

BUREAU OF JUSTICE ASSISTANCE

# FY 2023 BYRNE DISCRETIONARY GRANT PROGRAM: NEW GRANTEE ORIENTATION

August 29, 2023



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

SECTION 1

# WELCOME AND INTRODUCTION



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice



# Presenters

- Erich Dietrich, Division Chief, BJA
- Nicko Taylor, Grants Management Specialist, BJA
- Tisa Muhaddes, Grants Management Specialist, BJA
- Lisa Hartman, JustGrants Training Team

# Agenda

**Welcome and Introduction to OJP and BJA**

**Program and JustGrants Overview**

**Grants Management Overview**

**JustGrants Demos**

**Resources**

**Q&A**



# What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the **Office on Violence Against Women (OVW)** and the **Office of Community Oriented Policing Services (COPS)**.

**BJA** – Bureau of Justice Assistance



**BJS** – Bureau of Justice Statistics



**NIJ** – National Institute of Justice



**OVC** – Office for Victims of Crime



**OJJDP** – Office of Juvenile Justice and Delinquency Prevention



**SMART** – Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking





# U.S. Department of Justice Bureau of Justice Assistance

**Mission:** BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

**Karhlton F. Moore, BJA Director**



<https://bja.ojp.gov/>



# How BJA Supports the Field



## Fund

Invest diverse funding streams to accomplish goals.



## Educate

Research, develop, and deliver what works.



## Equip

Create tools and products to build capacity and improve outcomes.



## Partner

Consult, connect, and convene.

# Poll Question: Has your organization been awarded federal grants in the past?

Yes, my organization has extensive experience with federal grants.

Yes, though my organization does not currently have any federal grants.

My organization has limited experience with federal grants.

My organization is new to federal grants and looking to learn more!

SECTION 2

# PROGRAM AND JUSTGRANTS OVERVIEW



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# FY23 Byrne Discretionary Grants - Overview

OJP is authorized to distribute funds to support **projects designated for funding in the [Consolidated Appropriations Act, 2023](#) (Public Law 117-328) to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation).**

The [explanatory statement](#) regarding the Consolidated Appropriations Act, 2023 (Public Law 117-328) lists the designated projects, which the Act incorporates by reference, as stated in relevant part, below—

\$229,551,000 is for discretionary grants to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation), **which shall be used for the projects, and in the amounts, specified under the heading, “Byrne Discretionary Community Project Grants/Byrne Discretionary Grants”**, in the explanatory statement described in section 4 (in the matter preceding division A of this consolidated Act)[.]

# FY23 Byrne Discretionary Grants - Overview

Image from the JES – Project title and amount columns circled

BYRNE DISCRETIONARY COMMUNITY PROJECT GRANTS/  
 BYRNE DISCRETIONARY GRANTS

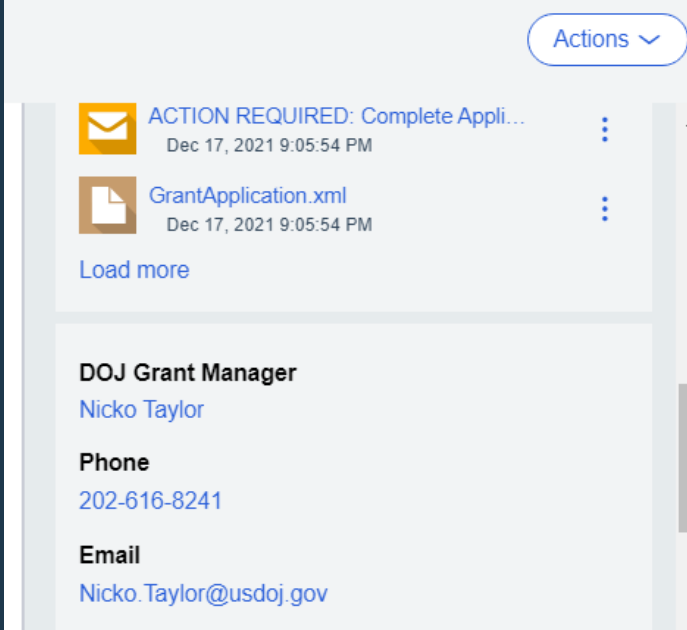
Recipient	Project	Amount
City of Charlotte	Alternatives To Violence: Cure Violence Implementation	\$1,000,000
Mecklenburg County Criminal Justice Services Department	Data and Dashboards: Research and Enhancements to Ensure Mecklenburg County's Criminal Justice System is a Leader in Data-Informed Decision Making	1,000,000
Elko County Sheriff's Office	Rapid DNA Testing Instrument	486,000
Douglas County	Douglas County Youth Legal Services and Violence Reduction Initiative	1,000,000
Urban Peace Institute	LA Peacemakers Coalition	7,400,000
OhioHealth Corporation	Sexual Assault Response Network of Central Ohio Outreach and Education	400,000
City of Alexandria	Full Deployment of Body-Worn Cameras in Alexandria Police Department	1,000,000
City of Portland	Community Safety Plan Design and Programming	2,000,000
Justice Innovation Inc.	New Rochelle Community Youth Violence Intervention Initiative	1,125,000

# Role of the BJA Programs Office Team

The BJA Programs Office is responsible for providing timely and accurate grants administration information and assistance across the broad array of BJA grant programs to ensure project success and compliance.

## BJA Grant Managers are responsible for assisting with:

- Accepting the award
- Accessing funds
- Compliance with award conditions
- Reviewing and approving performance reports
- Grant award modifications
- Training and technical assistance
- Grant closeout procedures



The screenshot shows an email interface with an 'Actions' dropdown menu. The email content includes:

- Message 1:** ACTION REQUIRED: Complete Appli... (Dec 17, 2021 9:05:54 PM)
- Attachment:** GrantApplication.xml (Dec 17, 2021 9:05:54 PM)
- Sender:** DOJ Grant Manager, Nicko Taylor
- Phone:** 202-616-8241
- Email:** Nicko.Taylor@usdoj.gov

Your primary point of contact is the BJA Grant Manager assigned to your award. The grant manager's name, email address, and phone number is listed in the funded award in JustGrants.



# Office of the Chief Financial Officer (OCFO)

The OJP's **OCFO** provides fiscal policy guidance as well as accounting, budget, financial, and grants management. OCFO will contribute to your award management in the following ways:

- Clearing (approving) the project budget
- Reviewing budget modifications or extension requests
- Grantee **customer service on financial matters**
- Grantee financial monitoring, site visits, and compliance review
- Grants financial management training and technical assistance
- Grants financial closeout

## OCFO Customer Service



1-800-458-0786



[Ask.OCFO@usdoj.gov](mailto:Ask.OCFO@usdoj.gov)



# JustGrants Post-Award User Roles

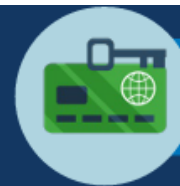
If appropriate, an individual can have multiple roles in JustGrants.

Resources:  
<https://justicegrants.usdoj.gov/training/training-entity-user-experience>

## Entity Administrator



Confirms Entity profile information is current. Manages users and user assignments. Confirms Authorized Representative has proper legal authority to accept or decline an award.



## Grant Award Administrator

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

## Authorized Representative



Accepts or declines awards on behalf of an Entity. Must have legal authority to enter into contracts, grants and cooperative agreements with the federal government on behalf of the Entity.



## Financial Manager

Certifies and submits financial information and all Federal Financial Reports on behalf of an Entity.

SECTION 3

# GRANTS MANAGEMENT OVERVIEW



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U.S. Department of Justice

# Grant Management Award Cycle





# Award Acceptance

**The grant award agreement is a legally binding contract with the federal government.**

- The Authorized Representative accepts the award electronically in JustGrants.
- Applicants have 45 days to accept the award through JustGrants from the date of award notification, but if you need more time contact your BJA Grant Manager.
- Training resources for award acceptance are available here: <https://justicegrants.usdoj.gov/training/training-grant-award-acceptance>.

**NOTE:** If your agency is contemplating declining the award agreement, please first contact BJA to discuss the situation.



# Award Acceptance



The Entity Administrator (EA) assigns the following roles in JustGrants: Grant Award Administrator and Financial Manager. The EA will also confirm the Authorized Representative that was assigned to the application. Instructions begin on page 11: <https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/jarg-grantee-accept.pdf>

PENDING-EXTERNAL ASSIGNEE



If the Authorized Representative needs to be changed prior to the award acceptance, the EA can register the correct person in DIAMD/JustGrants and change the role assignment. See entity management guidance beginning on page 16: <https://justicegrants.usdoj.gov/training/jarg-entity-management.pdf>

PENDING-AWARD ACCEPTANCE



After the role assignments have been made and the Authorized Representative has been confirmed or reassigned, the award agreement will be in the Authorized Representative's worklist to be reviewed and accepted. See page 17: <https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/jarg-grantee-accept.pdf>



After the award has been accepted the award status in JustGrants will be either PENDING-ACTIVE or PENDING-ASAPNOTIFICATIONSENT . Award management resource: <https://justicegrants.usdoj.gov/training/training-award-management>





# Accessing Funds

In order to access funds, the following actions must be completed:

- Award accepted in JustGrants.
- Entity registration in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system (<https://www.fiscal.treasury.gov/asap/>).
- Addressing holds on funds related to withholding award conditions, if applicable.
- Addressing suspension of ASAP account (SAM registration expired or delinquent reports), if applicable

# Accessing Funds: ASAP

If you are a current or former OJP grant recipient with an active ASAP account: You do not need to take any additional action in ASAP unless another user must be added.

If you are a new OJP grant recipient: After the award is accepted in JustGrants, your agency's EA will receive two emails from ASAP (DoNotReply.asap@mail.twai.gov) to begin the registration process. **To have the ASAP registration email resent and/or for assistance registering in ASAP, contact OCF0 Customer Service at [ask.ocfo@ojp.usdoj.gov](mailto:ask.ocfo@ojp.usdoj.gov) or 800-458-0786.** ASAP resources available here: <https://justicegrants.usdoj.gov/resources/asap>



**STEP 1:**

Federal agency & recipient both enroll in ASAP.gov



**STEP 2:**

Agency adds money to recipient account & sets rules for payments



**STEP 3:**

Recipient requests payment via ASAP.gov



**STEP 4:**

Approved payments can settle as quickly as the same day.



# Award Conditions: Overview

**Grantees are responsible for adhering to all applicable award conditions.**

- The award conditions numbered 1 through 30 are applied to all OJP awards.  
**Resource:** <https://www.ojp.gov/funding/explore/legaloverview2023/mandatorytermsconditions>.
- Award conditions #31+ are specific to the program and your award itself.
- **There may be one or more withholding award conditions, which prevent expenditure and draw down of funds until the condition is met.**



# Award Conditions: Withholding

**Withholding award conditions prohibit expenditure or draw down of funds until:**

- Specified action or document is approved by BJA
- Award Condition Modification (ACM) approved

**Most common withholding conditions:**

- Budget not cleared/approved or questioned costs
- Missing or insufficient application information (for example, missing proposal narrative)
- Additional approvals needed based on type of project (for example, projects with environmental impact)

**Your BJA Grant Manager will provide guidance on how to address active withholding conditions.**

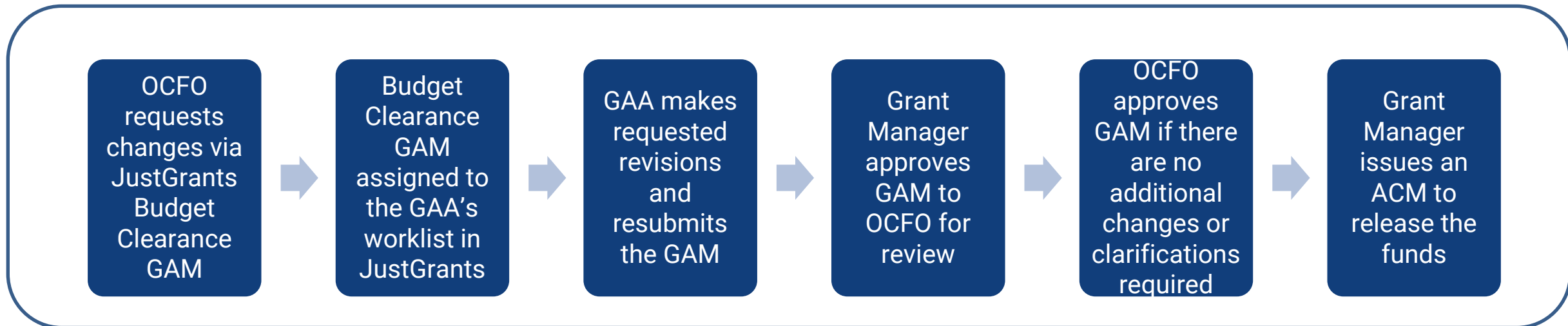


# Budget/Financial: Budget Clearance

If OJP/BJA was unable to clear/approve the budget prior to award notification, changes will be required to the budget in JustGrants, and OJP/BJA must approve it before you have access to funds.

Most common reasons a budget could not be cleared:

- Misclassification costs
- Insufficient detail on calculation and/or narrative
- Unallowable or questioned costs



# Budget/Financial: Allowable Costs

All costs must be allowable, reasonable, allocable, and necessary to the project per of DOJ Grants Financial Guide and 2 C.F.R. 200. **Examples of unallowable costs include but may not be limited to:**

Costs that do not support approved project

Security enhancements or equipment to any nongovernmental entity that is not engaged in criminal justice or public safety

Lobbying or Fundraising

Unmanned aerial vehicles/systems (UAVs/UASs)

**NEW!** Prohibited and controlled equipment, consistent with Executive Order (EO) 14074, per OJP policy

Food and beverages

Gift cards, prizes, rewards, entertainment, trinkets, or any monetary incentive

Supplanting state or local funds

# Prohibited Equipment (Executive Order 14074)

OJP has **prohibited** the use of OJP grant funds for the purchase or transfer of the following equipment:

- Firearms and ammunition .50+ caliber.
  - Firearm silencers, as defined in 18 U.S.C. 921(a)(24).
  - Bayonets.
  - Grenades and launchers (including stun and flash-bang).
  - Explosives (except for explosives and percussion actuated non-electric disruptors used for accredited bomb squads and explosive detection canine training).
  - Any vehicles that do not have a commercial application, including all tracked and armored vehicles, unless the law enforcement agency certifies that the vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.
  - Unmanned Aerial System (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicle (UAV)\*
  - Weapons systems covered by DOD Directive as amended (Autonomy in Weapon Systems).
  - Weaponized aircraft, vessels, and vehicles of any kind.
  - Aircraft that are combat-configured or combat-coded, have no established commercial flight application, or have no application for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief
  - Long-range acoustic devices without a commercial application.
  - Camouflage-patterned uniforms intended for law enforcement use in urban or populous areas.
- \*Prohibited by OJP policy

# Controlled Equipment (EO 14074)

OJP has **controlled** the use of OJP grant funds for the purchase or transfer of the following equipment. Recipients may request prior written approval to purchase these items.

- Command and/or Control Vehicles (Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident).
- Tactical Vehicles, wheeled (excludes non-tactical patrol vehicles)
- Manned aircraft, fixed and/or rotary wing
- Specialized firearms and ammunition under .50 caliber. This excludes service-issued handguns, rifles, or shotguns that are issued or approved by the agency to be used during the course of regularly assigned duties.
- Explosives and pyrotechnics

# Administrative: Grants Financial Management Training

**The Grant Award Administrator and Financial Manager assigned to your award must complete training within 120 days of grant acceptance (if it was not previously completed on/after 10/15/2020).**

- If the Grant Award Administrator and/or Financial Manager change, they will have 120 days to complete their training from the day they are added within the JustGrants system.
- **For certain recipients, funds will be withheld until completed.**
- Must be completed every three years.
- Available online at <https://onlinegfmt.training.ojp.gov/>.
- Submit Grants Financial Management Training certificates to your BJA Grant Manager.



# Administrative: Subawards and Procurement Contracts

Grant recipients may propose to make **subawards** and/or enter into **procurement contracts** with other non-federal parties under the award. Different administrative requirements apply so it is important to properly classify. **The substance of the relationship should be given greater consideration than the form of agreement.**

Resources: <https://www.ojp.gov/training/subawards-and-procurement>

<p>A <b>subaward</b> is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. <b>Characteristics which support the classification of a subrecipient include</b> when the non-Federal entity:</p>	<p>A <b>[procurement] contract</b> is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. <b>Characteristics indicative of a procurement relationship</b> are when the contractor:</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Determines who is eligible to receive what Federal assistance</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides the goods and services within normal business operations</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Has its performance measured in relation to whether objectives of a Federal program were met;</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides similar goods or services to many different purchasers</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Has responsibility for programmatic decision-making</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Normally operates in a competitive environment</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Is responsible for adherence to applicable Federal program requirements specified in the Federal award</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides goods or services that are ancillary to the operation of the Federal program</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.</li> </ul>



# Poll Question: Does your project budget include these costs?

Subaward(s)

Procurement contract(s)

Both subaward(s) and procurement contract(s)

Neither/not sure

# Administrative: Subawards

All subawards under a federal award require prior approval by the funding agency. If a specific subaward was in your application budget, issuance of the award is approval of that subaward. Subawards not included or specified in the application must be approved via grant award modification (GAM).

The grant recipient serves as the Pass Through Entity and **must have policies and procedures in place for managing and monitoring subawards** consistent with federal requirements.

Pass Through Entity requirements included but are not limited to:

- Assessing risk of each subrecipient
- Passing on award conditions via subaward agreement
- Monitoring each subrecipient’s performance and compliance

Chapter 3.14 of the [DOJ Grants Financial Guide](#)

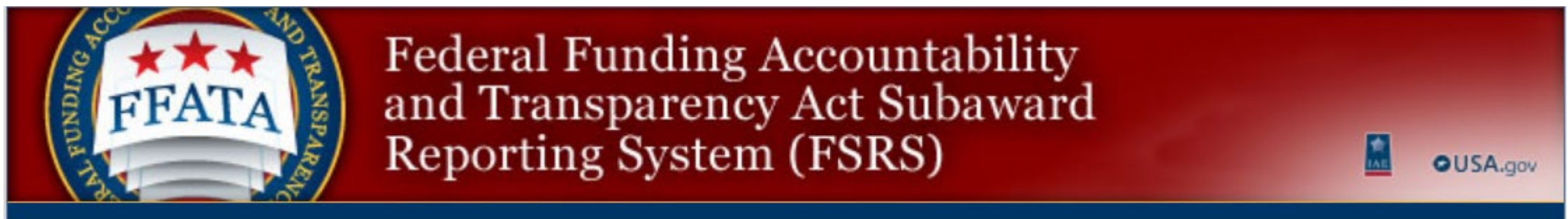
## III. Postaward Requirements

3.1 Payments	+
3.2 Period of Availability of Funds	+
3.3 Matching or Cost Sharing Requirements	+
3.4 Program Income	+
3.5 Adjustments to Awards	+
3.6 Costs Requiring Prior Approval	+
3.7 Property Standards	+
3.8 Procurement under Awards of Federal Assistance	+
3.9 Allowable Costs	+
3.10 OJP/COPS Office Conference Approval, Planning, and Reporting	+
3.11 Indirect Costs	+
3.12 OJP's Confidential Funds	+
3.13 Unallowable Costs	+
<b>3.14 Subrecipient Management and Monitoring</b>	<b>—</b>
Introduction	+
Subrecipient Monitoring	+
Best Practices	+
Avoiding Business with Debarred and Suspended Organizations	+

Welcome to the DOJ Grants Financial Guide
I. General Information
II. Preaward requirements
<b>III. Postaward Requirements</b>
IV. Organization Structure
V. Appendices

# Administrative: FFATA Reporting on Subawards

- Federal Funding Accountability and Transparency Act (FFATA) **requires prime recipients of awards  $\geq$ \$30,000 to report subaward and executive compensation data on first-tier subawards  $\geq$ \$30,000.**
- Recipients must submit the FFATA report in FSRS ([www.fsrs.gov](http://www.fsrs.gov)) by the end of the following month in which the subaward was issued.
- User guides, FAQs, helpdesk and online demos are available at [www.fsrs.gov/resources](http://www.fsrs.gov/resources).



## Administrative: Procurement Contracts

All procurement transactions **must be conducted in a manner to provide, to the maximum extent practical, open and free competition.**

Prior written approval must be requested before executing a non-competitive (sole source) procurement over \$250,000. This does not apply to states or territories. Budget clearance is not approval.

States must follow the same policies and procedures they use for procurements from their nonfederal funds. See [2 C.F.R. § 200.317](#).

All other nonfederal entities, including subrecipients of a state, must follow [2 C.F.R. § 200.318](#) through [§ 200.326](#).

For more information, see [Chapter 3.8 of the DOJ Grants Financial Guide](#) and the [DOJ Guide to Procurement Procedures](#).

### III. Postaward Requirements

3.1 Payments	+
3.2 Period of Availability of Funds	+
3.3 Matching or Cost Sharing Requirements	+
3.4 Program Income	+
3.5 Adjustments to Awards	+
3.6 Costs Requiring Prior Approval	+
3.7 Property Standards	+
3.8 Procurement under Awards of Federal Assistance	-
Procurement Standards—General Guidance	+
Contracting with Small and Minority Businesses, women's business enterprises, and labor surplus area firms	+
OJP Construction Requirements	+

Welcome to the DOJ Grants Financial Guide

I. General Information

II. Preaward requirements

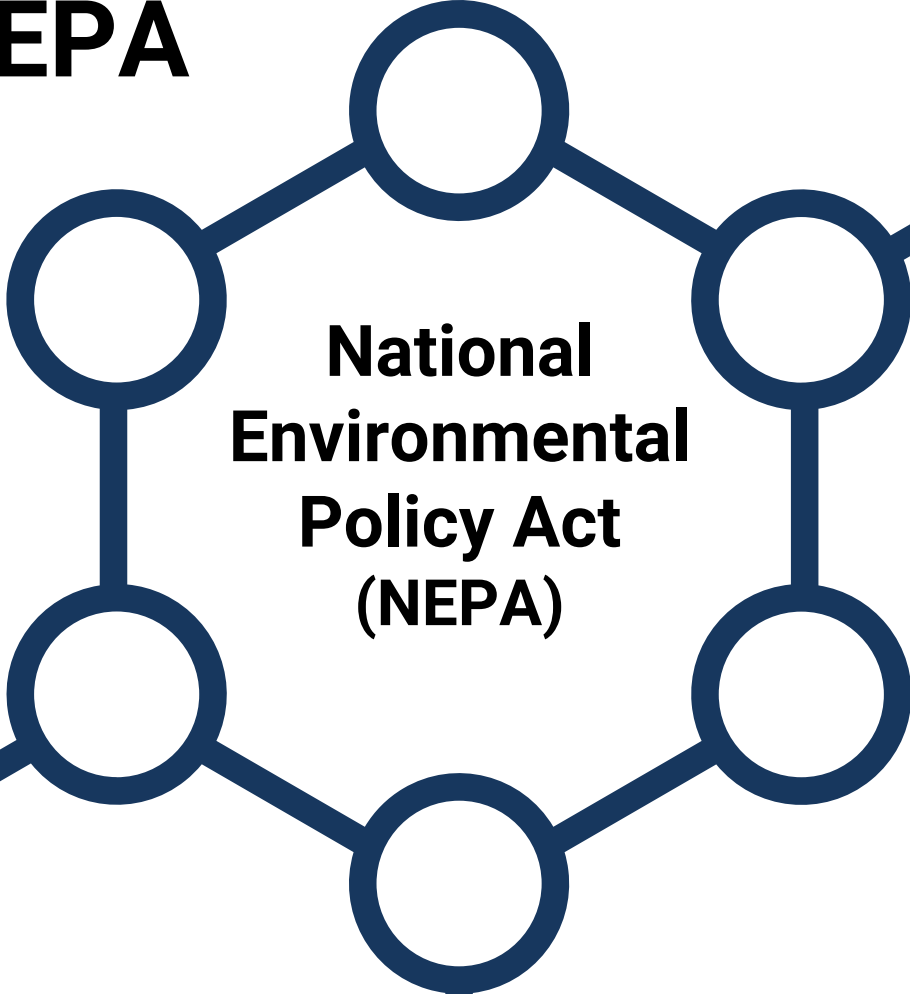
**III. Postaward Requirements**

IV. Organization Structure

V. Appendices

# Administrative: NEPA

NEPA is a law that requires federal agencies to consider the environmental impacts of their actions and decisions before they act. NEPA applies to federal actions when a federal agency has the discretion to choose among one or more alternatives.



## National Environmental Policy Act (NEPA)

### What are the NEPA Award Conditions to satisfy?

There will be two different types of NEPA Award Conditions in your agreement, if applicable:

1. Environmental Assessment (EA) is or may be required
2. Withholding condition until EA or Categorical Exclusion provided

**Note:** Please reference your award agreement for the applicable specific NEPA Award Condition language

### What is NEPA?

### What is required to satisfy the award condition?

To satisfy the NEPA Award Condition, BJA's NEPA contractor representative will contact your agency with assistance.

# NEPA

## What activities typically require NEPA documentation?



If a project involves any of the circumstances listed below, it is likely that NEPA documentation will be required:

- Building renovation and/or expansion activities
- New construction (such as standard construction, modular/prefabricated structures, new paved areas, and fences)
- Use of chemicals (such as for testing, evaluation, research, or training purposes)
- Miscellaneous outdoor/exterior activities (such as firing range pads and installing outdoor security cameras)
- Purchase of non-standard equipment that presents the potential for impacts or requires permitting (such as incinerators)
- Exhumation activities
- Drug disposal

## What activities typically do not "trigger" the need for NEPA documentation?



- Indoor classroom training activities that do not involve the use of chemicals or firearms
- Purchase of standard equipment (such as office furniture and supplies, lab supplies, and law enforcement equipment)
- Administrative activities/services (such as counseling, mentoring, vocational rehab services, salaries, fringe benefits, travel, technical assistance, and statistical analysis)

**Note:** *Even if documentation is not typically required, the activities are still subject to NEPA and only BJA can make the determination as to what level of compliance and documentation is needed.*

### Resource

<https://bja.ojp.gov/funding/nepa-guidance>



# Administrative: DNA

## DNA Testing of Evidentiary Materials – CODIS use

If funds are to be used for DNA testing of evidentiary materials, other than Rapid DNA used for crime scene samples, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS.

## Forensic Genetic Genealogy

Award recipients utilizing funds for forensic genealogy testing must adhere to the DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching (<https://www.justice.gov/olp/page/file/1204386/download>)

## Rapid DNA – Non-CODIS use

- The FBI has not authorized results of Rapid DNA testing of crime scene samples for upload to CODIS. If funds are proposed for purchase and use of a Rapid DNA instrument to test crime scene samples, **the recipient may not obligate, expend, or draw down funds until it submits to BJA a certification** that the agency has established policies and procedures that adhere to all practices outlined in both the FBI’s “Non-CODIS Rapid DNA Considerations and Best Practices for Law Enforcement Use” document and the “Rapid DNA Testing for Non-CODIS Uses: Considerations for Court” document (<https://le.fbi.gov/science-and-lab-resources/biometrics-and-fingerprints/codis/rapid-dna>), to include having consulted with the chief local prosecutor and employing an “A-swab/B- swab” strategy when collecting all crime scene DNA samples intended for use on a rapid DNA instrument.
- Recipient will be required to participate in ongoing meetings with BJA’s DNA training and technical assistance provider.

# Administrative: Body-Worn Camera Policy

A recipient that proposes to use funds to purchase body-worn camera (BWC) equipment or implement or enhance BWC programs must have policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, and training.



## BWC Podcast Series

For more about these topics, please check out the **BWC Podcast Series**.



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## Resources

A repository of information related to the Body-Worn Camera (BWC) Toolkit Program.



The [BJA BWC Toolkit \(https://bja.ojp.gov/program/bwc\)](https://bja.ojp.gov/program/bwc) provides model BWC policies and best practices to assist departments in implementing BWC programs.



# Administrative: Other

Other Administrative requirements include but not limited to:

- Reporting any waste, fraud, and abuse, or similar misconduct to the OIG. See the [DOJ Grants Financial Guide Section 3.20](#).
- Determination of suitability to interact with participating minors. See: <https://ojp.gov/funding/Explore/Interact-Minors.htm>
- Requirements to include a disclaimer statement on websites or publications

**Reminder: Thoroughly read the award conditions!**



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Resources: <https://www.ojp.gov/funding/implement/overview>


# Administrative: Payments

- Payment (draw down) requests are submitted in ASAP. Funds are deposited within one business day. ASAP accounts are suspended the last 3 business days each month, except September when it will be suspended 5 days.
- Draw down requests should be timed to ensure **that Federal cash on hand is the minimum needed for disbursements/reimbursements to be made immediately or within 10 days.** If not spent or disbursed within 10 days, funds must be returned to OJP.
- **Recipients should have written procedures for cash management of funds to ensure that Federal cash on hand is kept at or near zero.** DOJ periodically conducts financial reviews to ensure that this requirement is met.

## DOJ Grants Financial Guide 2022

Last Updated June 2023

### III. Postaward Requirements

3.1 Payments 

#### Chapter 3.1 Payments:

<https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#pkson1>

#### ASAP Resources:

<https://justicegrants.usdoj.gov/resources/asap>

# Administrative: Financial Management Systems

All recipients are required to:

- Establish and maintain auditable accounting records
- Accurately accounts for on the receipt, obligation, and expenditure of grant funds.
- Funds for each award must be accounted for separately from other grants and other funding sources.

## 2.3 Standards for Financial Management Systems

Accounting System	+
Project Cost Budgeting and Accounting	+
Preventing Commingling of Funds	+
Supplanting	+



### Resource:

<https://www.ojp.gov/funding/financialguidedo/ii-preaward-requirements#cr381>

# Administrative: Financial Management Systems

Features of an adequate accounting system:

- Meets requirements for periodic reporting.
- Provides financial data for planning, control, measurement, and evaluation of direct and indirect costs.
- Provides cost and property control to ensure optimal use of funds.
- Controls funds/resources to assure conformance with general or special conditions.
- Must be able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and subrecipients.

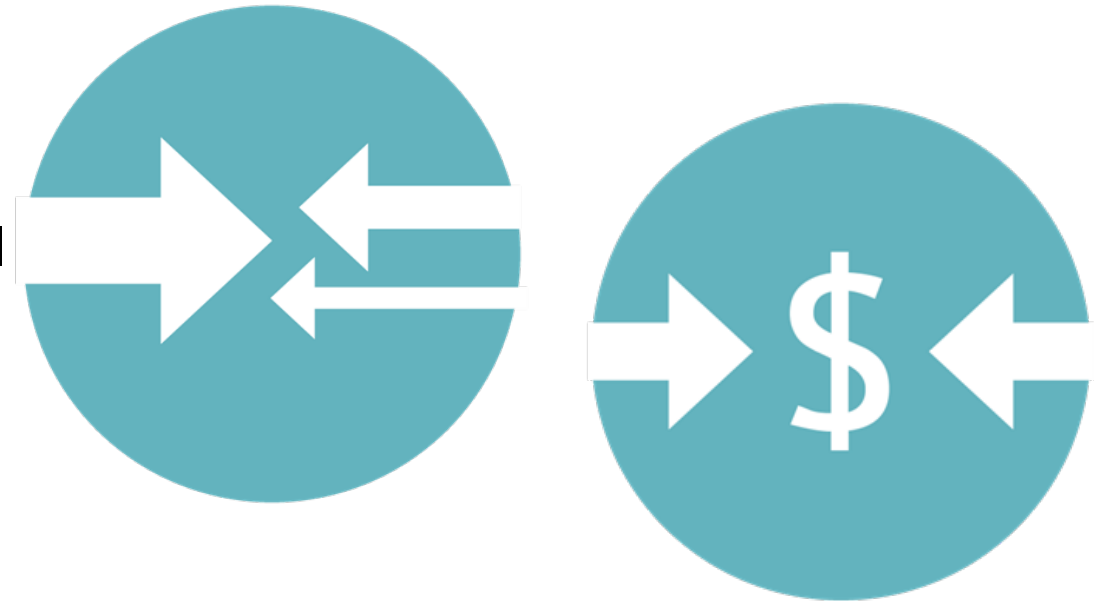
**DOJ will review the accounting system if an award is selected for monitoring**



# Administrative: Financial Management Systems

Recipients and subrecipients are **prohibited from commingling funds** on either a program-by-program or project-by-project basis.

- Although Federal regulations do not require physical segregation of cash deposits, the accounting systems must ensure that agency funds are not commingled with funds from other Federal or private agencies.
- Funds specifically budgeted/received for one project/award may not be used to support another.
- If the recipient's automated general ledger accounting system cannot comply with this requirement, a system should be established to adequately track funds according to each budget category.



Federal funds **must not supplant** (i.e., replace) funds that have been budgeted for the same purpose through non-federal sources.

# Reporting: Overview

Report Type	Reporting Period	Due	JustGrants Role / Resource
Federal Financial Report (SF-425) – Submitted in JustGrants	<ul style="list-style-type: none"> <li>• Jan 1 – Mar 31</li> <li>• Apr 1 – Jun 30</li> <li>• Jul 1 – Sep 30</li> <li>• Oct 1 – Dec 31</li> </ul>	<ul style="list-style-type: none"> <li>• April 30</li> <li>• July 30</li> <li>• October 30</li> <li>• January 30</li> </ul>	Financial Manager
			<a href="https://justicegrants.usdoj.gov/training/training-financial-reporting">https://justicegrants.usdoj.gov/training/training-financial-reporting</a>
Semi-Annual Performance Report - Submitted in JustGrants	<ul style="list-style-type: none"> <li>• Jan 1 – Jun 30</li> <li>• Jul 1 – Dec 31</li> </ul>	<ul style="list-style-type: none"> <li>• July 30</li> <li>• January 30</li> </ul>	Grant Award Administrator (Alternate GAA can edit but not submit)
			<a href="https://justicegrants.usdoj.gov/training/training-performance-reporting">https://justicegrants.usdoj.gov/training/training-performance-reporting</a>

**The Final FFR and Final Performance Reports are due 120-days from the project end date**

# Important Reporting Tips

## Federal Financial Reports (SF-425)

- Report funds obligated and/or expended, NOT draw-down amounts.
- Ensure funds that have been obligated align with approved budget.
- Report for every quarter regardless of whether or not expenses were incurred.
- Report CUMULATIVE amounts each quarter.

## Performance Reports

- Answer performance measure questions directly in JustGrants. Attach optional supporting documents.
- Provide BJA Grants Manager an accurate summary of progress to date.
- Report must be submitted even if no activities occurred in report period.
- 14-day grace period after due date of regular reports before access to funds is suspended

The ASAP account will be **suspended** automatically if a report is delinquent, and funds will not be available until it has been submitted. Late reports also influence how your award risk is assessed by OJP and may affect subsequent applications.

# Grant Award Modifications (GAM) Overview

- A GAM is used to request changes that require prior approval.
- The assigned GAA must submit GAMs in JustGrants.
- **No changes to the purpose of the project or project title will be approved.**

## Programmatic

- Programmatic Costs GAM (costs requiring prior approval)
- Scope Change GAMs (alter programmatic activities, add subaward, change the project site, or change key staff)

## Financial

- Budget Clearance GAM
- Budget Modification GAM (moving more than 10% of funds, or adding \$ into category previously \$0)
- Sole Source GAM for any sole source procurement in excess of simplified acquisition threshold (currently \$250,000)

**BEST PRACTICE:** Contact your BJA Grant Manager if you have questions prior to submitting a GAM.

Resource: <https://justicegrants.usdoj.gov/training/training-grant-award-modifications>



## GAM: Project Period Extension

- Must be requested through JustGrants at least 30 days prior to the current end date.
- Must include narrative justification and a revised timeline. **Extensions should not be requested solely to expend remaining funds.**
- Generally, no more than one extension not to exceed 12-months is approved. OJP will consider exceptions on a case-by-case basis.

**See the DOJ Grants Financial Guide for all requirements and contact your Grant Manager with any questions.**



# In Depth Monitoring

- OJP conducts formal in-depth monitoring on at least 10% of active grants each fiscal year.
- Recipients are required to participate.
- Conducted remotely or onsite.
- Full review of grant award documents and interviews of key project staff.
- Letter issued with results, to include issues for resolution and technical assistance to address them.



# Common Areas of Noncompliance

**Grant Award Administrator and Financial Manager: Financial Management and Grant Administration Training** not completed

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**FFATA Reporting** not submitted

---

**Unauthorized obligation of funds** in violation of grant withholding special conditions and/or prior to budget clearance.

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**Unauthorized costs or changes:** Costs incurred that were not in the approved budget; making changes to the budget or project that required prior written approval

---

**Accounting policies and procedures** are not documented or need improvement; lack of tracking award expenditures by approved budget category.

# Common Areas of Noncompliance

**Inadequate Subaward Management and Monitoring** policies and procedures.

---

**Misclassification of Subaward as a Procurement Contract, or vice versa**

---

**Procurement transactions and policies**– not conducted using open and free competition; policies inconsistent with federal requirements

---

**Indirect cost rate charged improperly and/or rate expired;** lack of budget modification  
GAM submission to reflect current rate agreement.

---

Use of funds for **consultant rates in excess of \$650 per day** (or \$81.25 per hour) without explicit prior approval from BJA via GAM.

# Closeout

- All obligations must be incurred on or before the last day of the period of performance.
- Liquidation period of up to 120-days after to make any remaining payments.
- After submitting the Final Performance Report, Final FFR, and last drawdown in ASAP, the GAA submits the closeout.
- **Note:** the ASAP account will be suspended automatically upon submission of the closeout or 120-days after the project end date.

Resource: <https://justicegrants.usdoj.gov/training/training-closeout>



SECTION 4

# JUSTGRANTS DEMOS



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice



A photograph of four diverse professionals (two men and two women) sitting around a table in a bright, modern office setting, engaged in a discussion. The image is overlaid with a semi-transparent blue filter.

JUSTGRANTS

# FY23 Byrne Discretionary Grant Program

August 29, 2023



**JUST**grants  
JUSTICE GRANTS SYSTEM

# Agenda

- Award Acceptance
- Onboarding
- ASAP Enrollment
- Federal Financial Reports (FFR)
- Grant Award Modifications (GAMs)
- Resources





# Award Acceptance



# Award Acceptance Overview

---

When an award is ready to be accepted:

## Application Submitter

- Receives notice that an award has been made.



## Entity Administrator (EA)

- Receives notice that an award has been made.
- **Must act on the award, as they will be the first entity user to see the award in My Worklist.**



## Authorized Representative

- Receives notice that an award has been made.



# Roles and Responsibilities

---

What roles are involved in award acceptance?



- ✓ The **Authorized Representative (AR)** accepts or declines the award for your entity.

**Authorized Representative  
(AR)**



- ✓ The **Entity Administrator** must assign a *Financial Manager (FM)* and a *Grant Award Administrator (GAA)*, and then review/confirm that the Authorized Representative assigned is still correct.

**Entity Administrator**

The person assigned as the AR must have the authority to accept awards on behalf of its entity. This includes binding the organization to the terms and conditions of the award.



# Statuses

Required entity user actions depend upon the award acceptance status

Pending-Award External Assignee	Indicates EA needs to assign FM, GAA, and review/confirm/change AR.
Pending-Award Acceptance	EA made all needed assignments. FAW is now routed to the assigned AR to accept the award.
Pending-Account Creation	AR accepted award; triggers a notice to ASAP for award account creation where grant funds are deposited so grantee can make payment requests.
Pending-ASAP Enrollment	Indicates your entity is a new user with ASAP as a recipient of DOJ funds and your entity must enroll in ASAP.
Pending-Active	Indicates technical aspects are completed. <i>This doesn't mean that activities can begin.</i>

# Award Acceptance

Demonstration



# Assign Contributors

**Pending-Award External Assignee** – Indicates EA needs to assign FM, GAA, and review/confirm/change AR.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms  
Toggle Management  
Privacy Policy  
Recents  
Closeout FAW-272086  
Closeout FAW-187183  
Closeout FAW-106100  
Closeout FAW-219087  
Closeout FAW-132085

**Funded Award**  
(15PBJA-21-GK-00281-CAPL) **PENDING-AWARD EXTERNAL ASSIGNEE**  
Entity Legal Name ( ) Doing Business As: ( )  
Actions

**Assign Contributors**

Please assign a Grant Award Administrator  
Please assign a Financial Manager

Assign Contributors Select Party

**JD** JohnElectronicBusinessPoc Doe Entity Administrator OK

User\* justgrants026@gmail.com  
Name JohnElectronicBusinessPoc Doe  
Phone Number 1111111234  
Title

**GJ** GrantManaRe-BJA jgitsint GrantManager OK

User GrantManaRe-BJA@ojp.usdoj.stg  
Name GrantManaRe-BJA jgitsint  
Phone Number  
Title

**JJ** justgrants026.authorizedrep jgitsext Authorize Representative OK

User justgrants026.authorizedrep@gmail.com  
Name justgrants026 authorizedrep jgitsext  
Phone Number 1231231234  
Title

**JJ** justgrants026.applicationssubmitter jgitsext Application Submitter OK

User justgrants026.applicationssubmitter@gmail.com  
Name justgrants026 applicationssubmitter jgitsext  
Phone Number 1231231234  
Title

**Case details**  
Last updated by Virtual Assistant (1mo ago)  
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (1mo ago)

**DOJ Grant Manager**  
GrantManaRe-BJA jgitsint  
Phone 202-902-9877  
Email GrantManaRe-BJA@ojp.usdoj.stg

**Participants (4)**

- JohnElectronicBusinessPoc Doe Entity Administrator
- GrantManaRe-BJA jgitsint GrantManager
- justgrants026.authorizedrep jgitsext Authorize Representative
- justgrants026.applicationssubmitter jgitsext Application Submitter

# Award Acceptance Demo

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Please see the session recording to view the demo.



# 1 Award Acceptance

*Assigning to Users to  
Award*





# Assign Roles

---

Please see the session recording to view the demo.

# Important Notes

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Previous DOJ grant management systems allowed a file upload to accept an award—*JustGrants does NOT.*

Changes to the award acceptance process in JustGrants:

- File **uploads cannot be used** to accept an award
- Award Acceptance is a **fully digital** process in JustGrants
- The Authorized Representative's **electronic signature** is used to accept an award

## Award Acceptance FAQs

Authorized

Representative FAQs

### **What happens if an AR does not see an application in their worklist?**

This means they are not assigned as the AR on the award, or the award acceptance is not assigned to them. The EA must assign the application by completing the GAA/FM assignments.

### **What happens if the AR changes between the time of application submission and award receipt?**

The EA will need to update the AR in JustGrants. They need to either invite the new AR to the system or add the role to an existing profile.

# ASAP Enrollment



# Enrolling An Entity in ASAP

---

The Department of the Treasury's Bureau of the Fiscal Service—ISIM PP will send two emails to the entity's System for Award Management (SAM) Electronic Business Point of Contact (E-Biz POC)—one contains a username and the other contains a temporary password and a link to create a new password.

After receiving both emails, the user must complete the following steps:

1. Use the provided username and temporary password to log in to the ISIM system to change your password and complete the security questions.
2. Log in to ASAP using your username and new password.
3. Accept the ASAP terms.
4. Select "1 notification awaiting review."
5. Select "Unread" from the Notification Status drop-down menu, then select "Continue."
6. Select the magnifying glass on the right side of the screen to view the Enrollment Notifications.

To learn more about the ASAP registration process, please see the

[ASAP Registration Checklist.](#)

# Financial Reports 1

*Demonstration*

*Access from My Worklist*



Please see the session recording to  
view the demo.



# Field 10e Validation

When the financial manager enters an amount in 10e, the following pop-up box appears. If the user selects **yes**, the user will be directed to the next data field. If the user selects **no**, they will be directed back to 10e.

If the user attempts to submit the FFR without editing 10e, after selecting no in the pop-up, the following error message will appear.

The screenshot shows the 'Federal Financial Report (FFR-308057)' form for 'JGII Test Org25 (15JCOPS-21-GK-00606-SUHP)'. The '10e. Federal share of expenditures' field is highlighted with a red box. The form includes sections for '10b. Cash Disbursements', '10c. Cash on Hand (line a minus b)', and '10d. Total Federal funds authorized'. A 'Yes' button is visible at the bottom of the form.

## Confirm 10e. Federal share of e

Does the amount entered into 10e amount from the beginning of the reporting period?

Yes

The screenshot shows a confirmation message for field 10e. The message is: "10e. Federal share of expenditures: Please return to the 10e field and confirm the value reflects the cumulative expenditure amount. You must either change the value or Tab out of the field for the confirmation message to display." The message is highlighted with a red box. Below the message, there are navigation tabs for "1. Recipient Info", "2. Report Information", and "3. Remarks & Certification". A "5. Recipient Account Number" field is also visible.

10e will also continue to have the following error message if 10e amount is less than the previously reported 10e amount. *"Federal share of expenditures should be a total of your allowable grantee expenses to-date. The current 10e amount is less than the previous reports value. Please ensure this amount is correct. If so, provide a required explanation in block 12-Additional Information."*

the expenditures have not yet been recorded. On the final report, for either cash or accrual basis, this Line should be zero (0). Do not include any amount in Line 10f that have been reported in Line 10e. Include the unliquidated obligations that will be expensed by the end

# Locate Submitted and Pending FFRs

Funded Award Information



Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	<a href="#">Federal Financial Report (FFR)</a>	Grant Award Modification (GAM)	Closeout
Report Number	Type of FFR	Reporting Period	Due Date of Report	Status				
<a href="#">FFR-672667</a>	Quarterly	Apr 1, 2020 to Jun 30, 2020	Jul 30, 2020	FFR-Delinquent				
<a href="#">FFR-672668</a>	Quarterly	Jul 1, 2020 to Sep 30, 2020	Oct 30, 2020	FFR-Delinquent				
<a href="#">FFR-672669</a>	Quarterly	Oct 1, 2020 to Dec 31, 2020	Jan 30, 2021	FFR-Delinquent				
<a href="#">FFR-672672</a>	Quarterly	Jan 1, 2021 to Mar 31, 2021	Apr 30, 2021	FFR-Delinquent				
<a href="#">FFR-672690</a>	Quarterly	Apr 1, 2021 to Jun 30, 2021	Jul 30, 2021	FFR-Delinquent				
<a href="#">FFR-672691</a>	Quarterly	Jul 1, 2021 to Sep 30, 2021	Oct 30, 2021	Open				
<a href="#">FFR-674600</a>	Final	Oct 1, 2021 to Dec 31, 2021	Apr 30, 2022	Open				

# Grant Award Modification



## Grant Award Modification (GAM)

**A GAM is completed and submitted by the GAA and must be approved by DOJ personnel**

### **What types of GAMs can be submitted in JustGrants??**

---

There are three GAM categories: Programmatic, Financial, and Project Period Extension.

Programmatic GAMs are Scope Change and Programmatic Cost. Financial GAMs are Budget Modification and Sole Source.

### **How can I initiate and submit a GAM in JustGrants?**

---

GAMs are initiated and submitted by the GAA. Navigate to the Grant Award Modification section of the funded award and select the type of GAM you would like to submit.

In some cases, DOJ personnel can initiate GAMs on behalf of a grantee.

# Initiate a Grant Award Modification

*Demonstration  
Initiating a GAM*



Please see the session recording to  
view the demo.



# Submit a Grant Award Modification

*Submitting a Budget Clearance GAM*





Please see the session recording to  
view the demo.

# Revising a Web-Based Budget Clearance GAM

Welcome justgrants026.grantawardadmin jgitsext

Alerts (2)

My Worklist


11 results


Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-102036	08/15/2020	409 Days Past Due	Performance Report	New	11/09/2020 02:34 PM
PR-137004	02/15/2021	225 Days Past Due	Performance Report	New	05/06/2021 09:58 PM
PR-101618	02/15/2021	225 Days Past Due	Performance Report	New	06/04/2021 05:23 PM
PR-102037	04/15/2021	165 Days Past Due	Performance Report	New	04/15/2021 08:01 PM
PR-157041	08/15/2021	44 Days Past Due	Performance Report	New	08/15/2021 01:06 AM
FAW-265085	09/29/2021	Due Today	Closeout	Submitted	07/01/2021 02:00 AM
FAW-272086	12/21/2021	Due in 83 Days	Closeout	Submitted	09/22/2021 02:00 AM
PR-334185	03/31/2022	Due in 184 Days	Performance Report	New	09/27/2021 09:32 AM
FAW-303086	12/21/2022	Due in 448 Days	Closeout	Submitted	09/08/2021 12:48 PM
GAM-211040	—	Due in 1 Day	Grant Award Modification	Pending-ChangeRequest	09/15/2021 11:26 AM

Grant Award Modification GAM-211054  
(15PSMA-21-GG-00288-AWAX) PENDING-CHANGEREQUEST  
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Grants Management Comments

Create Date	User	Note
9/27/21 11:16 AM	FinGrantsManaliniOCFO jgitsint	Please correct the following: 1. Item 2 2. Item 2
9/28/21 11:56 AM	FinGrantsManaSuperReOCFO jgitsint	Edit budget summary

Note: Each column can be filtered by selecting the down arrow: 

Or sorted by selecting the small arrow corresponding to the column. 

Grant Award Modification GAM-211054  
(15PSMA-21-GG-00288-AWAX) PENDING-CHANGEREQUEST  
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Budget Detail Summary View

Budget Category
Personnel
Fringe Benefits
Travel
Equipment
Supplies
Construction
SubAwards
Procurement Contracts
Other Costs
Indirect Costs

# Revising a Web-Based Budget Clearance GAM

Grant Award Modification GAM-211054  
(15PSMA-21-GG-00288-AWAX) FUNDING CHANGEREQUIRE ST  
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

**Budget Detail Summary View**

Budget Category

Personnel

Add Year Delete Year

Budget Year

Year 1

Personnel

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
Joe Smith	Director	\$100,000.00	Yearly	140	100.00%	\$14,000,000.00
		\$	Yearly		%	\$0.00

Add

Personnel Total Cost  
\$14,000,000.00

Additional Narrative

Font Size [Rich Text Editor Icons]

Add

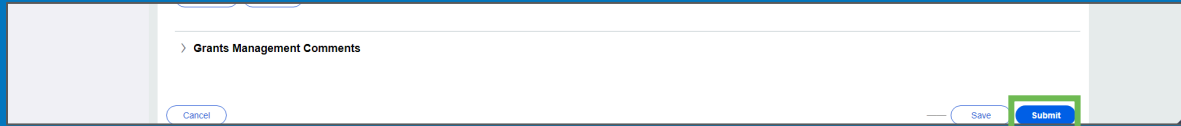
Personnel Total Cost  
\$14,000,000.00

Additional Narrative

Font Size [Rich Text Editor Icons]



# Revising a Web-Based Budget Clearance GAM



**JUSTgrants** JUSTICE GRANTS SYSTEM

Home | Grant Award Modification GAM-211054 (15PSMA-21-GG-00288-AWAX) **PENDING CHANGEREQUEST** | Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

**Project Budget Summary**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Personnel	\$14,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000,000.00
Fringe Benefits	\$0.00	\$0.00	—	—	—	\$0.00
Travel	\$0.00	\$0.00	—	—	—	\$0.00
Equipment	\$0.00	\$0.00	—	—	—	\$0.00
Supplies	\$5,000.00	\$5,000.00	—	—	—	\$10,000.00
Construction	\$0.00	\$0.00	—	—	—	\$0.00
SubAwards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Contracts	\$0.00	\$0.00	—	—	—	\$0.00
Other Costs	\$2,500.00	\$2,500.00	—	—	—	\$5,000.00
<b>Total Direct Costs</b>	<b>\$14,007,500.00</b>	<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,015,000.00</b>
Indirect Costs	\$0.00	\$0.00	—	—	—	\$0.00

**JUSTgrants** JUSTICE GRANTS SYSTEM

Home | Grant Award Modification GAM-211054 (15PSMA-21-GG-00288-AWAX) **PENDING CHANGEREQUEST** | Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

Procurement Contracts	\$0.00	\$0.00	—	—	—	\$0.00
Other Costs	\$2,500.00	\$2,500.00	—	—	—	\$5,000.00
<b>Total Direct Costs</b>	<b>\$14,007,500.00</b>	<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,015,000.00</b>
Indirect Costs	\$0.00	\$0.00	—	—	—	\$0.00
<b>Total Project Costs</b>	<b>\$14,007,500.00</b>	<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,015,000.00</b>

**Total Project Cost Breakdown**

	Total	Percentage
Federal Funds	\$5,000.00	33.33%
Match Amount	\$10,000.00	66.67%
Program Income Amount	\$0.00	0.00%

# Revising a Web-Based Budget Clearance GAM

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**Grant Award Modification** GAM-211054  
(15PSMIA-21-GG-00288-AWAA) **Pre-Agreement Cost**

Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26 Doing Business As)

**Budget/Financial Documentation**

**Pre-Agreement Cost**  
No documents have been uploaded for Pre-Agreement Cost

**Non-competitive Justification**

**Indirect Cost Rate Agreement**

**Consultant Rate Justification**

**Employee Compensation Waiver**

**Financial Management Questionnaire (Including applicant disclosure of high-risk status)**

**Disclosure of Process Related to Executive Compensation**

**Additional Attachments**

**Grants Management Comments**

**Attach Entity Documents**

Name	Category	Begin Date	End Date	Federal Fiscal Year	Created Date	Uploaded by
DCM Account approval Form(Data Migration) 07.28.20.pdf	Budget Indirect Cost Rate Agreement	11/3/2020	11/11/2020	2020	11/03/2020	JohnElectronicBusinessPoc Doe

# Revising a Web-Based Budget Clearance GAM

**Grant Award Modification** GAM-211054  
(15PSMA-21-GG-00288-AWAX) **PENDING CHANGE REQUEST**  
Entity Legal Name (JGIL Test Org26) Doing Business As (JGIL Test Org26 Doing Business As)

**Budget/Financial Documentation**

- Pre-Agreement Cost
- Non-competitive Justification
- Indirect Cost Rate Agreement
- Consultant Rate Justification
- Employee Compensation Waiver
- Financial Management Questionnaire (Including applicant disclosure of high-risk status)
- Disclosure of Process Related to Executive Compensation
- Additional Attachments

Upload Doc Entity Doc Attach

**Grants Management Comments**

Cancel

**Attach file(s)**

Drag and drop files here

Select file(s)

Cancel

**Additional Attachments**

Name*	File	Category
Employee Comp Waiver	Employee Comp Waiver.docx	Budget Other

Cancel

**Grant Award Modification** GAM-211054  
(15PSMA-21-GG-00288-AWAX) **PENDING CHANGE REQUEST**  
Entity Legal Name (JGIL Test Org26) Doing Business As (JGIL Test Org26 Doing Business As)

**Budget/Financial Documentation**

- Pre-Agreement Cost
- Non-competitive Justification
- Indirect Cost Rate Agreement
- Consultant Rate Justification
- Employee Compensation Waiver
- Financial Management Questionnaire (Including applicant disclosure of high-risk status)
- Disclosure of Process Related to Executive Compensation

Attach

# Revising a Web-Based Budget

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms  
Toggle Management

**Grant Award Modification** GAM-211054  
(15PSMA-21-GG-00288-AWAX) **PENDING CHANGES/QUEST**  
Entity Legal Name (JGII Test Org26) Doing Business As (JGII Test Org26)

> Pre-Agreement Cost  
> Non-competitive Justification  
> Indirect Cost Rate Agreement  
> Consultant Rate Justification  
Employee Compensation Waiver  
Name: Employee Comp Waiver.docx Category: Budget  
> Financial Management Questionnaire (Including applicant disclosure or high-risk status)  
> Disclosure of Process Related to Executive Compensation  
> Additional Attachments  
Upload Doc Entity Doc  
> Grants Management Comments  
Cancel Save **Submit**

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW **FINANCIAL REVIEW** UPMS HANDOFF GAM FULFILLMENT

Welcome GrantManaReSMART jgitsint

Alerts (2)

- WARNING: System Under Construction 12/6/20 2:27 PM
- WSR every Friday 2/9/21 9:48 AM

My Worklist

1 results

Case ID	Date Due	Urgency	Entity Legal Name	Entity State	Case Type	Case Status
GAM-183002	4/28/21 1:52 PM	Due In 79 Days	Heather Warnken	DC	Grant Award Modification	Pending-Approval



# Resources



# Resources

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- [Justice Grants Website](#): Find more information about JustGrants, including training, resources, and news and updates.
- [Entity User Experience Training and Reference Materials](#)
- [Entity Management Training and Reference Materials](#)
- [JustGrants User Roles Guide](#)



# JustGrants Technical Support

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

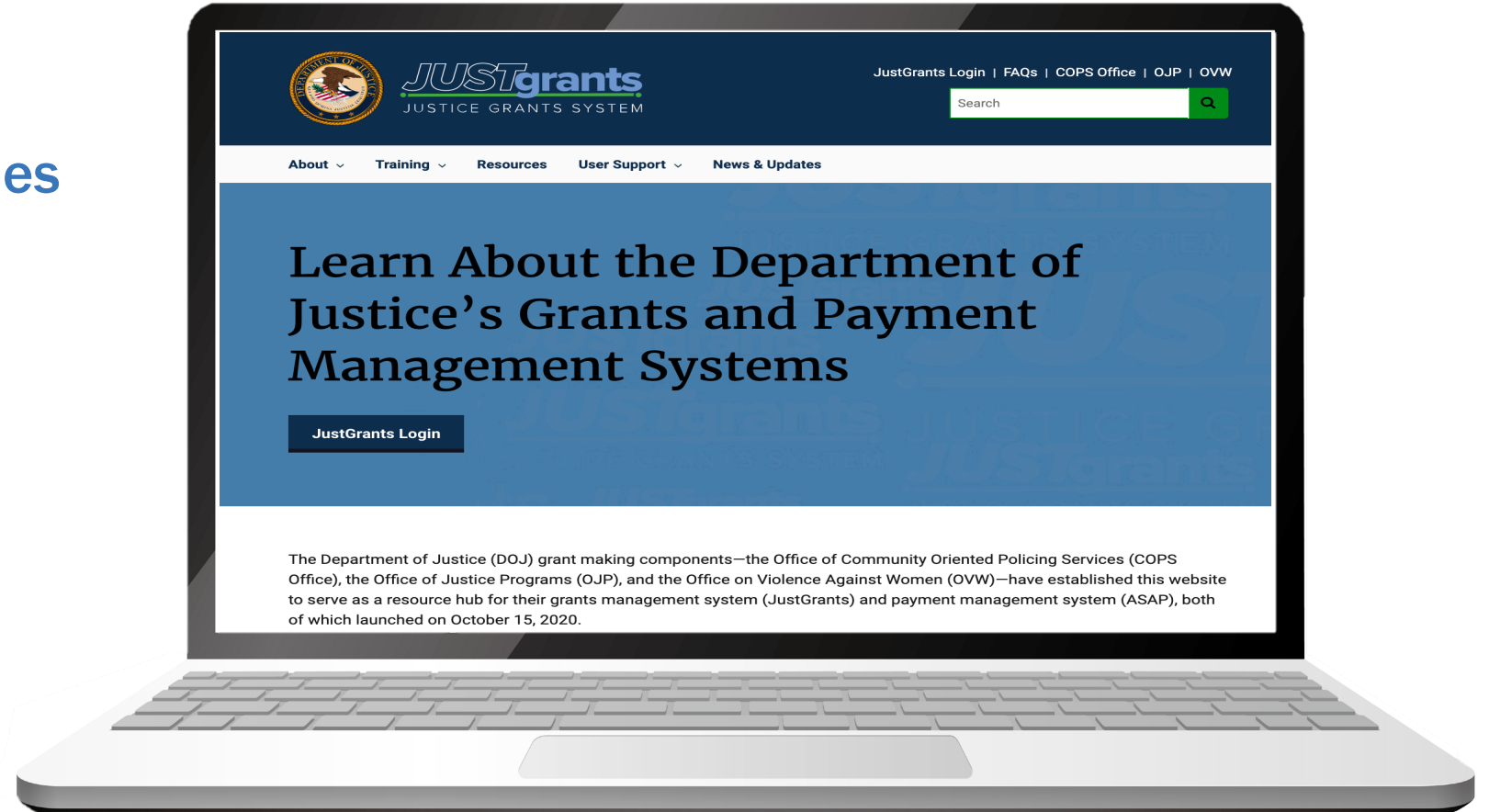
Technical Support	
OVW applicants and award recipients	<p><a href="mailto:OVW.JustGrantsSupport@usdoj.gov">OVW.JustGrantsSupport@usdoj.gov</a></p> <p><i>Or</i></p> <p><b>(866) 655-4482</b></p>
All other applicants and award recipients	<p><a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a></p> <p><i>Or</i></p> <p><b>(833) 872-5175</b></p> <p><i>Monday – Friday from 7:00 AM to 9:00 PM EST Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST</i></p>

# JustGrants Training

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

- Job Aid Reference Guides
- Microlearning videos
- Recordings of past sessions
- Frequently Asked Questions (FAQs)
- Glossary terms





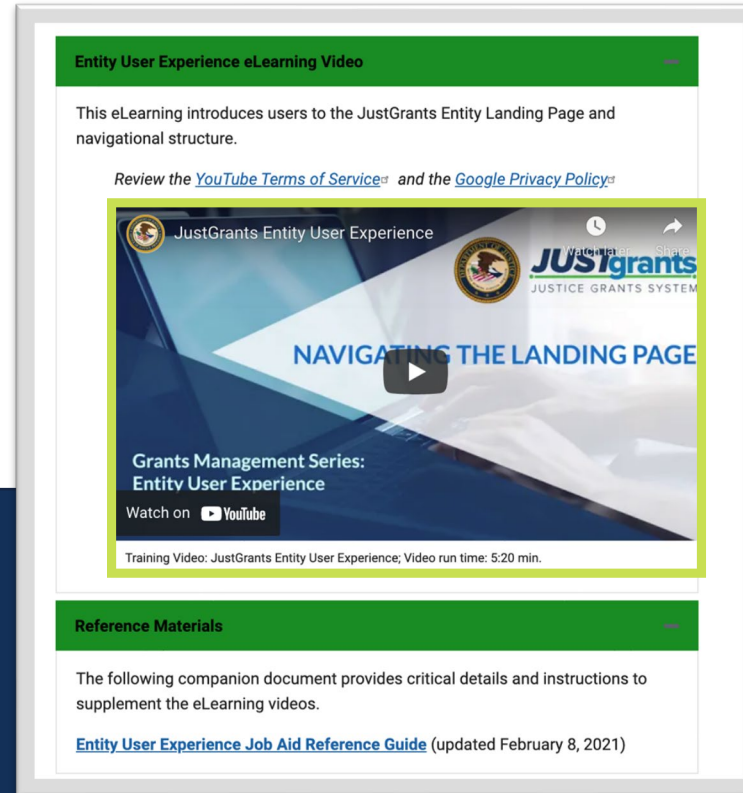
# JustGrants Training Resources



The screenshot shows the JustGrants website header with the DOJ logo and the text "JUSTgrants JUSTICE GRANTS SYSTEM". A navigation menu is visible with "Training" highlighted. The dropdown menu includes the following items: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, and Virtual Q&A Sessions.

The Department of Justice (DOJ) grant making components—the Office, the Office of Justice Programs (OJP), and the Office on to serve as a resource hub for their grants management system of which launched on October 15, 2020.

Organized by Topics



**Entity User Experience eLearning Video**


This eLearning introduces users to the JustGrants Entity Landing Page and navigational structure.

Review the [YouTube Terms of Service](#) and the [Google Privacy Policy](#).

**JustGrants Entity User Experience**

**NAVIGATING THE LANDING PAGE**

Grants Management Series:  
Entity User Experience

Watch on  YouTube

Training Video: JustGrants Entity User Experience; Video run time: 5:20 min.

**Reference Materials**

The following companion document provides critical details and instructions to supplement the eLearning videos.

[Entity User Experience Job Aid Reference Guide](#) (updated February 8, 2021)

Micro-learning videos



**DIAMD: Step 1**

**User Registration**

To access JustGrants, you must register in DIAMD.

After receipt of your JustGrants Welcome email, you will need to register your account in the system.

1) Select the "here" link in the email to begin the registration process.

**Note:** You will have a period from receipt to complete

The screenshot also shows a preview of the registration email content, including the DOJ logo and the text: "Welcome to JustGrants - Please Register Your Account", "DIAMD-NotReply@doj.gov", "An account is needed for you to access the Department of Justice (DOJ) Justice Grants System (JustGrants). To access your account, please click here to register your account using the email address within 72 hours.", "If you need assistance logging in, please contact JustGrants Support at JustGrants.Support@doj.gov or 833-870-0175.", "Login to JustGrants System: JustGrantsSystem", "About JustGrants: JustGrantsSystem@doj.gov", "Training: JustGrantsSystem@doj.gov/training-resources", "How to Get Ready: JustGrantsSystem@doj.gov/how-to-get-ready", "News & Updates: JustGrantsSystem@doj.gov/news", "Frequently Asked Questions: JustGrantsSystem@doj.gov", "This is an automatically generated email. Please do not reply to this email.", "Department of Justice (DOJ)"

Job Aid Reference Guides

# Upcoming Sessions

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

Post-Award Management: **MONDAYS** from 1:00 PM to 2:30 PM

*GEARED TOWARDS: Grant Award Administrators, Entity Administrators, Financial Managers*

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

*GEARED TOWARDS: Entity Administrators*

Application Mechanics: **WEDNESDAYS** from 2:30 PM to 4:30 PM

*GEARED TOWARDS: Entity Administrators, Application Submitters, Authorized Representatives*

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

*GEARED TOWARDS: Entity Administrators, Authorized Representatives*





**JUST**grants  
JUSTICE GRANTS SYSTEM



SECTION 5

# RESOURCES



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice



The Justice Grants System (JustGrants) is the Department of Justice's grants management system for the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP) and the Office on Violence Against Women (OVW).

The JustGrants Resources website is an entryway into information about JustGrants and the system itself. Through this portal both award recipients and applicants can access [training resources](#) and [user support options](#), find answers to [frequently asked questions](#) and [sign up for the JusticeGrants Update e-newsletter](#).

Users can also [log in to JustGrants](#) through the site.

### News Flash [↗](#)

**Aug. 1: [Resources To Support Routine Entity Management for Current DOJ Grant Awards](#)** [↗](#)

**July 26: [Updated Process To Access ASAP](#)** [↗](#)

**July 18: [Register Now! August Dates Added for Virtual Q&A Sessions](#)** [↗](#)



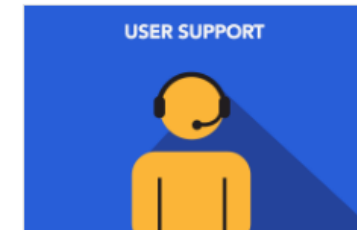
**JustGrants Login**  
Select the access graphic above to log in to the Justice Grants System (JustGrants).



**Training**  
Learn to navigate JustGrants effectively and complete various essential grants management tasks.



**FAQs**  
Find answers to frequently asked questions regarding the Justice Grants System (JustGrants) and the Automated Standard Application for Payments (ASAP).



**User Support**  
Access self-service, topic-specific, and technical support options for assistance in using the JustGrants System.



**Resources**  
Links to resource guides, financial and administrative resources for grant management, funding opportunities, and ASAP training and resources.



**News & Updates**  
View the latest information and updates on DOJ's grants management and payment management systems and sign up for JusticeGrants Updates emails from the COPS Office, OJP, and OVW.

# DOJ Grants Financial Guide 2022

Last Updated June 2023

## Welcome to the DOJ Grants Financial Guide [↗](#)

### Foreword [↗](#)

We hope you find this guide useful and informative. If you have any questions or comments, please contact your appropriate DOJ Funding Source.

#### TOP 10 TOPICS

1. <a href="#">Financial Management Systems</a>	6. <a href="#">Audit Requirements</a>
2. <a href="#">Allowable Costs</a>	7. <a href="#">Conference Costs</a>
3. <a href="#">Unallowable Costs</a>	8. <a href="#">Adjustments to Awards</a>
4. <a href="#">Federal Financial Reports</a>	9. <a href="#">Accounting by Approved Budget Category</a>
5. <a href="#">Performance Reports</a>	10. <a href="#">Subrecipient Monitoring</a>

The Department of Justice (DOJ) has three primary grant-making components, the Office of Justice Programs (OJP), the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS Office). The mission of OJP is to provide innovative leadership to federal, state, local, and tribal justice systems by disseminating state-of-the-art knowledge and practices across America, and providing grants for the implementation of these crime fighting strategies. The mission of OVW is to provide federal leadership in developing the national capacity to reduce violence against women, and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assaults, and stalking. The mission of the COPS Office is to advance the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and resources.

#### Welcome to the DOJ Grants Financial Guide

- I. General Information
- II. Preaward requirements
- III. Postaward Requirements
- IV. Organization Structure
- V. Appendices

## DOJ Grants Financial Guide [↗](#)

### Now Available For Download

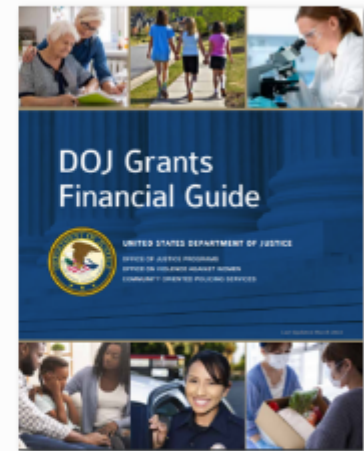
The PDF version of the DOJ Grants Financial Guide is now available.

Click the button below to view.

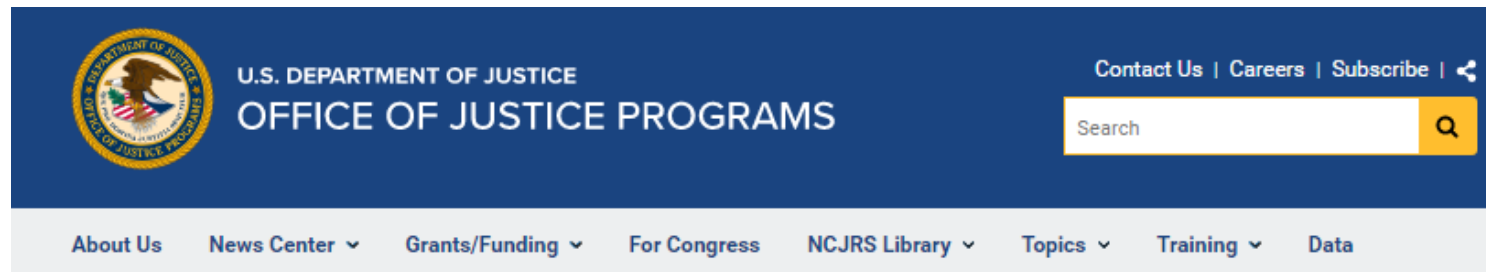
[View PDF Version](#)

View Change History summarizing changes to the 2022 Guide.

[PDF Format \(81 kb\)](#)



**Email Updates**  
Text OJP [your  
email address] to  
468-311 to  
subscribe.  
(Message and data  
rates may apply.)



The screenshot shows the top navigation bar of the U.S. Department of Justice Office of Justice Programs website. On the left is the official seal of the Office of Justice Programs. To its right, the text reads "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS". On the far right, there are links for "Contact Us", "Careers", "Subscribe", and a share icon. Below these links is a search bar with the word "Search" and a magnifying glass icon. A secondary navigation bar below the header contains links for "About Us", "News Center", "Grants/Funding", "For Congress", "NCJRS Library", "Topics", "Training", and "Data".

[Home](#)



Shutterstock (see reuse policy).

### Stay Connected [↗](#)

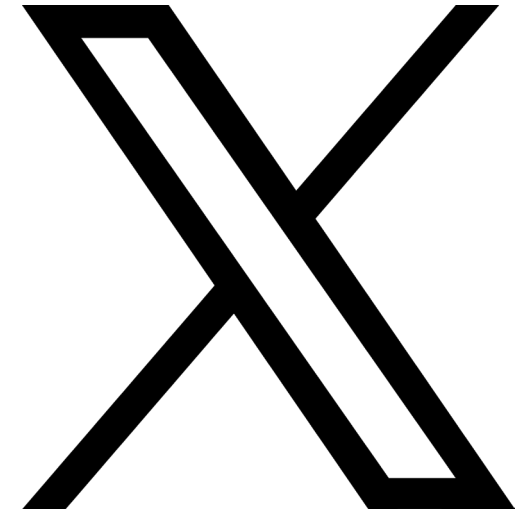
- Subscribe to:
  - [OJP News Releases](#) for the latest OJP press releases and publication advisories
  - [JUSTINFO](#), a twice-monthly email newsletter
  - [Funding News](#), a weekly notice of new grant opportunities and application tips
  - [JusticeGrants Update e-newsletter](#) for the latest information and updates on JustGrants, DOJ's grants management system
  - [OJP email newsletters](#) and topical messages available from OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, and SMART)
- Sign up for [U.S. Department of Justice Email Updates](#)

<https://www.ojp.gov/subscribe>

# Stay Connected!!

- **Facebook:** <https://www.facebook.com/DOJBJA>
- **Twitter:** <https://twitter.com/DOJBJA>
- **YouTube:** <https://www.youtube.com/dojbjja>

For information on funding opportunities, publications, and initiatives, visit **BJA's website:** [www.bja.ojp.gov](http://www.bja.ojp.gov).





## Questions?

Enter in the Q&A box and send to All Panelists.