DARYL FOX: Good afternoon everyone. Welcome to today's webinar,"The Funding Process: The First Steps to Applying, How to Prepare Now, and Other Considerations. Hosted by the Bureau of Justice Assistance." At this time I'd like to introduce one of today's presenters Elizabeth Wolfe, Senior Policy Adviser with the Bureau of Justice Assistance for some welcoming remarks, Elizabeth.

ELIZABETH WOLFE: Thank you, Daryl. I very much appreciate it. My name is Elizabeth Wolfe and I'm a Senior Policy Adviser with the Bureau of Justice Assistance and I'd like to welcome everyone to today's webinar entitled "The Federal Funding Process: The First Steps to Applying, How to Prepare Now, and Other Considerations."

On behalf of BJA, Greg Torain and I are delighted to be here with you today. We are also sharing the stage with Lisa Hartman from OJP JustGrants team.

Next slide please. For today's webinar we'll be providing an overview of the Office of Justice Programs and the Bureau of Justice Assistance. I'll be introducing you to the JustGrants system, providing an overview on how to approach a BJA solicitation. We'll be discussing key steps in completing your application including going over the peer review process and answering all of your questions.

This webinar is designed for those who are interested in applying for BJA funding. Our objective today is to help you be as prepared as possible to do exactly that. So what are we going to do? We will provide you with the information you need to successfully submit an application in both Grants.gov and JustGrants. We will go over the critical elements of a BJA solicitation. We'll share tips for developing a budget and we're going to explain how the peer review process works. And lastly we're going to show you how you can stay connected with all the latest information regarding BJA funding and resources.

So what is the Office of Justice Programs? Well, OJP provides a variety of resources to the criminal justice community and how do we do that? We do it through our grants, our training, and our research. And we are one of three grant-making components within the U.S. Department of Justice. The other two offices are the Office of Violence Against Women and the Office of Community Oriented Policing Services, also known as COPS.

Within OJP, there are three distinct bureaus and offices and you can see that BJA is one of these six. There's the Bureau of Justice Statistics which is the primary statical agency of the Department of Justice. There's also the National Institute of Justice which is our research, development, and evaluation agency within the Department of Justice. There's the Office of Juvenile Justice and Delinquency Prevention which supports states and local communities in their efforts to implement effective programs for children. There's the office for Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking also known as SMART which provides jurisdictions with guidance regarding the implementation of the Adam Walsh Act. And finally there's the Office for Victims of Crime which also supports a broader way of programs and services that really focus on helping victims.

Let me talk a little bit more about BJA. Our office provides leadership and services in grant administration and criminal justice policy development to support local, state, and tribal law enforcement in achieving safer communities, and how do we do that? Well our office supports programs in a number of areas including information sharing, countering terrorism, managing offenders, combating drug crime and abuse, advancing tribal justice, crime prevention, protecting vulnerable population and capacity building. To learn more about BJA you can visit our website and follow us on Facebook or Twitter.

There are six stages in a lifecycles of a grant and it's good to be familiar with all of them. This webinar is only going to be focusing on the first three phases of the grant lifecycle and those three are the administrative preparedness, you know, getting yourself really ready to submit an application, and once the solicitation is posted, there's the application period begins and then going to be locating opportunities, developing proposals, and submitting. Then lastly there's—the application review process which is understanding BJA and OJP's internal review process.

The next three phases will not be covered in this webinar but with that said I'd like you just to know about them and you can learn more about these phases on our website. After you submitted and if you are successful, there's the award notification process, which is when awards are generally made by September 30th, not always but we really, really try to get it done by the end of the fiscal year. And for applications that have not selected you will be notified by November 30th.

Once you've been awarded, we call that the post-award phase and congratulations you got the money and your project is all set and you will begin working with your program manager and administer your project. And the last phase is the close out phase, which is, you know, all good things have to come to an end and this is also true for grants. The close out phase is wrapping up deliverables and submitting your report.

A little over a year ago the Office of Justice Programs launched the JustGrants system to replace the old Grants Management System also known as GMS. I really want to emphasis this point with you all, that you will need to use the JustGrants system and Grants.gov to apply for all BJA grants. GMS is no longer available. And the goal of

JustGrants is really an improved user-experience. It's much more streamlined from the moment you receive your award all the way to a closeout. The system allows you to manage users better and also integrates the payment system which helps then get easier for you to access your funds and I am not an expert on JustGrants and because of that I invited Lisa Hartman from the JustGrants team to walk you through the system and kind of help answer some of your questions. So with that I'm going to turn it over to Lisa.

LISA HARTMAN: Thanks so much Elizabeth. That was a terrific run up to JustGrants. So good afternoon or good morning depending on your location. Thank you for joining our presentation today. As Elizabeth said, my name is Lisa Hartman, I'm a Training Specialist with the Office of Audit Management and I'm going to talk to you today about the first steps of applying and how to prepare and other considerations during the funding process. So to kick us off, I'd like to share a little bit of information about today's session. As mentioned before everyone is muted and video has been disabled in that way we have more resources to provide our information to you today.

We'll hold all questions on just JustGrants until the end of the presentation for JustGrants. There will be further opportunity to ask questions about the presentation from a BJA standpoint later. But as questions occur to you, you can place them in the Q and A section as described earlier in WebEx. If you don't see the Q and A option on your WebEx screen as mentioned, open the three dots in the lower right corner of the screen and select Q and A and select everyone in your—I'm sorry, all panelists when you're asking a question.

Now, our agenda today covers several topics related to the funding process. The first thing we're going to talk about is Entity Onboarding, Application Submission, and Award Acceptance. So once we've covered the content, we're going to show you where you can go to find additional training resource. So first we'll talk a little bit about onboarding your entities in JustGrants. This is process that will take place prior to submitting your application in JustGrants. Now this is a road map for JustGrants that kind of helps you visualize each of the steps that are needed when a new user is onboarded. So there will be a single Entity Administrator for your JustGrants account. This person will automatically be assigned the role Entity Administrator based on their role as SAM.gov e-biz point of contact. So SAM.gov, Grants.gov, and JustGrants are all linked in such a way that when you submit an application then we're able to again assign that Entity Administrator role based on the SAM.gov e-biz point of contact. That person is going to be the first sort of user in the system and they're going to log in to a system called DIAMD which allows them to set up all new users. So, the—when they set up a new user, the only information required is the first name, last name, and email address. The email address is going to become that person's username when they log in to JustGrants and then that user will also select their own password during the registration process. Now, once a new user is created the Entity Administrator is going to assign one or more roles to that user depending on the general work that user intends to do in JustGrants and I'll talk about those roles in a minute. New users, once the roles have been assigned will receive a registration email from the—from the DIAMD system once they've been invited to register by the Entity Administrator. The user will need to open a link in the email and follow the steps to register in JustGrants including setting up the password as mentioned before and setting up multifactor authentication. So if you're unfamiliar with that term, multifactor authentication means that every time you log in to JustGrants you'll put in your username and password and then you'll be expected to put an additional code. Often it comes through your, you know, text on your phone, you can also set it up to go to email or voicemail and that's entirely up to you how you want to receive that code—so that code, in order to log in to JustGrants. Now, the registration process is step one. Step two is to actually log in to JustGrants. So even though a new user has registered and set up their password and their multifactor authentication, they're not going to be recognized as active users in JustGrants until they've logged into the system, at least—sorry at least once. So this is a good time to test that username and password. Once the new user is registered and has logged in, then the Entity Administrator is going to be able to assign that user to specific awards or applications.

So I promised we'll talk a little bit about roles. And let's do that now. So for every entity or organization, there are six possible roles to assign. These roles can be assigned one to six different people, or any individual can hold all six roles, if that's the way your organization works. The bottom line is that each user should be assigned as many roles as they're going to need to do the work that they intend to do in JustGrants. So the roles determine your access to JustGrants. Now, we've talked briefly about that Entity Administrator role and what their basic tasks are. Now, in addition to managing users and keeping that— the entity profile information current, they also have read-only access to everything in the system to all the applications and awards in JustGrants. They really have a sort of a bird's eye view of the entire system. Now, if that Entity Administration will also need to take part in managing awards or applications, then they're going to need to be assigned the additional roles that allow them to do so.

The role of Grant Award Administrator is generally assigned to someone who's going to be handling programmatic requirements, including submitting performance reports, initiating and submitting grant award modifications or GAMS and initiating the award close out. We also have a role called the Alternate Grant Award Administrator. However, currently, that role is really limited to initiating but not even submitting grant award modifications at this time. So there might be some future plans for that role, but currently, it's pretty limited.

The Application Submitter is the person we'll be talking about a lot today. This is the only role that can enter data into an application, certify it, and submit it on behalf of your entity. Another important person in the application process is the Authorized Representative. This is the only person that may accept or decline an award on behalf of the entity. 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 is legally authorized by your organization to agree to the award terms and conditions. The Authorized Representative does not really have a role in the application process. However, they must be designated within the application so they must be on boarded at that point. Finally, we have a financial manager and this person will submit the Federal Financial Reports on behalf of the organization. So all of that context behind this, let's take a look at the application submission process.

So the process of submitting an application in JustGrants actually begins in Grants.gov. And you'll need to go to Grants.gov to locate the funding opportunity with DOJ. When you find one and begin the application process in Grants.gov, you'll submit a form SF-424. This is a standard form and is not extensive. If you are applying for funding from the COPS office, you know, Elizabeth mentioned the COPS office, they also have a supplemental to the SF-424 called the SF-424B, but that doesn't really apply currently to the BJA awards. You will also have to fill out an SF-LLL in Grants.gov. And really that's the extent of the information that you'll need to submit in Grants.gov in order to begin the application process. So aside from those two forms, the SF-424 and the SF-LLL in Grants.gov most of your application is going to be entered in JustGrants. Now, you enter the information in JustGrants is populated based on entries made in SAM.gov and used it in Grants.gov.

So we're talking about three systems here. Your entity needs to have a pro— you know sort of entity information registered in SAM.gov. And then when you apply in Grants.gov, you're accessing that information from SAM.gov. And then when you submit your application in Grants.gov, to JustGrants, all of that SAM.gov information flows through. Now, it's important to know, because you're going to be applying for part of— doing part of the application in Grants.gov and the bulk of it in JustGrants, you actually have two application submission deadlines. So it's really important to pay attention to these. Typically, the Grants.gov deadline is going to be at least two weeks earlier than the JustGrants deadline. So again, once you click that—submit that into Grants.gov, you'll have still a couple of weeks in order to finish the application in JustGrants. And then from JustGrants, you'll submit it for review at DOJ.

So some of the ways that JustGrants streamlines this process is that you're provided with the ability to use a web-based Budget Detail Worksheet, so not only is this process more efficient, but it also establishes a shared structure and a narrative for all of DOJ. So previously, you were—grantees were uploading a budget—or applicants would upload a budget as sort of an Excel spreadsheet, now in JustGrants you have the opportunity to use this web-based Budget Detail Worksheet, which will then carry your budget figures all the way through the application process. And if you are awarded, will carry your budget in the—to the—into the funded award. So there's no your sort of double entry of information there. Also, streamlined validation of your budgets, allow the process of clearing new budgets to be much faster.

Now, your organization also specifically your assigned Entity Administrator has more control over users and award assignments and doesn't require intervention from DOJ in order to make updates to those assignments. So your Entity Administrator can add new users, add new roles, they can do all of these things that previously required intervention from DOJ, now that's no longer the case. The Entity Administrator again defaults to your organization's SAM.gov e-biz point of contact. However, if that's not the person who's going to perform the Entity Administrator role in JustGrants, those responsibilities can be assigned to another user as needed.

Now, the next role we want to talk about is the Application Submitter. Person with this role is going to be the only person in JustGrants that's going to be able to submit an application. This role is automatically created when the application is submitted in Grants.gov. The person submitting the information in Grants.gov is automatically assigned to the application in JustGrants. If the person who's automatically assigned is not going to be the person that's going to complete this—the bulk of the application in JustGrants, it's easy enough the Entity Administrator can reassign this role as needed. The Application Submitter is going to identify the forms that are needed to submit an application, will complete the web-based budget form, complete and certify the application on behalf of your entity and will submit the application in JustGrants to the Department of Justice for review. Now, if a member is assigned only the Application Submitter role, they're only going to be see—able to see applications, they will not be able to see funded awards. All other roles will be able to see funded awards in JustGrants. Now again, it's possible to assign multiple roles to the user with the Application Submitter, if you want that person to ultimately be able to access and manage awards.

So now, I'm going to show you two short demos. The first one is a demonstration on locating an application in JustGrants. The second one is a little longer, but it's going to cover all of the basic application sections you'll see when you're completing and submitting an application in JustGrants. So it's important to remind you that by the time you see this application in JustGrants, you will have already opened Grants.gov, found your funding opportunity, logged in using—you know, logged into Grants.gov to access your SAM.gov information and you'll have filled out those two forms, SF-424 and SF-LLL. At that point, you can submit the application from Grants.gov and within about 24 hours, that will appear here in JustGrants, actually, can take a couple of days for that transfer to take place because Grants.gov will do some validations on your submitted application from that system before it sends your information to JustGrants.

So I'm going to go ahead and start this little demo. Now, from the homepage of JustGrants, you're going to see the My Worklist, you can see that there, middle of the bottom. Now, this is a list of all the tasks that are assigned directly to you. And I'm logged in as an Application Submitter. You can use the headers in the worklist to sort and filter. And what you're looking for is actually the Grant Package. A Grant Package is what we call an application prior to it being accepted. The case ID is always going to start with A, for application. Now, if you're not the Application Submitter, you can still see applications in here, but you go to the applications menu on the left. And this shows all of the applications that are in your organization, regardless of who it's assigned to. Notice that we have some that are assigned, and some that are not assigned to Application Submitters and Authorized Representatives.

We can go ahead and open these up. And one of the things that is important to understand and because this is kind of an important point, I want to stop the demo for a moment and talk about this a bit. Now, if you open an application from your—the My Worklist on your homepage, all of the work in the My Worklist is assigned to you personally. So JustGrants understands that—and it will allow you to just go ahead and open up an application and begin to work in it. When you open an application from the "Applications" menu like we're doing now, because all users can see these applications, JustGrants is going to need to verify that, yes, you are indeed the single individual that can actually open this application. And to do that, it's going to require that you select this "Begin" button in the upper right corner. That's sort of the validation that you are the correct application submitter. So I'm going to let this move forward. We'll select that begin button. And then we'll see the application open and be ready for editing. Now, had you opened this from your worklist, it would look like this automatically. At the bottom, there's a save button so you can—and you need to click "Save," it's not going to auto save anything. The "Cancel" button will allow you to cancel and return back to the worklist without saving any changes whatsoever. And the "Continue" button will take you to the next page. And just briefly to talk about the next page of what is that, in the upper right corner of the application, you see a sort of a menu. And when you click continue, JustGrants will follow that menu option literally right down the page. If you, however want to, for instance, jump to the proposal narrative, you can do that by just clicking that “Proposal Narrative” option there on the menu to the right. It’s also worth noting that above that menu, you see a link to “Solicitation Instructions.” That’s a critical link, because you want to have the solicitation handy, because you will find a lot of direction within the solicitation as to the specific information that’s required in the application. So when you click that “Solicitation Instructions” link, it’s going to open the solicitation in PDF format, and allow you to print it, keep it on a separate monitor, minimize it, and refer to it. But at any rate, that solicitation is a terrific option to have.

Now, I’d like to go through the next few steps, which is, again, locating the application, we’re going to open it from the worklist. And then we’re going to go through the process of going through all the sections of the application so that you can kind of get a sense of how this works. So here we are on the homepage. And if you remember from the worklist, if we click the “Grant Package” or the application, as you see down there at the bottom, that will open straight up into a manner that we can actually edit that application directly. So we’ll open this up. Notice there’s no begin button from the— from the homepage, the Worklist. Now, this first section is the standard applicant information. The funding opportunity information comes from Grants.gov, as does the project information. So everything you fill out in Grants.gov is going to come over here to JustGrants. You will not have to duplicate your entries. There’s a section here at the bottom, and notice that the project information is editable. So if you put in sort of preliminary dollar amounts versus if you put a preliminary amount for federal estimated funding, you can, in JustGrants, update it. So if you have a better sense now of your budget and your needs, it doesn’t matter that you’ve submitted a different figure in Grants.gov, you can update these figures in JustGrants. And you don’t have to go back to Grants.gov and make them equal. It’s, you know, once it moves from Grants.gov, the JustGrants, this is where the information now lives.

All right. So below all of that project information, there’s an area called “Areas Affected by Project.” And we’re going to click the little add button here, I think momentarily. And that will allow us to add areas affected by the project. Now, in the application process, you want to come as close as you can to determining the areas affected by project and you can put in cities, counties, states, parishes, you can put in a ZIP code if it’s, you know, fairly limited, you can add 10 items here. So this is going to be statewide, you can say state and type in the state. Or there’s just a ZIP code right there as well. And again, we can click add, you can have a combination of ZIP codes or other entries there. That is the required field. And you’ll note at the end of that field name, a little red asterisk that—that’s the indicator that this is a required field. Now, let’s just scroll down this page, you can see the application type. And you can see the application submitter information. Now, this is the application type is at the pole. The application submitter is not. In order to change that application submitted information, the entity administrator is going to have to reassign this application to someone else. So we have eligibility options and then we also have—or type of applicant options. Again, dropdown menus, you can select multiple. And then we have the executive order and delinquent debt section. So here we are. Now, we're going to— I'm just going to go ahead and click the menu link for the next page. I couldn't click continue as well. Now, this is where the authorized representative becomes important in the application process. So when you select the application, the authorized representative, you're going to select from a list of users in your system that had been assigned the role of authorized representative and have registered and logged in. So until you log in as the authorized representative, the name is not going to appear on this list. And we get this question a lot, you know? I— they registered but I can't find them in the system, they have to log in. Once you've selected the authorization—the authorized representative from the list, you want to click "Confirm Authorized Representative." And when you do that, you'll see that the name of—and title appears here. So this is how we determine the authorized representative. Now, I'm going to go back briefly. And I just want to note that this is sort of a generic demo that we do. It's not specific to BJA. This particular demo is for an office in which they actually require to authorize representatives. In BJA, you will only ever see one. So once you confirm that authorized representative, then we're going to go ahead and move to the next section, which is verify legal name and address. All right. I went back a little bit, so we're going to have to wait. So the verify legal name and address is, again, this information comes from SAM.gov. So if you happen to notice an error or discrepancy here, then you'll want to have your EBiz point of contact go back to SAM.gov and update that information. Once it's updated in SAM.gov, it typically takes about 24 hours for that change to be visible in JustGrants so it's not an immediate change. The proposal abstract is just a big text field. Notice the required asterisk there, this text could be typed directly into the text field below or can be copied and pasted. Now, it should be noted that if you're copying and pasting from Microsoft Word, Microsoft Word kind of has its own formatting, and it can be a little problematic. So if you— if you notice going back a bit, there is a— there's font and formatting, you know, options here that you can use to clean up your proposal abstract as needed. After the proposal abstract, we have the proposal narrative, and this is typically an upload. There's also an option for goals and objectives so if you click "New Goal," and allows you to enter a goal statement. Again, can be copied and pasted. And notice that there— there's a character limit that's listed below this field if you want to delete, when you use the little trashcan icon. Now, in the budget and associated documentation, again, this is a generic demo. And some of these budget categories do not apply to BJA. But the general sense of how this information is entered is really kind of what we're looking for here. So this is a sort of a personnel position. You can enter the position and the salary and all of that sort of thing. You can open the “Travel” section. And before we move forward, I’m going to show you, I guess we’ll move forward here. At the— let’s see. Okay. So for most of these budget categories, you can add information line item by line item, so you click this plus add item at the top of the page to add a line item. And then it will provide you the opportunity to enter your budget figures. You can continue to add as many line items as you need. If you want to delete one, there’s a delete line item, you just have to click into any field in the line and click the delete line item and it will remove it. Now, all of these budget categories also have additional narrative fields. They’re not required, but it’s encouraged for you to provide any additional information about this budget category that you feel will be helpful in, you know, in the review process here at DOJ. All right. We’re going to continue on looking at some of these budget categories. Oh, here’s—we’re going to actually click the line item. So we’ve got that option you can add or delete. Notice the green checkmarks here. The check marks, by the way, indicate that you’ve opened this category, it does not indicate that you have completed this category. So that’s a— that’s kind of an important point. It just means that somebody looked at it, but it does not mean that you’ve entered all the required fields and that you’re ready to submit that section. Oops. Let’s see. A little bit forward here. Let’s see, we’re a little farther along. All right. So moving forward a little bit farther, we’ve got some indirect cost items here. And then at the end of the budget, we have a budget summary. And the budget summary here will show at the top all of the individual budget categories, and it will show the total cost as you’ve entered it. So total cost for that budget category. So if you’re tracking it against the spreadsheet, then you’re going to be able to compare and make sure that you’ve entered everything correctly. After the budget summary, we have a section where you can add budget and financial documents. And I’d like to take just a moment to talk about uploading files a bit in JustGrants. So when you upload a file, and I hope that this demo actually did this, provide the opportunity to take a look at this. You can drag and drop files or you can select files and then attach. Now, once you upload a file, you’re going to see the file name. And you’re going to see a very important field called The File Category. JustGrants will file all of your attachments in the application based on the file category that you select. So for instance, if you select the file category, indirect cost rate agreement, then you can see the third item here on the list. That’s where it’s— JustGrants will place that file. If you select employee compensation waiver as the file category, then the fifth item down, that’s the section down is where you’re going to find that attachment. Typically, the file category attachment will default to other. And if you look here, on the right hand side, you’ll see that other appears second from the bottom so if you’re missing an attachment, it’s 99 times out of 100 it’s because you were—you’d not select the file category to place that file where you expect to see it in the application and the first place that I would go looking for it would be in the other section. And that’s a question we get a lot. It’s not necessarily self-explanatory. Now, we have these memoranda of understanding. And typically these are uploads. So again, you want to upload and select the proper file categories. We have additional application components. And then we have these disclosure and assurances. And, for instance, this disclosure of lobbying activities would be automatically populated based on your entry in Grants.gov of the SF-LLL document. That's the document that will automatically appear here, you will not need to do anything with that. Moving forward, we have additional disclosures. There's one of disclosure of duplication at cost items, and it's just a yes or no selection. We have additional, you know, additional disclosures, and all of these longer ones will have a little check mark at the bottom. So going back maybe a little bit, which you would do in this particular case, as you'd have to scroll all the way to the bottom. And there's a little checkbox that you're going to check. And that will put the name of the application submitter, their title, and the date and timestamp when that certification was selected. So moving forward, we have other disclosures and assurances that can be uploaded. And then finally, we have this—we have this—let me see, I wanted to move forward here. We have the declaration of certification to the US Department of Justice as this application submission. And if you see at the bottom here, that little checkbox is what I'm talking about from the other disclosures, you'll want to check that box and your signer ID and date and time will be entered there. And then you will be the person that will be considered to have certified that. We'll go again to the other section. And this is again a section where you can upload additional documents. And, again, if you're missing a file, check that other option first. Now, on the "Certify and Submit," this is the very last page of the application. And this is a place where you can review all of the previous sections. And you can—you could open up these little carets on the left and read through, but not edit from here, you'll have to read through all of the information. If there's an error and you want to go back and correct it, for instance, in the Proposal Abstract, you'll need to go back to the right-hand side over here and go back to that Proposal Abstract section to make those updates because it will not be readable here. Now the end of the application, you select the final review and certification of Application Confirmation, and that is the indicator that you are ready to submit. If there are any missed fields or, you know, missed— required fields or checkboxes, when you click submit, you will get at the top of the page, a pink— sort of a pink banner that indicates what you may have missed. So if you get any messages in that pink banner, then it will tell you specifically which field and which section to go back and review. So that is then the process of doing an application. Now I'm just going to talk a little bit in brief about the Award Acceptance because it—I'm not going to do a demonstration of it. But I'm going to talk a little bit about Award Acceptance. So if your application ultimately results in funding for your organization, then the Authorized Representative is going to be the person that will need to accept or decline that award. They're the only—the only role that's allowed to accept or decline an award and they have to be assigned specifically to that award. And again, it must be a person in your organization with the authority to enter into a legal agreement on behalf of the entity and bind it to the award terms and conditions. So this is the person that's designated in the application. The Entity Administrator must assign the Authorized Representative to the award package. And if the Authorized Representative changes between the time you place their name in the application and the time that you are working with a— with a funded award, then the Entity Administrator is going to need to reassign that Authorized Representative role to the award in JustGrants. All right, and then the last thing Award Acceptance Takeaway is prior to accepting the award, the entity administrators must assign the financial manager and grant award administrator to the award as well, so that there are individuals who can manage the final—Federal Financial Reports and all the programmatic aspects of the award. So now I'm going to go briefly talk about some resources that we have provided—that we will provide for you for JustGrants. First of all, as part of this presentation, where—we do have links in this PowerPoint to all the information we covered today. The Justice Grants Website that I referenced at the top of the screen houses all of the training material that you'll need to work your way through all aspects of JustGrants. We've placed direct links here to the entity user training and the application submission training. We've also linked to the Justice Grants user roles guide which provides a little bit more in depth information about each of those roles. Now, if you are having issues with JustGrants, you can contact the JustGrants Technical Support Desk by sending an email to JustGrants.Support@usdoj.gov. Now this will automatically open a ticket for you, and someone will respond and help you work through whatever the issue is. If you want to talk to somebody right away, you can also call 833-872-5175, Monday through Friday between 5:00 AM and 9:00 PM Eastern or between 9:00 AM and 5:00 PM Eastern Time on weekends or holidays. And please do use either the support email or phone line for any of the issues you may have when working in JustGrants. Now that JustGrants Training Resources website that I referenced earlier and I would suggest that perhaps you note this down, is https://justicegrants.usdoj.gov. On that website, we have resources available to help you with application submission, as far as JustGrants goes. Also information on onboarding, you know, users to assist in the application process as well as a funded work process, again, should your application become funded. So we also have up there Job Aid Reference Guides, we have Microlearning videos, we have recordings of sessions that we hold for training, and Frequently Asked Questions, we also have glossary terms. So I highly recommend that you jot down this website and take a good long look through it because we have just a huge number of resources. Now once you open the training link, you're going to see a list of training topics displayed. And it's good idea for everyone to start with the entity user experience guide, as it's that covers navigation and JustGrants and it really applies to everyone. The entity administrator will also need to become very familiar with the entity Management Guide. Now once you've selected a topic to explore, you'll open a page with training resources dedicated to that topic. And in the center image, you can see the microlearning videos. These are really just YouTube videos that we've embedded this page that will walk you step-by-step through a particular task. Most of these videos are eight minutes or less, so they're not going to take up a huge amount of time. And you can—you can access them and use them whenever you like. We also have access to job aid reference guides, which are sort of principal step-by-step guides, like the one you see on the right in the image there. We provide screenshots, and then steps and we indicate on the screenshot where that step takes place. So, lots of great training information. Again, we also cover the application submission information. Now we do offer virtual Q&A series every week to all grantees. This is not specific to BJA, this is—this is open to everyone. We hold post-award management sessions on Mondays from 1:00 to 2:00. These are sessions for organizations with funded awards, and we talk about Federal Financial Reports, performance reports, grant award modifications, and close out. On Tuesdays, we hold sessions from 2:00 to 3:00. And again, these are all Eastern Time for entity administrators. And here we talk about adding new users, removing users, and, just in general, the tasks that are required by entity administrators. On Wednesdays from 2:30 to 4:00 starting in February, we're going to be conducting an applications mechanics class which will be a 90-minute course, again, talking about very much the same information we have today. So if you feel like you want more insight into the application process, please feel free to join us here. And then Thursdays, for those organizations that are funded, we have an award acceptance class from 2:00 to 3:00. Now, the link at the bottom of the page takes us to justicegrants.usdoj.gov/training/training-virtual-sessions. And that's where you can go to register for any or all of these classes. There's no limit to the number of classes you can take. So, at this point, Lenora, I would like to see if maybe we have any questions in the Q&A or the chat that apply to JustGrants.

LENORA GOLDSBERRY: Yes, Lisa. First question is for local government units. "Is there specifically one SAM number that is used for the county or should each department have their own SAM number?"

LISA HARTMAN: So that's a really good question. So there is—when you log—when you register for a SAM account, you can register for your organization. So, for instance, if your organization is the City of Alexandria, then currently we're using a DUNS number for that. But we're going to be moving in a couple of months to using a Unique Entity Identifier, UEI number. So the City of Alexandria can have their own UEI number, but if you're the sheriff's department or the sheriff's office or the police force that works for the City of Alexandria, you may be eligible for a different type of funding. And so you may also want to have your own UEI and your own access to JustGrants. So—you know, so that's really kind of up to your organization how you want to use that information.

LENORA GOLDSBERRY: Next question. “Can an awarded grant be changed from one [INDISTINCT] point contact to another to more accurately reflect who the grant was awarded to?”

LISA HARTMAN: Absolutely. So—and, again, if you are interested in how to do that, we—I would recommend that perhaps you register for our entity administration course because we’ll show you exactly how to do that and explain—you know, explain the process for that.

LENORA GOLDSBERRY: “Can you have more than one grant administrator for the same award or project?”

LISA HARTMAN: Not at one time. So you can only have one grant award administrator assigned to an award at a time. However, if two people are going to be doing different things in the award, for instance, if one person is going to be handling sort of programmatic project goals and another person is going to be handling the performance reports, the entity administrator can reassign that award from one person to another so that they can accomplish the tasks in there, but there can only be one person assigned at a time.

LENORA GOLDSBERRY: “So I’m a contractor working with several different organizations. What role should—would you suggest I obtain with primary BJA clients to use in JustGrants?”

LISA HARTMAN: So it’s not—so you’re not going to have a single JustGrants username. You’re going to have to have a separate JustGrants user role assigned for each of those organizations. So if you’re going to be working in separate—in several separate JustGrants accounts, you’re going to have to have a separate email address, username, and password. One for each account. There’s no way to provide one person access to multiple organizations so you have to sign up for that organization individually. And the role that you’d be assigned would depend on the work that you’re going to be doing in each of those organizations. So, for instance, if you are lisahartman1@, you know, email.com for one—for one organization and you’re going to be a grant award administrator, then in that organization, you should be assigned the role of grant award administrator. But if I sign in as lisahartman2@email.com to a different organization, and there, I’m going to be an application submitter, then for that organization, I need to be assigned the application submitter role. So as a contractor working with several organizations, you’re going to have to work with the complexity of having different JustGrants email address and logins for each of those organizations.

LENORA GOLDSBERRY: “Can I actually two financial managers in the system?”

LISA HARTMAN: Absolutely. Multiple people can be assigned as the financial manager—any of the roles, actually. The only one that has a single—a single limitation is the entity administrators. Only one of those. But all of the other five roles, you can have as many people in your organization assigned that role as you need. Now, once—so you can have six financial managers in your organization. However, only one financial manager can be assigned to a particular award. So if you’re managing multiple awards in JustGrants, sure, you can have a different financial manager for each award and each of them can have that role, but for each individual award, only one person at a time. It could be reassigned as needed.

LENORA GOLDSBERRY: Okay. And, Lisa, we have a lot of questions in the Q&A and it’s almost at the top of the hour. I think we want to move forward with the presentation and come back to the question if we have time.

LISA HARTMAN: Yeah. That’s fine. Let’s do that. Okay. Thank you. All right. Then I’m going to go ahead and turn the presentation back over to the program office. Thank you so much.

GREGORY TORAIN: Okay. Okay. Welcome, everyone. My name is Gregory Torain. Can you hear me now? Hello?

DARYL FOX: Yes, we can.

GREGORY TORAIN: Okay. Welcome, everyone. My name is Gregory Torain. I am a Policy Advisor at BJA. Today, I’ll be covering how to read the solicitation, key steps for completing your application, and understanding the peer review process.

Step one, one of the things you want to make sure that when you’re reviewing the solicitation, you want to share that your entity or agency is an eligible applicant. Looking over to your right, when you look at the first page of solicitation, it breaks down who is eligible to apply for that solicitation. Important thing to note that if you’re not an entity that’s eligible to apply, it doesn’t necessarily eliminate you from the grant application process. You can either partner as a sub-awardee with an eligible entity, whether they’re in your state, your county, or jurisdiction, you can partner with them to be a partner within that application or again, like I mentioned, as a sub-awardee. Remember that only one entity can be the applicant so we highly, at BJA, encourage partnerships within an application, but, again, only one entity can be the applicant or the fiscal agent. Also, step two, ensure that you provide enough time to complete the application. Be aware that there's two deadlines. There's the Grants.gov deadline as well as the JustGrants. You definitely want to take into account the time required to register and apply, do the prepping, get all the required attachments when you're submitting your application. We know each jurisdiction that may be applying have different capacities and staff. You might just have two staffs doing the grant writing or you may be lucky to have five or six people that are working on this application, but definitely give yourself enough time to complete the application. Next slide.

Step three, your read all specific section—program-specific information in terms of understanding what can you apply for in terms of requesting funding? So within the solicitation, you'll see like to the side what are some of the things that you can apply for or use funding for in the solicitation. You definitely want to read that carefully to make sure that you are writing your application which is reflecting what you can actually request funding to support. And then, step four, obviously, you want to definitely read the rest of the application in its entirety to make sure you have a good understanding of the application. Next slide.

Step five, determine if your agency has the capacity to fill the responsibilities of the solicitation. One of the things that you definitely want to do is when you're reading through the application—or the solicitation, if there's potential gaps in terms of services that your entity would not be able to support, you definitely want to bring partners to the table that may be able to address those gaps. So if you're starting or you're implementing or enhancing your drug court program and you don't have a treatment provider already as a partner and that will be a component of that solicitation, you definitely want to reach out to treatment providers to address that gap in service. Again, I'll say making those close partnerships—so what I will say in here is that if there's any gaps in services within your applying, you definitely want to make sure you reach out to partners to support those gaps to your applications. We can go to the next slide.

In terms of planning and organizing your writing, you definitely want to read through the application, develop a timeline and a checklist, specifically off the Appendix A which is the Application Checklist. What you want to do is make sure that you provide enough time to go over the steps in terms of registering, develop, you know, levels of support and inviting partners in the planning meeting. One of the things that I would suggest with this also too is that you want to prepare as early as possible. Each year, BJA, we put out solicitations, and year to year, there's usually just minor modifications to solicitations. So what you want to do or what would be helpful, if you look last year's solicitation for what you're looking to apply for and maybe three or four months in advance develop a plan or partner meeting for the grant. Identify who's going to be doing what. Make sure you have the partners in place. That'll give you a big jump on when you’re looking to submit your application and preparing for the funding. But also create that timeline on who’s going to do what and when you want to get those things accomplished. Next slide.

Step two, you want to review the—read the criteria section carefully. Make sure you outline the application. The biggest mistake we see is applicants not answering all the questions. And you want to make sure when you’re responding to it, that you’re keeping everything in order. This is very important because when you’re looking to—or when we at BJA or we have our peer reviewers reviewing these applications, we want to make sure that you’re answering every question and those responses are in the order that we’re reviewing. The last thing you want a peer reviewer to be doing is looking for information that’s in the application but not where it should be in the application. Next slide.

So an example of what that would be for what we’re saying as developing an outline, I call it putting together the skeleton of the application. So the major questions that are in the statement of the problem or the project design, you want to break those questions down in the solicitation separately to make sure you respond to them. So you can highlight them in red, go to that question, respond directly that question. Then go to the next question within that paragraph, highlight it, underneath it, respond directly to it until you answer all the questions thoroughly. Again, this brings back who your partners may be. So there are certain questions where you might not have the answer or the capacity, then it may be the partners that you bring to the table that are written into the application that will address those questions within your application. Next slide.

So, step three, make sure you understand the instructions. So when you look at the solicitation on the right, you’ll see in the project narrative, the application should be double-spaced, using standard 12 point Time New Romans font. Also, should not exceed 20 pages. This is very important. Not doing this may present challenges to your application. Next slide. Step four, draft your budget very early in the process. Make sure you read it carefully and understand the special requirements such as the required grant meetings. Also, make sure you read carefully and understand what are the caps on expenses as well as what’s not allowable. Again, this is important so when you’re looking at your solicitation and you’re looking to apply, if the maximum amount of funding is $500,000—or up to $500,000, you should not look to exceed that $500,000. If you put $500,001, then you exceeded the cap. Also, you can go into the resource you see below, the DOJ Grants Financial Guide, to see what is an unallowable expense. Next slide. Okay. The Budget and Budget Narrative. The budget narrative should reflect directly the project design. Meaning you should not have any expenses outside of what’s referenced in the budget compared to what’s reference in the proposal narrative.

An example is do not ask for drug-testing supplies if you do not include drug testing as a component in your project description. This is important because a lot of peer reviewers who are reviewing applications, one of the first things we do is go to the budget to see what you're requesting because that's really the main piece of your application, what you're going to be indicating in that—in the proposal or the project narrative that you're indicating that you're going to be doing. Also, personnel cost should be related to the key personnel for the project. Subrecipients should be categorized as either subawards or procurement contracts. The budget should not include adequate—it should include adequate funding to fully implement the project, and again not more than what you're—not more than what's the maximum amount allowable. The budget narrative should have—leave no question to the peer reviewer on what you're requesting and the total federal request entered in the SF-424 should match the total federal request in the application budget for the entire project period. Next slide.

Step five, do not forget the required attachments. So in the solicitation, there is a section that indicates additional attachments. As you can see to your right, you see a Letter of Support, Memorandum of Understanding. To the right of it, there's required. At the bottom, under B, it says project timeline required. Some of the attachments may say recommended but if they do indicate they're required, please be sure to check that and make sure you include those additional attachments. Next Slide.

Okay. BMR, Basic Minimum Requirement. Each application or each solicitation should have critical elements that needs to be in the application. An example of those will be the Proposal Narrative, a Timeline/Task Plan, the Budget Detail Worksheet, Budget Narrative, or an Applicant Disclosure Proposed Subrecipients. This is very critical to the application because if any of these pieces are missing from your application, your application gets screened out immediately and will not make it to the peer review process. So please make sure when you're developing your application, that you include these critical elements of the application. These are pretty much the basic ones, but note that some solicitations may have other critical elements that are in the solicitation that you need to be aware of. But, again, make sure these elements are in that application. Check it once, twice, three times. Next slide.

Okay. Check the application checklist and make sure that you—and that there's the appendix A. Again, this is just a good guide to make sure that you cover everything that's in—that—in your application submission all the way down to registering the DUNS, DUNS numbers with SAM. It's very important that you do this. You check it four or five times and have someone else also check the checklist for you to make sure you have all that information in your application. Just one side note, do—and allow people to—remember, when you're submitting your applications, please remember, we see this every now and then that we get applications that come in that have—still have comments in them that aren't cleaned up. So please make sure when you double-check all the documents, that you double-check the actual application document to ensure that you cleaned it up and we're not seeing comments in the application. Next slide. All right. For any unforeseen technical issues, you can visit the response center at grants.—at grants@ncjrs.gov. And for any other technical issues, you can visit OJP Grant Application Resource Guide at the email—at the website link below. Next slide.

For other questions that you have about your permission of the solicitation, with policy advisers, we do put together solicitation webinars. Those are recorded and transcripts are kept for that, so please check those. Sometimes we have links within the solicitation that leads you to those solicitations webinars. Also, review any solicitation FAQs or the program web page. To identify where to look for that, you can just Google BJA Programs. It'll take you to the various links to all of our different programs. And then within those program web pages, you'll be able to see our solicitation, if there's any FAQs, as well as any solicitation webinars. Also, you have the contact for Grants.gov, as well JustGrants. What we heard a little bit earlier, as well as the contact for the Resource Center. These information is located on the first three pages of the solicitation. Next slide.

Okay. Understanding the peer review process. So each application is typically reviewed by three peer reviewers and they score your applications based on the criteria, looking at the statement of the problem, the project design, looking at— within the capabilities and comparabilities, data collection and the budget section. Important tip. So when you complete your application, each of those component have a certain percentage to them. As you can see with this one, you're looking at statement of the problem, it has 15%. Some of the component weigh a little higher. So you if you have a statement of the problem at 15% and then you have a project design at 30%, you want to make sure you spend more time on the project design which can carry—which weighs a little heavier for your application than other sections. Just a tip there. Make sure that you're aware of that. Next slide. Okay. So great. Turn this back over to you, Daryl.

DARYL FOX: Yeah. Thanks, Gregory.

GREGORY TORAIN: Uh-hmm.

DARYL FOX: So a lot of information shared today. Hopefully, it's been of help so far. What we're going to do now is just before we get into the end program with the questions, just go over a couple additional resources that you all can access that could help with your applications. This slide references BJA's website which is going to be the main repository for things related to BJA. Www.bja.ojp.gov. There's a grant—OJP Grant Applicant Resource Guide that's available as well. A lot of useful resources that's listed at the URL here. It's going to be posted in the chat as well from our host for you to access directly. The Office of Justice Programs has an award data section from their site that you can click on. And then NIJ's CrimeSolutions.gov is a wonderful resource. Web-based clearinghouse of programs and practices that have been rated for their effectiveness in addressing different criminal justice issues. So a lot to reference from that site there at CrimeSolutions.gov.

This slide highlights the Department of Justice's Program Plan for FY 2022. It's a tool to help applicants and grantees find funding opportunities, otherwise known as solicitations, that address their criminal, juvenile, and civil justice needs. The plan is pretty in-depth, very comprehensive, and provides summary details on the funding opportunities that DOJ agencies are expected to release this year. So that link's going to be entered in your chat as well. Definitely a resource to check out and bookmark. Looking ahead.

The OJP Grants Financial Management and Grant Administration Trainings can be located at this website here. And also the OJP Funding Resource Center is a one-stop shop for all things funding related to OJP grants. Those will both be posted in the chat as well for you to click on.

So wrapping it all up, you know, stay connected to BJA. There's several different ways that are offered up. One is the text option. You can text OJP with your email address to 468-311 to subscribe. Message data rates may apply. It's a good way to keep up to date. Also social media. Facebook's— BJA's Facebook, Twitter, and RSS feeds are available here. And then once again for just general information on BJA with their funding opportunities, publications, program descriptions, initiatives, everything is available on BJA's main website at bja.ojp.gov.

And then, lastly, if you do have additional questions, it was mentioned a little earlier in the presentation, the OJP Response Center is going to be a wonderful resource for you. You can email them at grants@ncjrs.gov. They have web chat functionality available that you can access. A toll free number, 800-851-3424, for questions. A TI—TTY option for the hearing impaired, 301-240-6310. They do staff the Response Center from 10:00 AM to 6:00 PM Eastern Time, Monday through Friday. So any specific questions regarding the solicitations that are out, you can contact them directly. So with that, we're at the end of today's program. We'll go ahead and open it back up to questions that have come in. We can go ahead and just kind of get back to where we left off with the JustGrants questions, if that'll be okay, Lisa.

LISA HARTMAN: Yeah. Absolutely. All right. So, Lenora, where were we with the JustGrants questions?

LENORA GOLDSBERRY: Yes. So I'm having—okay. "If I'm having trouble accepting my award at JustGrants, should I contact the program officer listed under the grant award in JustGrants?"

LISA HARTMAN: If you're having trouble accepting your award, I think the first stop would be to JustGrants technical support because there might be a number of different things happening so they can probably sort it out more efficiently. So technical support is on the slide deck.

LENORA GOLDSBERRY: Next question, in reference—when you talked about the two deadlines, so the question has asked, "Two deadlines for the same grant?"

LISA HARTMAN: Yes, because we have a two-step process for submitting an application. The first step is submitting the piece that is required for Grants.gov. They have one deadline. Then that application flows into JustGrants to be completed, and there's a second deadline in JustGrants. So if you miss the first deadline then the second deadline doesn't—isn't going to be helpful. But, yes, you have a Grants.gov deadline and a JustGrants deadline. And both of those are on the front page of the solicitation.

LENORA GOLDSBERRY: "Where does the narrative sections go? How soon can we get access to those if there is only two weeks between the two deadlines?"

LISA HARTMAN: Well, you know, the—as soon as the solicitation opens, you can begin working on both. You don't have to wait until the deadline to submit your application in Grants.gov. In fact, we encourage you, you know, as much as possible to go ahead and submit in Grants.gov so that you have longer time to— you know, to, you know, apply through JustGrants. So the narrative sections are determined really by the solicitation that you're answering. So they—that the answer to that question will vary based on your solicitation. But as soon as that solicitation is open, you are more than welcome to submit your Grants.gov piece. And, again, even if you have preliminary information, you can update it in JustGrants, you know, as you move forward, so give yourself plenty of time.

LENORA GOLDSBERRY: "Does the JustGrants solicitation show the Grants.gov deadline as well as the JustGrants deadline?"

LISA HARTMAN: So the solicitation is actually not a JustGrants thing. It's a DOJ—it's a DOJ document, so the solicitation will show both Grants.gov deadline and the JustGrants deadline, yes.

LENORA GOLDSBERRY: "Is there any priority given to the entities who have certified and audited practices in place over an entity who follows best practices but is unaudited or certified? If priority is given, is there any guidance in selecting an auditing agency?"

LISA HARTMAN: So I think that might be a question more for Greg or Elizabeth.

GREGORY TORAIN: Yeah. Can you rephrase the question? I'm sorry.

LENORA GOLDSBERRY: Yes. "Is there any priority given to entities who have certified and audited practice in place over an entity who follows best practices but is unaudited or certified? If priority is given, is there any guidance in selecting an auditing agency?"

GREGORY TORAIN: Okay. So for our—for BJA, awards or solicitation, we have specific priority considerations and that wouldn't be one that's indicated within our current solicitation, but each individual solicitation may have listed priority considerations based off that program but that wouldn't be one that would be listed, from my knowledge, as that would be a priority consideration.

LENORA GOLDSBERRY: Thank you, Greg.

GREGORY TORAIN: You're welcome.

LENORA GOLDSBERRY: "Lisa, can more than one person be assigned to a single role?"

LISA HARTMAN: Absolutely. A person can be assigned as many roles as they need if they're going to be both, you know, managing the financial—Federal Financial Reports and the performance reports, then they should be both a financial manager and a grant award administrator. And it's possible too that there might be a financial manager on one award and a grant award administrator on another, but yeah, they can be assigned as many roles as needed.

LENORA GOLDSBERRY: Okay, Lisa, earlier it sounded like that you said one needed to submit the form in Grants.gov before one can access the application material. How much lead time does one have to access the grants package before submission date?

LISA HARTMAN: So as soon as the solicitation is published in Grants.gov, then you can begin. So, you know, you do need to submit the forms in Grants.gov. The solicitation again is published in Grants.gov. And as soon as you are ready, you can go ahead and submit your information from Grants.gov and again, another—after a day or two then it will appear in JustGrants. So, our recommendation is not to wait until the deadline to do that submission. Submit as early as is feasible for you. And again, if you don't have— if you have preliminary information to enter in the Grants.gov, you can always update it in JustGrants prior to the JustGrants deadline.

LENORA GOLDSBERRY: So our next question, Lisa, we might need a little bit more information. So I think this means that the budget will have to be the very first thing we do correct. The cost that goes into the SF-424 first.

LISA HARTMAN: Actually, I believe the budget is not entered in the SF-424 aside from—you know, again, preliminary figures. So again, if you—if you have sort of a general idea of the—of the budget totals that you're looking for in the project totals, you can enter those into JustGrants—or sorry, Grants.gov. Submit that application, and then you will enter the line items, and the final budget will be entered in JustGrants.

LENORA GOLDSBERRY: Why do prior submitted grants that were submitted prior to the due date show they are past due in applications page in JustGrants?

LISA HARTMAN: So that's just the—that's a display and it's been confusing to a lot of people. What it means is the due date is past, not that your application is overdue. So that's all it means is that the solicitation is closed.

LENORA GOLDSBERRY: If it wasn't…

LISA HARTMAN: And the…

LENORA GOLDSBERRY: Okay. Go ahead.

LISA HARTMAN: It just means that—it just means that the JustGrants due date is passed.

LENORA GOLDSBERRY: Okay. Thank you. So our next question, if an organization is directly on SAM.gov, Grants.gov and JustGrant, what should be the order to first-time Grants application?

LISA HARTMAN: So the first thing you need to do is have a SAM.gov. account. Once you have the SAM.gov account, when you log into Grants.gov, you're going to access that SAM.gov account to provide information in your application. And then Grants.gov is where you start the application process. And so then the Grants.gov information with the SAM.gov flows into JustGrants. So it's SAM.—just like the order you have it there SAM.gov, Grants.gov and JustGrants.

LENORA GOLDSBERRY: If I'm assigned to multiple roles, will I have different login information by role or will I be able to log in to perform duties or multiple roles in a single login?

LISA HARTMAN: The beauty of JustGrants is that you only need to log—you need to have one login to one JustGrants account and you can be assigned multiple roles on that login. I understand that in GMS, that was not the case, you had to log in separately depending on a role you were using. But no, for each individual JustGrants account, you will only have to log in one time and you'll be assigned all the roles in that single login.

LENORA GOLDSBERRY: On the budget, is the JustGrants platform always going to be formatted to align with the E-Project period, for example, six months planning and a year implementation?

LISA HARTMAN: So that one, I'm not sure that's a JustGrants question. I believe that might be more of a program question.

GREGORY TORAIN: Okay. Yeah, that's great. I'm sorry. Can you repeat that question?

LENORA GOLDSBERRY: Yes. On the budget, is the JustGrants platform always going to be formatted to align with the E-Project period, for example, six months planning and a year implementation?

GREGORY TORAIN: Yes. Yes.

LENORA GOLDSBERRY: Okay. All right. That was short and sweet. So our next question. So the budget worksheet for Grants.gov does not automatic merge your budget information in JustGrants, is that correct?

LISA HARTMAN: So the basic totals from Grants.gov, I believe come over into JustGrants. But the primary entry of the individual line items happens in JustGrants.

LENORA GOLDSBERRY: Is the online budget form available for an existing Grant Budget GAM?

LISA HARTMAN: For Grant Budget GAM, so a grant—a grant award modification, that would be for a funded award. So I'm not…

GREGORY TORAIN: Yeah, the GAM would be the…

LISA HARTMAN: Yeah, I'm not sure about the answer to that.

GREGORY TORAIN: Yeah. If you're already an awardee, you will be working towards—working with your program, your Grant manager in terms of doing a GAM view or doing any modifications to your award. Yeah, I'm kind of confusing the question.

LISA HARTMAN: Yeah.

LENORA GOLDSBERRY: Okay. Okay. So Tom, will you clarify the question for us? Post it back in the Q&A. Our next question, has JustGrants fixed the issue, were now all attached and were able—were able to be seen after there were attached? There were several times last year where we were checking an application and didn't see an attachment. So we'll attach it again, even though it had already been attached.

LISA HARTMAN: So we didn't have a couple of issues last year with attachments, that had been resolved or developed for a—by our development team. But we still have—we still have problems with people calling in to indicate and find their attachments. And the primary culprit there is that when the attachment was uploaded, that the proper file category was not selected. So again, those file categories are so important for you to be able to place those attachments in your application where you want it.

LENORA GOLDSBERRY: Is it possible bypass the web-based BDW and just upload the Excel BDW, coupling the web-based form is often time-consuming?

LISA HARTMAN: No. If the—if the web based Budget Detail Worksheet is exposed in JustGrants, that means that that is what you need to use. And the reason for that is because the budget figures that you enter in your application become your budget if this—if your application is funded. So it allows—you know, it allows JustGrants to do, you know, more efficient calculations on your budget—on your budget figures, you know, throughout the life of the award. So, JustGrants can't do that with an Excel spreadsheet. So yes, if you see a Budget Detail Worksheet in JustGrants you must use that.

LENORA GOLDSBERRY: So Lisa, our next one. Can you provide access or location of how to demonstrate—how to add multiple years on the BDW?

LISA HARTMAN: So I don’t have access to a demo currently for this, but I would direct you to the resources website at justicegrants.usdoj.gov. And we should have something on that website that will help you. If not—if not, then I would—perhaps you could contact, you know, our support desk and they can help you with that as well. Or you can send me an email. I’ll send you the JustGrants training support email address and you can send it there.

LENORA GOLDSBERRY: For clarification, can the—can the Grant that has been applied for the filled out without assigning an authorized representative? I asked because the contact organization has its own approval process and will want to see the fill— the filled out grant application before approving it?

LISA HARTMAN: They still dealt with that. Yeah, you can, and you must assign an authorized representative to submit it. But if you’re going to—I mean, if you’re going to go through an internal approval process on the—you know, on the application prior to submitting, you don’t need to fill out that authorized representative field until you’re ready to submit, but you must have determined somebody in the application prior to submitting. And again, if you determine someone during the application submission process and that changes by the time the award is—you know, the award is funded, then you could make that change when accepting the award, it should be offered.

LENORA GOLDSBERRY: So, if the authorized representative needs a unique password or kind of password we share with the entity administrator?

LISA HARTMAN: So each individual person must have their own unique password. That individual person can both be the entity administrator and the authorized representative. But if it’s two individuals, you have to have your own separate passwords. And the reason for that is because with the multi-factor authentication, you’re going to have to determine, you know, one email address or text message, or voicemail that the login code is going to go to. So it’s no longer—it’s no longer really feasible to have two people use the same username and password.

LENORA GOLDSBERRY: Is the authorized representative in Grants.gov the same person and the authorized representative in JustGrants.gov?

LISA HARTMAN: Not necessarily. I mean, you can have AOR in Grants.gov. But that is not—that—if, you know, the person is assigned as the AOR in Grants.gov, that does not come over into JustGrants, the authorized representative must be assigned separately in JustGrants. So it could be the same person or not.

LENORA GOLDSBERRY: If the SAM registration is expired, is it necessary to find all information and renew it or is it acceptable to start the process over entirely, doesn't matter?

LISA HARTMAN: It does matter, you need to find that old information because the unique identifier from SAM.gov is currently as a D-U-N-S Number. And your JustGrants account is going to be based on that D-U-N-S Number. Moving forward, SAM.gov will have a Unique Entity Identifier, UEI. And your JustGrants account is going to be connected to that UEI. So you must—you must use the original SAM registration.

LENORA GOLDSBERRY: Next question, the answer has been posted in the chat. I was going to get an email with these slides. The answer has been posted in the chat.

LISA HARTMAN: Uh-hmm.

LENORA GOLDSBERRY: Are there any tips or tricks to the naming convention for attachments in JustGrants? I ran into some problems this last year where the system would not accept the title listed in the solicitation.

LISA HARTMAN: There are no naming conventions that JustGrants is looking for. The only—the only—I think limitation is that the file name can't be more than 59 characters. Other than that, you can—you know, you can call it what you like. JustGrants will only have a trouble if you try to upload the same file name more than once it will allow you to do that. So if you either uploaded a file and then you need to upload another one, you need to somehow had to change the name slightly or it won't— it won't allow it.

LENORA GOLDSBERRY: Next question, after repeat the site—okay. Thank you. You answered that one.

LISA HARTMAN: Yeah.

LENORA GOLDSBERRY: The specific training that are required based on the role? I think you answered that one.

LISA HARTMAN: Yeah, the Federal Funding—the financial manager and the grant award administrator must take an OCFO training, that's not a JustGrants training. There are no required JustGrants training, only highly encouraged JustGrants training.

LENORA GOLDSBERRY: In Grants.gov, there are different for 424 forms listed which refer to [INDISTINCT] how do you know which to select?

LISA HARTMAN: That, I think, might be a program question.

GREGORY TORAIN: Yes. Great. So when you're in Grants.gov, I believe—you know, when you're in Grants.gov, when you click on whatever solicitation you're looking for, I think it pulls—I believe it pulls up all the documents that are associated with that solicit—that solicitation which should include also the SF-424.

LENORA GOLDSBERRY: All right. Thank you. So I have noticed when [INDISTINCT] JustGrants [INDISTINCT] certified and submitted if the budget set amount doesn't match, there would be a pink ribbon until the budget is corrected or and/or missing attachment are included in which I have experienced;. I found this is a good way to be assured and balanced in all documents I submitted. Can you speak on this?

LISA HARTMAN: Yeah. Absolutely. Before—when you click that submit button, JustGrants is going to—is going to validate your entries. So for instance, if your total project cost is not equal to the federal amount, and plus the match and, you know, all of the different, you know, subtotals that you need. If that's out of balance, then there's no way to submit it because—you know, there's no cohesion in that—in those budget figures. So yeah, it is a good way to make sure that you're in balance. Typically, in the pink banner, you're going to— if you read through the errors, it will— you know, and you'd have to kind of sometimes parse it a little bit. But it will tell you exactly what the problem is, and then you have to go back to that section and fix it. And again, yeah, if there's a required document that hasn't been uploaded, it will definitely tell you that this we're missing the proposal narrative, whatever it is. And then you have to go back and upload it. So yeah, it will not allow you to submit without everything being in order.

LENORA GOLDSBERRY: And with all [INDISTINCT] Oneida County Government, then it sounds like we will use that number. I work for a Mental Health Department within Oneida County government, is that correct?

LISA HARTMAN: So yeah. Well, so I think that's really more of a question that you should maybe discuss internally because there maybe multiple D-U-N-S Numbers for Oneida County Government. And perhaps depending on the doing business as a portion of that, it might be Oneida County Government doing business at the Mental Health Department. So the Mental Health Department might be eligible for— you know, for different types of funding than Oneida County Government—you know, some other—you know, organization. So really, I think that's more of a discussion for you to hold internally to determine, you know, what funding will work for your groups.

LENORA GOLDSBERRY: If an application gets denied, will the applicant organization be notified with their short comments where also will they get another opportunity to reapply?

GREGORY TORAIN: Yeah, this is Greg. So…

LISA HARTMAN: So, Greg, that's for that one to you. Yeah.

GREGORY TORAIN: Yeah. So if they apply, what we normally do, we send out award notices as well as those notes for those that weren't awarded. Also, we provide information that indicates what your strengths and weaknesses are based off the peer review process. So, that information does go out to those who both—those who applied but didn't get awarded, you would—you would receive that information. Yes.

LENORA GOLDSBERRY: So we are currently [INDISTINCT] on BJA Award, are we able to obtain the trends? And you last spoke about—for example, those are current on February 2nd, 9th, and schedules for each category?

LISA HARTMAN: Absolutely, the more the merrier. We'd love to have you.
LENORA GOLDSBERRY: And SAM, there's a requirement for specific type of communication requirement for communications between government entities and organizations. Please give insight.

LISA HARTMAN: I'm sorry, I can't speak to SAM.gov. That's a—that's a program that is operated by a different federal agency. So this is the program that we all access. But that's not something I can speak to, I'm afraid.

LENORA GOLDSBERRY: Okay.

DARYL FOX: All right, Lisa. Thank you so much. We are nearing the end of the program today. We're 2:30 PM, Eastern. So I wanted to thank all our presenters today for wonderful information and insights. Thanks to the audience for very in depth questions. Hope you were able to hear the answers. I just want to note, too, if you want to stay connected, these links here, you can go ahead and access. And to remind everybody, there's been a few questions about the recording. So yes, the recording, the PowerPoint, and the transcript for today will all be posted to the BJA website within approximately 10 days. So you'll definitely want to keep on the lookout there and visit bja.ojp.gov for that because there's a lot to reference in today. So, we want again thank you and on behalf of the Bureau of Justice Assistance and our panelists. Thank you for joining today's webinar