Edward Byrne Memorial Justice Assistance Grant (JAG)

State and Local Funding Opportunities

Application Mechanics: Submitting an Application

JUSTgrants
JUSTICE GRANTS SYSTEM

**Learning Session
June 24, 2021**

Welcome!

During today's session

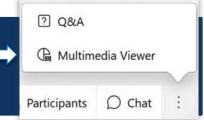This Webex features: Chat, a Multimedia viewer, and Q&A.

Video is disabled for all participants.

Do not unmute. Attendees are muted to limit background noise.

Live-captioning is available. Select the ➡ Multimedia viewer.

? Q&A

🖳 Multimedia Viewer

Participants 💬 Chat ⋮

Welcome: WebEx Assistance

During today's session

Need technical assistance? Select [💬 Chat] to alert the host.

If you cannot hear click the arrow next to Mute/Unmute icon.
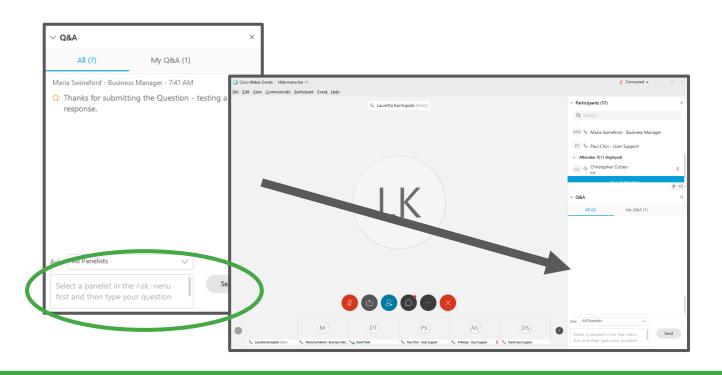
[🎙 Unmute ⌄]

Still can't hear? Phone-in using the meeting invite details.

Submitting Questions

- Submit any questions you might have during the session via the WebEx Q&A function. Please address the question to "All Panelists."

- If you need technical assistance with WebEx, please let us know via the WebEx chat.

Submitting Questions

- Questions related to JustGrants, roles in the system, and processes related to submitting applications

- Questions related to application content, your specific application, or Grants.gov

Key Points for JAG Application Submissions

This session will provide guidance and information to those applying for the FY 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) State and Local funding opportunities.

Introduction of JAG Team

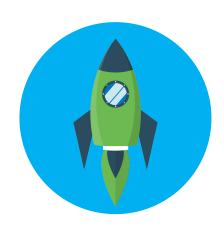Administration priorities

JAG Areas of Emphasis

Other allowable costs
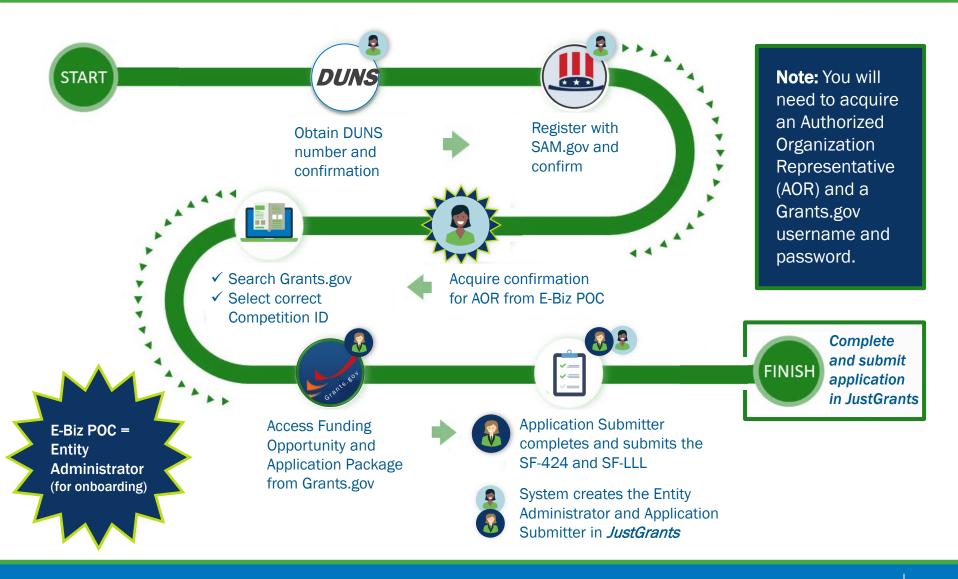
Discussion Topics and Agenda

→ Review entity onboarding: Management of roles

→ Finding and applying for DOJ funding opportunities

→ Start the application in Grants.gov

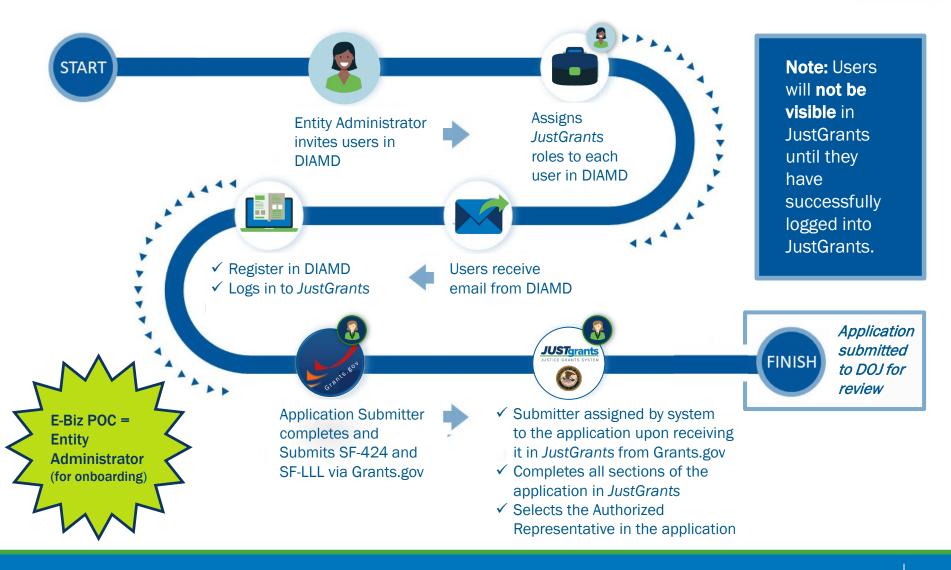→ Submitting application in JustGrants

→ Resources for Support

Onboarding

Onboarding: From Grants.gov to *JustGrants*

START

DUNS

Obtain DUNS number and confirmation

Register with SAM.gov and confirm

Note: You will need to acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.

✓ Search Grants.gov
✓ Select correct Competition ID

Acquire confirmation for AOR from E-Biz POC

E-Biz POC = Entity Administrator (for onboarding)

Grants.gov

Access Funding Opportunity and Application Package from Grants.gov

Application Submitter completes and submits the SF-424 and SF-LLL

System creates the Entity Administrator and Application Submitter in *JustGrants*

FINISH

Complete and submit application in JustGrants

Onboarding: From *JustGrants* Onwards

START

Entity Administrator invites users in DIAMD

Assigns *JustGrants* roles to each user in DIAMD

✓ Register in DIAMD
✓ Logs in to *JustGrants*

Users receive email from DIAMD

Application Submitter completes and Submits SF-424 and SF-LLL via Grants.gov

✓ Submitter assigned by system to the application upon receiving it in *JustGrants* from Grants.gov
✓ Completes all sections of the application in *JustGrants*
✓ Selects the Authorized Representative in the application

FINISH

Application submitted to DOJ for review

Note: Users will **not be visible** in JustGrants until they have successfully logged into JustGrants.

E-Biz POC = Entity Administrator (for onboarding)

Entity Administrator Steps

The **Entity Administrator** is the only user that can manage other users. They will:

- Invite new members

- Remove inactive members

- Assign specific users to specific awards and applications

Entity Administrators should verify that all users are onboarded and assigned the **appropriate roles**.

JustGrants Registration Steps

All users must complete the steps found in the **registration email.** Each user's **email address** will become their **username**.

Invited users register by opening a link in the registration email and following steps to set up their user account.

New users are asked to select or create a **security question** and provide the **answer**.

Users will create and confirm a **password**.

Each user can select the form of **Multi-factor authentication** they want to use to validate login information. **Multi-factor authentication** is used every time a user logs in.

Every user **must log in to JustGrants** to complete the registration process.

Roles & Responsibilities

JustGrants Entity User Roles

Six foundational roles have been created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.

Entity Administrator

Confirms information in the Entity Profile is current. Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants.

Application Submitter

Completes and submits applications on behalf of an entity, including Entity Assurances and Certifications.

Authorized Representative

Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.

Grant Award Administrator

Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.

Alternate

Grant Award Administrator

Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.

Financial Manager

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

For more information on roles in JustGrants, please see the "Entity Management" page on the Justice Grants website: https://justicegrants.usdoj.gov/training-resources/justgrants-training/entity-management

Roles Required for Application Submission

JustGrants has **six** foundational roles; application submission has **three** key roles: Application Submitter, Authorized Representative, and Entity Administrator.

Application Submitter	Authorized Representative	Entity Administrator
• Identify application submission forms in JustGrants • Complete a web-based budget form • Complete an application on behalf of an entity-- **certifies information** • *For APPLICATIONS, only the Application Submitter can take actions (edit/submit).*	An Authorized Representative must be onboarded before an application can be submitted. They need to be selected from an existing user list in the application.	• Onboard and complete entity profile before application submission • Onboard the Authorized Representative • Change Application Submitter assignments--if needed

COPS awards *may* require two Authorized Representatives: A law enforcement **AND** a government executive

Entity Management

Grants Management Series:
Entity Management

**Questions
&
Answers**

Application Submission

Application Submission Overview

Applicants have two application submission deadlines:

1. Grants.gov (submitting the SF-424 and SF-LLL)
2. JustGrants

Deadline's timelines range:

Check the solicitation for details.

A JustGrants submission should include all items as defined in the solicitation.

The application in JustGrants is customized per the requirements of the solicitation. Your application will have specific requests.

Key Points for JAG Application Submissions

Applying for JAG Funding Opportunities

In FY 2021, applications will be submitted in a NEW two-step process:

•**Step 1:** submit an SF-424 and an SF-LLL in Grants.gov. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

•**Step 2:** After submitting the SF-424 and an SF-LLL in Grants.gov, the application information and SF-424 and the SF-LLL forms will be transferred to JustGrants where the full application, including attachments, must be submitted.

Key Points for JAG Application Submissions Cont...

1. Prior to submitting an application in grants.gov verify the following:

   - The DUNS number associated with an entity is eligible to apply in order to receive an award.
   - The entity is eligible for a JAG award on the JAG webpage:
     FY 2021 JAG [State]() and [Local]() Allocations (Eligibility Information)

2. If multiple applications are submitted, BJA will reach out to clarify which applicant should be the fiscal agent or if there is a duplicate application.

3. Unlike previous years, BJA cannot allow late application submission once the Justgrants deadline has passed due to system constraints in JustGrants. BJA may find the need to extend the Grants.Gov or Justgrants deadlines, however once those deadlines pass there will not be an ability to accept late applications.

Application Submission: Grants.gov

Grants.gov

DOJ applications require you to complete two things:

1

2

The Application Package in Grants.gov

1) Select **Apply for Grants** under the Applicants column.
2) Enter your email address to be notified of any changes to the opportunity package before the closing date.
3) Click the Workspace icon to use Grants.gov.

The SF-424 and SF-LLL on Grants.gov

Within 48 hours of SF-424 and SF-LLL submission, you should receive four (4) notifications from Grants.gov.

1) Application Received
2) Validated
3) Agency Retrieved
4) Agency Tracking Number Assigned

Grants.gov: Funding opportunities

To locate a funding opportunity with DOJ, start at the **Search Grants** tab.

Then use filters to narrow your search:

- **Opportunity Status**
- **Funding Instrument Type**
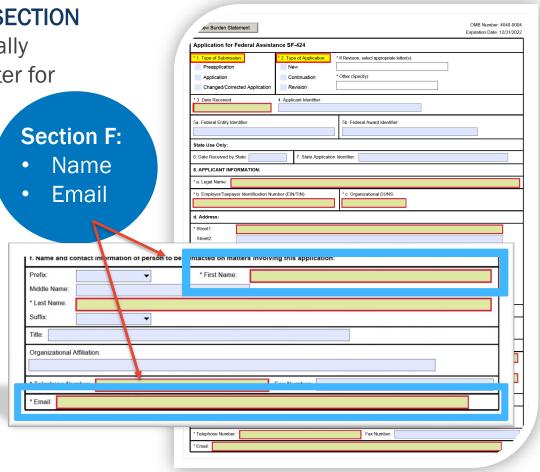- **Eligibility**
- **Category**
- **Agency**

Grants.gov: Applying

The SF-424 in Grants.gov

The SF-424 Form

The **person** and **email** listed in **SECTION (F)** of the **SF-424** will automatically become the Application Submitter for your entity's application.

The **Application Submitter** is the **ONLY** user able to complete the application in JustGrants unless the EA reassigns it **AFTER** submission in Grants.gov.

Section F:
- Name
- Email

Track My Application

Grants.gov

It is possible to first receive an email from Grants.gov indicating that your application has been received, but then later receive a rejection notice.

Submitting your SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any problem(s) that cause rejection.

Grants.gov will assign a tracking number that will connect to your JustGrants Application number.

Questions & Answers

Application Submission:

Key Points for JAG Application Submissions:
JustGrants

This data will need to be submitted directly into JustGrants:

- Applicant disclosure of duplication in cost items

Program Specific attachments to be uploaded into JustGrants:

- Budget worksheet and narrative (critical element)

- Financial Management and System of Internal Controls

  Questionnaire (critical element)

- Program Narrative

- Chief Executive Certification

- Strategic Plan (States Only)

Locating an Application

Submitting an Application

JUSTgrants
JUSTICE GRANTS SYSTEM

SUBMITTING AN APPLICATION

Grants Management Series:
Application Submission
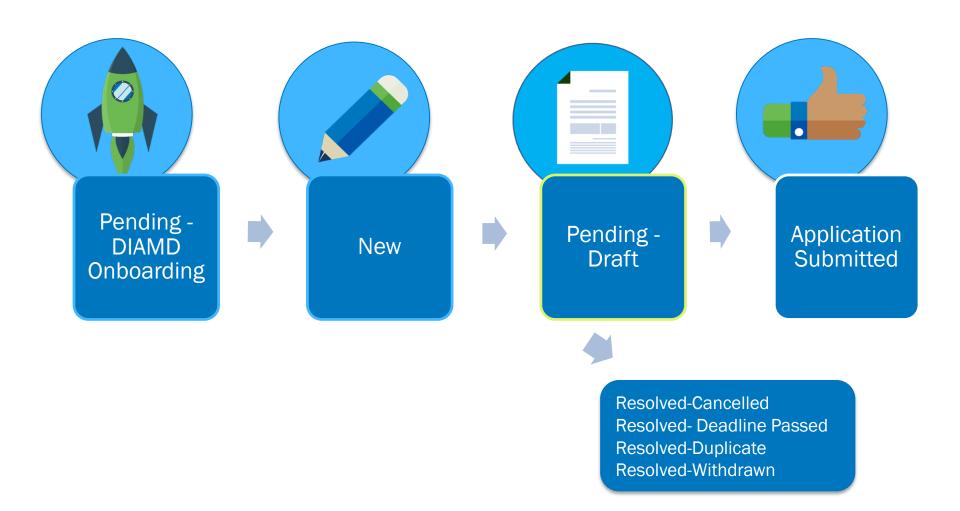
Questions
&
Answers

What to Expect After Submitting an Application

The entity will be notified that they have received an award when all applications for the solicitation have been reviewed before September 30.

All entity users should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.

Application Case Status Codes

Pending - DIAMD Onboarding

New

Pending - Draft

Application Submitted

Resolved-Cancelled
Resolved- Deadline Passed
Resolved-Duplicate
Resolved-Withdrawn

Key Points for JAG Application Notifications

The system will notify:

- The **Application Submitter**, **Entity Administrator**, and **Authorized Representative** when the application is received in JustGrants from Grants.gov.

- The **Entity Administrator** when the award notification has been sent.

- The **Entity Administrator** and **Authorized Representative** when the deadline for applications has changed.

Where to Find Help

Resources

GETTING STARTED

TRAINING

NEWS & UPDATES

FREQUENTLY ASKED QUESTIONS

ABOUT

USER SUPPORT

Tools to help you get ready:

- Check your emails for updates.
- If you are not receiving update emails visit the JustGrants website for previous communications. You will also find:

  » Checklists
  » Training Videos
  » FAQs
  » User Support
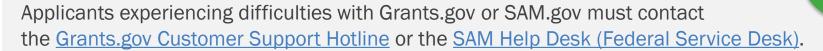 » Additional Resources

For more information on dates and required actions, please see the "Getting Started" page on https://justicegrants.usdoj.gov.

Experiencing Technical Issues

An applicant that experiences technical issues beyond their control must contact the appropriate customer support to report the issue and to receive a tracking number.

Self-Service Support

Applicants experiencing difficulties with Grants.gov or SAM.gov must contact the Grants.gov Customer Support Hotline or the SAM Help Desk (Federal Service Desk).

Applicants experiencing difficulties with JustGrants must contact JustGrants Support at JustGrants.Support@usdoj.gov or 833–872–5175 Monday through Friday between 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.

Help us Help You

Contacting JustGrants Support

- Provide detailed information about the task you are trying to accomplish.

- Provide specific issue details and include as much of the following as possible:

  ✓ A clear statement of the issue
  ✓ DUNS (Data Universal Numbering System)
  ✓ Application Number
  ✓ A screen shot of your entity profile that contains your entity information
  ✓ The roles used in JustGrants
  ✓ A screen shot of the issue you are facing that captures the entire browser and where you are in the application
  ✓ The steps you took to get there
  ✓ Date and time when the issue occurred
  ✓ Operator ID (your email address)
  ✓ Browser Version

JAG Specific Resource Links

- JAG Webpage

- JAG FAQs

- FY 2021 JAG State and Local Solicitations (Application Guidance)

- FY 2021 JAG State and Local Allocations (Eligibility Information)

- Contact list for state and local JAG grants with award amounts of $25,000 or more.

- Contact list for local JAG grants with award amounts of less than $25,000

- National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov or 800–851–3420

Questions
&
Answers

Wrap-Up

Additional Resources for Help

FAQ (Frequently Asked Questions)

Application Submission Resources

Grants.gov

Sam.gov

Justgrantstrainingsupport@usdoj.gov

E

Your feedback is important to us. Please complete a brief pop-up evaluation after exiting the session.

Wrap-Up

Additional Resources for Help

Roles Matrix

Entity Management

Grants.gov Resources

Grants.gov Video

Application Submission Checklist

JustGrants User Support

Applicant Technical Issues

Grants.gov Customer Support

SAM.gov Help Desk (Federal Service Desk)

Applicant Mechanics Webinar Recording

Thank You!