JustGrants and ASAP
OJP’s New Grant Management Systems

Virtual Meeting with the
Consortium of Forensic Science Organizations

December 21, 2020
2:00 – 3:00 pm
Welcome and Introductions
BJA’s Programs Team

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Welcome and Introductions
BJA’s Policy Team

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DOJ’s New Grants Management and Payment Systems

On October 15, 2020, DOJ’s grantmaking components, OJP, OVW, and COPS, launched the new grant making and payment systems - JustGrants and ASAP.

These systems are intended to offer the user an improved, seamless experience.
The Goal: Improved User Experience

- Offers a streamlined end-to-end processes, allowing applicants and grantees to move seamlessly through the full grants management lifecycle;

- Gives applicants and award recipients new ways to manage their own entity information and users in the system; and

- Leverages a shared service payment system to simplify the federal grantee payment user experience and expedite payments.
JustGrants and ASAP User Issues

Common Issues

- Transition from GMS/GPRS to New Systems
- Assigning Roles Correctly
- Submitting Documents
- Reporting Module
- Problems with the Helpdesks
- OJP GAM Approval Process
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, follow these steps:

1. Visit SAM.gov.
2. Select “Search Records” and enter your entity’s information.
3. View Details, including Points-of-Contact “POCs” (including E-Biz POC) within the Entity Profile.

**E-Biz POC = Entity Administrator (for onboarding)**
IMPORTANT NOTE: ASAP invitation emails expire after 45 days. Contact Ask.OCFO@usdoj.gov to request a new ASAP invitation. Please be sure to provide your organization’s DUNS.

For more information on resolving technical questions with JustGrants, please see the Justice Grants website’s User Support page: https://justicegrants.usdoj.gov/user-support
Onboarding Checklist

START

Entity Administrator invites users in DIAMD

✓ Register in DIAMD
✓ Login to JustGrants

Assigns JustGrants roles to each user in DIAMD

Users receive email from DIAMD

Entity Administrator assigns users to awards in JustGrants

✓ Assigns Grant Award Administrators to individual awards
✓ Assigns Financial Managers to individual awards
✓ Assigns Authorized Representative to Grant Award Package

FINISH

Users can now access and edit awards

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

E-Biz POC = Entity Administrator (for onboarding)
The Entity Administrator (EA) is the key role within an Entity. The EA is the gatekeeper and manages the Entity Users.

The EA must invite users in DIAMD and assign those users their roles for each award.

The role assignments are not effective until the invited user successfully logs in to JustGrants.

No actions, including award acceptance, can be taken until the Grant Award Administrator, Financial Manager, and Authorized Representative are invited, and the invited user successfully logs in to JustGrants, and the EA assigns those user(s) to the award.
• The SAM.gov E-Biz POC is the Entity Administrator for onboarding.
• Entity Administrator can be replaced after initial onboarding in the Manage Entity section of DIAMD.
• Entity Administrator enters member information and roles to associate with member.
• At least one role must be associated with the invited member in order to be able to submit.

IMPORTANT NOTE: If a user invite expires (30 days) you will need to Re-Invite, which can be accomplished in the Re-Invite Member tile in DIAMD.
Assigning Users to Awards

- The EA must assign a user to the award in order for the award to appear in the users award list.
- This occurs after the invited user responds to the invitation in JustGrants from the EA. A newly invited member will not see any awards at initial log in.
JustGrants focuses on true modifications to an award, not routine updates to grant information that will not modify award detail facts. There are three types of GAMs:
Grant Award Modifications (GAMs)

- Only the Grant Award Administrator or Alternate Grant Award Administrator for an award can initiate GAMs.
- GAMs are created within the individual awards.
- First step: enter the award through the awards tab.
IMPORTANT: The BEGIN link is the key to successfully generating a GAM!!!

Until the “Begin” link is clicked, the Grant Award Administrator or Alternate Grant Award Administrator are in a read-only status.
• After clicking the begin link, the GAM process can be started in the GAM tab in Award Information.
• The user selects the award change type and subtype to move forward.
GAMs (continued)

• **Known issue:** Attach button is missing in GAMs for some external users for change requested or saved GAMs. Please email the attachments to your grant manager until a fix is deployed.

• **File upload errors:** JustGrants currently accepts Microsoft Word, Microsoft Excel, and Adobe PDF attachments.
  – Macro enabled Microsoft Excel Workbooks cannot be uploaded. Disable macros prior to attempting to upload.
  – JustGrants has a file name character length restriction. If using the correct document type and macros are disabled and an upload error still occurs, try shortening the file name.
• All grantees/programs that previously reported in the Performance Measurement Tool (PMT) will continue to do so until JustGrants has been configured to accept the performance data directly.

• PMT reports will be uploaded as an attachment to the progress report in JustGrants.

• For those grantees/programs that did not previously report in the PMT will report performance information directly in JustGrants. BJA is in the process of uploading the performance questionnaires to each solicitation in JustGrants. We anticipate that this will be completed by the end of the current quarter (12/31/20).
• Only the assigned Financial Manager can submit Federal Financial Reports (FFRs) for an award in JustGrants.

• Quarterly data is now reported cumulatively each quarter.

**Known Issues:**

1. Some FFR’s “stuck” in Pending UFMS status. Fix scheduled for deployment this week.

2. FFRs disappearing when the Financial Manager hits the continue button. Fix in development. **JUST FIXED!**

**IMPORTANT NOTICE**

The FFR for the period ending September 30, 2020 is due on December 30, 2020. DOJ is aware that some award recipients continue to experience system issues preventing FFR submission. **DOJ will NOT** suspend funds if the FFR for the period ending September 30, 2020 is not submitted by December 30, 2020. Award recipients will be able to submit FFRs after the deadline, without consequence, as we continue to resolve system issues preventing FFR submissions.
Who to Turn to for Help

BJA State Policy Advisor and Senior Policy Advisors:
- Account Enrollment
- Role Designation
- Award Acceptance
- Award Management

OCFO Customer Service Center ASAP Helpdesk:
- ASAP Enrollment
- Resend ASAP Invitation to Entity Administrator

JustGrants Helpdesk:
- Technical issues with GAM submission
- Problems with Reporting submission

We encourage ongoing communication with your BJA Programs and Policy staff regarding your outreach to the JustGrants Support Helpdesk.
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JustGrants and ASAP Support

JustGrants
Email: JustGrants.Support@usdoj.gov
Phone: (833) 872-5175

ASAP
Email: asaphelpdesk@fiscal.treasury.gov
Phone: 855-868-0151

OCFO Customer Service Center
Email: Ask.OCFO@usdoj.gov
Phone: (800) 458-0786
To Learn More About the DOJ’s Grants Management and Financial Systems:

https://justicegrants.usdoj.gov
Call Us: 202-616-6500
Website: www.bja.ojp.gov
Email: www.bja.ojp.gov/askbja

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