

# FY22 Byrne Discretionary Grant Program

Submitting an Application



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Good afternoon, and welcome to the JustGrants session on submitting an application for the FY22 Byrne Discretionary Grant Program. We are happy to have you here today and hope to provide you with the information you need to manage these processes in JustGrants. We are recording the session today and will make the recording available as soon as possible following the session.

## Application Mechanics

The infographic is titled "Application Mechanics" and is divided into five columns, each representing a different Webex feature. Each column has a green circular icon at the top, a title in all caps, and a brief description. The background is dark blue with a white horizontal line separating the icons from the text.

- FEATURES**: Icon of a chat bubble with the word "Chat". Text: "This Webex features: Chat, a Multimedia Viewer, and Q&A. For technical assistance select Chat to alert the host."
- VIDEO**: Icon of a video camera with a red 'X' over it. Text: "Video is disabled for all participants."
- CAPTIONING**: Icon of a speech bubble with three horizontal lines. Text: "Live-captioning is available. Follow the instructions given in the chat."
- AUDIO**: Icon of a button labeled "Unmute" with a red slash through a speaker icon and a dropdown arrow. Text: "Do not unmute. Attendees are muted to limit background noise. If you cannot hear click the arrow next to the Mute/Unmute icon."
- DIAL-IN**: Icon of a telephone handset with signal waves. Text: "Still can't hear? Phone-in using the meeting invite details."

At the bottom right of the infographic is the logo for "JUSTgrants JUSTICE GRANTS SYSTEM" and a small number "2".

Before we start, we'd like to review the features in WebEx that will be important for you today. The meeting today includes a chat function for communicating directly with panelists. We ask that you use the chat feature if you are experiencing technical difficulties accessing the session and need assistance. We also offer a multi-media viewer as well as a Q&A feature. The Q&A feature is designed for sessions like ours in which we anticipate there will be questions. Please use the Q&A feature for your questions about the session content, because WebEx groups the answers with the questions so you don't have to search through a lengthy chat log to find your answers.

We have disabled video for all participants so that we have more system resources available to present the content.

Should you need or want live captioning, you can locate the multimedia viewer by selecting the icon with three dots at the bottom right corner of your screen. Open the multimedia viewer to access the captioning.

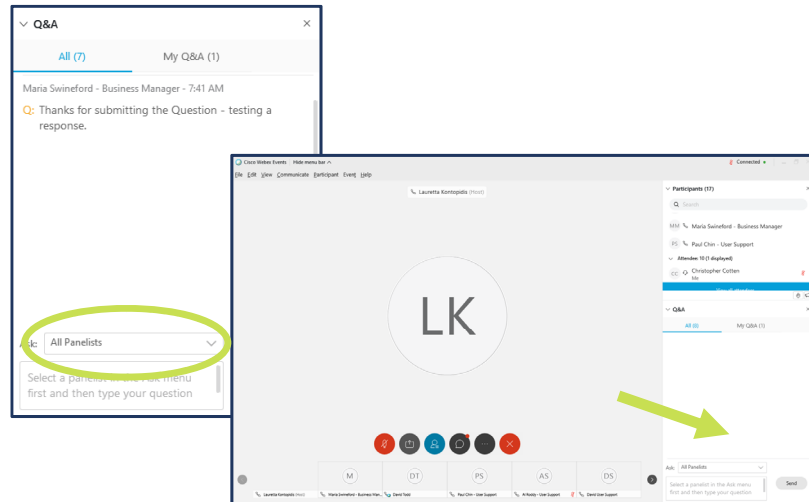
We have also muted all attendees to reduce background noise. If you cannot hear, please click the arrow to the right of the Unmute button at the bottom of your screen to select another audio option.

If you are still not able to make the audio work, please consider calling in by phone using the number from the meeting invite details.

## Submitting Questions

Submit any questions you might have during the session via the WebEx Q&A function. Please address the question to “All Panelists.”

If you need technical assistance with WebEx, please let us know via the WebEx chat.



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We have activated the Q&A feature to answer your questions on the subject matter today. We have several JustGrants team members monitoring the Q&A, and they will provide answers in writing as much as possible. We will also stop to answer questions verbally during the session and will select questions that may require a greater level of detail than that provided in the chat, or questions that have been asked a few times. As we receive and answer questions in the Q&A feature, you can use the scroll bar to the right to review them.

We are happy to answer any questions that help you navigate through JustGrants however we do get many questions that are better directed to your grant manager. Questions about the requirements of your specific program should be directed to your grant manager as they are best equipped to answer them within the context of your award.

## Agenda

- Program Office Overview
- Onboarding
  - Management of Roles
- Application Submission
- Grants.gov
  - Funding Opportunities
- Resources
- Questions



The purpose of today's discussion is to learn more about JustGrants in relation to the mechanics of applying. We want to ensure that you are off to a great start and have the tools needed to use JustGrants.

Today we will discuss some of the onboarding steps for a first-time grantee as well as a returning grantee as well as review some entity roles and demos about entity onboarding.

Next we will go through the steps of Application submission, which includes submitting preliminary information in grants.gov as well as locating and submitting an application in JustGrants.

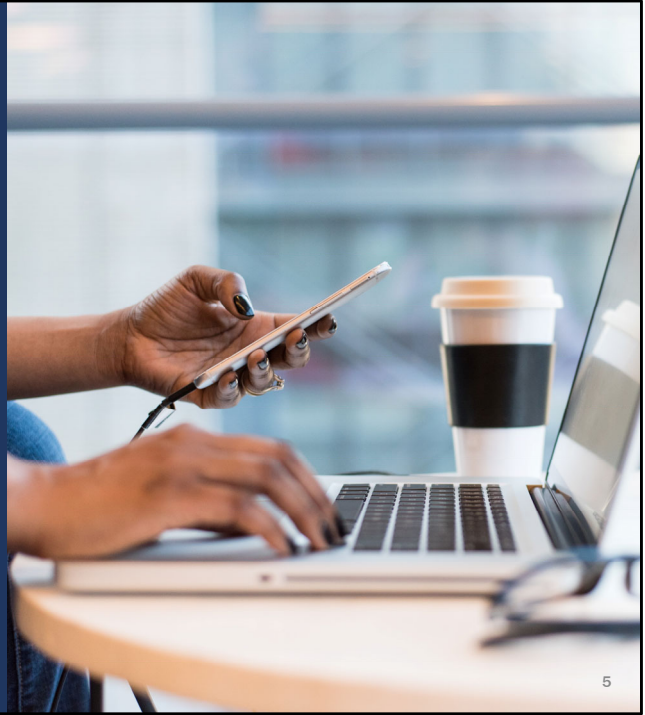
Lastly we will go over where to go for help as you navigate through the system and resources to help as well.

During this session, we are eager to address any questions you might have related to the JustGrants system, the roles and processes to submit an application, or other general questions related to the mechanics of application submission.

However, we will be unable to address any questions related to the content of a specific solicitation or your application. These should be addressed to the points of contact listed on the solicitation. To maintain fair and open competition we will also only answer questions which apply to all applicants; we cannot answer any questions unique to any one entity's application. Lastly, while we will review the role that Grants.gov plays in the DOJ application submission process, we are not able to provide technical assistance related to the functioning of Grants.gov itself, since that platform is managed by another Federal agency.

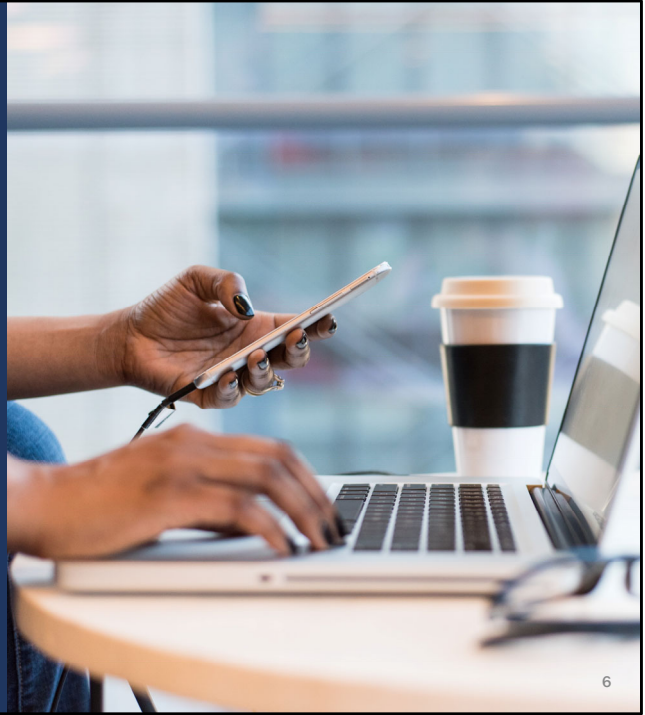
Nevertheless, we hope you will use the Q&A function to submit your JustGrants-related questions, and we will do our best to address as many of those questions in the time that we have available today.

## Program Office Overview



Please add program office slides following this title slide.

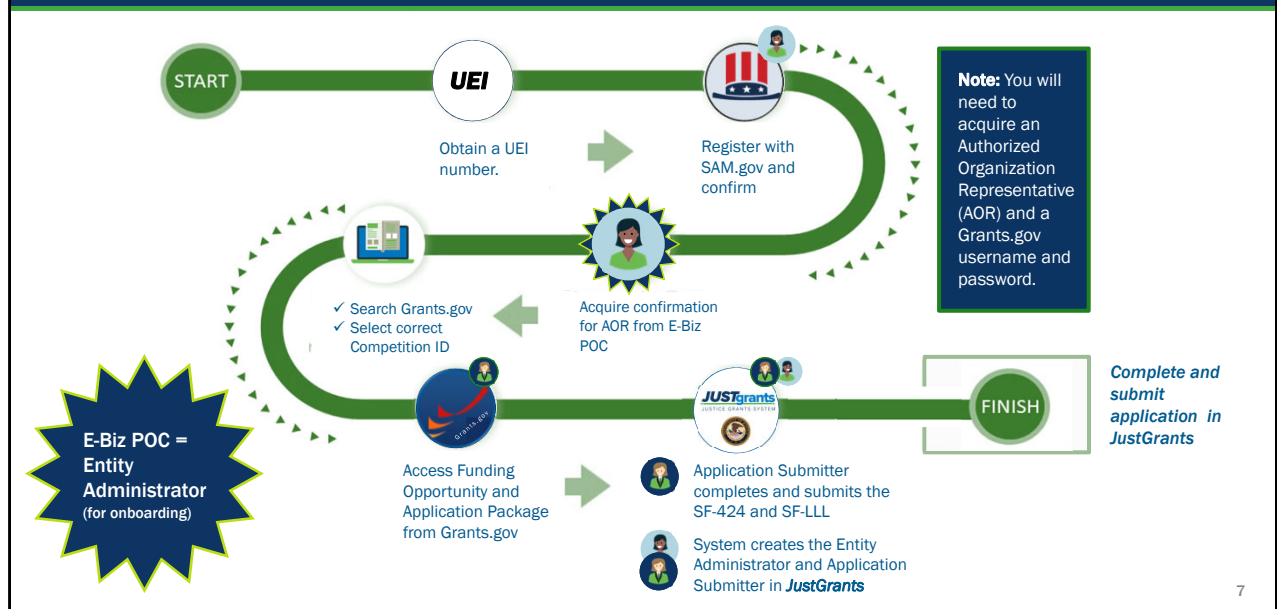
# Onboarding



Now let's go over a few entity onboarding reminders.



# Onboarding: From Grants.gov to *JustGrants*



If you are new to JustGrants system here is a visual roadmap that can help you be aware of the steps needed to get through the grant process. Grantees will first want to register with SAM.gov, designate an E-BIZ Point of Contact in SAM.gov, and make note of your Unique Entity Identifier (UEI).

To locate an opportunity for funding, also known as a solicitation, you will need to open grants.gov, search and select the funding opportunity for which you would like to apply.

During the process of beginning your application in Grants.gov, you will be required to complete certain forms. You will complete and submit the SF-424 and SF-LLL in grants.gov. It's important to know that if you do not have final budget figures or have not yet determined the amount of funding, you are welcome to submit preliminary figures and update your entries in JustGrants prior to submitting the complete application to DOJ.

While the information you include in the SF-424 in Grants.gov will be sent to JustGrants, you will be able to adjust and edit that information in JustGrants. The SF-LLL will be sent from grants.gov to JustGrants as a PDF file, and you will not need to complete that information again.

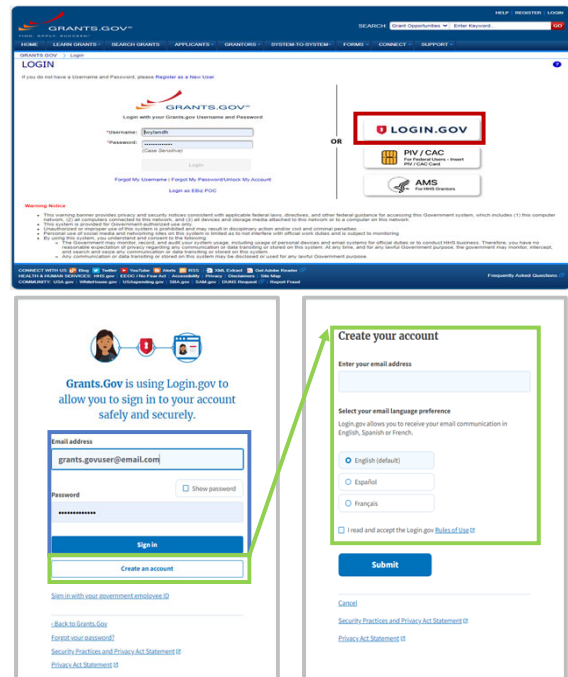
The bulk of the application is entered in JustGrants. It is here that you will enter a proposal

narrative, proposal abstract, budget detail worksheet, goals, objectives, and timelines. The person that is identified as the SAM.gov E-BIZ Point of Contact will automatically become the JustGrants Entity Administrator, and the person that is listed in Grants.gov as the application submitter will automatically become the application submitter in JustGrants. If either of these people are not intending to fulfill these roles in JustGrants, they can be reassigned once they have logged in to JustGrants.

# New Sign-in Credentials for Grants.gov

- Login.gov credentials to sign in to Grants.gov
- Three-step process:
  1. Click the Login.gov button on the Grants.gov login screen.
  2. Complete the login process on Login.gov using your Login.gov username (an email address) and password, or create an account.
  3. You will then be directed back to Grants.gov to log in with your Grants.gov username and password.

[JustGrants News and Updates: New Grants.gov Login Credentials \(usdoj.gov\)](#)



Since February 21, 2022, all non-federal Grants.gov users are required to use Login.gov credentials to sign in to Grants.gov. This change to the Grants.gov sign-in process improves user security and complies with Executive Order 14028, improving the nation's cybersecurity.

Login.gov allows users to access multiple government websites, including Grants.gov, with a single username and password.

To link your existing Grants.gov account with Login.gov, you can follow this three-step process:

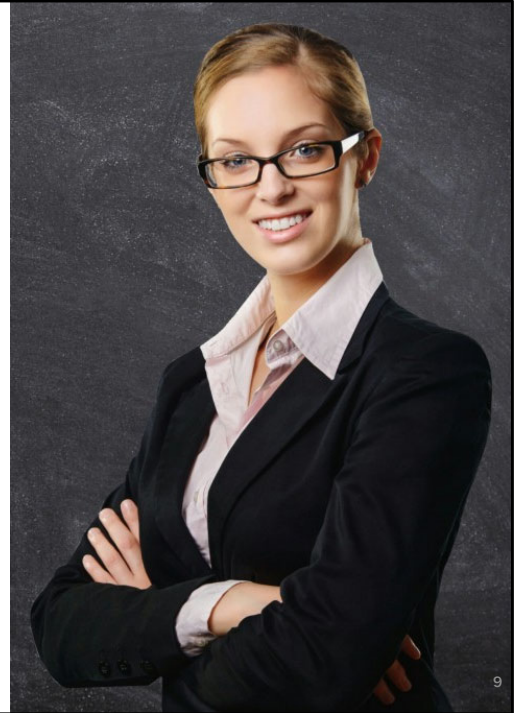
1. Click the Login.gov button on the Grants.gov login screen.
2. Complete the login process on Login.gov using your Login.gov username (an email address) and password, or create an account.
3. You will then be directed back to Grants.gov to log in with your Grants.gov username and password.

This will complete the account linking process. Grants.gov removed the

username/password login option as of February 21, 2022.

## Unique Entity Identifier (UEI)

- Effective April 4, 2022, the DUNS number was replaced with the Unique Entity Identifier (UEI).
- UEI is a **12-character** alpha-numeric value
- Search entity registrations, exclusions, and contract opportunity awards using UEI
- Simplifies the process of registering an organization



Effective Monday, April 4, 2022, entities can no longer see or use the DUNS Number anywhere in SAM.gov. The new Unique Entity Identifier (UEI) will be the official governmentwide identifier used for federal awards.

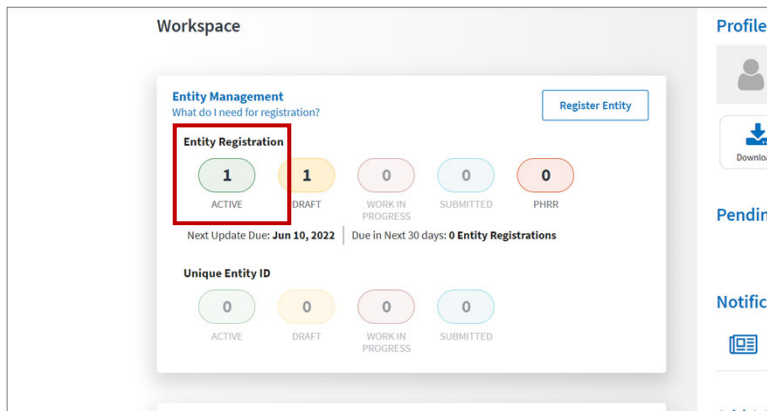
[The UEI is a 12-character alpha-numeric value](#) and is used within SAM.gov and other government award and financial systems to identify a unique entity.

Users will need the SAM UEI to search entity registrations, exclusions, and contract opportunity awards by entity identifier. SAM registration will continue to require annual renewal.

The UEI simplifies the process of registering an organization to do business with the federal government. Entities no longer need to use a third party to obtain an identification number or get support.

As a reminder, JustGrants uses SAM as the primary source of agency information in applying for and managing DOJ grant funding. JustGrants automatically pulls entity information from SAM, thereby, reducing the burden on award recipients to manually update information across multiple systems, and helps DOJ validate information from recipients.

# Locate Your UEI in SAM.gov



1. Log in to [SAM.gov](https://sam.gov).
2. In your Workspace, select the numbered bubble above Active in the Entity Management widget.

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To find your UEI in SAM.gov, you will need to log in to your account and locate the Active bubble in the Entity Management widget. Select it to open your current sam.gov registration record.

## Locate Your UEI in SAM.gov (cont.)

The screenshot displays the SAM.gov search interface for Non-Federal Entities. On the left, there is a 'Filter By' section with options for Search by Keyword, Entity, Registration Status (Draft, Work in Progress, Submitted, Active, Expired), Expiration Date, and Address Update. The main search results area shows a table with the following data:

DUNS Unique Entity ID	SAM Unique Entity ID	Purpose of Registration	Registration Status	Expiration Date
VILLAGE		Federal Assistance Awards	Active	Jun 10, 2022

A red box highlights the 'SAM Unique Entity ID' field in the table. Below the table, a text box contains the following text:

You should then see your record(s) appear, and the UEI number(s) appear on the left side of each record.

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The UEI is displayed on the left of this screen. In this image, you see the DUNS number displayed above UEI, however the DUNS number no longer appears in SAM.gov as of April 4, 2020. You are no longer able to locate your SAM.gov account using the DUNS number.

# Locate Your UEI in JustGrants

The screenshot displays the 'Entity Profile' page in the JustGrants system. The page title is 'Entity Profile' and it includes a navigation sidebar on the left with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Toggle Management. The main content area shows a table of entity information. A red box highlights the 'DUNS' and 'UEI' fields. Below the table is a section for 'Physical Address'.

Information shown is retrieved from your Entity's SAM.gov profile. Changes MUST be made in SAM.gov		
Legal Name JGII Test Org26	DUNS 000000026	SAM Registration Status Active
Doing Business As JGII Test Org26 Doing Business As	UEI RKVZV7M6FJ03	SAM Expiration Date Feb 6, 2023
Business URL https://www.ort.org26.w/	TRC/ERN 260000000	Date Established Sep 16, 1992
Applicant Type C	ROID 5144503	SAM Last Updated Date Jan 21, 2022
Division Name DIVISION NAME 26	ORI Number ---	Fiscal Year Not a valid date0
Alternate ID ---	Law Enforcement <input checked="" type="radio"/> No <input type="radio"/> Yes	Faith Based <input type="radio"/> No <input checked="" type="radio"/> Yes

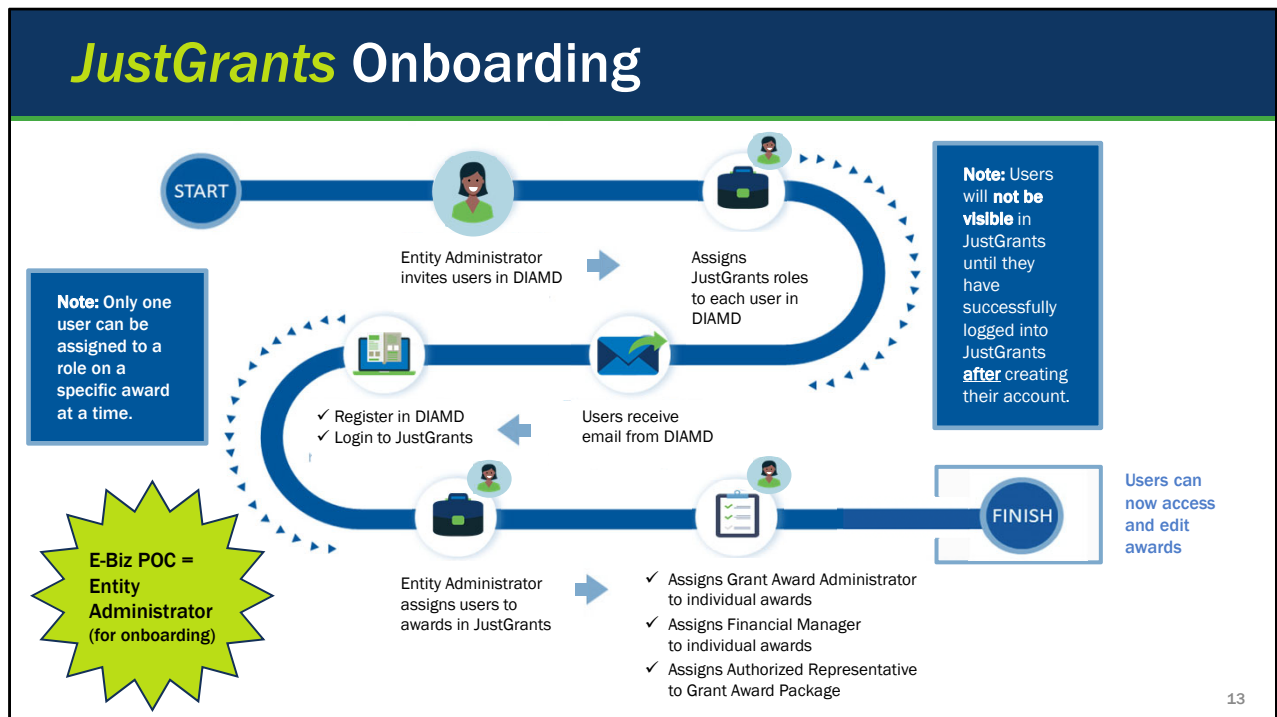
**Physical Address**  
Physical address will appear on all award documents

Street 1 111 Street Rd	Street 2 ---	County/Parish ---
City Washington	Country United States	Congressional District 5

In JustGrants, once you open the Entity Profile menu option, your entity information is displayed. The DUNS is in the center top row, and the UEI is directly below it. If you registered in SAM.gov after April 4, you will not have a DUNS number.



# JustGrants Onboarding



Here is a roadmap that can help you visualize each of the steps that are needed in JustGrants when you are onboarding a new user. First, the Entity Administrator will log in to DIAMD to set up each new user. DIAMD is the User Management section of JustGrants. The only information required to create a new user is the first name, last name, and email address. The email address will become the username, and the user will select their own password during the registration process.

Once the new user is created, the Entity Administrator will assign one or more roles to that user depending on the general work the user intends to do in JustGrants. We will talk about those roles shortly.

New users will receive a registration email once the Entity Administrator has invited them to register. The user will need to open a link in the email and follow the steps to register in JustGrants, including setting up a password and multi-factor authentication. Registration is step 1.

Step 2 is to actually log in to JustGrants. Even though a new user is registered, they are not active users in JustGrants until they have logged in to the system at least

once. This is a good time to test their username and password.

Once the new user is registered and has logged in, the Entity Administrator will be able to assign that user to specific awards and applications.

## General Application Submission Tips



For best results, use **Chrome or Microsoft Edge** to access JustGrants.

**Multi-factor authentication is required at every log in**– users set up their preferences when registering, and must click SEND CODE every time they log in.



**If you are already onboarded, add the role of the Application Submitter** to users before applying.

**Establish a unique email** for each UEI for which you need to take action.

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Here are some quick tips to ensure success when accessing and using JustGrants.

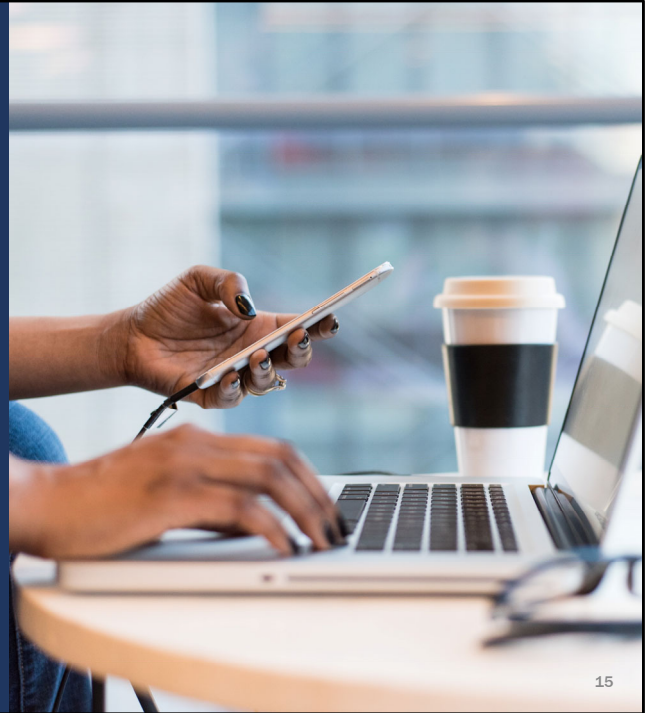
We recommend that you use Chrome or Microsoft Edge to access JustGrants. Internet Explorer does not provide an optimal experience in JustGrants.

Each time you login to JustGrants you will need to complete the multi-factor authentication. You have to click send code on the screen in order to send the code to your phone.

For entities that already have a JustGrants account prior to applying in Grants.gov, the Application Submitter should be sure to use the email associated with their JustGrants account to apply for funding in Grants.gov.

If you will be applying for or managing awards with multiple UEIs, you will need to associate a unique email address with each account.

## Entity Roles



Now let's review the roles that play an important part in their areas.

The Entity Administrator is responsible for inviting new users, assigning roles, and assigning users to awards and applications.

## JustGrants Roles

There are six foundational roles created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.

<p><b>ENTITY ADMINISTRATOR</b></p> <p>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.</p> <p>The person listed as the SAM.gov EBIZ Point of Contact will be the Entity Administrator.</p>	<p><b>GRANT AWARD ADMINISTRATOR</b></p> <p>Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.</p>
<p><b>APPLICATION SUBMITTER</b></p> <p>Completes and submits applications on behalf of an entity, including Entity Assurances and Certifications.</p>	<p><b>ALTERNATE GRANT AWARD ADMINISTRATOR</b></p> <p>Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.</p>
<p><b>AUTHORIZED REPRESENTATIVE</b></p> <p>Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.</p>	<p><b>FINANCIAL MANAGER</b></p> <p>Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.</p>

Multiple roles can be assigned to a single user.

User roles allow specific access in JustGrants. Each new user can have one or more than one role assigned, based on the type of work they will need to do in JustGrants.

We have talked quite a bit about the Entity Administrator role, and what the basic tasks are for that person. In addition to managing users and keeping the entity profile information current, they also have read-only access to all applications and awards in JustGrants. They have a birds-eye view of everything. If the Entity Administrator will also need to take some part in managing awards or applications, that person can be assigned additional roles that allow them to do so.

The Grant Award Administrator generally handles programmatic requirements, including submitting Performance Reports, initiating and submitting GAMs, and initiating award closeout.

There is also an Alternate Grant Award Administrator role available, however that role is limited to initiating, but not submitting grant award modifications at this time.




The Application Submitter is the only role that can enter data into an application, certify, and submit it on behalf of your entity.


The Authorized Representative is the only role that may accept or decline an award on behalf of the entity. This role must be assigned to someone in your organization with the legal authority to enter into a binding agreement with the Department of Justice and is legally authorized by your organization to agree to the award terms and conditions.

The Financial Manager submits Federal Financial Reports on behalf of the organization.

# Roles Required for Application Submission

Application Submission has **three** key roles: **Application Submitter, Authorized Representative, and Entity Administrator.**

Application Submitter	Authorized Representative	Entity Administrator
<ul style="list-style-type: none"> <li>Identify application submission forms in JustGrants</li> <li>Complete a web-based budget form</li> <li>Complete an application on behalf of an entity-- <b>certifies information</b></li> <li>For <i>APPLICATIONS</i>, only the Application Submitter can take actions (edit/submit).</li> </ul> 	<p>An Authorized Representative must be onboarded before an application can be submitted.</p> <p>They need to be selected from an existing user list in the application.</p> 	<ul style="list-style-type: none"> <li>Onboard and complete entity profile before application submission</li> <li>Onboard the Authorized Representative</li> <li>Change Application Submitter assignments--if needed</li> </ul> 

 COPS awards *may* require two Authorized Representatives: A law enforcement **AND** a government executive

A user with the Application Submitter role will be the only person in JustGrants that will be able to submit an application. An Application Submitter profile is automatically created in JustGrants when the application is submitted in Grants.gov. The person submitting the information in Grants.gov is assigned to the application in JustGrants. If another person will enter application information in JustGrants, the entity administrator will need to reassign the application to the next person.

The application submitter identifies the forms needed to submit an application, completes the web-based budget form, completes and certifies the application on behalf of your entity, and submits the application in JustGrants.

If a member is assigned **ONLY** the Application Submitter role, they will not be able to see funded awards in JustGrants. It is possible to assign multiple roles to the user with the Application Submitter role if that is what your organization prefers.

The Authorized Representative is the person who is authorized to enter into a legal agreement on behalf of the entity. Because the Authorized Representative is selected from a list of active users during the application process in JustGrants, that person must be onboarded prior to submitting the application.

The Entity Administrator manages users and roles in JustGrants. There can only be one Entity Administrator in JustGrants at a time. It would be best to discuss who might act as a backup Entity Administrator if the primary Entity Administrator goes on vacation or on extended leave. Prior to leaving the organization for any amount of time the acting Entity Administrator must reassign the role to another active user.

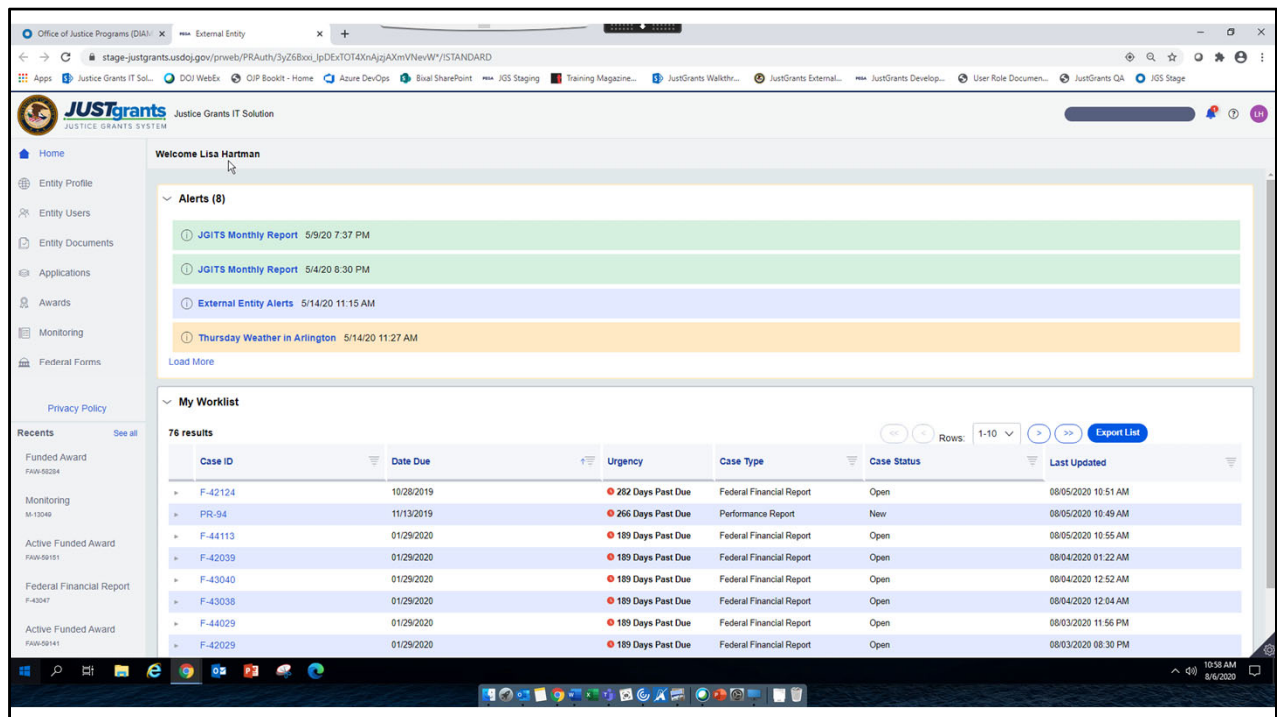




We have a number of demonstrations of Entity Administrator tasks when onboarding new users.



The first demonstration is how an Entity Administrator invites a new user to JustGrants.



In order to set up new users – also known as members – in JustGrants, the entity administrator must invite new members. From the JustGrants home page, entity administrators can open the Entity Users menu. This shows all of the users that have registered and logged in to JustGrants.

It's important to know that users will NOT appear on this list until they have successfully logged in.

At the top of the screen is a button to Manage Users. Only the entity administrator will see this. Click this button to open the tiles for JustGrants and DIAMD. Again, only the entity administrator will see the DIAMD tile. They will also see the DIAMD tile when they log in, so if they like, they can go straight to DIAMD upon login.

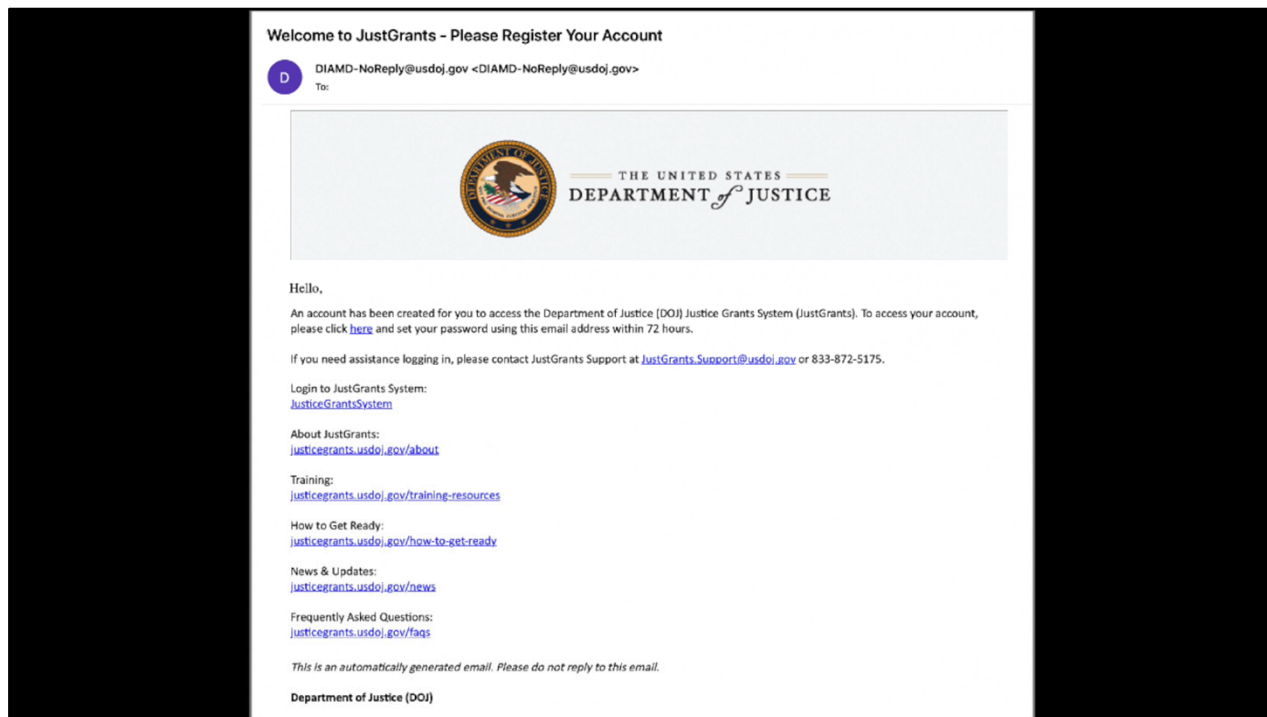
To invite a new member, use the Invite Member tile. Enter the email address and confirm the email address. Enter the first and last name. Be sure that the entries are accurate, because you will not be able to edit this information in the future. If any of the information is not accurate when submitted, you will need to remove the member and start again.

Once the member information has been entered, it's time to assign roles. Use the dropdown menu to select the roles to assign each new member. It's a good idea to assign as many roles as you think that user might need in the future, even if they

are not performing that role now. A new member will not be able to be assigned to an award as a Grant Award Administrator, for example, unless they are assigned that role in their member profile. Click Submit when finished. This generates an email to the new user at the email address that you entered at the top of the profile. In a few minutes, I'll show you what all new members need to do with that email. They will need to take action in order to be able to log in to JustGrants.



Once a new member is invited, they will follow steps to register their JustGrants account.



Once a member has been invited, they will get an email at the address that was set up in the member profile. The member will need to take action within 72 hours of receiving the invitation or it will expire. If the invitation expires, an entity administrator can re-invite them, and I'll show you that shortly.

This is what the invitation email looks like. It has quite a bit of information in it – links to JustGrants, training, news and updates, and frequently asked questions. To register, the member will need to click the Here link in the first paragraph. First, the new member will need to set up password security questions. They can choose from a list in the dropdown menu and enter the answer in the field. Below. They should be sure to record the questions and answers for future reference. They will need to set up a couple of questions – there is an option to write a custom question and answer as well.

The next step is to set up an individual password. Type and confirm. JustGrants uses multi-factor authentication as well and offers a number of options. When logging in to JustGrants, users will have to verify their login information in one of these ways. They can set up a separate authenticator, usually as an app on their phone. They can use Google authenticator, or have a code sent to their phone. They can use voice call authentication in which a call will be generated with a

spoken password they can enter, or they can use email. This type of multi-factor authentication is there to protect your data, and it also means that each user should have their own account, rather than sharing an account within an office.

Each type of multi-factor authentication has its own setup path, but here we're going to demonstrate the text option, as it's one of the most commonly used. To receive a text, enter the phone number for your mobile phone and select Send Code. Check your text for the code, and enter it here, then select Verify. Once you have verified the code, select Finish, or select a second verification option.

Once the registration is finished, use the link in the invitation email to log in to JustGrants. Select the JustGrants tile to log in. Remember, you are not fully registered until you log in to JustGrants. You should receive this email confirming your multi-factor authentication for JustGrants.

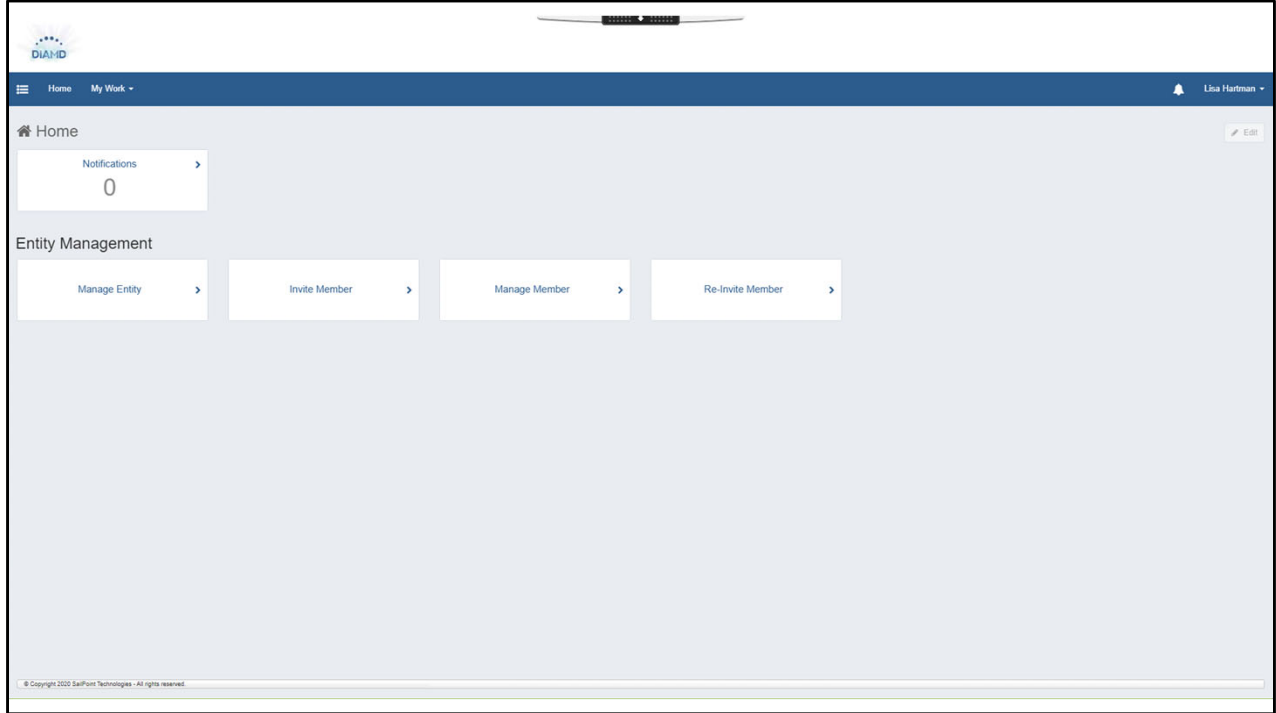
## Replace Entity Administrator

DEMO



There is a simple process to replace the Entity Administrator if that person is out of the office for any length of time. It is a good idea to replace the Entity Administrator so that your organization can react quickly if you need to onboard a new member, reassign work, or remove a member that is no longer there.





JustGrants automatically selects your SAM.gov eBiz Point of Contact to be the entity administrator. Sometimes, this is not the person that will manage JustGrants users full-time. If that person does not want to fulfill that role, they will have to invite at least one user to replace them. That user will need to be invited, register, and log in to JustGrants in order to be selected to be the Entity Administrator in the future.

To replace yourself as entity administrator, open the Manage Entity tile. In the Entity Administrator Management section, type the name of the user that will become the new entity administrator. Then select Submit.

**QUESTIONS:**  
Onboarding

**Application Submission  
Grants.gov**



Now let's take a look at the application submission process.

## Application Submission Overview



Applicants have two application submission deadlines:

1. Grants.gov (submitting the SF-424 and SF-LLL)  
**Monday, May 23, 2022 at 8:59 EDT**
2. JustGrants
3. **Thursday, May 26, 2022 at 8:59 EDT**



It's OK to enter preliminary budget or programmatic data in Grants.gov and update later in JustGrants.



A JustGrants submission should include all items as defined in the solicitation.



The application in JustGrants is customized per the requirements of the solicitation. Your application will have specific requests.

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This part of the Grants Lifecycle involves completing and submitting web-based forms as well as the attachments that are requested based on the requirements in the published solicitation.

The process of submitting an application in JustGrants begins in Grants.gov. Once you have located a funding opportunity with DOJ, you will submit an SF-424 and SF-LLL in Grants.gov. This is the extent of the application requirements in Grants.gov.

Aside from the SF-424 and the SF-LLL, most of your application is entered in JustGrants. Your entity information is populated based upon entries made in SAM.gov and used in Grants.gov.

You will have two application submission deadlines: one for Grants.gov and one for JustGrants. Most of the application requirements will be submitted from JustGrants.

Each solicitation has an application submission deadline in Grants.gov. After this date, the solicitation is removed from Grants.gov and no one will be able to apply

any longer. It is highly recommended that you check the due date in Grants.gov and try to submit at least 72 hours prior to the deadline to provide you with enough time to correct any errors and resubmit if necessary. The deadline for this solicitation in Grants.gov is

Once the application has been submitted and validated in Grants.gov, it will be sent to JustGrants for completion. It may take several days for Grants.gov to complete validations and release it to JustGrants.

**The Grants.gov deadline to apply for funding under this BJA FY 2022 Invited to Apply – Byrne Discretionary Community Project Grants/Byrne Discretionary Grants Program (O-BJA-2022-171241) is 8:59 p.m. eastern time on Monday, May 23, 2022, and the JustGrants deadline to apply is 8:59 p.m. eastern time on Thursday, May 26, 2022.**

The JustGrants submission should include all items that are required in the solicitation, and the JustGrants application submission is final.

It's OK to enter preliminary information in Grants.gov if you haven't fully determined your budget or project scope. You will be able to edit and update all your entries in JustGrants. It is not necessary to return to Grants.gov to update your entries there.

# Grants.gov

DOJ applications require you to complete two things:

1

## The Funding Opportunity and Application Package on Grants.gov.

- 1) Select **Apply for Grants** under the Applicants column.
- 2) Enter your email address to be notified of any changes to the opportunity package before the closing date.
- 3) Click the Workspace icon to use Grants.gov.

2

## The SF-424 and SF-LLL on Grants.gov.

Within 48 hours of SF-424 and SF-LLL submission, you should receive two notifications from Grants.gov.

- 1) Confirming the receipt of the SF-424 and SF-LLL.
- 2) Stating whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to errors—with an explanation.

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The Grants.gov login is separate from JustGrants. Grants.gov provides access to funding opportunities from multiple government agencies, and is not managed by DOJ. We will provide a training video from the Grants.gov website in the next slide, as well as some screenshots of the site. However, if you have questions about Grants.gov, you will need to contact them for support.

You will apply by selecting the option in Grants.gov to apply. You will log in using the email address you want to receive notifications. There is a workspace icon that will allow you access to funding opportunities.

Once you have determined a funding opportunity and applied, you will receive notifications from Grants.gov confirming the receipt of the SF-424 and stating whether the SF-424 and SF-LLL were validated and submitted or were rejected with errors. The notification will include an explanation for any errors. This is why it is a good idea to submit in Grants.gov at least 48 hours prior to the deadline to give you the time you need to correct any errors. You will not be able to correct errors or continue with the application process once the deadline in Grants.gov has passed.

## Grants.gov: Application Tips

Use the Office of Justice Programs (OJP) Grant Application Resource Guide for guidance in preparing and submitting applications for OJP funding.

<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>

Grants.gov is a primary source for finding federal funding opportunities and applying for that funding.

Grants.gov provides instructions on registering and submitting, with guidance through the process:

- [Register](#)
- [User Roles](#)
- [How to Search for a Federal Grant](#)
- [What's in a Grant Opportunity?](#)
- [Intro to Applying on Grants.gov](#)

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The Office of Justice Programs (OJP) Grant Application Resource Guide provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding. It addresses a variety of policies, statutes, and regulations that apply to many (or in some cases, all) OJP program applicants, or to grants and cooperative agreements awarded in fiscal year (FY) 2021. There are instructions in this guide on how to apply, and links to the Grants.gov resources.

You can find training on the Grants.gov support page. A link to that page is provided in the OJP Grant Application Resource Guide.

Grants.gov training includes instructions on how to register in Grants.gov, the various user roles associated with that system, how to search for a federal grant, and how to begin the application process.

# Grants.gov: Funding Opportunities

- To locate a funding opportunity with DOJ, start at the **Search Grants** tab.

Then use filters to narrow your search:

- Opportunity Status
- Funding Instrument Type
- Eligibility
- Category
- Agency

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with the 'SEARCH GRANTS' tab highlighted in red. Below the navigation bar, there is a search bar with the text 'Grant Opportunities' and a search button. The main content area is titled 'SEARCH GRANTS' and displays a list of funding opportunities. The list includes columns for Opportunity Number, Opportunity Title, Agency, Opportunity Status, Posted Date, and Close Date. The first few rows of the list are:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
O-BJA-2021-62001	BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Continued Child Abuse Program	USDOJ-OJP-BJA	Posted	01/07/2021	03/25/2021
O-BJA-2021-49002	BJA FY 21 Tribal Justice System Infrastructure Training and Technical Assistance Initiative	USDOJ-OJP-BJA	Posted	01/06/2021	03/10/2021
O-NAJ-2021-65001	Research and Evaluation on the Police Response to Homelessness, Fiscal Year 2021	USDOJ-OJP-AJ	Posted	01/05/2021	03/22/2021
O-BJA-2021-61003	BJA FY 21 Tribal Civil and Criminal Legal Assistance Program	USDOJ-OJP-BJA	Posted	01/06/2021	03/10/2021
O-QUEP-2021-47012	QUEP FY 2021 Supporting Effective Interventions for Adolescent Sex Offenders and Children With Sexual Behavior Problems	USDOJ-OJP-QUEP	Posted	01/05/2021	02/02/2021
O-BJA-2021-41003	BJA FY 21 implementing the PREA Standards, Protecting Inmates, and Safeguarding Communities	USDOJ-OJP-BJA	Posted	01/05/2021	03/23/2021
O-BJA-2021-61001	BJA FY 21 Justice Information Sharing Training and Technical Assistance and TTA Program	USDOJ-OJP-BJA	Posted	01/04/2021	03/08/2021
O-BJA-2021-48002	BJA FY 21 Criminal Justice Case Investigations and Training and Technical Assistance Program	USDOJ-OJP-BJA	Posted	01/04/2021	03/02/2021
UJULP0-2019-4-2019	UJULP FY 2019 Innovative Tribal Youth Training and Technical	HS016	Posted	12/01/2019	03/16/2021

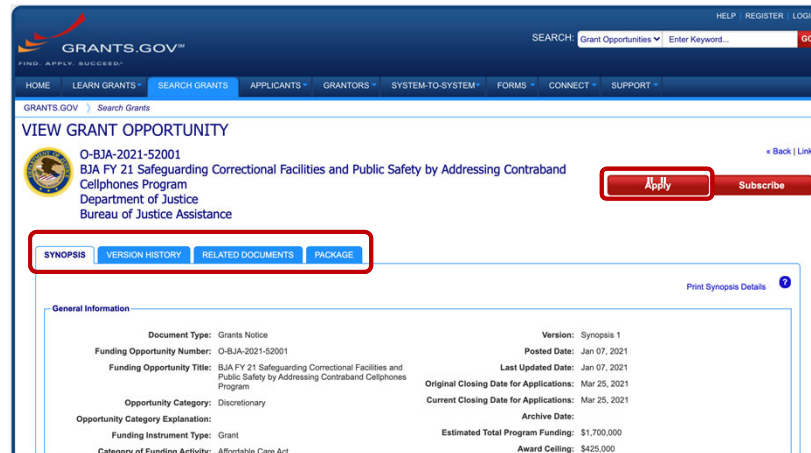
30

To search for an opportunity, use the Search Grants tab at the top of the page. You can filter the search to locate grants that are specific to your needs. You can look for grants by Opportunity Status, Funding Instrument Type, Eligibility, Category, and Agency. Take some time to review all of the options in each filter.

Once you find an opportunity you would like to explore, select the Opportunity Number to view the requirements.



## Grants.gov: Applying



The screenshot displays the Grants.gov website interface. At the top, there is a navigation menu with options: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A search bar is located in the top right corner with the text "SEARCH: Grant Opportunities ▾ Enter Keyword... GO". Below the navigation menu, the page title is "VIEW GRANT OPPORTUNITY" and the grant number is "O-BJA-2021-52001". The grant title is "BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program" and the awarding agency is "Department of Justice Bureau of Justice Assistance". There are two buttons: "Apply" and "Subscribe". Below the title, there are four tabs: "SYNOPSIS", "VERSION HISTORY", "RELATED DOCUMENTS", and "PACKAGE". The "SYNOPSIS" tab is selected, showing a "General Information" section with the following details:

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	O-BJA-2021-52001	Posted Date:	Jan 07, 2021
Funding Opportunity Title:	BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program	Last Updated Date:	Jan 07, 2021
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Mar 25, 2021
Opportunity Category Explanation:		Current Closing Date for Applications:	Mar 25, 2021
Funding Instrument Type:	Grant	Archive Date:	
Category of Fundina Activitv:	Affordable Care Act	Estimated Total Program Funding:	\$1,700,000
		Award Ceiling:	\$425,000

Once you open the grant opportunity, review the information included in the Synopsis, Search History, Related Documents, and Package tabs to see if this opportunity is one that would benefit your organization. If you choose to apply, select the Apply button. You will need to log in or create a grants.gov account to apply.

**Slide 31**

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**HL(15** Update with O-BJA-2022-171241  
Hartman, Lisa (OJP), 4/8/2022

# The SF-424 in Grants.gov

## The SF-424 Form

The **person** and **email** listed in **SECTION (8F)** of the SF-424 will automatically become the Application Submitter for your entity's application.

The **Application Submitter** is the **ONLY** user able to complete the application in JustGrants unless the Entity Administrator reassigns it **AFTER** submission in Grants.gov.

### Section 8F:

- Name
- Email

The image shows a screenshot of the SF-424 form titled 'Application for Federal Assistance SF-424'. The form is divided into several sections. Section 8F, 'Name and contact information of person to be used as applicant's reviewing this application', is highlighted with a blue box. This section includes fields for 'First Name', 'Middle Name', 'Last Name', 'Title', 'Organizational Affiliation', and 'Email'. A red arrow points from the 'Section 8F:' callout to the 'Email' field. Other sections visible include '1. Application Information', '2. Applicant Information', '3. Applicant Identification', '4. Address', and '5. Applicant Information'. The form also includes a 'Print' button and a 'Cancel' button at the bottom.

Keep in mind the person's name and email that you put into section 8F on the SF 424 form. The name entered in this field becomes the person automatically assigned the Application Submitter role for this application in JustGrants. The Application Submitter is the only person who can complete the application in JustGrants. If you want to change who the Application Submitter, the Entity Administrator will need to reassign this role after it has been submitted in grants.gov.

## What to Expect after Submitting in Grants.gov



It is possible to first receive an email from Grants.gov indicating that your application has been received, but then later receive a rejection notice.

Submitting your SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any problem(s) that cause rejection.

Grants.gov will assign a tracking number that will connect to your JustGrants Application number.

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Keep in mind that just because you receive a confirmation that your application has been received, you may also receive notification that your application has been rejected. Confirmation of the application does not mean it has been approved.

When it comes to your SF-424 and SF-LLL it is best to have those documents completed way before the deadline so that if there are any changes or updates that are needed you can get those in, so it doesn't cause for a rejection.

The grantee will receive a tracking number that will connect JustGrants to your application that way the system knows that the application and grant belongs to you.

0:30 seconds

**QUESTIONS:**  
Grants.gov

## Application Submission JustGrants



Once the application is moved from grants.gov to JustGrants, the bulk of the application work begins.

## Web-based Forms for Submission in JustGrants

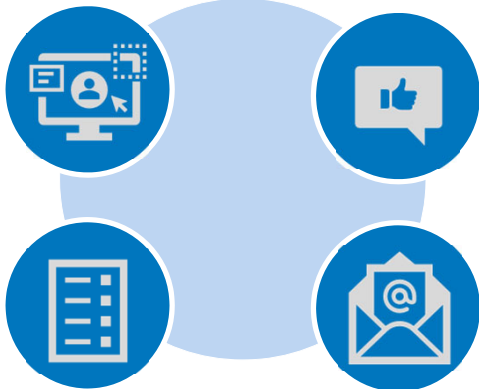
This data will need to be submitted directly into the system:

- Proposal abstract
- Solicitation-specific data submitted with the application
- Goals, objectives, deliverables, and timeline
- Budget detail form
- Applicant disclosure of duplication in cost items

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There are certain web-based forms that may need to be submitted directly into the system. For example, it is common to submit the proposal abstract by typing or pasting the information directly into a text field presented in JustGrants. You may also find that there are fields that are specific to your solicitation that need to be entered directly into JustGrants as well, as opposed to uploading a document.

## JustGrants Application Submission Tips



An applicant pushing the Submit button multiple times in Grants.gov will cause duplicate submissions. In this scenario the user will be asked to withdraw any duplicate before continuing.

Pay attention to attachment categories in JustGrants. Attached files will be located in the JustGrants application based on the attachment category.

The Print function in the Actions menu does NOT print file attachments.

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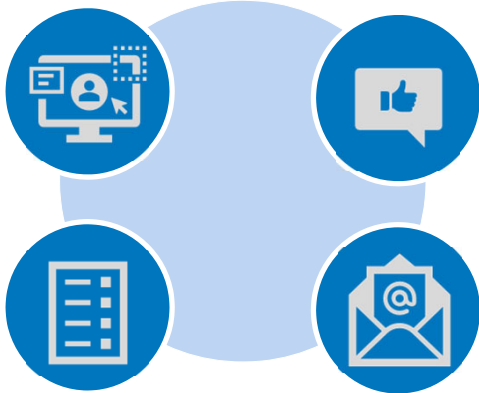
The application submitter role needs to be applied to the users who need it if you already have started your onboarding in JustGrants. Please make sure you click Submit only once when putting your application in grants.gov. If you click it more than once then it will submit multiple submissions and you will be asked to withdraw any duplicates.

Pay attention to the attachment categories you select when uploading files into a JustGrants application. JustGrants will place those files in the section of the application that corresponds to the attachment category. For example, if you upload a Proposal Narrative, you will need to select the Proposal Narrative category in order for JustGrants to accept it as such. If you choose the file category "Other" by mistake, JustGrants will place that file in the "Other" section of the application and will not recognize that you uploaded a Proposal Narrative. If you upload a file using the wrong category, you will need to locate the file where it's stored, delete it, and upload it again using the correct file category.

You can print all of the web-based entries in JustGrants by opening the Actions menu and selecting Print. The print option does NOT print any file attachments. You will need to print those separately from your workstation or shared drive.



## Application Submission Tips (cont.)



**Cut and paste text from Word.** You can cut and paste information from Microsoft Word or Excel, however you may notice some formatting issues. Check your pasted content and use the formatting options in JustGrants to correct it.

**Pay attention to required sections.** If a section is required and presents you with web-based entries, you cannot upload a document instead. You must use the format required in the application.

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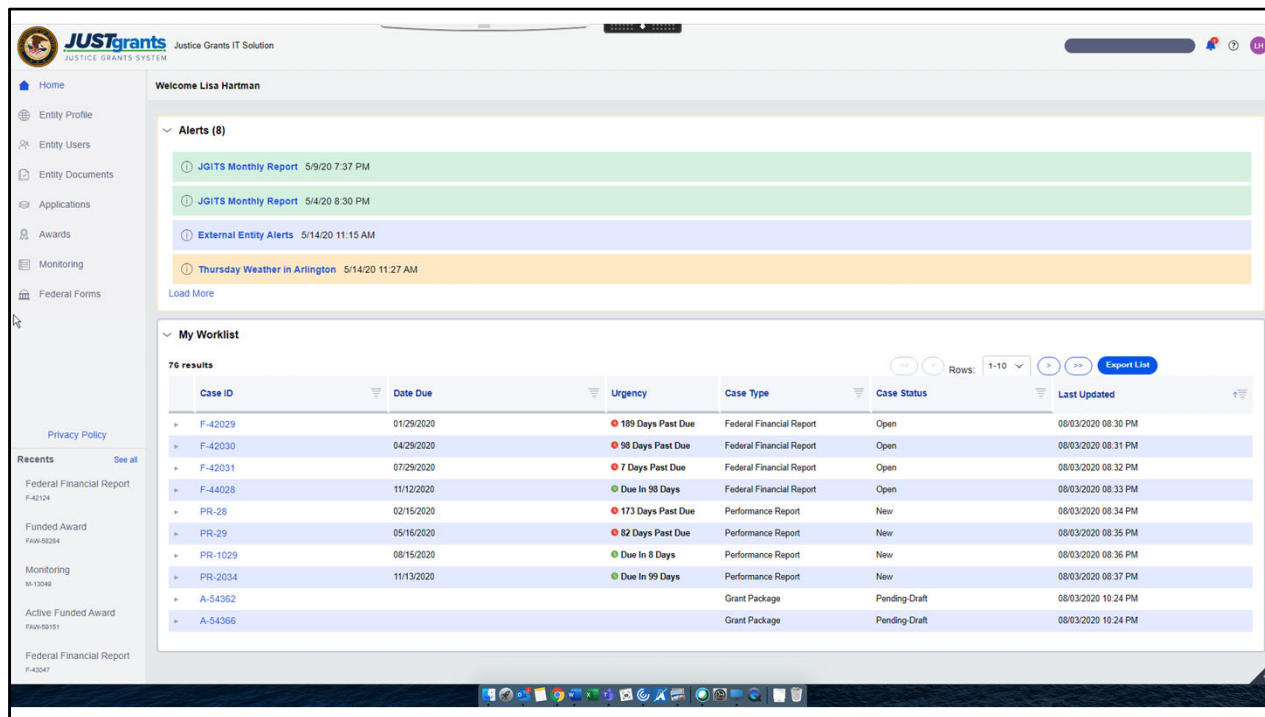
In many text fields in JustGrants, you can copy and paste text from Microsoft Word or Excel. This is a way to use existing content to build your application. Be aware though that your pasted text may not format in exactly the same way as it did in Word or Excel. You should always check to be sure it looks the way you want. You can either reformat issues using the text editor in the field, or you can copy from Word and “paste without formatting” to reduce this issue.

Pay attention to required sections. You must complete the application in the way that JustGrants presents it. For example, if your application contains web-based fields, JustGrants will not allow you to submit your budget as an attachment. You must follow the steps indicated in JustGrants.

# Application Submission

DEMO





Starting in the My Worklist section, locate the application you would like to submit. Because we are starting in your worklist and not in the Applications menu, the application opens in edit mode automatically. You will not have to click the BEGIN button to start.

You will navigate through the solicitation using the menu links on the right, or the continue button at the bottom right of the screen. You can save your edits by selecting the SAVE button at the bottom. To leave an application, select the CANCEL button. This will return you to the home page but will not save any edits you may have made.

It's important to understand that each application will require different information, so the menu options on the right will change based on the solicitation requirements. You may see more or fewer options in each application.

Review the Standard Applicant information. This comes from the information you submitted in Grants.gov.

Scroll down to locate the Areas Affected by Project fields. At least one entry is required. You can select the ADD button and enter the location information. Zip codes are common entries. Add as many entries as needed.

Scroll down to the Application Type. This is populated from the SF-424, however

you can edit if needed.

The Type of Applicant, and Executive Order and Delinquent Debt information are also editable fields. Update as needed.

Using the menu option, we are moving to the next step, which is to confirm the authorized legal representative. Most applications will have a single entry here, however if you are applying for funding from the COPS office, you will need to add two. The Authorized Representative is the person that is allowed to enter into agreements with the Department of Justice and will be the person that will certify the award acceptance. Once selected, confirm the representative.

Verify your legal name and address. This information is populated from SAM.gov, so if there are any changes required, they will need to be made in SAM.gov. Updates in SAM.gov typically take up to 24 hours to affect JustGrants.

For the proposal abstract, you can either type or copy and paste your narrative entry. This field is required.

In the Proposal Narrative section, you can upload documents or enter goals. When you select the +New Goal link, you will see the fields that you will need to complete for each goal. Again, all fields with red asterisks are required. You can enter a goal statement narrative, add objectives and deliverables. If you would like to remove a goal, use the trash can icon on the left.

In this demo, we will briefly display each section of the Budget Detail Worksheet. The specific categories will vary from office to office and from application to application based on the requirements determined in the solicitation.

In the Memoranda of Understanding (MOU) and other supportive documents section, upload the files that you need. Notice that the recommended file types are limited to PDF, Microsoft Word, and Excel. For the time being, it would be best if macro-enabled Excel files were not used.

In the Additional Application Components section, there are additional options for file uploads based on categories of documents requested.

In the Disclosures and Assurances section, you will need to complete each subsection. Unlike this test example, you will see your SF-LLL already populated in this section.

It's important to note that as we review each section, a green check mark appears

next to that section. This does not mean the section is complete, only that it has been opened.

Once you feel that you have completed all of the sections to your satisfaction, open the Certify and Submit section. Open the caret next to each section to visually review your entries. When you are ready, click the Final Review and Certification of Application confirmation check box, and click the Submit button.

If required information has been missed in the application, you will not be able to submit it. You will receive an error message displaying the missing information. Once the required information has been entered, you will be able to submit the application.

## What to Expect After Submitting an Application

The entity will be notified that they have received an award when all applications for the solicitation have been reviewed before September 31.

The system will notify:

- The Entity Administrator and Authorized Representative when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
- The Entity Administrator when the award notification has been sent.

The entity should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.

Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is "Submitted", your application has been received by DOJ and you can ignore the past due banner.

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After you have submitted your application you are probably wondering what's next.

Once all the application for the solicitation has been reviewed then the entity will be notified which all happens before September 31<sup>st</sup>.

Please remember who your Entity Administrator and Authorized Representative are for they will be notified when the deadline for applications will be changed. The system will also notify the Application submitter, Entity Administrator and Authorized Representative when the application has been received in JustGrants from grants.gov. And the Entity Administrator will receive notification on when the award notification has been sent.

If you have submitted your application, the status will be **Submitted**. You may also see a banner that indicates that it is past due. This banner indicates that the submission deadline has passed, not that your application is past due.

**QUESTIONS:**  
JustGrants

## Resources



We hope that you have gained insight from the material we've presented today. Before we close, we would like to provide you with additional resources we have created to guide you through the process.



Embedded within this PPT are links to all the information in which we covered today. The Justice Grants website houses all the training material that you will need to work your way through JustGrants. We have placed direct links here to All Award Acceptance resources which can all be found on the Justice Grants website.

## JustGrants Technical Support

If you need support beyond what is available at the self-service portion of the Justice Grants website, please reach out the appropriate Technical Support desk.

Technical Support	
OVW applicants and award recipients	<p><a href="mailto:OVW.JustGrantsSupport@usdoj.gov">OVW.JustGrantsSupport@usdoj.gov</a></p> <p>Or</p> <p><b>(866) 655-4482</b></p>
All other applicants and award recipients	<p><a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a></p> <p>Or</p> <p><b>(833) 872-5175</b></p> <p><i>Monday - Friday between the hours of 5:00 AM and 9:00 PM EST Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST</i></p>

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If you are an applicant or award recipient for an OVW award and need assistance, contact the OVW support desk at [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov) or call 866-655-4482.

To contact the JustGrants technical support desk, you can send an email to [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov).

You can also call 833-872-5175 Monday through Friday between 5am and 9pm Eastern time or between 9am and 5pm Eastern time on weekends or holidays.

Please use the JustGrants support email or phone line for any issues that you may have when working in JustGrants.

# JustGrants Training

[justicegrants.usdoj.gov](https://justicegrants.usdoj.gov)

- Job Aid Reference Guides
- Microlearning Videos
- Recordings of Past Sessions
- Frequently Asked Questions (FAQs)
- Glossary Terms



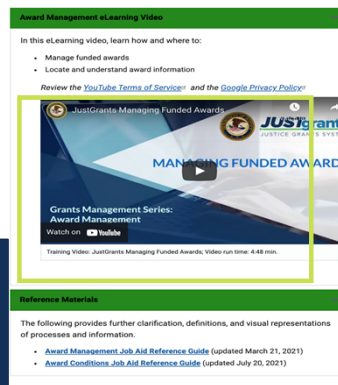
46

We've talked a bit about the online site for training materials. This is what the JustGrants training website looks like. You can find a wealth of information about JustGrants at <https://justicegrants.usdoj.gov/>. We're going to focus on the training link today, but please take the time to look through this website for all sorts of useful information.

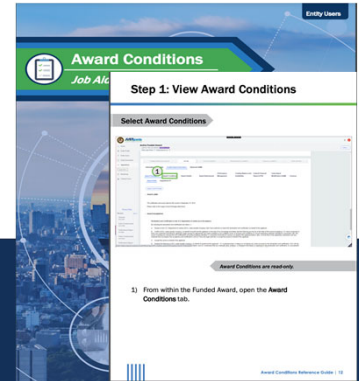
# JustGrants Training Resources



Organized by Topics



Micro-learning videos



Job Aid Reference Guides

Once you open the Training link, you will see a list of training topics displayed.

Once you have selected a topic to explore, you will open a page with training resources dedicated to that topic. Typically, you will find a Job Aid Reference Guide and links to step-by-step videos. These are very short videos – they are meant to be used while you are working, so don't feel like you need to set aside a lot of time to view them. They can really help if you're in the middle of a task in JustGrants and just want to verify next steps.

The Job Aid Reference Guides provide step by step instructions with screenshots to help you walk through a task. You can print these or view them on screen, depending on how you like to work. They are also a great reference if you are in the middle of a task and want to verify the next steps.

You will also find quick reference guides that will walk you step-by-step through specific tasks. There are two new Quick Reference Guides in the Performance Reporting topic: Navigating to a Performance Report, and Completing a Question Set and Submitting a Performance Report.

## **Additional Application Submission Resources**

### **DOJ Application Submission Checklist**

<https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/appln-submission-checklist.pdf>

### **SAM.gov Resources**

<https://justicegrants.usdoj.gov/resources/system-for-award-management>

### **Grants.gov**

<https://www.grants.gov/web/grants/learn-grants/grant-making-agencies/department-of-justice.html>

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Each of the DOJ Managing Offices maintains a website with information on the status of awards. Use these links to locate the information you need on the schedule for notifications and recipients.

## Upcoming Sessions

### MONDAYS from 1 PM to 2:00 PM Post-Award Management

- April 25, 2022
- KEY AUDIENCE:*  
Grant Award Administrators  
Entity Administrators  
Financial Managers

### TUESDAYS from 2 PM to 3:00 PM Entity Management

- April 26, 2022
- KEY AUDIENCE:*  
Entity Administrators

### WEDNESDAYS from 2:30 PM to 4:00 PM Application Mechanics

- April 20, 2022
  - April 27, 2022
- KEY AUDIENCE:*  
Entity Administrators  
Application Submitters  
Authorized Representatives

### THURSDAYS from 2 PM to 3:00 PM Award Acceptance

- April 21, 2022
  - April 28, 2022
- KEY AUDIENCE:*  
Entity Administrators  
Authorized  
Representatives

[JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions](https://JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions)

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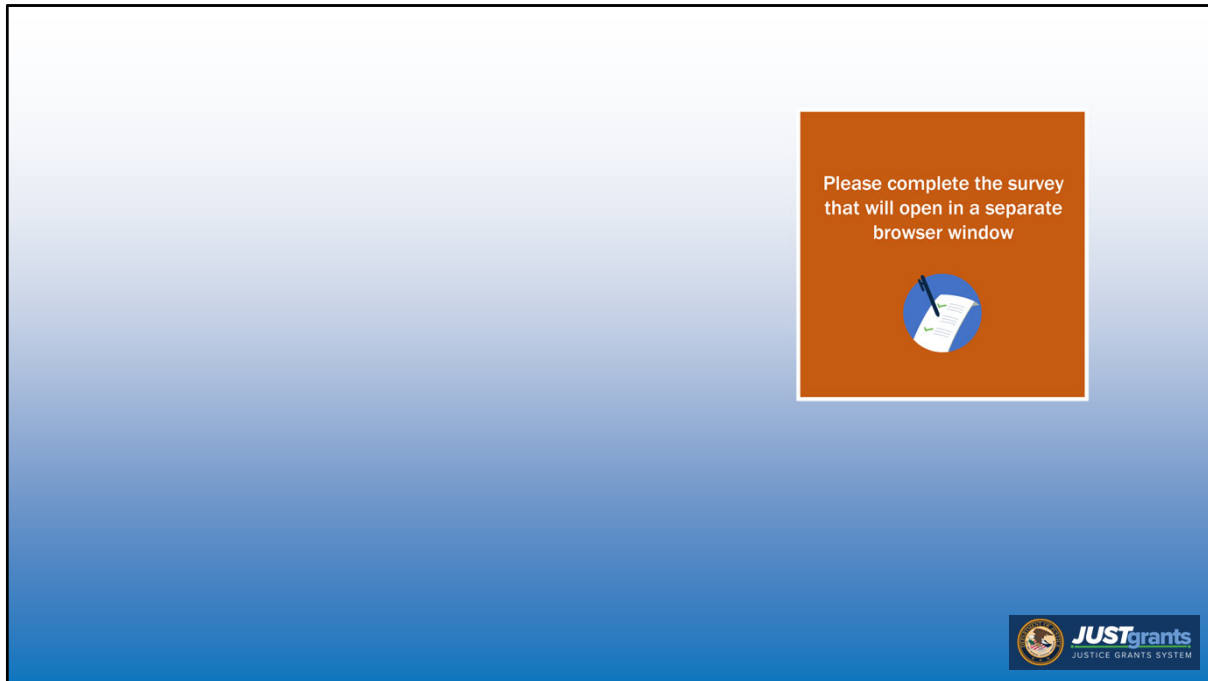
We offer our Virtual Q&A series every week. Post-Award Management sessions are held on Mondays from 1:00 to 2:00. On Tuesdays, we hold our Entity Management sessions primarily focused on topics for Entity Administrators between 2:00 and 3:00. On Wednesdays, we hold our Application Mechanic sessions that primarily focused on topics for Submitting an Application between 2:30 and 4:00, and on Thursdays, we offer sessions on Award Acceptance from 2:00 to 3:00. All classes are Eastern time.

**Note:** These upcoming sessions are repeated sessions that do not cover any new or updated material. If you've attended any of these sessions, you do not have to continue to attend them. However, you are more than welcome to attend any of these sessions.

**Before we review any last minute questions and close out the session today, we want to bring to your attention that there will be a quick survey that will pop up in a new window once this session is over. Please take the time to complete this survey so that we can continue to bring you quality session such as the one you are participating in today.**

# Questions?

I will now turn it back over to Lisa and the JustGrants Team to answer any remaining questions we may have.



Thank you all for coming to this session today. We hope that it has been useful and a reminder that we ask that you complete a short survey that will open in a new browser once you exit out of WebEx. Again thank you for your participation and we hope that you have a great remainder of your day.