

Q&A Log from Session for Application Mechanics: Submitting an Application Date: June 24, 2021

Q: Our Municipal agency has jurisdiction in two counties but only one county is listed as a disparate agency that is entitled to awards, is there a reason one county would be listed and the other is left off?

A: Ryan. Please send your information (state and jurisdiction name) to me at darius.locicero@usdoj.gov and I will check into this for you. Thanks.

Q: Does this program support Mental Health staffing to stabilize individuals in a jail setting and moving them back to the community?

A: Yes, JAG funds can be utilized for mental health related projects.

Q: What is a DUNS number?

A: DUNS stands for Data Universal Numbering System and is a unique numeric identifier used to identify your entity. Go to www.dnb.com. for more information.

Q: Will the subject of how to use Just Grants to apply for those of us with Joint Allocations be addressed? If we are not the fiscal managing department for the group, will we still be required to enter application data in Just Grants ourselves or only the lead department?

A: Only the fiscal agent will submit in JustGrants.

Q: I am a new employee and the new entity administrator for the city. How do I get access to the AOR in biz?

A: The resources at this link should help: <https://justicegrants.usdoj.gov/training/training-entity-management>. Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and

other entities, visit the Grants.gov registration page. Individuals registering with Grants.gov may visit the Applicant Registration page. The E-Biz Point of Contact can be updated in SAM.

Q: Is the DUN number for the agency overall or is it assigned to the designated person responsible for completing the application?

A: DUNS #s are for the agency not an individual

Q: Will our current grants be transferred over to Grants.Gov and if so, when?

A: Your active awards should have been transferred to JustGrants. Grants.gov is the portal for which you will begin the new application process.

Q: Can you change the Entity Administrator after an application has been submitted?

A: The Entity Administrator can be updated at anytime.

Q: Is this grant is limited for Police and Sheriff use only?

A: The annual JAG solicitations and allocations are now available. Please see the BJA JAG web page here for further information and weblinks: <https://bja.ojp.gov/program/jag/overview>

Q: What if we have one person doing it all?

A: One user may have multiple roles - that is up to your entity.

Q: For smaller departments can a single user be assigned all of these roles?

A: Yes, one user can have as many roles as necessary.

Q: How does the AR sign the application?

A: The Application Submitter will complete multiple certifications within JustGrants prior to submitting the application. The application will be signed electronically.

Q: When will the JAG opportunity be available for us to apply in the system? This is our 1st year applying.

A: It is open now. You should find links on the JAG webpage www.bja.gov/jag

Q: Is the Alternate role live yet?

A: The Alternate Grant Award Administrator role is available but this role can ONLY submit post award GAMs at this time.

Q: Does the Authorized Representative have to be the CEO (Mayor-Chief of Police) for the application

A: A Police Chief or Sheriff may sign on behalf of the City/County as well. Please take a look at the JAG FAQs here for further information.

<https://bjaj.org/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>

Q: Not sure if I am moving to fast - will you speak on how to do a GAN's in Just Grant. Thanks

A: We will not be going over GAM's during this session. They have been changed from GAN's to GAM's. Please use the training materials online to view the changes

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

Q: who is authorized to digitally sign the Grants.gov required standard forms? is it ok for the applicant to do so on behalf of the government entity?

A: The applicant submitter can complete the certifications on behalf of the organization and submit the application in JustGrants. -

Q: Is there a standardized way to determine how much each entity gets with disparate grants?

A: Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU. The allocations listed on BJA's JAG web page (<https://bjaj.org/program/jag/overview>) are showing how much \$ each disparate jurisdiction would be eligible for directly if there was no disparity identified. Those do not have to be used...they are just guidance. Disparate jurisdictions determine the amount for each jurisdictions and include those in a signed MOU. The JAG FAQs

(<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>) also contain helpful information on disparity and other topics.

Q: Does it have to be the same person to complete both Grants.gov and JustGrants information. For instance, we have multiple people involved in an application and I'm the one currently with access to Grants.gov--can I complete and submit those and it will then allow the JustGrants users to then access their portion in JustGrants.

A: The email address added in Section F of the SF-424 will become the application submitter. The Entity Administrator can change application submitters. -

Q: Having to wait for the 30 day time period required by the C&A for the Chief Executive's signature, is there way to start our JustGrants application before that time period? I am done with SF424 and LLL but the 30 day puts that Cert and Assurances document close to the July 2 deadline.

A: If the Chief Executive Cert cannot be completed by the deadline, please submit without that completed and BJA will add a withholding special condition and process the award. That special condition will be removed post-award after the CE Certification has been completed and submitted to the State Policy Advisor.

Q: Does the primary agency and the Disparate agency both fill out an application for JAG funds?

A: Only the fiscal agent should submit an application. It's up to each disparate group to determine which unit of local government will serve as the fiscal agent.-

Q: I am still not clear which of the agencies in the group need to apply if they fall under disparate grouping.

A: Any agency in the disparate can apply on behalf of the disparate group and be the fiscal agent.-

Q: We have completed the Grants.gov part of the application. I can see the application in Just Grants, when I click on it, it has a task that says to verify & confirm with my name assigned. I can not see to do anything else from that screen or figure out how to submit our application in Just Grants. We used our City DUNS when submitting our application.

A: In the Verify Legal Name and Address link on the left, you will see a little check box next to the I confirm this is the correct entity text. You need to click on the box. -

Q: Just to clarify, are only the agencies that have been pre-designated in each state's allocation allowed to apply for the grant. From my understanding it seems that the allocation of the funds to each entity is predetermined in each state based on submitted crime stats.

A: Yes, the allocation is based on a formula that is run each year. The formula is based on crime data. If you do not see your jurisdiction on the allocation list, you are not eligible for an allocation this year. You can follow up with your SAA to discuss subaward possibilities.-

Q: On the local allocation list, do the jurisdictions (e.g. County and city) need to submit one application or two?

A: When disparity is identified (shaded in gray on the allocations list) only the unit of local government/agency that will act as the fiscal agent should submit an application. It is up to the city/county as to which agency submits.-

Q: There are problems of application attachments not showing at final review printing. Does this mean that the attachments are not there and will not be submitted?

A: Unfortunately, attachments are not able to be printed at this time. You can check that the attachments are there, though - On the certification screen, you have a list of all the components of the application. You can also expand each of the components and see a list of all of your attachments. -

Q: We are a regional jail owned by 4 counties. Our DUNS is registered to the facility. Will we qualify?

A: Based on your description, it does not appear that your entity would be eligible to apply. Feel free to reach out to me if you would like more information: brenda.worthington@usdoj.gov-

Q: Is the application open to nonprofit organizations?

A: No, non-profits cannot apply directly under the JAG program as it is formula based. Please see the eligibility section of the JAG FAQs (<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>) for further information.-

Q: When I am logged in the red "apply" button is not active?

A: I would contact Grants.gov. I just checked Grants.gov and I see the Red apply button. -

Q: A police station needs to have a DBA with the city to apply for a grant?

A: The PD should be using the City' DUNSs #, so DBA would be fine as long as the City Name appears as the Legal Name on the application.-

Q: Thanks Brenda, similar question for the grants.gov applications portion. Is that still only the fiscal agent?

A: That's correct. -

Q: I am the application submitter but our AR does not have a Grants. gov log in to sign the SF-424 adn SF LLL. I am not able to download those forms. How can I get the forms for our AR to sign so I can upload them to the site?

A: The SF-424 and the SF-LLL are completed in Grants.gov. -

Q: How do I locate partially saved/completed forms in Grants.gov? Can I upload a form saved on my PC?

A: You should be able to go back into an application in Grants.gov and open the SF-424 or SF-LLL draft form. -

Q: Thanks, probably a stupid question but who/what is a SAA?

A: The SAA is the State Administering Agency. The SAA is the recipient of the State JAG awards. You can see a map of all SAAs with contact information here:
<https://www.ojp.gov/funding/state-administering-agencies/overview->

Q: Does the person who signs in section 11 of the SF-LLL have to be the executive of the local government?

A: Certifying official should sign and date the form - typically the authorized representative for JAG-

Q: I tried putting opportunity number in the funding opportunity number field for the local JAG and nothing pops up after I hit the search button. I haven't had that issue before.

A: If you remove the "1" from O-BJA-2021-135004 while searching in grants.gov, it will appear. This is an issue the team is currently working to resolve-

Q: Can you show again where on Just Grants we can see the Grants.gov application number?

A: It is in the Application link on the left. -

Q: I do not have the begin button but I am listed as the application submitter. What should I do?

A: You should be able to open the application from your worklist.

Q: Where again can we see the grants.gov number in the home page of Justgrants?

A: You can click on the Application link on the left. -

Q: Say you put in an estimated amount and later in the process you need to change the amount? (before final submission) Is this allowed or looked on unfavorably?

A: Under JAG, the amounts listed within the allocations chart are the amounts that should be applied for. This is a formula program and as such the eligible award amounts are pre-determined. If you enter the incorrect amount and submit an application, it can be corrected later.-

Q: Our agency has already completed steps 1 and 2 and we received our 4 confirmations from Grants.gov. What we did not do is assign the roles in Grants.gov. Should I go into Grants.gov and assign the roles or should I wait and assign them in JustGrants?

A: You will assign roles within JustGrants not Grants.gov-

Q: Both Categories have to start with the Grants.gov and wait for Just Grants?

A: Yes, all applications start in Grants.gov.-

Q: is the application data requirements similar to Governors Crime Commission application for grants?

A: Reporting requirements for JAG are stipulated within the solicitation (<https://bja.ojp.gov/funding/opportunities/o-bja-2021-135004>).-

Q: When printing a final application using the print option (not this JAG) it won't print correctly. In particular the personnel budget doesn't print. Solution? other than snipping all pages

A: We hope to fix the print functionality in the near future. Yes, snipping is the current work around. -

Q: Are we still listing every single zip code for our disparate jurisdiction?

A: Veronica - Where were you listing the zip code for each disparate jurisdiction? -

Q: I do not see a verify legal name and address link on the left.

A: The Verify Legal Name and Address link is on the right (opps!). -

Q: Can you provide some examples of what types of documentation can be submitted to demonstrate we are advancing DOJ priorities (promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community)

A: No documentation is required for this.-

Q: Did she just say no proposal ABSTRACT????

A: That is correct. There is no abstract requirement for JAG this year.-

Q: Is there a specific budget form as was with grants.gov in just grants?

A: Yes, there is a link to the detailed budget worksheet in the JAG solicitation. -

Q: Are there specific formats for the budget, goals and objectives?

A: A link is provided to an example of the detailed budget worksheet in the JAG solicitation along with guidance for the program narrative and other required attachments.-

Q: This is my first year applying for JAG is there anyway will the new JustGrants system that I can see previous years applications from our agency?

A: If you are listed as the grant award administrator for previous year awards, you should have access to view the applications in JustGrants.-

Q: Does the application continually save?

A: You will need to save as you go through the application. -

Q: Do all grants need an MOU?

A: No, just jurisdictions identified to be disparate, which are shaded in gray on the allocations spreadsheet. Please see the disparate information of the JAG FAQs for further information. <https://bjao.gov/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>

Q: Did you say the system can not accept pdf, only word or excel?

A: PDF, Word, and Excel are accepted. -

Q: Please provide more details on the "placeholder" document. can the application be submitted with a placeholder or must you upload the required document before submitting?

A: Please check the solicitation for what is required to be uploaded. Also, any place that has a red asterisk must be completed. A placeholder document can be added and the requirement can be addressed post-award if necessary. BJA will add a withholding special condition(s) in these instances.-

Q: Will you need MOU's if you are partnering with other agencies?

A: Yes, you will need an MOU if you are partnering with another agency or a subaward agreement if you plan to subaward funding.-

Q: Will we get any kind of verification that our grant was submitted in JustGrants?

A: Yes, you should receive a notification that your application was submitted in JG.-

Q: Can we see prior applications that have been submitted before everything was transferred to JustGrants?

A: Prior awards have all been transferred to JustGrants. I do not think there is access to the legacy system at this time.-

Q: I'm a new Chief of Police and our department received grants in the past. However, I just checked the eligible to receive grants page and my city is not listed. Does that mean there is not enough crime reported in my city to justify a grant or is there something else I need to do so that my department can be eligible to receive JAG grants?

A: It is likely that your jurisdiction was not eligible to receive a direct award of at least \$10,000. I can look into this and provide you with additional details.

Q: I understand that but I am unable to download them for our AR to sign them. Am I able to fill the information out and submit them or does our AR physically need to sign them?

A: The SF-424 and the SF-LLL will be completed by the grants.gov user approved by the e-biz POC. You are correct that the SF-424 and the SF-LLL are completed directly in Grants.gov-

Q: I'm looking at the Project Abstract page. Where is the "upload" button? All I see is the opportunity to enter text into the web form.

A: There is no abstract requirement for JAG this year. -

Q: where is the link to click to open the grant application in JustGrants?

A: You will click on the case ID in the worklist or the application number in the application link on the left. -

Q: I'm on the Narrative submission page and don't see the upload button.

A: You will only be able to upload the proposal narrative in JustGrants. You should see the upload button in the middle of the JustGrants Proposal Narrative screen. -

Q: I dont see the SF-424 or SF-LLL drafts. I can go back into the form, but it is blank, like when I started.

A: When completing it again, try to save the document multiple times. -

Q: If our agency has met the NIBRS requirement do you still need to subtract the 3% in the budget you will be submitting. Also, if you are considered disparate does both the city and county have to show they are NIBRS compliant when submitting

A: If your agency is certified as NIBRS compliant by the FBI or the State, then are not required to set aside the 3%. In a disparate situation, both entities need to be NIBRS compliant. If one is but the other isn't, then the one that is not will have to set aside 3% of their portion of the award.-

Q: Is there a special section to attach the budget narrative?

A: Please check the solicitation for the forms that have to be completed within JustGrants or uploaded. -

Q: Are there forms that we have to use like the budget form in Grants.gov

A: Please check the solicitation for the forms that have to be completed within JustGrants or uploaded. -

Q: I'm not seeing the "upload" option on any of the entry screens. Where do I find that option?

A: If you do not see these options and you are the Application Submitter please reach out to our help desk for assistance with this. Did you open the application from the worklist and do you have the application submitter role? Only the application submitter can upload a document. -

Q: Where can the allocation chart containing the pre-determined award amounts be located?

A: The allocations can be found in the JAG solicitation or on the JAG webpage <https://bj.a.ojp.gov/program/jag/overview->

Q: can the authorized and application submitter be the same person?

A: Yes-

Q: If not all the disparate agencies want to accept their portion can the fiscal agent request the whole disparate amount available to the group?

A: Any jurisdictions which choose not to receive funds should provide a written statement from their authorized representative indicating that they are declining to apply for funds as part of the disparate group.-

Q: South Fulton Police Department, Fulton County Ga is not listed. How do we correct this.

A: Jurisdictions that have enough crime to substantiate an award of at least \$10,000 are not eligible for direct funding. That may be the case in this situation. Please send me your specifics at darius.locicero@usdoj.gov and I can take a look for you. -

Q: Could you talk about the 30 day requirement?

A: The governing body must be notified and provided details of the JAG application 30 days prior to submission. This is part of the Chief Executive Certification. if this does not occur, the application should still be submitted and BJA can withhold funds until the CE Certification can be signed indicating the governing body notification requirement has been satisfied.-

Q: Is there a direct link with the pre-determined amounts? The link bja.ojp.gov/program/jag/overview does not provide an itemized breakdown of the pre-determined award amounts that I can see

A: <https://bja.ojp.gov/program/jag/fy-2021-allocations> -

Q: Hello, at some point would you walk through submitting a PMT report in JustGrants?

A: I'm sorry - that is not on the agenda for today. You can find online training materials here: <https://justicegrants.usdoj.gov/training-resources/justgrants-training/performance-reporting->

Q: How quickly will my Entity Administrator receive a response after requesting a new username and password for JustGrants?

A: Once the Entity Admin enters in the information into JustGrants, the request will go to the user within a few minutes. Then the user will need to register and login into JustGrants in order for it to become active.-

Q: is there any way JustGrants will adjust the requirement where only one user can be assigned to the specific award; ie: one Financial Manager, one Grant Administrator, etc.

A: At this time it is only one per award. We do not know if this will change at this time. It may in the future if this is a request of the grantees. -

Q: If project is statewide, should we enter all zip codes (is that possible), or just 1 as required?

A: You should enter all that are required. There is an update under consideration for future enhancements to allow for different types of entries in this field, but for now it is zip code only.-

Q: Do we have to enter zip codes or can we enter county or city only?

A: Right now it reacts to zip codes only, however there are updates under consideration to expand the options in the field.-

Q: In terms of Areas of Project, can we not just put in the name of the town? Such as "Chicago, Illinois"? Do we have to list the multitude of zip codes in that town?

A: At this time the field only reacts to zip codes.-

Q: If you upload a narrative, do you still need to enter the goals, objectives, and deliverables separately?

A: Yes, you will need to submit these as a part of the application-

Q: Are we viewing the screen of an Entity Administrator or as the Application Submitter? Or is the screen (view) the same?

A: You are currently viewing the screen of an Entity Administrator.-

Q: Is the previous budget template for DOJ being replaced by the template directly in JustGrants?

A: The budget detail worksheet is similar. It is a web-based form.-

Q: Can you go over how we register in JustGrants? What happens if we already have a grants.gov account, how will you be prompted to register for JustGrants?

A: Whoever your contact is on the SAM.gov website is the person who received the information to log into JustGrants. If you did not receive that information, please reach out to JustGrants.Support@usdoj.gov (JustGrants)-

Q: Do we have to upload supplemental docs. to the application if there are already copies in the Entity Library?

A: Yes. The Entity Library stores your documentation, but you will need to attach what you need to each application.-

Q: Can you please go over how an agency gets the initial contact to submit in justgrants? We have multiple sites applying.

A: Whoever your contact is on the SAM.gov website is the person who received the information to log into JustGrants. If you did not receive that information please reach out to JustGrants.Support@usdoj.gov (JustGrants)-

Q: How can I log into JustGrants? I have a SAM account and a Grants.gov account, however, I can not log into JustGrants

A: Invitations to JustGrants (via DIAMD) and ASAP were emailed to every entity's Electronic Business Point of Contact (E-Biz POC), as listed in SAM.gov. If you are an E-Biz POC and did not receive an email, please email JustGrants.Support@usdoj.gov.-

Q: Will the application populate in your Work List once it has been processed through Grants.gov?

A: Yes - it takes about 24 hours for the application to appear in JustGrants once you have submitted it in Grants.gov-

Q: Are we required to use Grants.gov and JustGrants to submit the applications? We normally use a system to system portal for proposal submissions.

A: Yes-

Q: The SAM/Grants.gov/JustGrants registration process is still circular and confusing. Is there a number we can call to verify that we did it correctly?

A: Here's a Grant.Gov Resource Guide to help with the registration process
<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide->

Q: Can you still have authorized rep sign a hard copy to submit? It is very difficult to have our CEO set up and use a justgrants account

A: Authorized reps will need to submit via JustGrants-

Q: Does the Ebiz-poc (same as auth rep?) have to give authorization to application submitter before they can access JustGrants? How long does that process take?

A: The Entity Administrator will need to assign the role of Application Submitter. Once they assign that role it is immediate. -

Q: Is it possible to download the application, the award notification and conditions of the award from the web site

A: At this time, that functionality is still in development. Print screen is your best option. -

Q: We are a small muni - Can one person have all 3 roles - Grant Administrator - CFO - Grantee also how do you get log in information to be the administrator?

A: Please contact JustGrants.Support@usdoj.gov or 833-872-5175 for your login information. And yes, one person can have more than one role. -

Q: Is there a print function for the award docs?

A: At this time there is no print function beyond a screen capture. The print feature is planned.-

Q: Are the ebiz-poc the same as the auth rep and what's the process for the ebiz-poc become the auth rep

A: No your EBIZ-POC is your Entity Administrator. You will need to give the person who you would like to be Authorized Representative. -

Q: How soon after the Grants.gov submission is complete will the application be available in JustGrants?

A: Typically it will take about 24 hours to appear in JustGrants.-

Q: I'm trying to log into JustGrants. It indicates it is sending a SIM code for me to log in but I'm getting no SIM code on my phone. Is that an error in the system?

A: We recommend reaching out to our technical support team at 833-872-5175, Monday through Friday, between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET); and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. -

Q: Can I approve a FSR if If the grant is not assigned to me? I am however listed as a finance contact.

A: If you are assigned as the Financial Manager for the award, you can approve it. -

Q: All of our grant forms must be signed by our Mayor. Can we download them and send them for a physical signature then upload them to JG or does her office need to enter the application to sign them online through JG?

A: Typically it would be best for the mayor to have access to JustGrants and be assigned the Authorized Representative role.-

Q: Should my Entity Administrator register for ASAP before we know whether or not we received an award?

A: You should be registered in ASAP, Grants.gov and JustGrants.gov. ASAP is just how the monies are released. -

Q: Will there be any discussion regarding closing out a grant in Justgrants? If not, is there a future date when this will be discussed?

A: We won't cover closeout information during today's session. Here's a link to closeout specific resources <https://justicegrants.usdoj.gov/training-resources/justgrants-training/closeout->

Q: 1. How does the two step application process impact the application due date?

A: There is one due date for Grants.gov, and another due date for JustGrants. The due dates are determined in the solicitation.-

Q: Is there a preferred web browser to use with justgrants?

A: Chrome or Edge are recommended.-

Q: Not exactly where you are now, but I keep getting emails from a vendor wanting to help with our SAM status. Is that a scam?

A: You should not need assistance with SAM.gov. It is just where your information is validated.-

Q: Is there a way to delegate a person to accept grants on JustGrants for our Entity with approval from our authorized representative?

A: You can assign the Authorized Representative role to any JustGrants user that will need it.-

Q: Are the grants accepted on any platform [browser] google, internet explorer, firefox - or only specific ones

A: We recommend NOT using Internet Explorer, but the other browsers should work. -

Q: Hi. Can you please Demonstrate the Approval Award Section one more time if possible or, can you reach out to me? I am about to work in this section currently looking over applying for new grant funding opportunity. Thank you.

A: Please feel free to email JustGrants.TrainingSupport@ojp.usdoj.gov and we will help you.-

Q: When will you offer post award webinar to submit reports in Just grants. We have reporting due end of the month.

A: We do not have a specific session for this, but you can review the training material here
<https://justicegrants.usdoj.gov/training-resources/justgrants-training/financial-reporting->

Q: We have not yet received our invitation to submit an application from JustGrants and the deadline is tomorrow.....our program manager is aware....what would you recommend

A: Please reach out to JustGrantsTrainingSupport@usdoj.gov.-
