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DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OAAM
FY22 BYRNE DISCRETIONARY GRANT PROGRAM APPLICATION

APRIL 19, 2022

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>> LISA HARTMAN: Hi, good afternoon.   This is the Byrne Discretionary Grant Program session on JustGrants.   And we'll start at 2:30 Eastern Time.

Justice Programs JustGrants Byrne Discretionary Grant Program.

FY22 Byrne Discretionary Grant Program.

>> JONATHAN FALEY: We'll begin in a minute.

>> JONATHAN FALEY: Okay.   Good afternoon, everyone.   And good morning to some of you.   My name is Jonathan Faley.   I'm an Associate Deputy Director of the bureau justice assistance part of office.   On behalf of my colleagues and justice program, I want to thank you for joining today's application webinar for the fiscal year 2022 Byrne Discretionary Grant Program funding/Byrne Discretionary Grant Program or Byrne discretionary for short.   Today's webinar is to view the Byrne Discretionary Grant Program specific requirements and provide you with the information you need to successfully submit your Byrne Discretionary Grant Program application in JustGrants. We want to ensure you're off to a great start and have the tools to submit your application.   We are recording today's session and will make the recording available to everyone following the webinar.

Okay, just few housekeeping.   Before we start, I will review the features in WebEx that will be important for us today.   Meeting includes a chat function for communicating with the panelist.   We ask that you use the chat feature if you have difficulties accessing the satisfaction or need assistance.   We have multi-have a fewer. And the Q&A feature is designed for sessions like ours which we anticipate lots of questions.   Please use the Q&A feature for 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 the answer.   Chat should be for any issues with seeing or hearing the WebEx.   Question and answer is to be used for questions regarding the content regarding the program.   How to apply for JustGrants.   We also disabled the video for all participants so we have more system resources available for the content.   We don't want all the videos coming through and cause a lag in what we're doing today.   Should you need or want live captioning, you can locate the multi-video viewer by selecting icon on the 3 dot on the bottom of your screen and open the multimedia viewer to access the captioning.   We muted all attendees to reduce background noise.   If you can't hear, click the arrow to the right on the bottom of your screen to select an audio option.   If you're still not able to make the audio work, I recommend that you call in by the phone using the number in the meeting invite details.

Okay.   So submitting questions.   We activated the Q&A, the question and answer feature.   We have several OJP and JustGrants members moderating the Q&A and they will write in the answers much as possible.   We'll stop for questions and answers and will select questions that will provide greater level of detail to achieve in the chat or Q&A session or questions that is asked more than once.   You can use the scroll bar to the right to review them.

We will follow-up with answers after this the webinar for any questions that do not receive an answer during the session.   We're going to try to answer everything.   There will be some questions we won't get to or may require some more thought for us.   But

we will make sure everyone gets a response to any questions that's posed in the Q&A section.   Okay.

So for the agenda for today's application webinar, we will spend the first 30 minutes for the program overview section which we will review the aspects of the submission and share tips to complete your application.   We will use the remainder of the time to review the JustGrants onboarding steps and review some entity roles in demonstration about entity onboarding.   Next we will go through steps of the application submission, which includes submitting preliminary information in grants.gov and submitting applications in JustGrants.   In today's webinar, we will review where to go for help as you navigate through our JustGrants system.   We are here to address any questions you might have related to the solicitation to JustGrants or roles and processes to submit an application.   So while we will review the role of the grants.gov plays in the application submission process, we are not able to provide technical assistance related to the function of the JustGrants, since that's a platform managed by separate federal agency.   Nevertheless, we hope you use the Q&A function to submit your questions and we will do our best to answer many of those as we can today, knowing that we will follow-up with you for those that we don't answer during the session.

Okay.   So we went over the review.   We have a lot of information to cover.   So I'm going to turn it over to my colleague, Bureau of Justice Assistance, Erich Dietrich to go over the session.

>> ERICH DIETRICH: Thanks, John.   And welcome, everybody.   We're issuing an award for OJP solicitations projects under the Byrne Discretionary Grant Program, depending on which office will administer the grants, which in doing to BJA Office of Justice Programs, BJA, OVC, or Office of Juvenile justice and OJJBT and NIJ.   And this slide has information for all four.   This webinar covers the requirements for the entire program since the solicitation and requirements are identical.

This slide has language taken directly from the solicitation, but I know there's been some confusion so I'll try to clarify.   This invited to apply solicitation is only open to recipients who received a specific appropriation for community criminal justice project under the subject heading in the 2022 consolidated appropriations act.   That is an earmark.   We don't use the earmark in the invitation or solicitation because it's not official term used in the bill but that's what this program is.   It's funding the earmark project under the Byrne Discretionary Grant Program under the law.   I know some of you received information indicating that your prong received a promotion or earmark and the funds will be issued directed.   Although funds with were appropriated, Congress did so under a grant program, you must submit a grant application and this is historically how DOJ earmarks were issued when they were appropriated regularly each fiscal year.   I know the name Byrne and the term discretionary may have contributed to the confusion.   Many of you may be familiar with the Edward Byrne memorial justice program or JAG program which is a former program BJA administers every year.   Byrne sedition nary program is not JAG.   Congress used this term to indicate the funding with the criminal justice Nexus.   Second, many people associate the term discretionary with the only competitive grant programs.   And you may have been

worried there would be some competition for the project.   Discretionary grant programs can also be non-competitive.   The Byrne Discretionary Grant Program is non-competitive.   It's by invitation only.   Only the 246 appropriated under this heading and amounts listed for the recipient can receive a grant award under this program.

I mentioned the Public Law which is the 2,000 plus page document I was linked to in the previous slide.   The list of 246 funded projects under this project is in the reference to joint complementary statement or JES.   Get used to that 3-letter acronym because we will use it a lot.   There was a link to the JES in the previous slide and here's the snippet Page 178 where the list of Byrne R Byrne Discretionary Grant Program begins.   We previously emailed you a PDF that OJP created listing the project by state which may be easier for you to reference.   But the JES is the official list.

This slide has eligibility information from the solicitation which I've already covered.   Eligible applicants listed in the JES.   OJP will use the same registration legal name or doing business as name associated with the applications Unique Entity Identifier, UEI, to confirm eligibility.   As noted on this slide, all recipient or subrecipients, including for profit must forego any profit or management fee.

As to some of the more specific information related to the application, we reiterate here only eligible applicants will receive funds for the specific projects.   Some information that will help confirm this will be entered in the SF-424 form.   We will go into details on the application steps later.   But we ask specifically that you enter the project title as it appears in the JES in the SF-424 form and JustGrants application.   On this slide, we note some recipients have been appropriated funding for more than one Byrne project.   These recipients must submit separate grant applications for each project.   OJP will issue a single award for each project so 246 total grants.   We will not combine funding projects for single award with multiple earmarks.

Next slide, please.

>> LISA HARTMAN: Erich, do you see the slide?

>> ERICH DIETRICH: Yes, I am now.   Thank you.   Probably the most common question I received is whether you would need to extend Byrne Discretionary Grant Program by end of the fiscal year September 2022.   No, you do not need to expend funds by September 30, 2022.   OJP will issue awards with start date of March 15, 2022.   Which is the date act was enacted.   You can start in the first day of the month and no later than October 22.   OJP will issue awards within 18 multiples project period but you can request up to 36 months project period in your application and then OJP will issue the award with requested project period.   You should make clear what your requested project period is within these limitations when you enter your project period dates in the SF424 and application in JustGrants.   I recommend you state it clearly in your abstract and project narrative also.   If you do request a different start date, then March 15, 2022, you should note OJP typically does not award pre-award cost so you would not be able to reimburse for project cost before the start date.

As to the start date of March 15, 2022, we have included the language from solicitation that notes the cost incurred on or after that date but before OJP issues an award or clears your budget may be reimbursable. But you obligate your own funds with the intent of later reimbursing, you do so at your own risk and there will be an award condition that specifies this. Only cost authorized by OJP will be approved for reimbursement.

This list certain costs or activities that will be allowable under the program. I won't read this because language is from the solicitation and they're straightforward. Regarding the second bullet, OJP prohibits the use of grant funds for UEI that's drones and related cost under all. But given the unique nature of this program, we revised that language slightly to potentially cover a situation which the Public Law may specifically authorize such a cost. There's only one project that may fall under this category for exception and NIJ is administering that award. If you take a look at the titles of the 246 projects being funded under Byrne, there's a wide variety of criminal justice projects under appropriated funds. So it's possible to list allowable use of funds, it will vary widely based on the project. I will point out since funding was appropriated as a grant, the grants funding these projects will be subject to the same administrator requirements as other grants. To include allowable costs. This slide has links to the uniform requirements which are the federal wide requirements for grants and the DOJ grants financial guide which has the department requirements. OJP will need to approve or clear your budget before cost will be authorized. I'll discuss this more later.

In this second bullet, we list some of the general cost categories taken from the budget category you will use when you complete the application which may be allowable given your project. But again, the cost will depend on your specific project. Lastly, we noted on this slide that in direct cost are allowable if the cognizant federal agency or if your agency is eligible and using the de minimis rate which identifies the direct cost. Financial guide has more information on this. If you don't have a current indirect rate with the Agency, you can use the de minimis rate.

No match or cost shares is required. Our standard guidance for grants that don't require match tell applicants if they elect to include or match voluntarily, it will be required or subject to audit when OJP approves the budget. My guidance is to not match the budget. Only provide specific amount of your appropriation. You can include in your narrative discussion of local funds to put in the same project, but this is not required. And we note here there's no cap on administrative costs other than what would be considered reasonable. And which I only mention because under the previously mentioned Byrne JAG program, there is a specific cap with other specific cost rules. But again, these grants are not subject to the JAG rules. And it's Tyler different. Lastly there's certain cost that require approval by the federal agency. If you include a cost that requires prior approval in your budget, and OJP approves the budget, this does not necessarily indicate the approval of that cost, because separate written approval may be required. For example, if you're proposing to use funds to enter a non-competitive or source contract over the simplified am significance threshold of 250,000, this would require separate source of approval by OJP. The DOJ financial guide has a list of cost that requires prior approval.

If JustGrants team is going to cover the mechanics of how to cover the application, but in this slide we're providing tips as to the content of your application to assure awards can be processed efficiently and quickly as possible. First 3 bullets are tips for any grant application but they're important and I want to stress them to you. You must be registered in SAM and receive a Unique Entity Identifier, UEI, to receive a grant. And you must be registered in SAM in order to be registered in grants.gov, which is step 1 in the application process. So if you don't have your active SAM registration or doesn't coincide with the recipient listed in the JES, that is your first order of priority. I also can't stress enough not to wait until the last day to submit in grants.gov or JustGrants. Technically issues though rare come up and the mistakes are more common when rushing. So system could be down for few days in May for maintenance since we found out about this solicitation. It may start May 21 at 6:00 a.m. and that's the deadline to submit.

JustGrants unfortunately will be taken down for a longer period to include some business days. May 13 through May 18. During this time, you won't be able to submit applications. So, again, please prioritize submitting in advance both deadlines fall possible. Also on the slide, we have some tips for quality proposal narrative. Now, this is a non-competitive program. You won't get booted if you use the wrong font or Google pages. But it's important to have the narrative with all the elements addressed. OJP will review it against the budget and request cost to make sure the cost and activities clearly contribute to the project. Second, you can assume that Congress will be very interested in how the project is progressing and evaluating your performance, it will be important to have that complete narrative detailing your project. I don't have time to cover the other applications attachments. They're listed in the solicitation which may be required. Which these are explained in detail in resource guide. But please ask your program office questions if you have any question at all about these attachments or the application forms.

Again, make sure to follow the guidelines in the application resource guide for all of the application attachments. I mentioned earlier that OJP will need to approve or clear your budget. Every effort will be made to do that before we issue award. However, if there are questions or issues with the budget submitted with your application, and then OJP may need to apply an award that holds funds that have the information or change we need to clear the budget we need post-award. We know many of you have been waiting over a year for the funding. Since it is a common goal of both OJP and earmark recipients to access the fund soon as possible, we're providing these tips to help you develop budget that can be cleared hopefully during the award process. The JustGrants application has a budget web-based form that you will complete in the system instead of a budget attachment. I highly recommend you pay attention to how to use this budget form both in this webinar and other training resources on our website. The first tip on the budget may seem like a simple one, but it is very important. You should request as the federal amount, the amount appropriated for your project exactly. Not $1 more or less. This should be the total in the budget form exactly. OJP will issue your award in the amount listed in the JES regardless. But even if you submit a detailed well justified budget with your application that is good in every way but is $5 different than your appropriation, OJP will not be able

to clear the budget.   And this would need to be resolved post award.   Other tip to highlight is to provide detailed computation and narrative for every cost item.   We need to know the cost support the project in and are reasonable in amount.   We understand some of the cost needs to be estimates at this point.   And you will be able to make adjustments post-award.   But for purposes of approving the initial budget, all the cost needs to be supported and explained.

This slide will cover some post-award considerations.   First and probably primarily, we know this is a popular question when you are going to get the grant award.   OJP will prioritize our processing of awards after the solicitation closes, but it does take time to review application and process awards.   Our goal is to meet all the awards by September 30, 2022.   But we'll do so on a rolling basis soon as possible and we hope to be well in advance of that for these Byrne Discretionary Grant Program.   This slide has a few points about post-award management of your grant.   Access to fund after the award is made will be dictated by your acceptance of the award in JustGrants.   Your enrollment in treasury ASAP system if you're not already and with any withholding award conditions that need to be addressed.   Many of you have asked about how payments will be made.   Advance of funds must be limited to 10 days of your project cash needs.   And so most of our recipients only drawdown on reimburse basis which does not have timeframe restrictions.   Like any grant, you will be required to submit a performance report.   In this case semi-annually and quarterly financial reports.   These will be submitted in JustGrants.

Change can be requested post-award if needed with the exception of any change to the project purpose or project title.   But if you need to modify the budget to better meet the needs of the project or climate change the scope without offering the project purpose, you can request to do so.   You can request up to one time 12 month project period extension if you need additional time to complete the project.   There's much more to say about post-award processes and we'll be holding a separate webinar after awards are made to go into more detail.   With that, I thank you for your time and interest.   We will now pause here to answer questions that came through the chat before we turn it over to Lisa to cover the application mechanics training.

>> JONATHAN FALEY: This is Jonathan.   We had a number of questions at the beginning where people kind of logged in late.   They were asking if the webinar was going to be recorded, and if so they can get a link or copy of it.   The webinar is being recorded.   We hope to have that posted if not tomorrow, the following day.   And we will send the link to everyone that's registered in this webinar.   And we'll also send the link to all the applicant POC so they can review it and that will be there.   Again, we're answering as many questions we can in the chat.   Those that we don't get to for whatever reason, we will get to them tomorrow.   And make sure that you all get responses.

And so there were some folks that had a question about in direct cost.   I think they posted right before you got to that section, Erich.   So you if have approved in direct cost rate, you can certainly use that.   That would be capped.   And you can use the de minimis.   If you go to the OJP grant financial guide, on the OJP.gov website, we'll have links later in this email.   There's a section in their whole chapter on in direct

cost and it will explain to you what you can include in that.   How to submit for an indirect cost and how you can go about choosing a de minimis.

And then there was some questions about the dates.   Again, about when grants.gov and when JustGrants might be down for maintenance.   The dates are available on both websites.   The grants.gov website and JustGrants website.   I think I posted in there.   But, Erich, if you have those in front of you, if you can just repeat those dates?   I think people were trying to write them down.

>> ERICH DIETRICH: Yeah, I see that you posted that in the chat for grants.gov is going to down midnight Saturday May 21.   And it's going to reopen Monday may 23 at 6:00 a.m.   May 23 is the deadline to submit in grants.gov.   But the deadline to submit is that night at 8:59 p.m.   JustGrants has not been posted yeah.   My understanding May 13 is Friday, so minding is that JustGrants will be operational during the day Friday May 13.   And then it will be, it will reopen on May 18.   14 and 15 is weekend.   And so we're hoping it's only going to be down 2 business days and be backup May 18.   But once those actual times are identified, OJP is going to send an email to all recipients and applicants.   And certainly it will be on their website as well.

>> JONATHAN FALEY: Yeah, so when we get to the intersection portion of this webinar, it's important to kind of key in and listen to what Lisa has to say, because she's going to walk through all the steps to submit the application.   Earlier you start the better.   Make sure your SAM.gov is up-to-date and get into your grants.gov is up-to-date and submit as early as you want.   But submit before the 45 day application date.   Erich, repeat the project start date they should list in there?   424 program narrative?

>> ERICH DIETRICH: Yeah, the start date, we're going to make the start date as March 15, 2022.   Which is the date of the appropriations law was enacted.   So we are doing that for flexibility reasons for people that may have been notified and begun possibly obligating.   Potentially be able to reimburse themselves for those costs.   However, you can request different start date if you would like a later start day.   You can make that first day of the month.   But you wouldn't be able to do it any later than October 1, 2022, which is the normal start date for our grants.   And then you would make the end date corresponding end date, like I said, we'll make them for 18 months put you can request up to 36 months.   And you can send me an email and I can give you a specific date based on what you want.

>> JONATHAN FALEY: Real quick, in terms of the system outage dates, we're going to confirm those this week and, hopefully, we'll send emails out next week and let them know when the systems are up so you have a better idea.   Can we apply for another cost rate?   You can, if you don't have a negotiated and indirect cost rate, you can work with us.   Whoever sent that, I'll put a link.   If you go to our financial guide, it will list the steps and how you go about doing that.   Next question, are resolutions from local governments required with the applications?   Erich?   I believe the answer is no.

>> ERICH DIETRICH: No.   That's not a required attachment.   Feel free to include them if you like.   But they're not required.

>> JONATHAN FALEY: And so, next question, where can we access the JES. Is there a searchable link?   We included the link in the original invitation email.   So whoever your applicant POC is.   You can also Google it.   And you should be able to take the language we have in this presentation and Google it and bring it up.   Did I cover that one, Erich?

>> ERICH DIETRICH: There's also a link to it in the second slide of the program section.   Unfortunately, the way Congress published it on their website, it's actually Xerox PDF.   So you can't really search it.   It's hard to search it.   But there's a link to it in the slides.

>> JONATHAN FALEY: I know there were questions about project periods. Erich did a good job of letting you know we're going to do an initial 18 months.   And we talked about the start date.   I think it's important to let people know.   And you might have hit this.   And I just missed it.   But recipients are entitled to request one extension up you to 12 months.   So something to think about.   Just so you're aware.

We have about another minute or two before we need to get into the next section.   Any specific guidelines for those who applied for fiscal sponsor organization we submitted request for non-profit that (reading chat) we'll have to get back to you on that one.   I just want to make sure that I'm understanding this correctly.   Even if we proposed a project for 12 months, we can alter the proposal to be up to 36 months? Also start date can be March 15 and October 1, 2022.   Is that correct?   You can, yeah, so, earliest we can make the start day is March 15, 2022, the enactment of the budget. But we ask you not to start date later an October 1.   If you want 12 months, just put that in your application and your standard application for federal assistance.   And we can do that.   I would probably recommend you make it for 19 months just to cover some contingency or initial delays or spend later or earlier.   But hopefully that answers your question.

I think that's it.   We're at 3:01.   So we'll get into the question and answer section and will continue to answer your questions.   If would you don't get to all of them, we will follow-up if not tomorrow, the following day.   So this is a good time to transition over to Lisa.

>> LISA HARTMAN: Thank you, Jonathan and Erich.   We appreciate you inviting us here today, the JustGrants team to walk through some of the processes in JustGrants.   I am going to turn off my camera while we do this to make sure that we have enough resources to handle all of the information we've got.

So, one of the things that I know, we've actually seen couple of questions come through about onboarding, how do we get a JustGrants account.   So we're going to go ahead and talk little bit about onboarding.   We're going to talk about 3 different systems that you're going to need to access and use in order to apply for your funding.   So we're going to start with SAM.gov.   As Erich mentioned, everyone needs to have an active SAM.gov account in order to apply for any sort of funding with the Federal Government.

Once you have an active SAM.gov account, the funding appears initially in grants.gov.   And you will need to access that information.   You need to access that opportunity and begin your application process in grants.gov.   And then finally when you submit your preliminary application information in grants.gov, then it will move to JustGrants, and for those of you who have not had a JustGrants account before, your JustGrants is created.   This is a visual roadmap that helps you be aware of the steps needed to get to the grant process.

Now, you want to first register, again, with SAM.gov.   And when you do, it will designate an E-BIZ point of contact in SAM.gov.   Also you need to make a note of your UEI, or Unique Entity Identifier in SAM.gov.   Now to locate the grant in grants.gov, you need to open grants.gov, do a search and select the funding opportunity you're going to apply for.   During the process of beginning your application in grants.gov, you're going to be required to complete certain forms.   You will complete and submit SF-424 and SF-LLL.   If you determined the amount of funding, but if your budget figures are still not fully gelled, you are welcome to submit preliminary figures and update your entry in JustGrants prior to submitting the application to DOJ.

Now the information you include in SF-424 and SF-LLL will be in JustGrants and edit the 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.   Now, the bulk of the application is entered into JustGrants.   It's here that you're going to enter a proposal narrative.   You'll potentially enter proposal abstract and budget detail worksheet, and any goals, objectives, and timelines that apply.   Now the person that you identify as the SAM.gov E-BIZ point of contact is going to be JustGrants administrator.   And that's the person that looked at -- the person who looks at grants.gov, will automatically be application submitter in JustGrants.   And this will happen automatically.   That's sometimes good or bad.   You don't want to be the JustGrants administrator and if that's the case, you can reassign somebody else to have that role once you log-in to JustGrants.   You can also reassign the application submitter role to another person in JustGrants.   Again, once you logged into JustGrants.

And regarding grants.gov, since February 21, 2022, all non-Federal grant.gov are required to use Login.gov credentials.   This change the grants.gov sign-in process improves user security and complies with the Executive Order 1408 improving the nation cybersecurity.   Now Login.gov allows you to access multiple government websites, including grants.gov using a single username and password.   It does not by the work for JustGrants.   But it does work for other grants, other multiple government websites.   Now if you have a grants.gov account, you need to link your grants.gov account with Login.gov.   And to do that, you can follow this 3-step process.   First, when you log-in, click the Login.gov button on the grant.gov log-in screen.   You want to complete the Login.gov process and using your username which is your email address and password or you'll need to create an account if you don't already have one.

You'll then be directed back to grants.gov to log-in with your grants.gov username and password.   And this will complete the account linking process. Grants.gov remove the user name and password option as of February 2022, so don't

be surprised by this screen. You're not going to see on the top image, you're not going to see that portion of the Login.gov option.

Also effective Monday April 4, 2022, entities can no longer see or use the DUNS number. New Unique Entity Identifier or UEI is the official government-wide identifier used for federal award as of frill April 4. UEI is an alpha-numeric character value and used in SAM.gov. It's created by SAM.gov and used in SAM.gov and other government award and financial systems to identify a unique entity. Users are going to need SAM of UEI for entity, exclusion, and contract opportunity awards for entity identifier. SAM registration will continue to require annual renewal. There will be no change for schedule for renewal and no changed in the fact you must renew every year. So UEI simplifies the process of registering an organization to do business with the 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 the DOJ funding. JustGrants automatically pulls entity information from SAM, thereby, reducing the burden on award recipient to update SAM.gov and JustGrants and grants.gov. Everything is tied together about I UEI. It helps DOJ validate information from the recipient. To find your UEI in SAM.gov, you need to log into your account and locate the access level in the entity widget which you're looking at here. You want to select it to open your current SAM.gov registration record. Once you open that record, the UEI is displayed on the left of the screen. In this image, you see the DUNS number displayed above the UEI, however the DUNS number no longer appears in SAM.gov as of April 4, 2020. You are no longer going to be able to locate your SAM.gov account using the DUNS number.

In JustGrants, once you open the entity profile menu option, your entity information is explained. In the center top row and UEI below it. If you registered in SAM.gov after April 4, you will not have a DUNS number. JustGrants will continue to display the DUNS number for some time but I will eventually remove that as well.

But once you apply in JustGrants and your account in JustGrants is opened and ready for you to move forward, this roadmap will help you visualize each of the steps that are needed in JustGrants when you're onboarding a new user. First, the entity administrator will log into DIAMD to set up each new user. DIAMD is a 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. Now 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. So we'll talk about those roles in a minute. New user registration email once they have been invited. They will open the email and follow the steps. And using the password and multi-authentication. This is step 1. Step 2 is critical and often forgotten. Step 2 is to actually log into JustGrants. Even though a new user is registered, they're not active use others in JustGrants until they log into the system at least once. And this is a good time to test

the user and password anyway.   Once the user is registered and they've logged in, entity administrator is going to be able to assign that user to specific awards and applications to move forward with the award management.

Now, regarding applications, here's some quick tips to ensure success when you're accessing and using JustGrants.   First of all, we recommend that you use Chrome or Microsoft edge to access JustGrants.   Internet Explorer does not offer experience in JustGrants.   Each time you log-in JustGrants, you need to use the multi-backdrop.   As you're more and more familiar with the idea as we log into the system, we have to enter a code that comes by text or email.   That's multifactor authentication.   You have to click Send code on the log-in page in order to send the code to your phone or email or voicemail.

Now, for entities that already have a JustGrants account prior to applying in grants.gov, the application submitters will be sure to use the email associated with the JustGrants account to apply for funding in grants.gov.   So bearing in mind that if you already got a JustGrants account, your username is an email address.   You have to use that same email address in grants.gov to a play for funding or it won't find you in the system.   So those email addresses are the link between grants.gov and JustGrants.   If you're applying for managing award with multiple UEI, you will need to have a unique email address for each account.   So every UEI will generate a separate JustGrants account.   And if already are managing awards under different UEI or what used to be DUNS number in your organization, in JustGrants, your email address must be unique to each account.

So I talked little bit about roles earlier.   So let's review those roles that play an important part in this area.   We talked about the authentication of administrator.   Their role is to assign the users to awards and applications.   Now the entity administrator is not just a set-up role.   This is ongoing role throughout the life of the award.   There will always be new users onboarding and always be people leaving.   And every year, you're going to be involved in making sure that SAM.gov registration is activated and you reregister every year.

Now, the user role in JustGrants allows specific access.   Each new user can have one or more than one role assigned based on the work they will need to do in JustGrants.   So again, we talked little bit about the entity administrator role and what the basic path are for that person.   In addition to managing users and keeping the entity profile information current, it also has read only access to all the application and awards in JustGrants.   So they really have a bird's eye view of everything in your system.   Now, if the Entity Administrator will also need to take in part managing awards and applications, it's not a problem.   They just need to be assigned the additional role that allows them to do so.

The grant award administrator role is one that handles programmatic requirements, including submitting performance reports, initiating and submitting GAM, and initiating award close out.   We also have an alternate grant award administrator role available.   This individual can initiate but not snit grand award modifications and

performance reports.   So this is someone who can enter the data, but the grant award administrator is the only one that can press that Submit button.

The application submitter is the only role that can enter data into an application, can certify and submit it on behalf of your entity.   The authorized representative is the role that may accept or decline an award on behalf of the entity.   Now this role must be assigned to someone in your organization with a legal authority to enter into a binding agreement with the Department of Justice.   And this person must also be legally authorized by your organization to agree to award terms and conditions.

The financial manager submits federal financial reports on behalf of your organization.   Now, regarding the application submission process, there are 3 roles that are required for this process.   The user with the application submitter role is going to 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 automatically.   Now, if another person is going to enter information in JustGrants, that's okay.   The entity administrator will need to invite the next application submitter and then reassign the application to that person. And it's not difficult to do either of these functions.

So the application submitter identifies the form 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 and no other, they will not be able to be funded awards in JustGrants.   It's possible to assign multiple roles to the user with the application submitter role if they need them.   The authorized representative is the person who's authorized to enter into a legal agreement.   Because the authorized entity has list of active users in JustGrants, that person must be onboarded prior to submitting the application.   The entity administrator also, again manages to use the roles in JustGrants, and it's important to know there could only be one entity administrator in JustGrants at a time.   So it's best to have a discussion about who you might designate as a backup entity administrator in case your primary Entity Administrator goes on vacation or extended leave.   Prior to leaving the organization for any amount of time, the Entity Administrator must reassign the role to another active user.   Now, should the Entity Administrator leave suddenly without warning, and I is not able to reassign to another active user, our technical support team can help you with that.   But it will require intervention.   And technical support to reassign Entity Administrator role.

Now, I do have couple of demonstrations on the Entity Administrator task that they do when they're onboarding a new user.   And this DIAMD system is really straightforward.   I really like this system, because it does not take very much to get things set up in DIAMD.   So order to set up new users, also known as members in JustGrants.   Entity Administrator must invite them.   From the JustGrants home page, Entity Administrator can use the Entity Administrator menu.   And this is all registered and logged in.   So you use the button on top of the screen and that will open access to JustGrants and also DIAMD and own the Entity Administrator will have access to DIAMD.

Once you click the buttons in the tile, you can see all the options as that DIAMD presents to the Entity Administrator.   So in this case, we're going to invite a new member and click that button.   Now to invite a new member, all you need to do is enter the email address and confirm the email address.   And then enter the first and last name.   So you want to be sure the entries are accurate, because you will be able to enter the email address in the future.   If email is not accurate, then you have to remove the member and start over again.   Because the email address creates the user log-in name and username.   So it cannot be changed without -- it just cannot be changed. You can change the first and last name if you miss that.

So then on the bottom, we select role or roles this person needs in order to do their work.   Now even if this person is not going to be for instance, a grant awarded Entity Administrator immediately, they might be in the future, then go ahead and assign them to the award if needed.   If you submit that new, and when you finish, it will generate that email to the new user that will be sent to the email address you entered on top of the profile.   This is another reason why email address should be accurate, because all email notification in JustGrants are sent to that address.   So if it's incorrectly typed, then the user will never receive it.

So next demo I have is a demo of what the new user will receive.   And they will receive this email that is generated automatically by JustGrants.   Now it's worth noting that a lot of organizations are suspicious of system generated emails like this one.   And so a lot of organizations will automatically send an email like this to Spam or junk.   So if you don't receive this email generated from JustGrants in your inbox, first thing to do is to go look at your Spam or junk folder.   9 times out of 10, that is the problem with threes.   Now this is what invitation email looks like.   It has quite a bit of information in it.   The first link you see is how to log into JustGrants system.   So you have the system log-in.   You also have the email address and phone number of our technical support group right above it.   Below we have JustGrants link.   And that is just a link to our website that tells you a little bit more about JustGrants in general.   And we have a link to our training website.   And that includes just a full library of training resources.   Job aids.   Reference guides.   We have e-learning videos.   We have all sorts of training resources.   And given the time at the end of the session, I'll actually walk you through that website and show you where you can find all of the JustGrants resources you're going to need.

There's a page on how to get ready, which is really good for new applicants in JustGrants.   Because it tells you all of the steps you're going to need to do in order to launch your account.   So there's a news and update section which I highly recommend. Because we have captured all of our communication about JustGrants for almost 2 years now.   And you can sign up to have those emails sent to you each time we send them out.   And then finally, we have a link to our Frequently Asked Questions.

So the first paragraph contains this link that says click here.   And set your password using this email address within 72 hours.   If you don't access the email and click here within 72 hours, your link will expire.   But it's not a crisis.   You'll just need to contact your Entity Administrator and they can very easily resend a new link.

So let's move on.   So once you click here, link, you're going to be directed to the password, the security question option.   I think we're all familiar with entering a security question in case we forget our password.   So you have a list of security questions you can select from.   And you'll type in the answer and please make sure you keep that answer somewhere handy, because, you know, if you do forget your password, you will need that.   So I have learned not to rely on my own memory on that any longer.   If you would like to be little bit more secure, you can create both the question and the answers.   But not only will a bad actor need to figure out your answer, but they will also have to figure out your question to access your account in JustGrants.   So once you created your question and you entered the answer, you select that create my account button.

And then the next thing that we're going to wind up doing is create your password.   So unlike our previous systems, JustGrants requires that you have your own username and your own password.   And the strong recommendation is not to share these.   There's no limit to the number of people that can have accounts in JustGrants.   There's no reason to share accounts.   So you enter the password and repeat it.   And when you select that reset password button, then your account is created.   But we have one more step before you finish and that is setting up your multi-factor authentication.   We're more familiar with logging into a system and having to provide additional code in order to validate that log-in.

This is where you can set up your favorite way of getting the validation code.   And you have a key or biometric authenticator you can set that up.   Some of you like Google authenticator.   You're welcome to set that up and have that be your multi-factor authenticator.   Many people like the SMS authentication that sends a text to your mobile phone number.   Some people like a voice call authentication.   So rather than by text, you get the code over the phone.

And then finally for those of you who may be in areas where phone service might not be as reliable as other places, you might consider email authentication where you can access the code by email.   So I'm going to show you one of these set ups and they're straightforward.   I don't think anybody is going to need to have lengthy instructions to set up any of this.   But we'll set up SMS authentication.   So first thing to do with SMS authentication is to provide the phone number, the mobile number of course, where you like this code to be sent.   And then you put in a phone number and click Send code.   That code appears immediately in your text.   Next screen, you'll enter that phone number again and then enter the code that appears in your text and verifies.   That's all it takes to set up multi-factor authentication.

What this means, when you log into JustGrants, you need to click a send code button and it will automatically send the code where you tell it.   In this case, it's SMS authentication.   So you have to do that every time you log into JustGrants.   Once you verify that, you do have the opportunity to set up several multiple authentication so you can select the one you want to use.   So if you happen to be somewhere phone service isn't all that reachable, you might set up also an email authentication for that scenario.

If you click finish, then you're done registering for JustGrants.   And because we've taken a number of steps, it feels like we're done.   But there's one more step to take.   And that is you must log into JustGrants.   If you don't receive a tile log-in like this, go back to the registration email and select JustGrants log-in, and use that username and password that you just set up to log into JustGrants.

Once you do that, you're fully activated JustGrants user.   All right.   At this point, maybe it's a good time to stop and ask questions about onboarding.   I'm going to look through the chat and see if there's anything here that needs to be addressed.   Perhaps Jonathan or Erich, did you find any questions you like to answer verbally?   Lisa, this is Jon.   No, I was looking through here.   We've been answering some of those.   There's been some unique questions, unique entities.   How to transfer from SAM.gov to grants.gov and JustGrants.   And we've answered those.   But I don't see.   Unless Erich sees something different.   I don't see anything in there that we need to answer at this time.

>> LISA HARTMAN: Okay.   That sounds good.   I just had one pop-up privately in the chat.   And just so you're aware as I'm presenting, it's very difficult for me to answer private questions in chat.   So it is much preferable if you would put your questions in the Q&A section.   Which you'll find on the bottom right of your WebEx window.   You might need to select the 3 dots on top of the Q&A feature.   Because I'll be much more able to get to those questions.   But this came privately.   That is if your agency already has a Unique Entity Identifier for other applications, should we use the same one?   And the answer to that is your agency may already have multiple UEIs. And the answer to that would be that the Unique Entity Identifier for specific organizations if doing business as combinations.   So if your organization and doing business as combination is eligible for an application, it might be eligible for certain types of applications but not for others.   So the example that I use often is the county of Arlington.   So county of Arlington may have a Unique Entity Identifier for the executive office and different one for the sheriff's office.   And the executive office is going to be eligible for different types of funding they're their sheriff's office.   So you want to make sure you're using the correct UEI for the type of funding that you're applying for.

>> JONATHAN FALEY: Lisa, we do have couple of questions.   Do you want the question?

>> LISA HARTMAN: Sure.

>> JONATHAN FALEY: Okay.   So can you reiterate how to initially transition from the SAM.gov account to the JustGrants website to get your initial DIAMD authorization?   And then for the Entity Administrator, not for additional DIAMD authorization?

>> LISA HARTMAN: Yeah, that's a really good question.   So, when you apply for funds and you want to, and you're submitting the application into JustGrants.   The E-BIZ POC that you have registered in SAM.gov is going to be after all the applications, application is submitted to JustGrants, that E-BIZ POC is automatically going to be created as the entity administrator.   And they're going to be initially the only person that

can access the DIAMD system.   So before you submit your application from grants.gov?   There's a particular person that you want to be for the Entity Administrator, the idea is to go to SAM.gov, and make that person the point of contact, and then wait about 24 hours.   And then submit your applications in grants.gov.   And that will automatically create that person.   I hope that helps.

>> JONATHAN FALEY: You may have answered this.   In case we have not set up a SAM.gov account, where can we locate the UEI?

>> LISA HARTMAN: That's a good question.   So if you don't have SAM.gov, you don't have a UEI.   So prior to April 4, there was a third-party that was creating these Unique Entity Identifier.   But as of April 4, UEI is created upon creation of the SAM.gov account.   It may take couple of days, but it's part of that process.

>> JONATHAN FALEY: Okay.   And once I have UEI from SAM, am I ready to get started with grants.gov?

>> LISA HARTMAN: You absolutely are.

>> JONATHAN FALEY: If our entity has expired as well as the administrator, can we create a new SAM.gov account?

>> LISA HARTMAN: You know, that's more of a question for SAM.gov.   But if your entity has expired with SAM.gov, you can always reactivate it.   And actually, that account has to be activated every year.   And so you can go ahead and reactivate that account if you want to use it.   But I think regarding creating a new SAM.gov account, it might be best to run that question past SAM.   I'm not sure of all the implications of having multiple SAM.gov accounts.

>> JONATHAN FALEY: How do I change POC in SAM?

>> LISA HARTMAN: That's a good question.   So you'll log into SAM.gov, and once you log into SAM.gov in your account, you will just have to scroll down if there's a place where you see the point of contact.   And there's one of the points of contact is E-BIZ POC.   And you can put in a new name and address and pretty straightforward.

>> JONATHAN FALEY: If I have a UEI, can I register with SAM or do I have to go to SAM.gov?

>> LISA HARTMAN: If you have UEI, you already registered with SAM.   I'm going to stop for a moment on that one, because it is possible to get a UEI in SAM.gov without having a full registration in SAM.gov.   And you need a full registration in SAM.gov in order to apply for funding.   So I would -- I'm going to actually ask you to look at the training material on SAM.gov.   SAM.gov is actually managed by, I believe the health and human services agency.   So they have their own sort of support area and they have their own sort of training materials.   But there are two different types of registration in SAM.gov.   One allows you to get funding and one does not.

>> JONATHAN FALEY: One more.   Entity Administrator only one that can access grants.gov in lobbying [Indistinct].

>> LISA HARTMAN: It's not Entity Administrator that does that.   It would be the application submitter.   So, yeah, the application submitter, the person who wants to be the application submitter in JustGrants often is the person that logs into JustGrants and works with the application piece there.   The Entity Administrator, if that's all they're doing, they only manage users.   They don't actually have any sort of pass in terms of submitting applications.   A lot of good questions though.

>> Okay.   I think we can move along.

>> LISA HARTMAN: Sounds good.   Let's talk then about the application submission in grants.gov this is a lifecycle completing some web-based forms, as well as attachments based on the requirements of published applications.   The conflict of submitting an application in JustGrants begins in grants.gov as we mentioned.   Now once you located the grant option, grant opportunity with DOJ, you're going to submit the SF-424 and SF-LLL.   And this is the extent of the application requirements for grants.gov.   Now, aside from those two forms, most of your application is entered in JustGrants.   And your entity information is populated based on entries made in SAM.gov and also used in grants.gov.   So it's a flow from SAM.gov to grants.gov to JustGrants.

Now, you are going to have two applications submission deadlines.   There's one for grants.gov, and another for JustGrants.   And this is because you're actually submitting twice.   Once for grants.gov and once for JustGrants.   Most of the applications requirements are going to be in JustGrants.   Each solicitation has an application submission deadline.   And I've already shared these deadlines with you. After this date, the solicitation is removed from grants.gov and no one is going to be able to apply any longer.   It's 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.

So the deadline for the solicitation in grants.gov I believe, I can't remember off hand it but I'm sure Erich can provide that if necessary.   Now once the application has been submitted and validated in grants.gov, it will be sent to JustGrants for completion. It's not an immediate process submitting in grants.gov and seeing it in JustGrants.   It may take several days for grants.gov to complete their validation and release it to JustGrants.

I have the deadline here.   So the grants.gov deadline to apply for funding under the BJA program is 8:59 p.m. Eastern Time on Monday may 23, 2022.   And JustGrants is 8:59 p.m. Eastern Time on Thursday May 26, 2022.   The JustGrants submission should include all items required in this solicitation and the JustGrants application submission is final.

Now, it's okay to enter preliminary information in grants.gov if you haven't fully determined your budget or project scope.   You are going to be able to edit and update

all your entries in JustGrants.   And it's not necessary to go back to grants.gov to align all of that.

So grants.gov log-in is separate from JustGrants.   Again, it's a separate entity. It's a separate program.   Grants.gov provides access to funding opportunities for multiple government agencies and is not managed by DOJ.   So you're going to have a whole different set of training materials and whole different set of technical support that's specific to grants.gov.

So, again, if you have questions about grants.gov, you will need to contact them for support.   Now you apply by selecting the grants.gov to apply.   You log-in using the email address you want to use to receive notification for grants.gov.   There is a workspace icon there that will allow you to access the funding opportunities.   Now, once you apply, you're going to receive notification from grants.gov confirming the receipt of the SF-424 and stating whether sf424 and SF-LLL was submitted.   And this is why it's a good idea to submit grants.gov at least 48 hours prior to the deadline to give you the time to correct any errors.   You will not be able to correct errors or continue with the application process once the deadline in grants.gov is passed.   So, the grant application resource guide from OJP provides guidance to assist applicants in preparing and submitting application for funding.   It does address variety of policies and statute and regulation that apply to many or in some cases, all OJP program applicants. And you can also find training under grants.gov support page.   And that link to that page is provided.   And the grants.gov training is provided in grants.gov and user roles and which is different from just justice.   How to search for federal grant.   And how to begin that application process.

To search for an opportunity, you want to use the search grant tab.   You can filter through the search to locate grants specific to your needs.   So you can look for particular Byrne grants by looking at the opportunity status, funding instrument type, eligibility, category, and review all options in filter.   Once you find the appropriate opportunity, you want to select the opportunity number that's listed there to view the requirements.

Once you open that grant opportunity, you want to review the information included in the synopsis, search history, and package pass to see if this is the right opportunity for you.   If you choose to apply, you select the highlighted button on the top.   You will need to log-in or create a grants.gov account to complete the application.

Now when you get to the SF-424 in grants.gov, you will need to know the person whose name and email you put in section 8F on this form are going to be created in JustGrants as the application submitter.   So you want, again, if you already have a JustGrants log-in as an application submitter, you need to use that same email address, otherwise, JustGrants will not be able to sort of -- will wind up creating a new log-in for you.   So you don't need that.   The application submitter is the only person that can complete the application in JustGrants.   Unless it's reassigned.   If you want to change the application submitter, Entity Administrator will reassign the role and it will appear in JustGrants.   Once you submitted in grants.gov, you're going to receive a confirmation that your application has been received.   But you also might receive notification that

your application has been rejected.   Just because it's been received is not the same thing as being approved.   So if your application is rejected, you'll be provided with errors that were found and you will be able to go back into grants.gov and make the corrections as long as it's prior to the grants.gov deadline.

When it comes to the SF-424 and SF-LLL, it's best to have the documents submitted way before the deadline which will then provide you with more time to submit and organize your work in JustGrants.

And you don't want to be up against the wall with deadline, because if you're rejected, you may miss that deadline.

So that is really kind of an overview of the grants.gov process.   So I'm looking at the system.   And I'm hoping that those of you placing your questions in the chat will copy and paste those into the Q&A feature so we can provide answers in the Q&A feature if possible.   So let's see.   I think the new ones here are -- and I'm not trying to answer this one.   Is there anything to be concerned about if you're using a system submission?   This one, I'm not familiar with.   John or Erich, if you're familiar with that system?

>> JONATHAN FALEY: This is Jon.   Looks like it's a system that prepares an application for you and then feeds it into your grants.gov, kind of like a TurboTax?   So I'm not that familiar with it.   So I'm sorry.   I don't know.   I mean, nice thing about the grants.gov and the application submission process for JustGrants, and especially with the Byrne Discretionary Grant Program it's not competitive and you don't need a professional grant writer if you just follow the steps we laid out in this webinar.   Everything we talked about here is up on the OJP website and there's details that will walk you through whole process.   I think you can probably skip that intermediary.   But I don't know.   I don't know how it will interact or not.   I'm not quite sure.   Sorry, we don't have an answer for that one.   Next one, can more than one person work on an application in JustGrants?   Can I work on narrative while the fiscal person completes the budget?

>> LISA HARTMAN: Absolutely.   However not at the same time.   There can only be one person for application submitter.   If you work on the narrative and you complete it, you can contact your Entity Administrator, and you they can reassign to the fiscal person to complete the budget.   So limitation in JustGrants, there can only be one role, one person, one role assigned to one application at a time.   With the award, you can have one grant award administrator and one financial manager, but you can't have two of any role assigned at the same time.   So it's workable, but it requires intervention of your entity to make the reassignment.   It's not really hard to reassign.   We just had a demo on it and I don't think the demo took more than a minute.   So it's something that we're working with right now in JustGrants.

>> JONATHAN FALEY: Okay.   Applied button right now is grayed out.   Is that normal?

>> LISA HARTMAN: I'm assuming that that's the applied button in grants.gov. The solicitation been published yet?

>> JONATHAN FALEY: It's published.   We posted it last misunderstand, the 11th.

>> LISA HARTMAN: I think I would contact grants.gov about that to be honest. Yeah.

>> JONATHAN FALEY: Thanks for pointing that out.   We'll follow-up after the webinar.   Maybe check back tomorrow.   But hopefully, that's not still grayed out.   If it is, let us know but we'll look into that right after this.   This is system something like do many universities use these?   If people tested with those, I don't suspect there's any issues.   I'm just not familiar.   And I don't think Lisa is familiar with the system?

>> LISA HARTMAN: Yeah, both of those systems are outside of our purview.

>> JONATHAN FALEY: Okay.   Let's see here.   Someone else mentioned grayed out on my end as well.   Sorry about that, everyone.   We'll definitely look for that.   What does this mean to start applying, your authorization must authorize you to create a work space or add you to an existing workspace?

>> LISA HARTMAN: So it sounds like that's a question on becoming a user for your organization to count in grants.gov.   So I would maybe direct you to grants.gov for training information on that.   We don't -- I think that if your organization already has an account in grants.gov, they may need to do something in order to activate you as a user in grants.gov.   But, again, if it's outside of JustGrants, we don't really have any influence in technical support for grants.gov.   They have their own system.

>> JONATHAN FALEY: So Lisa, we've had several questions for people asking if one person can serve more than one role.   Initially 3 roles you set up, can one person fill each of those roles?

>> LISA HARTMAN: They absolutely can.   And in some very small organizations, one person fulfills all of the roles.   And that's all right.   JustGrants does not look at any conflict of interest between those roles.   And one person can have as many roles as they need in order to get the work done they need to do.

>> JONATHAN FALEY: I think that is all questions I can see in here.   (Reading chat) there was a question why you would enter preliminary data in grants.gov and then re-enter the information in JustGrants stimulator?

>> LISA HARTMAN: Often, when you're working against deadlines, often an organization may not have fully determined all aspects of their project.   But it's important that they get that information to grants.gov in order to get started and in order to beat the deadline.   So I think the idea there is that if you have everything fully formed in grants.gov, that's absolutely wonderful.   And there's less for you to do in JustGrants. But it doesn't always happen that way.   Sometimes organizations are really kind of trying to get everything determined and may not have had full approval on something.

But the point of all that is it should go into grants.gov, come into JustGrants, and if you need to make change, you're more than welcome to make change in JustGrants. The process allows you to continue to adjust your project until you submit in JustGrants.

>> JONATHAN FALEY: Does the grants.gov authorize the reps in JustGrants?

>> LISA HARTMAN: No, I don't believe it does. The only caveat to the authorized rep in JustGrants is that they have to be legally authorized. We highly discourage having a proxy do that for the legally authorized representative, even if that person is sort of a high-level executive or elected official. Because the person that actually accepts an award on behalf of the organization must be legally authorized to agree to those terms. And must be legally authorized to enter into a legal agreement. So that's the only caveat to authorized representative in JustGrants.

>> JONATHAN FALEY: How do we find the grants on JustGrants?

>> LISA HARTMAN: That's a good question. So if you are a new organization, grant will be in work list of the Entity Administrator. If you're a submitter, we're going to go into the JustGrants piece of it shortly and I'll do a demo how to maneuver within JustGrants.

>> JONATHAN FALEY: How do we find the principle action number?

>> LISA HARTMAN: I'm not sure we captured that in JustGrants. That might be something in grants.gov? I'm not sure.

>> JONATHAN FALEY: I don't know if that's considered a CFDA number which is in solicitation. Catalog of federal -- Erich can chime in.

>> ERICH DIETRICH: I'm not what that's referring to either.

>> LISA HARTMAN: So it is visible in application in JustGrants. I'll show you where you can find it. But if it's not the CFDA number, then we're stumped.

>> JONATHAN FALEY: CFDA is in the solicitation. First page in the solicitation that everyone should have received in email. But also a link. Can the -- there was a question here. Can the entity administrator reassign or change the application submitter multiple times throughout the year?

>> LISA HARTMAN: Absolutely. There's no limit. Again, one application submitter is going to enter the programmatic information and fiscal information. You can do that the same day. There's no limitation to number of times an application or award can be reassigned.

>> JONATHAN FALEY: Okay. There were some other questions in Q&A if we don't get to during the session, we will follow-up outside of here that weren't specific to the JustGrants section that these are just more eligibility questions that we'll have to follow-up with.

>> LISA HARTMAN: All right.   Well, let's move forward if you're ready to move forward into the grants JustGrants application process.   All right.

>> JONATHAN FALEY: Yes.

>> LISA HARTMAN: All right, so once the application is moved from grants.gov to JustGrants, then this is where the bulk of the application work begins.   There are certain web-based forms that may need to be submitted directly into JustGrants.   For example, it's common to submit the proposal abstract by typing or pasting the information directly into a text field presented in JustGrants.   You might find there are fields specific to your facilitation that needs to be entered into JustGrants as well as opposed to uploading a document.   And this may be a change.   So JustGrants is a web-based system and it requires you to enter a lot of information directly into JustGrants.   And we'll look at this in a moment when we do the demo.   Because it a web-based system, there are going to be some submission tips in working with the web-based system that may be different from what you have done in past.   So the application submitter role needs to be applied to any user who needs it if you've already have started your onboarding in JustGrants.   Now, please make sure if you're clicking submit from grants.gov, you only click Submit one time.   Because clicking it more than once will submit multiple applications.   And in JustGrants, it will be asked to withdraw duplicates.   When you're uploading, this is really important point.   When you're uploading any documents into JustGrants, you're going to be asked to select an attachment category.   It is critical that you make a thoughtful choice when you're selecting that attachment category.   For instance, if you're uploading an indirect cost agreement, you're going to be presented with a drop-down menu of attachment categories.   If you don't choose indirect cost agreement, that document will be loaded into your application, but you won't find it where you expect to see an indirect cost agreement.   So where in the application that file is going to be visible.   And again, if you upload a proposal narrative, but you don't choose a proposal category, JustGrants is not going to recognize you did a proposal narrative.   It will tell you you don't have one.   So the attempt categories are really, really critical.   And there can be, depending on the section of the application you're in, you will be presented with appropriate attachment category.   So, for instance, when you're in the budget, and you're attaching a document, the attachment category is going to be related to the budget.   If you're in the proposal narrative section, the attachment categories are going to be related to proposal narratives.   So please pay attention to that.   It's one question that we get more than almost any other support groups.

You can print all web date entries in JustGrants by opening the actions menu on the upper right and selecting print.   The print option will never print file attachment. You have to put those separately from your work station or share drive.   It will only print the entry you make in JustGrants.   There's many text fields.   You can copy from Microsoft Word or Excel.   And this is to build building content in the application. However, you have to be aware sometimes your text from Microsoft Word may not format in exact same way in Word or Excel.   Microsoft Word has very sophisticated format already embedded.   JustGrants has sort of just a plain text field and it does not recognize a lot of that.   So if you're copying and pasting from Microsoft Word, you

should always check to make sure your text looks the way you want it to look.   You can either reformat using a text editor that's provided in JustGrants.   Or a lot of times, it's easy to copy from word and then use the right-click and paste without formatting.   And then you can format the text and use the formatting in JustGrants to make it look the way you want it to look.

Now, you do want to pay attention to the required section.   You must complete the application that JustGrants presents it.   For example, if your application contains web-based fields for your budget, JustGrants is not going to recognize and upload attachment as your budget.   If you need to use the fields that are presented in JustGrants for the purposes that they're presented.

So I have a long demo here on application submission.   And this is the process of submitting application in JustGrants.   Let's move through couple of screens.   So I'm going to maybe stop and stop the demo every now and then and talk through some of these things.   So, in JustGrants, you will start in my work list section.   And I logged in the application submitter on the homepage you see work list.   And one of the things about the work list is it's going to present you as the person logged in with all the things you have an action to take.   So if it's in your work list, it means you have to do something.   You can also take a look at the applications.   If you look at the left-hand side there's a menu.   And this will show all the applications on JustGrants regardless who is the application submitter.   But ones in the homepage work list, those are all assigned to you.

For you, because we're starting in work list, we know it's assigned to you, the application when you open it, it's going to open directly into edit mode.   You don't have to do anything to be able to edit it.   So this is what the application looks like.   And some of the information has been loaded into JustGrants from grants.gov.   So the funding opportunity is coming from grants.gov.   There's the CFDA information that we were talking about earlier.   It's right there.   And the CFDA program file.   And another process of information coming from grants.gov comes from the SF-424.   And this is all editable.   If you need to put information in the SF-424, you still have the availability to come in here and update that information if you have more information and you made better decisions on your project.

Now, fields that you see in here, we're starting on standard applicant information section.   And on the right side, you see a list of sections, of the application.   You need to go through each of these sections to make sure that you have filled in all the required field.   Note above of the menu the solicitation instruction.   That's actually a link and it will open the solicitation in PDF format so that you can use the solicitation instructions and guidance as you're submitting your application.

So we're going to take a look here at the standard application.   And again, all of that information is editable that you see there.   So there's a continued button there on the bottom right, that will take you to the next section linearly.   And if you look at the upper right-hand corner, you can jump around the section and you're not required to go in a straight line fashion.

There's some areas affected by project section bottom left.   And that is going to be, that's limited to 10 entries.   What they're asking for there is geographic scope of your project.   Now, if it's a small project, you might put in up to 10 zip codes.   Or if it's large, you might put in up to 10 states.   You can put in name of states, Congressional districts or however name you find.   Geographic scope of the project and you can put that.   And you're limited to 10 entries as the application phase.   If your application is funded, which sounds like it will be, you can always update that information at a later date.   We're entering zip codes.   And you can state State of Virginia very large or enter Virginia 15 or the Congressional district or whatever it is you're looking to do.   So we have the application type from SF424.   There is an initial application.   And notice the application submitter information cannot be edited here.   I changed Entity Administrator submitter and it has to be reassigned to somebody else.   And we have number of fields you need to fill out.   And we can use that continue button at the bottom or go back up to the top and use the menu option to move to the next page.

Next page is confirming the authorized representative.   And get back, the authorized representative really has task in terms of completing the application.   However, they must be identified in application.   Which means they must be active users prior to submitting the application.   So even though the authorized representative isn't going to do anything in JustGrants until the award is offered, they still have to be onboarded as users and they have to log into JustGrants in order to appear on the list of authorized users.   So we're going to pull down this list and see the people registered and logged in.   Now, once you confirm that authorized representative, then that person's name will appear below.   This is a generic application.   It's actually from another managing office.   You only see one authorized representative.   This is verifying the legal name and doing business as.   And this information comes from plan.gov.   So if you find there's information here that is inaccurate, you'll have to go to SAM.gov and make the updates there.   SAM.gov is the keeper of all of the entity information.

JustGrants communicates with SAM.gov only once a day on the overnight.   And so if you make a change in SAM.gov this afternoon, you won't see it in JustGrants until tomorrow morning.   But that change then will flow through.   At the bottom of this page, and you want to scroll to the bottom of every page, because often there's a check box that says I agree.   And if you don't check boxes, you won't be able to submit the application and it will drive you crazy because you have to go back and find those check boxes.   So always go to the bottom of the page.

Next section after verifying legal name and address is going to be the proposal abstract.   And often this is just a Text Box.   And again, this is where you can copy and paste from Microsoft Word document if you've already prepared this.   But again, the formatting is much more sophisticated than the Text Boxes.   So when you paste it here, you may find the formatting just gets a little wonky.   If it's not too bad, you can use the formatting in header here.   But if you have a long text to paste, then you want to again, when you paste, do a right-click with your mouse and paste without formatting. And then you use the formatting option at the top of the Text Box in order to make it look the way you want to make it look.   That red asterisk and the proposal abstract is

required.   Anything with an asterisk in JustGrants is required.   Here's a proposal narrative also required.   And you can upload that proposal narrative that appeared in another PDF Microsoft Word or Excel.   And if you are presented with the opportunity to add new goals and objectives here, click the upload here, and that will open up number of fields that will allow you to then enter your goals and associated objectives.   You can see any red asterisk here that is required.   Once you enter a goal and objective and deliverable associated we had that goal, you can use the add button to add another goal with more associated objectives and deliverables.   So this is how you can add goals and objectives.   So we'll continue forward.

And the little trash can is there to delete a line or an entry.   Now we're in the budget and associated documentation.   And I'm going to move forward a little bit, because this is not a normal screen for your awards.   But this is where you would enter personnel information for instance.   So you can enter position, title, the position description, and notice that you have these little carrot here underneath the salary, fringe benefits and the like.   So you can enter that here for personnel.   We'll move forward here and look at the additional budget category.   They're pretty much the same, the budget categories.   They're pretty straightforward.   You will be presented with these fields that you must enter in JustGrants.   So, again, if you have a field that requires entry, where you see plus add items, you will not be able to upload the document with the budget.   You have to enter figures directly into JustGrants.   So you can add line items.   At the bottom, you have narrative information where you should provide the detail regarding that particular budget category.   You are can add as many line items per category as you need.   Once you add multiple line items, you'll see below that the subtotal is going to increase based on the information.   And it totals all the line items as you move forward.   So you can delete items as well.   And I'm just going to competent with this, because the budget items are pretty much entered all same way. Your budget will look different from this one, because it's going to be a different project.

At the end of the budget, you're going to have a budget summary.   This is nice screen, because it will total up everything you've entered in your individual category. So if you created your budget in Excel spreadsheet, this is a great place to compare the spreadsheet with the totals you entered in JustGrants.   If there are discrepancies, then you can see which categories you need to go back to review.   This is all read only in this screen.   But for instance, if you have a discrepancy in of the travel category, then you move up to right and find your mistake and correct it.

And while we're looking at this menu, notice the green checkmark.   Those checkmarks do not mean you completed that section.   Those checkmarks only mean you opened and viewed that section.   So that can be a little misleading.   The green checkmark is not the validation that everything is correct in there.   Then we get to the budget financial attachment.   And I want to stop here because there's couple of places where you see these accordion file here.   And each accordion is expecting a specific document to be loaded.   And I want to talk more about this attachment category. When you upload a document into one of these accordion file, the accordion file is titled. When you upload it, you find your pre-agreement cost.   And then upload it.   And when

you get to the attachment category, you have to choose the category pre-agreement cost, otherwise, it will not be located in this section.

Excuse me a moment. Sorry that about. So important thing to remember is that you select the attachment category that corresponds with the document that you're uploading. And, again, lots of call for support when that doesn't happen. So you're going to test a file by dragging or selecting the file. And once that file is there then you'll see the attachment category.

So we'll move on to number of Memorandum of Understanding or other supportive document. If then we have, again, these are sort of, you know, geared towards specific solicitations. This is closure of lobbying activity is SF-LLL. And once you submitted your application, SF-LLL will appear automatically as a PDF file. You shouldn't have to do anything more with that.

So then we have a disclosure duplication of cost items. Again, those red asterisk and that's a yes or no question. And then we have a number of these disclosures that you want to read through all the way. And at the bottom of each disclosure, you will find a check box you must check indicating you read and understand the disclosure. And so that will be apparent at the bottom of all of these. So they must be read through in their entirety.

So other disclosures and insurances allows you to upload other documentation. And here is where you will see that check box here bottom left. It says I agree with the above statement. Once you check it, as the application submitter, it will automatically fill in your ID, sign-in date and time. And so continuing on, we now have another section where you can upload document that didn't fit neatly into the category. And we have certified and submit page where you can and should go through all of the sections of the application. As you open the carrot to the left of each section of the application, you'll be able to see it in read-only view. And so you will be able to read through all the applications from start to finish and make sure you have captured what you want to capture. If you have change to make, you can go back to the sections to the right and make any corrections or updates that you need. So once you're happy with it, you're going to click this final review and certification of application confirmation check box. And that will set you up to submit the application. So check that. And then at the bottom right, you have the opportunity to submit.

So you can come back to this application as often as you need. You just want to save it every time you leave application. One of those frustrating things about this application is that it does not save your work from field to field. I think we're all accustomed to entering something in the field, and that first field is saved automatically. This doesn't safe field to field. It saves page-to-page. So if you're in middle of a page, and you click out of the application, you're going to lose whatever you had on that page. So bear that in mind. It can be frustrating to lose hard work in the document. Use that save button often. Now, once you submitted your application, you're probably wondering what's next? Once the application for solicitation has been reviewed. You will be notified about your funding before, like Erich said before, September 30th. Please remember who your entity and [Rewriting] September 31.

And if the application has been changed for any reason, the system will notify the application submitter.   The entity administrator and authorized representative will be notified when application is received from JustGrants and grants.gov.   Keep checking that Spam and junk if you're not seeing it because they have gone there.   Entity Administrator will receive notification on when award notification has been sent.   Now, if you've submitted your application, the status will be finished.   You might also see a banner that it's past due.   The banner indicates the submission deadline has passed but doesn't imply your application is past due if you no know you submitted and your status is good.   Are there any additional questions on the application process?

>> JONATHAN FALEY: Lisa, I don't see specific.   But I do want to follow-up.   I know we had some people who let us know that the submission button was grayed out.   And we had other applicants who said they can submit.   And I think for those who have the grayed out buttons, there's some steps you into Ed to take before that button becomes available.   One could be you have to hit the confirm address button.   Follow-up with us directly if you have the question.   Nice thing is we have virtual question-and-answer session every week with our JustGrants team.   There's actually every Wednesday from 2:30 to 4.   You can go on there and ask these questions and JustGrants team can help you individually.   If you go to the OJP.gov website, just click on JustGrants, and you'll see training in there.   And it will give you a link to register for the virtual Q&A.   We have several sessions.   One on how to submit an application.   And there's one on management and accepting awards.   So that's important.   In terms of any questions in the chat, if you've been awarded multiple projects, submit with mull pull names.   If you've been awarded more than one project.   So if you've been listed in that JES to receive more than one, you need to submit separate applications for each project.

Is there a place in the -- is there a place that shows budget for each year?   So for this particular program, we've asked that you attach your budget.   We actually have sample bungles you can link to in the application resource guide that breaks it out by year and you have the total.   That's where you'll put the information and when you upload it, it will be there for you and for us to review.   But we'll be look at each year if you have multiple years, total for those in your budget.   You'll have computation and supporting narrative to justify and explain what those costs are in your budget.   So I'm still struggling to get access to the JustGrants website as we cannot locate the email sent to the administrator.   Who do I contact for assistance at this point for that?   So question is --

>> LISA HARTMAN: That's a good question.   So once we answer all the questions we have so far, I'll talk about some resources and one is to provide the link to our technical support group.   They would definitely be the people I would contact about that.

>> JONATHAN FALEY: Where can I get a copy of the detail budget worksheet? In budget section, there's a link to the detail worksheet or application resource guide, which we'll provide you with the budget detail you can fill out and include in your application.   I don't see, unless, Erich, I missed something.   Are there other questions we may have missed?   We will get to all of these if we don't get to them in this.   I don't

see any other questions in Q&A.   I don't know.   Lisa, did you have anything more to add?   Or are we at the end?

>> LISA HARTMAN: Actually, I would like to talk little bit about some of these training resources we have.   And if we have couple of minutes, I would actually like to open up training resource website.   Because it's a lot there.   Go ahead.   Okay.   So in this slide deck, we actually provided links to specific documentation from our training resources website that applied to the contents today.   So justice JustGrants website has all the information.   And entity user specious training and reference materials. And deeper dive into the user role, we have the links here in this slide deck.

So now if you are going to be contacting our technical support group, you'll use the bottom link here.   The JustGrants.support@usdoj.gov.   If you send an email to that email address, it will automatically open a ticket for you and someone will get back to you about your issue.   Be sure if you contact our support that you keep that ticket number.   That is how we find all information to help follow-up with an issue.   You can also call 83387125175 and they're available Monday through Friday 5:00 a.m. to 9:00 p.m. Eastern Time.   And so now I would like to actually take you through our JustGrants at DOJ website.   And this is where I will show you all of our training information.   I'll stop sharing PowerPoint and start sharing Google here.   Let me go ahead and share this one.   So this is website.   JustGrants.   Let me show you the key elements of it.   When you log-in here, you automatically have access to your JustGrants log-in.   You can log directly into JustGrants from here.   This first page provides quick links to all sorts of information here.   So you can either use these quick links on main page or use these links across the top.   Whatever you like.   Here's our training information here on our training page.   We offer all sorts of information.   I'm going to look at the application submission information right now because that's what we're talking about today.   And on the training application submission page, we have an overview of the application process.   We have a DOJ application submission checklist.   We have a job aid reference guide which is actually a long detailed document.   That covers all sorts of aspects of the application submission in JustGrants. Submitting an application, budget attachments, the whole thing.   And we talk about overview information in these.   We talk about JustGrants.   We talked about deadlines and application submitters.   And then we get to the step-by-step information.

So all of the demos that I did for you today with the application, all those steps are captured here and screenshot and steps are indicated on the screenshot where you can look to make these things happen.   We also provide notes that will help you as well.   If you are more of a video person, we have a lot of videos.   So, for instance, we have a video on getting ready to apply.   And this is confirming your entity system towards management or SAM, register information.   So we have video information here.   How to apply in grants.gov.   And we offer not just video, but also additional information here.   So this is just a rich website for application submission.

So I want to just bring you to that particular page, because that will be the most helpful for now.   And then as John mentioned, we do these virtual Q&A sessions for all applicants and grantees.   The virtual Q&A session, you can find here under training virtual Q&A session.   And we offer post-award management.   So once you have a

funded award, we talk about how to submit performance reports, federal finance reports, grant award modifications, and close out. And that is geared towards grant awarded administrator, and financial managers, and DOJ administrator, and you can see number of upcoming sessions. We do this one every Monday from 1 to 2:30 Eastern Time. And for Tuesday, Entity Administrator, we have session just for user management and making sure your JustGrants is online and successfully onboarded. Again, every Tuesday from 2 to 3:30 Eastern Time. And on Wednesday, we do a full application training just like this one. But not specific to a particular award. For entity administrator, application submitters, authorized representatives. And we walk through essentially all the information we walked through today. And again, here's the link there. Finally when you're ready to accept the award, they may be interested in attending here and we have the links here. Also, we have prior virtual session content. So if you want to, for instance, on post-award take a look at the presentation or recordings from a previous session, you can do that. And we link all these training materials here. So there's a lot going on. I haven't even talked about the resources, ASAP resources, grants.gov, SAM.gov. We have a video library and FAQ library. And, finally here on our news and updates, we do encourage you to sign up for our email updates. We send them out so often and we don't inundate your mailboxes. So I invite you to sign up for that. With that, again, here we have our upcoming sessions again in the slide deck. And then I with guess we have one more minute for any burning questions we can answer in Q&A.

>> JONATHAN FALEY: Thank you. I just want to clarify. I misspoke. In terms of the budget, you don't attach it. You actually complete the web-based form in JustGrants for your budget. It's actually pretty user friendly. And there was some confusion in chat. I don't see any questions in here. If we didn't get your question, we're going to go back to Q&A and we'll respond back to you after the webinar. But I want to thank Erich and Lisa for providing this solicitation and application process overview. And especially, I want to thank all of you who joined us. It's 2 hours and it was a long time and a lot of information. But hopefully now you have an understanding what it is you need to do in order to apply and submit your application. We have a lot of resources up there that Lisa had mentioned. We at Office of Justice Programs, we have a lot of programs. So please don't forget to reach out to your POCs. We're here to assist you so any time just reach out. And I don't know if we have anything else. So we'll be following up with a link to the recorded webinar. We'll also provide you guys with a copy of the slide deck and, again, we're here to assist. Just reach out to us. Lisa, is there anything else? Erich? Is there anything to add before we close this out?

>> ERICH DIETRICH: Thank you, everybody.

>> LISA HARTMAN: I like to thank you, all, for coming today. And we do want to emphasize to begin the application process this week. It is a 45-day application period and make sure you have an active account in SAM.gov and complete everything in advance of the deadline to allow correction for any possible errors and please reach out to your program office contacts with questions. And John and Erich are very responsive. And again, as I've mentioned, if there are unanswered questions for

today's session, those responses will be provided in the near future.   Thank you again and have a wonderful rest of your day.