdoj.gov or 833–872–5175 between the hours of 5:00 a.m. and 9:00 p.m., Eastern Time.

Additional resources are available on the Justice Grants website.

Coming Soon

We will continue to communicate and share resources and information to answer your questions and help you navigate this transition. After the initial release of JustGrants providing core functionality for the system, additional features and functionalities will be released over the next year. Stay tuned for the next release in November 2020.

❓💬 RESOURCES

Justice Grants Website: Find more information on the transition to JustGrants, including key dates, news updates, and resources and training opportunities for applicants and recipients of DOJ grant awards and other forms of federal financial assistance.

Frequently Asked Questions: Access common inquiries regarding JustGrants and ASAP.

Justice Grants News and Updates: Find all of the email updates sent to award recipients regarding the transition to the Justice Grants System.

JustGrants User Support: For technical assistance with your account or logging onto the system, contact JustGrants Support at JustGrants.Support@usdoj.gov or 833–872–5175 between the hours of 5:00 a.m. and 9:00 p.m., Eastern Time.

ASAP Training Opportunities: Access ASAP trainings and additional resources regarding the ASAP system.

Do you know someone else who could use this information? They can subscribe to email updates regarding JustGrants at
https://public.govdelivery.com/accounts/USDOJOJP/subscriber/new?topic_id=USDOJOJP_586.

If you have any questions, email JustGrants.Support@usdoj.gov.