

DARYL FOX: Good afternoon, everyone, and welcome to today's "Managing Your Award Grantee Training" hosted by the Bureau of Justice Assistance. So without further ado, at this time, it's my pleasure to introduce the BJA team for introductions and to begin the presentation.

ERIN PFELTZ: Thank you so much, Daryl. First to start, for many of you, this might be your first grant award with BJA or your first grant award with the Office of Justice Programs, and if that's the case, welcome and congratulations. I'm Erin Pfeltz, a Division Chief with BJA, and I'm going to be helping out with the Q&A during the session along with Associate Deputy Directors Jon Faley and Kathryn Foreman. To kick us off, I'll introduce the presenters and then we'll go into a little about BJA to help you understand who we are and what we do.

Today, we have four grants management specialists presenting for us. Danielle Whitestone will start us off, followed by Caroline Shriver, Ashley Gardner, and then, last but not least, Michael Austin. Danielle.

DANIELLE WHITESTONE: All right, great. Thank you so much, Erin. And welcome everyone on deck today. We will review the history of the Bureau of Justice Assistance, review the revisions to the Part 200 Uniform Requirements, touch on award elements, and then go over training and other resources. We will leave time for a question-and-answer session at the end. And as Erin mentioned, we have Erin, Kate, and Jon available to assist with those as well. So drum roll, please. First poll question of the day, please choose the best response regarding your experience managing OJP and BJA awards.

I will give a few moments for you all to select your responses. And thank you, Daryl, for pulling that up. When I say a few moments, maybe, like, 20 seconds. I'm getting some stuff in. All right, Daryl, I think it's good to close it up and see what we have going on here. Great. We have a mixture of folks where we have first timers and we have some folks who have managed multiple awards, so that's great. So this is a refresher for some and just new information for others, so awesome. And now we're going to take it to one more poll question, since we love poll questions. And we just want to know who's on the call today, so please select what role you possess in JustGrants. We have a few moments for you to select your response. And while you're doing that, I do want to mention that some folks can assume more than one role in JustGrants, but for the purpose of the poll, I believe you're only able to select one.

So, we'll give a few more seconds for that. Maybe some folks are like, I don't even know what my role is, and that's okay. That's why you will have your assigned grant manager, which we'll go over later. All right, Daryl, I think it's good to close it out.

So, we have some grant managers, we have some financial folks, authorized reps, little mixture of everything there, so that's great. So welcome everyone again and we can move on. So before we get started, I want to take a moment to briefly discuss the Bureau of Justice Assistance.

So, the Bureau of Justice Assistance, or BJA, was created in 1984 to reduce violent crime, create safer communities, and reform our nation's criminal justice system. BJA strengthens the nation's criminal justice system and helps America's state, local, and tribal jurisdictions reduce and prevent crime, reduce recidivism, and promote a fair and safe criminal justice system.

BJA focuses its programmatic and policy efforts on providing a wide range of resources, including training and technical assistance, to law enforcement, courts, corrections, treatment, reentry, justice information sharing, and community-based partners to address chronic and emerging criminal justice challenges nationwide. And our current director of BJA is Karhlton Moore.

So BJA supports the criminal justice field in a variety of ways. Of course, directly through our grants and cooperative agreements, but also by educating and providing training, researching and publishing what works, as well as consulting with and convening stakeholders across the criminal justice spectrum.

We view our relationship with you all as recipients like a partnership. We aim to provide every tool, resource, and support so you can be successful in achieving the goals and objectives of your award. Please view us as a resource and do not hesitate to reach out to us when you have any questions, concerns, or to discuss any aspects of your award.

So throughout the course of your award, you will, or you may be, interacting with multiple people who are here to support your work. First, we have our BJA Policy Staff. These folks provide national leadership to criminal justice organizations that partner with BJA to identify effective program models for replication and infuse data-driven, evidence-based strategies into operational models, practices, and programs. As their title implies, they also provide policy guidance and training as well as technical assistance to communities and criminal justice partners to meet emerging and chronic criminal justice needs. When it comes to grant programs, the policy staff design the grant programs and direct technical assistance to help you meet your goals.

Now, we have the BJA Program Office grant managers who are responsible for assisting for the post-award functions, such as accepting the award, all the way through the closeout phase. I cannot express this enough, since I'm also a grant manager, that we are here to guide you through the entire lifecycle of your award. Please be sure to touch base with us and reach out if and when you have any questions.

Next, we have our Planning, Performance, and Impact Team, also known as PPI, who is available to assist with a variety of resources and services that include providing wraparound training and technical assistance on data collection and analysis support, assist with reporting requirements to ensure accurate data reporting, they review and clean data to support data integrity, they perform data analysis to identify opportunities for training and technical assistance, and last, develop products to share program successes.

And then our training and technical assistance providers, also known as TTA, are a supportive service to the field and our policy folks. And they work to relay information regarding the goals and objectives of the program.

The Programs Office is responsible for providing timely and accurate grants administration information in a system across the broad array of BJA grant programs to ensure project success and compliance. The grant manager's name, email address, and phone number are listed in the funded award in JustGrants. As you can see on the slide, this is where you can locate that information in JustGrants: phone number, email address, you name it. You can contact us in any way that's listed here.

So let's hop into the revisions that were recently made to the Part 200 Uniform Requirements effective as of October 1st of this year. So while the Office of Management and Budget, or OMB, is used as standard guidance, each federal agency must apply the guidance throughout their own regulations. For your BJA award, the last bullet essentially spells out the changes that are effective for any new awards or any action taken on active awards on or after October 1 of this year.

For awards made before October 1st, the timing of whether and how the Part 200 updates apply is based on the date of the action under the award, not the award date. These updates cannot be applied to actions before October 1st, 2024. That is completed retroactively.

So, generally, actions will require prior approval via a grant award modification, or GAM, in JustGrants. Here we have some updates. However, this list is not exhaustive, and I'll

only briefly mention them. First, the revisions now allow for obligation of administrative cost after the period of performance. Obligations for all other types of costs must be made within the performance period. This is the only exception. For indirect costs, the de minimis rate has increased from 10% to 15%. And the subrecipient threshold has increased from \$25,000 to \$50,000 under the Modified Total Direct Cost, or MTDC. (That's a mouthful.) This means you may charge indirect costs up to the first \$50,000 of each subaward. Also, the equipment threshold has increased from \$5,000 to \$10,000, although it's still the case that you should follow your agency's own threshold for capitalization if it is lower than this.

Lastly, some revisions were made to the section on budget and program plan revisions. However, OJP has not revised its policy on requesting no-cost extensions, which still must be submitted 30 days before the project end date. Prior approval of changes to subawards or new subawards is required if there's an award condition to that effect.

More notable changes, just a few more. So first, the Single Audit threshold was increased from \$750,000 to \$1 million. There were also updates to subrecipient monitoring, which includes a larger emphasis of the prime recipient monitoring responsibilities, such as risk assessments, including fraud risk and confirming—and I suggest documenting—that recipients are not suspended or debarred from receiving federal funds.

Next, there were updates to procurement standards, which now allow the use of geographic preference for competition, considering small-, minority-, women-, and/or veteran-owned businesses as well as labor surplus area firms. And finally, tribes can follow their own procurement policies and procedures when it comes to competition requirements, unless they don't have their own policies, in which case they must follow the federal requirements. Essentially, this means tribes with their own competition standards do not need to request prior approval for a sole-source contract, as long as they are following their own procurement policies.

Some of you may be aware of this, but OJP did host three Q&A sessions about the updates to the Part 200 Uniform Requirements and the impact of future OJP awards. You can view the webinars and the presentation slides on OJP's website, which are listed here. Okay. Now I'm going to pass the mic over to my colleague, Caroline, who is going to review some of the award elements that you should expect to encounter in the near future, if not already. Caroline, you got the mic.

CAROLINE SHRIVER: Thanks, Danielle. As mentioned, we are here to support you with questions you have along the way. And so in this next section, we are going to highlight some key award elements.

Now, there are many elements to grant award management. And in this session, we are looking at the first four boxes of this slide. The next few slides will provide a visual reference, but it is not meant to be a how-to for navigating JustGrants. Our training team has some wonderful webinars to show you how to do various actions in JustGrants, so I encourage you to check those out.

Once an award notification is received through JustGrants, you will want to start with reviewing and even printing all the award documents to read over. Here on this slide, we show you how you can go about printing your award package. First, after opening the award in JustGrants, look for the "Begin" button and click on that. Next, take a look at the top right side of the page for the "Actions" button and click that.

Once you have clicked the "Actions" button, choose the print option. This will produce a PDF document with all the items listed here, from the award letter to the award conditions.

Please note that the "Actions" button is a handy feature of the JustGrants system, as it always has a dropdown box that shows a print option for other actions along the way, such as reporting. I want to stop and highlight this award element, because when your agency accepts the grant, it is entering into a legally binding contract with the federal government. Therefore, it is important that you read the terms, known here as award conditions, thoroughly before accepting the award. The award conditions cover a lot, and we'll talk more about some of them later in this webinar.

Now, some award conditions require action by you as the recipient, and as such, a hold on funds may have been added to your award. The funding balance and availability tab is not only a good overview of the grant but shows holds on your funds that require action. Please note that the holds will only appear in this tab if the award is accepted and registration is completed in ASAP, which we will discuss in a minute.

You may have received communication that the award must be accepted within 45 days. If you haven't already accepted the award, please reach out to your grant manager and let them know an estimate of when you expect this to occur. As previously noted, the grant award acceptance in JustGrants is creating a legally binding contract with the federal government, so please consider carefully who is accepting the award.

Award acceptance is a two-step process, ending with the authorized representative accepting the award electronically in JustGrants. Before that though, the entity administrator, also known as EA, must make some key role assignments.

This role is an important one to consider because this is the only role that can assign or reassign roles. The entity administrator should be available during this phase and in the future for any staff turnover. Another very key role is the authorized representative, who is a person in your organization or within a local unit of government with the authority to sign a contract and enter into a grant agreement. Please note this is not an active role in grants management, but it is critical to award acceptance.

Once through the pending external assignee and award acceptance phase, you need to set up or ensure there is an account set up in the U.S. Treasury's Automated Standard Application for Payments, or ASAP system. JustGrants and ASAP systems communicate to share information on awards.

If you are a current or former OJP grant recipient with an active ASAP account, you hopefully do not need to take any additional action unless another user must be added or account access has gone inactive. If you are a new OJP grant recipient, after the award is accepted in JustGrants, your agency's entity administrator will receive two emails from ASAP to begin the registration process. Please note there will be a two-step login beginning often with an access point called ID.me. To have the ASAP registration email resent or for assistance in registering in ASAP, you may contact the OCFO Customer Service or visit this link for ASAP resources.

I'm going to pass it over to Ashley now, who will continue discussing award conditions.

ASHLEY GARDNER: Thank you very much, Caroline. As mentioned previously, the award agreement is a contract and you as the recipient are responsible for adhering to the award conditions. It is important you read and understand all applicable conditions. OJP applies many award conditions to all grant agreements. These cover various requirements, such as adherence to the DOJ Grants Financial Guide and to the Uniform Requirements found in 2 CFR Part 200, for example. The link on this slide has details on the legal requirements contained in these award conditions. When there are award conditions in JustGrants with a hold that will prohibit both your expenditures or drawdowns or funds until your grant manager submits an award condition modification, commonly referred to as an ACM, based on an action you have taken, withholding conditions may be applied for various reasons.

Most commonly, if we could not approve or clear your budget prior to an award, we'll cover this in more detail in the next slide. Likewise, if your application had missing documents or insufficient mandatory attachments, in some cases, the type of project may require a hold on funds until more information is provided, such as projects that have environmental impact. Note, some withholding conditions may give access to 10% of funds to start up activities as you address the needed actions. It is your responsibility to ensure any funds used are only for authorized costs in the approved budget.

As mentioned previously, some of your budgets were not approved prior to the award issuance. The most common reasons are listed on this slide. Your budget may require the review through the Office of the Chief Financial Officer, referred to as OCFO, as is most common with discretionary awards. OCFO returns the budget with a conditional clearance to the attention of the assigned grant award administrator, or GAA. The conditionally cleared budget will be in the grant modification section of the JustGrants as in-progress budget clearance GAM. If a budget hold is placed on an award with no action to be completed by the OCFO, the GAA will need to supply the grant manager with budget revisions. Once submitted, the grant manager will ensure all issues are addressed and approved to the next level. If the budget requires OCFO review, a final review and approval must happen before your grant manager can manually remove the budget hold.

Please note, if your budget hold conditions haven't been cleared, you might not have addressed everything needed to be done, even if you have a final clearance from OCFO. If this is the case, please make sure you're in communication with your grant manager and make sure that your withholding is removed prior to beginning spending. OCFO, in this case, will initiate the budget clearance GAM and you must wait until OCFO does.

All costs must be allowable, reasonable, and allocable, and necessary to the project. Certain costs may be unallowable or restricted based on the DOJ Financial Guide, an executive order, cost principles, program statutes, or the program notice of funding opportunity. The list of unallowable costs on this slide is not comprehensive, only some examples.

You can start by reviewing the allowable and unallowable costs in the grants financial guide and discuss allowability of certain costs with your grant manager if you have any questions. Additionally, OCFO covers much of this in the grant financial management training to which many of you are required to take to participate in as an award condition.

As I said, one of the award conditions, which is an administrative requirement of your award, is the completion of the grants financial management training by both the assigned GAA and the financial manager within 120 days of award acceptance if the training has not been completed within the previous three years. If there's any staff turnover, the new GAA or financial manager must complete the training within 120 days of taking the role in JustGrants.

For some recipients, award conditions for this requirement withhold funds until the training is complete. The training can be completed online. It's self-paced and generally can be completed within eight hours. There's a link on the slide for where you can register and complete the training. Please email certificates of completion to your BJA manager.

You may make subawards or enter into procurement contracts with other non-federal parties. Different administrative requirements apply to subawards and procurement contracts, so it is important to properly classify the activity entity in your budget. This slide has helpful hints for trying to determine when you're working with a subaward versus a procurement contract.

Here are some more characteristics of subawards. All subawards under the federal award require prior approval by the funding agency. The approval for most programs can be granted if the specific subaward is listed in the application and BJA issues an award and clears the budget. This is considered approval of the subaward. However, certain programs require express pre-approval of subawards, even if they're included in the application, and the program NOFO and award conditions will state this. If you are at all unsure, it is best to contact your BJA grant manager.

The Federal Funding Accountability and Transparency Act, or FFATA, requires a specific report on each subaward over \$30,000 by the end of the month following the date the subaward was issued. To submit this report, there's a separate portal called ftrs.gov, the Federal Funding Accountability and Transparency Act Reporting System. Please refer to resources on this slide on how to submit the FFATA report.

The requirements of procurement contracts are listed in the DOJ Financial Guide Chapter 3.8. This slide provides just a brief overview. Procurement contracts must be conducted in a manner to provide open and free competition. States, territories, tribes, for actions taken after October 1st, 2024, are exempt from the federal requirements on competition but instead must follow their own procurement standards. For other grantees, they must request prior approval for a noncompetitive contract over a simplified application threshold, which is currently \$250,000.

The financial guide has detailed information on how to request a sole-source contract. I'm now passing the presentation over to my colleague, Mike.

MICHAEL AUSTIN: Thank you, Ashley. We are going to start by talking about reporting. There are two types of reports. The Federal Financial Reports, or FFRs, are submitted by the assigned financial manager in JustGrants. The FFR is used to monitor the award and ensure compliance with the grant. It captures key financial data, such as the amount of federal funds dispersed and spent and is submitted quarterly. On the other side, the performance reporting timeline is dependent upon the program, as the frequency of reporting varies. Most awards submit performance reports on a semiannual cycle, but there are some that require quarterly reports or annual reporting. Please review your award and/or reach out to your grant manager to confirm when you need to submit performance reports.

Federal financial reports reflect obligated and expended funds, not the amount drawn down. They capture cumulative expenditures each quarter. And regardless of whether funds were expended, the FFRs must be submitted each quarter in JustGrants. Let me reiterate that because it's very important. Regardless of whether funds were expended, the FFRs must be submitted each quarter in JustGrants. Performance reporting is the process by which recipients' progress is tracked by reviewing data on grant activities to determine whether the project is being implemented as intended and desired goals and objectives are being achieved.

BJA has established performance measures (i.e., questionnaires, sometimes called question sets) for each grant program. These measures were included in the original solicitation, or NOFO, and you can either report directly in JustGrants or also in the performance measurement tool, or PMT, depending on the program. Performance measures also identify needs for TTA, training and technical assistance, or revisions to program design or implementation. And just like the FFRs, again very important, performance reports still need to be submitted even if there were no award activities during a reporting period.

Now, grant award modifications, or GAMs, are used to request changes that require prior approval. The assigned grant award administrator must submit the GAMs in JustGrants. Note that there will be a training next year specific to requesting project period extensions, which is one of the types of GAMs. And as always, we recommended contacting your grant manager prior to submitting a GAM so that they can ensure that you are 1) submitting the correct GAM, and 2) submitting the proper information that is required.

Now, moving on to award monitoring. There are three types of award monitoring that we'll talk about. The first one is substantive communication and general oversight. This is related to proactive grants management activities and ongoing communications that BJA grant managers have with you, the grantees. This can include email correspondence, telephone conversations, and video conferencing meetings. The second type of monitoring are called annual programmatic desk reviews. These desk reviews are a review of materials available in the grant file for the grant manager to make a qualitative assessment of the current state of the recipient's administrative, financial, and programmatic compliance and performance. All OJP awards will receive an annual programmatic desk review once each fiscal year. The final type of award monitoring is in-depth monitoring. This includes site visits or remote in-depth monitoring and involves pre- and post-visit or remote monitoring activities. Grant managers conduct programmatic in-depth monitoring, which includes a brief financial review, whereas the Office of the Chief Financial Officer, OCFO, also conducts separate monitoring activities.

OJP conducts in-depth monitoring on at least 10% of active awards each fiscal year, either onsite or remotely. Both cover the same content. They involve a full review of grant documentation and interviews of pertinent grant staff. Once finalized, recipients will receive a post-monitoring letter, with or without issues for resolution to resolve, and possible training and technical assistance.

Now, moving to closeout. We recognize that for most of you, you just received your award, and we know there are many steps before you will reach the closeout stage, but it is important to have the end goal in mind. When your project has been successfully completed, BJA will work with you on the closeout process. There will be a separate training on closeouts available to you when you get to that stage, and of course, your BJA grant manager will always be there to assist you.

Now, we are going to conclude today's training by highlighting some resources that will be of interest to you as you manage your award. Here, on this slide, are some upcoming trainings to look out for. We suggest checking the BJA Grantee Training Series webpage often, as information is updated regularly. Please keep in mind that trainings are recorded and posted to the training webpage as well.

Feeling a bit overwhelmed with what we have discussed today? Don't be. We have a plethora of resources available to you to assist with managing your award, guidance for financial and performance reporting, and other system resources. And I know we sound like a broken record, but I can't emphasize it enough: please reach out to your grant

manager whenever you have a question, concern, possible change, whatever it is, your grant manager is always here to help.

Finally, stay connected through social media with BJA through Facebook, X, YouTube, and also visit the website for information on funding opportunities, publications, and other initiatives.

Now it's time for questions and answers. We had been addressing questions in the Q&A, but please let us know if you have any additional questions now and we will try and respond. Thank you very much.

ERIN PFELTZ: Great. Thank you so much, Mike. And I am going to kick off the question-and-answer session. As Mike said, we've been answering questions in the Q&A box as we've been going along. So I'm going to share a few questions that came up during that.

One thing I did want to remind everybody of, this session is being recorded. It will be available on the BJA site going forward. And, in addition, sessions will be held in January and February as well. The content will be the same, but you are always welcome to join again if you choose to do so.

So we've gotten a number of questions in the Q&A regarding entity management, which means, "Can we change the authorized representative? Can we change the grant award administrator? How do we assign roles?" All of those are done in JustGrants by the entity administrator. And I wanted to note that on the JustGrants training site, there are a lot of great resources specifically focused on entity management and there's also a weekly JustGrants training session focused on entity management. So it's a great resource if you're running into trouble and you want somebody to help you walk through different scenarios and get that set up. So keep entering your questions in as we go along.

Let's see. One question we did get is how to know if a budget is on hold or how to know if there's an action that needs to be taken on a budget. And there's a couple of places that you might need to look to see what might be going on. One is the Funding Balance and Availability tab. We showed a screenshot of that earlier. It's a great resource because you can see on that tab, once the award has been accepted, you can see any funds that are on hold and you can see the reason why, if it's related to an award conditions or later on, if there's, say, a late report submission or something that might be holding funds. So that's a good place to look. And when you see, at the bottom, if there is an award condition holding funds, all it's going to say is award condition and then a

number. It's not going to tell you the specific information. What you'll do is you'll go then to the Award Condition tab and find the number that corresponds to what was showing up with the hold, and there you'll be able to see the specific details of what that award condition is and what you need to do.

Taking a look back at the Q&A. So somebody did ask can we repeat what was said about the frequency of desk reviews. Those are done annually. We've received a number of questions around subaward reporting and the FFATA system. So with subaward reporting, any subawards over \$30,000 are required to be reported in the FSRs system within the 30 days after the subaward has been made. So we can assist if there's any questions or if you're going into the system and you're not seeing your award, please reach out to your grant manager and we can help figure out what's going on and make sure that you have the ability to report.

We also did receive a question, "If you're not able to reach your grant manager, what can you do?" So, first of all, feel free to reach out to anybody in BJA. We can help get you in touch with the right person. But in the Q&A, I did provide the BJA contact page, which will help direct you and make sure you're able to get in touch with somebody.

We got a question about whether there's a list of GAMs and what kind of GAM is needed. How do we submit that for projects? So there are a number of different types of GAMs. The JustGrants training site does provide information on each specific type, what's required, who has the ability to submit them. So there's a lot of information that's available there. Generally, there are two categories: financial and programmatic. Depending on whether you're making a change to your budget or for extending the project, those kind of fall under that financial category. Or if you're changing the scope of your project, requesting prior approval of costs, those fall under the programmatic category. And your grant manager can give you more guidance on what kind of GAM is needed in specific situations.

We received a question stating that a grant is requiring a budget to travel to a national training conference and where can we find information on the national conferences that will meet that requirement. So that condition is going to be really specific to the program that you were funded under. So when you have a question like that, I recommend again reaching out to your grant manager. And also you will be getting additional guidance from the program as well on what will be required for that.

We got a question on progress reports. And we actually have a couple of different questions on performance reporting, progress reports. And one question is, "Is there a way to create a PDF of all the questions for sharing without having to go into the system

and answer all of the questions?" And, yes, most of the programs do have a questionnaire that can be downloaded so that you're able to pull up those questions, look at them, prepare for answering. I also wanted to make sure everybody's aware that there is a training specific to performance measures coming up in January. So that's another good resource for preparing for performance reporting and having all of that information ready. And I think somebody threw the link to that page in the chat with the performance measure questionnaires for all of the programs.

We got a question about, "How soon after the grant is accepted can we expect the special conditions?" So you should be able to see the award conditions, all of the award conditions for your award in JustGrants at any time. Once the award is accepted and you go to that Funding Balance and Availability tab, it will show any active hold and any funds that are on hold. That should happen, honestly, within a day or so. So it should be pretty quick once you're able to see all of that there. But even before then, as you review the award conditions, you'll be able to see what is on the award.

We received a question regarding the financial manager assignment and whether or not they'll be able to see the FFRs in their task list. That is going to depend on whether the award has been accepted and as we're getting closer to the due date for the first FFR. However, if the award has been accepted and they're still not seeing any tasks assigned to them, make sure not only that they have been onboarded into JustGrants but that they have also been assigned to the award, that they're able to get into the award itself. And then, again, the JustGrants HelpDesk is also always there for troubleshooting technical issues when it seems like everything is set up and correct but it's still not showing up.

DANIELLE WHITESTONE: Hey, Erin, while you're still looking at the Q&A, I noticed that some folks did post some questions in the regular chat. Thomas Caves, apologies on the pronunciation, but he wanted to know if GAMs can be assigned to more than one individual. Typically, the grant award modifications are assigned to the grant award administrator. The alternate grant award administrator may be able to access those GAMs, that usually may be just going into it in a different way or asking JustGrants to assign it to you all or to that alternate grant award administrator. I just wanted to mention that.

And then Kate Pauley mentioned something about, "Do we fill out SF-425 for the final closeouts?" The SF-425 is the FFR that's embedded in JustGrants, you don't actually have to physically fill out the SF-425.

ERIN PFELTZ: We've gotten a couple of questions in related to the budget clearance and what's required for those steps. So if you did have a conditional clearance on your award, you will either receive a final clearance, post award, or a budget clearance modification. A budget modification GAM will be assigned so that you can make any changes for the budget. When you receive that GAM, if you're looking for the comments, if you're unsure, again, please contact your grant manager. They'll be able to help walk you through what you need to do to make updates. But the comments should be under the grant management comment section in that GAM. You'll probably have to click on a couple of carets to kind of make the dropdown visible so that you can see things. But again, don't hesitate to reach out to your grant manager with questions.

We got a question about whether there can be two entity administrators assigned. That's a really important question because that is something that happens. People get sick, people leave, and that's a really key role. Unfortunately, no. As Caroline noted in the Q&A, only one person can be assigned as the entity administrator. But it is good to keep tabs of that and to make sure that that person is available for making changes as needed and to proactively update the entity administrator if needed.

For additional trainings available, as I noted at the beginning, this training will be held again in January and February, so, of course, you're welcome to join again. I would also highly recommend some of the JustGrants weekly support office hours. Those can be a great resource for working through some questions with the JustGrants team. And the required DOJ Grants Financial Management Training is also a great resource for digging into a lot of specifics for grants management and just helping to kind of walk through that DOJ Grants Financial Guide and go through each of the sections a little bit more in depth.

We've gotten a number of questions in the Q&A regarding procurement requirements. Here I would point to the DOJ Grants Financial Guide. It's going to provide an in-depth look at the different procurement requirements and what's going to be applicable in specific situations.

We got a question of, "Why would an authorized representative be unable to accept an award in JustGrants?" There are a couple of different possibilities. One is that they are onboarded into JustGrants but not yet assigned to the award. They do need to log in and make sure that they're active in the system. So, there, I would say, take a look at the acceptance steps in the JustGrants training module and definitely reach out if it's still not providing that opportunity to accept and we can help troubleshoot with what might be going on in that specific situation.

Scrolling through the Q&A to see if anything new has come in. Let's see. We got a question around no-cost extensions and what the possibilities are for requesting those. So you are eligible to request up to a 12-month extension to achieve the goals and objectives of the grant project. They do need to be submitted at least 30 days prior to the end date of the award in JustGrants. I know that's a ways away for new awards, but it is something to keep in mind that you do want to plan in advance, talk to your grant manager about, and keep in mind as you're moving forward with your project.

So, I'll reach out to the team here, see am I missing any key questions, any areas that have been coming up in the Q&A that we want to make sure we cover. All right. Question on desk reviews, "Are awardees notified when a desk review will be occurring?" Desk reviews are an internal review. So your grant manager will reach out if they have any questions. For in-depth monitoring, your grant manager will reach out in advance to let you know that monitoring will be occurring and to set up times and dates, so for the in-depth monitoring, yes.

All right. At this point, I don't see any new questions coming in. If you have something, please feel free to go ahead and enter it. And Daryl posted the DOJ Grants Financial Guide link in the chat just a few minutes ago. So I just wanted to highlight that resource again for everybody.

DARYL FOX: And as you all think of any additional questions you may have, just a reminder, it's been put in the chat a couple of times, that the PowerPoint transcript and recording for today will be posted to BJA's website. So everybody that's registered today will receive an email when and where to access that within the next week or two. You'll be able to go back, reference everything discussed today. And also the previous one in this same series, "Managing Your Award" from November 21st, is posted to BJA's website as well in that same section. Covered a lot of the same material but, obviously, the Q&A and all the questions will be unique to each webinar. Okay. That seems to be the end of the Q&A at this time. For BJA staff, is there anything in closing you wanted to mention?

ERIN PFELTZ: Just want to thank everybody so much for joining us today. Again, we really appreciate your participation in this session. Congratulations on your award and welcome to BJA. We're here to help answer any questions that come up. I know we talked a lot about contacts throughout. So don't hesitate to reach out to your grant manager or to reach out to BJA with any questions that you have. Thank you all again for participating.

DARYL FOX: Yes. And so, on behalf of the Bureau of Justice Assistance and all of our panelists, we want to thank you for joining today's webinar. This will end today's presentation.