



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# 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



# Bureau of Justice Assistance

## Welcome and Introductions BJA's Programs Team



**Kristen Mahoney**

Deputy Director  
Programs Office, BJA



**Brenda Worthington**

Associate Deputy Director  
Programs Office, BJA



# Bureau of Justice Assistance

## Welcome and Introductions BJA's Policy Team



**Vince Davenport**  
Associate Deputy Director  
Policy Office, BJA

## 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.



**GMS and GPRS  
Transitioned to  
JustGrants and ASAP**

# JustGrants and ASAP



## 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



# Enrollment in JustGrants and ASAP

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

To check your E-Biz POC designation in SAM.gov:

- 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)

# Enrollment in JustGrants and ASAP (continued)

2

Have your E-Biz POC check their SPAM folder for onboarding enrollment invitations.

3

If the invitation is not in the SPAM folder, the E-Biz POC can inquire about the status of your invitation emails, or request by sending an email to:

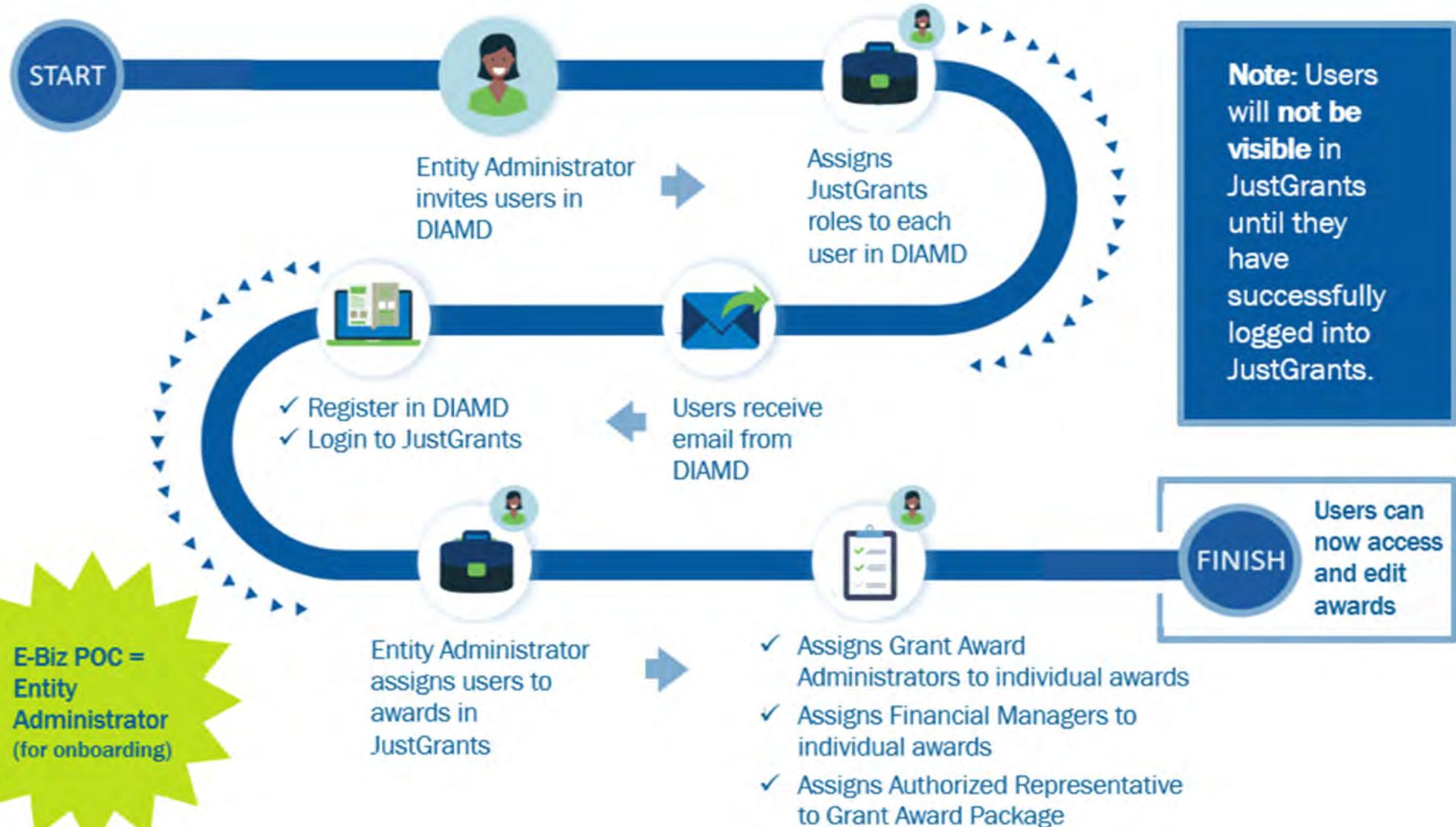
[JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) (JustGrants)

or

[Ask.OCFO@usdoj.gov](mailto:Ask.OCFO@usdoj.gov) (ASAP)

**IMPORTANT NOTE: ASAP invitation emails expire after 45 days. Contact [Ask.OCFO@usdoj.gov](mailto:Ask.OCFO@usdoj.gov) to request a new ASAP invitation. Please be sure to provide your organization's DUNS.**

# Onboarding Checklist



# JustGrants User Roles

- 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.

 August 20, 2020

## JustGrants Roles

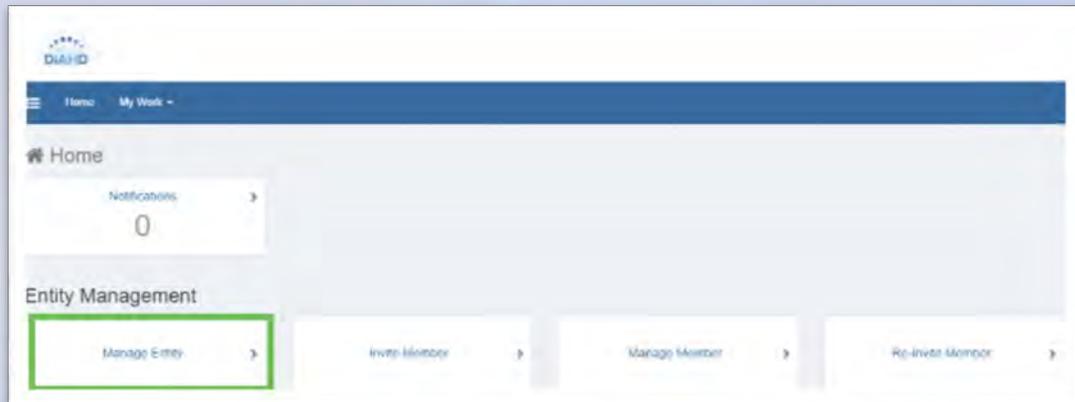
*There are six foundational roles created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.*

<p><b>Entity Administrator</b> </p> <p>Manages Entity Users and their roles, information about the organization, and assignments of users associated with different Applications and Awards</p>	<p><b>Grant Award Administrator</b> </p> <p>Manages and submits programmatic requirements of Awards, including submission of performance reports, on behalf of an Entity</p>
<p><b>Application Submitter</b> </p> <p>Submits complete Applications on behalf of an organization, including Entity Assurances and Certifications</p>	<p style="text-align: center;"><b>Alternate</b></p> <p><b>Grant Award Administrator</b> </p> <p>Supports the Grant Award Administrator in carrying out many of the programmatic requirements of Awards</p>
<p><b>Authorized Representative</b> </p> <p>Enters into an agreement on behalf of the Entity and binds it to the Award terms and conditions</p>	<p><b>Financial Manager</b> </p> <p>Certifies and submits financial information and all federal financial reports on behalf of an Entity</p>

**Multiple roles can be assigned to a single user.**

# Replacing the Entity Administrator

- 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.



**Manage Entity**

**Entity Profile**

Entity ID  
303014385

Entity Name \*  
THE JUDICIAL COUNCIL OF CALIFORNIA

Entity DBA  
SAN JOAQUIN COUNTY SUPERIOR COURT

**Current Entity Administrator**

First Name  
Lori

Last Name  
Green

Email Address  
vms006+05@gmail.com

**Entity Administrator Management**

Select a member to replace the current Entity Administrator  
Sally Judicialcouncilmember

The selected member will be assigned as the new Entity Administrator

**Member Management**

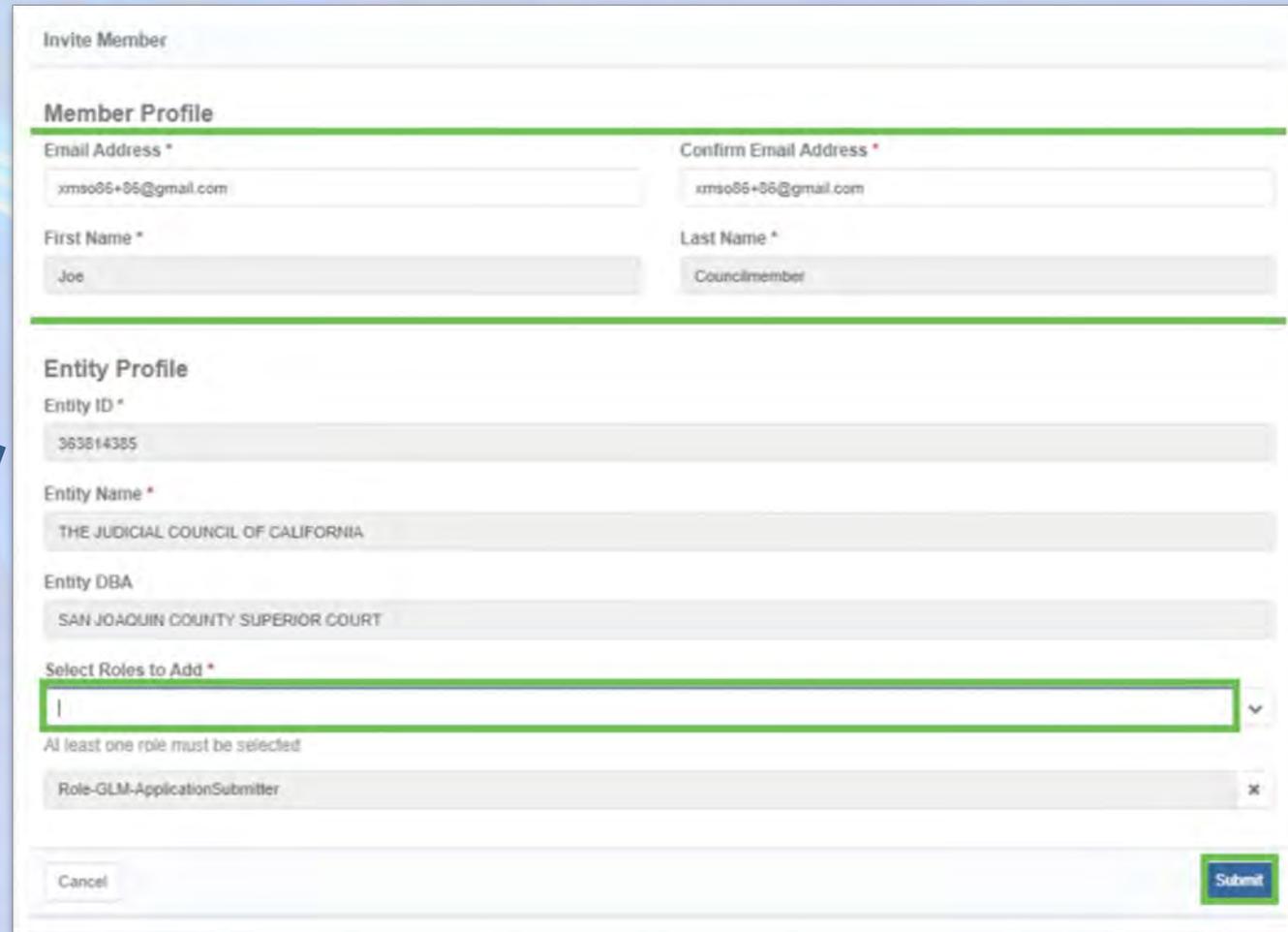
Select members to remove  
Sally Judicialcouncilmember (vms006+87@gmail.com)

The selected members will be removed from this Entity

Cancel Submit

# Inviting Users

- 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.



Invite Member

**Member Profile**

Email Address \*  Confirm Email Address \*

First Name \*  Last Name \*

**Entity Profile**

Entity ID \*

Entity Name \*

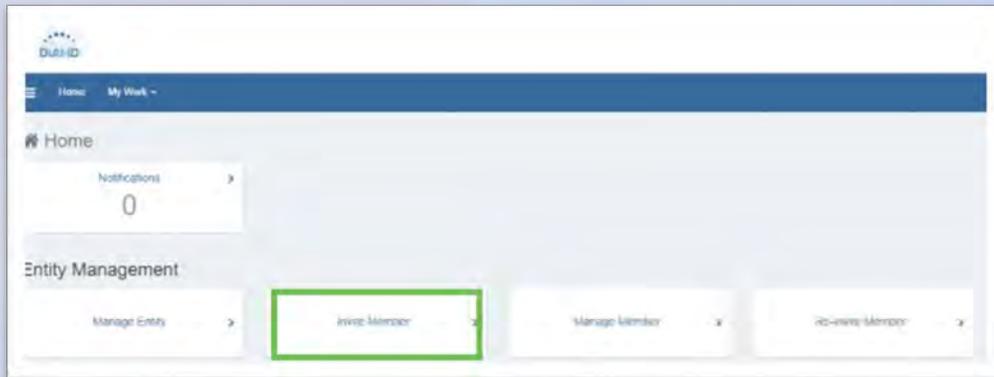
Entity DBA

Select Roles to Add \*

At least one role must be selected

Role-GLM-ApplicationSubmitter

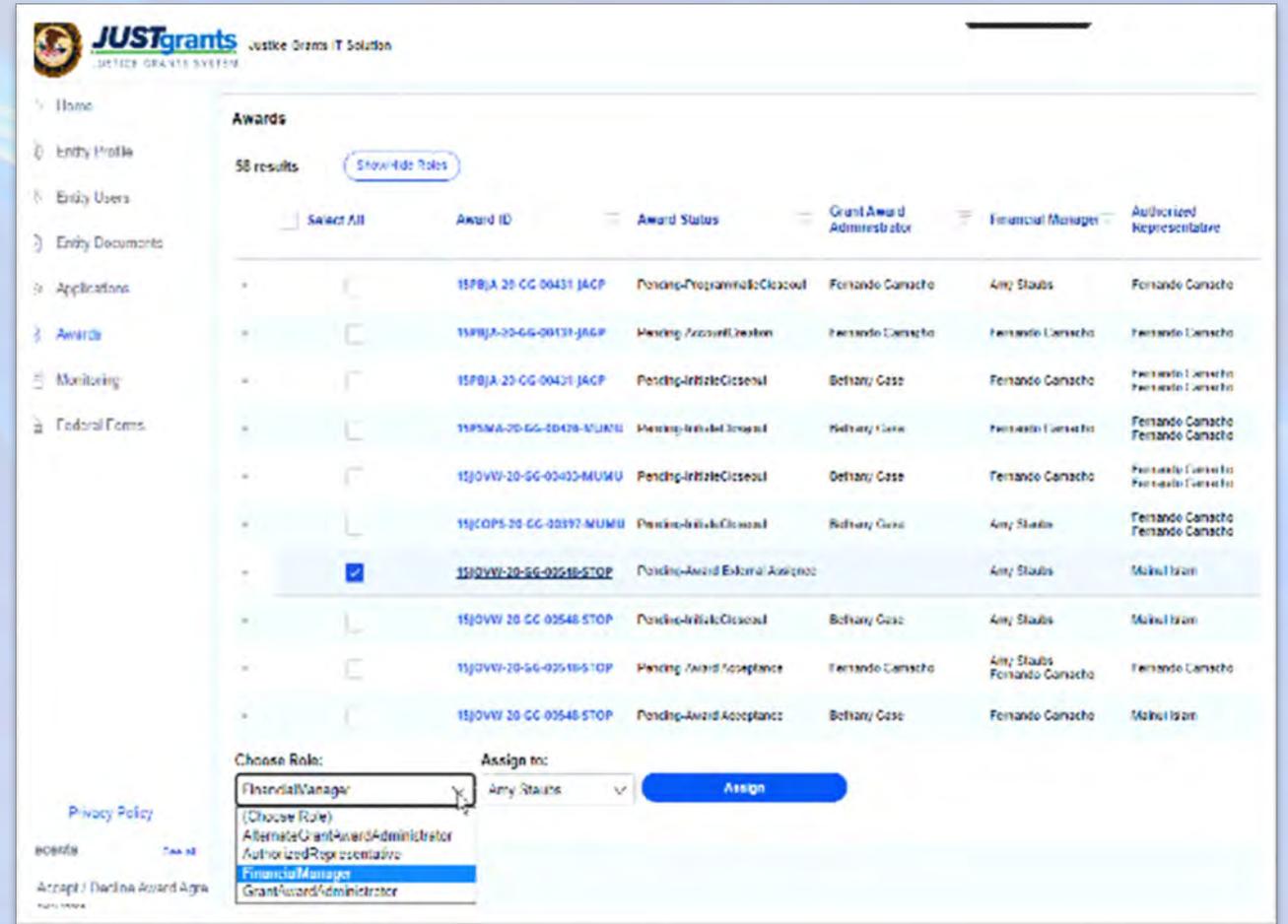
Cancel



**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.

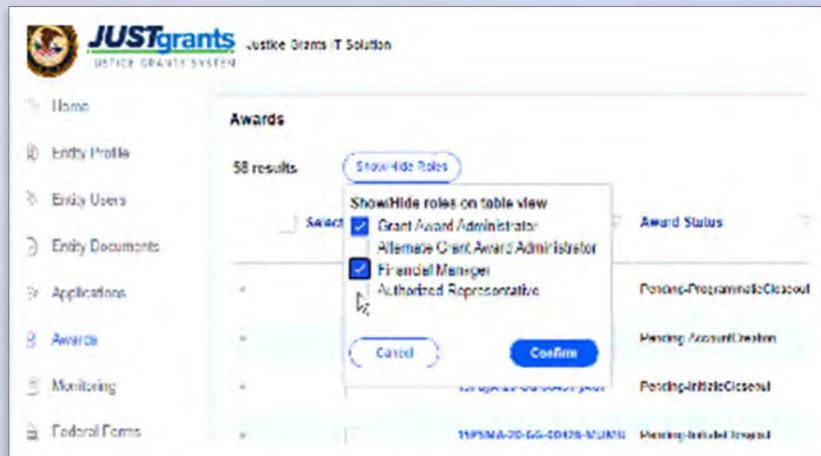
# Assigning Users to Awards

- 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.



The screenshot shows the JUSTgrants Awards page with 58 results. A modal is open for assigning a role to a user. The modal includes a 'Choose Role' dropdown menu with the following options: Financial Manager, Alternate Grant Award Administrator, Authorized Representative, and Grant Award Administrator. The 'Assign to' dropdown is set to 'Amy Staubs'. An 'Assign' button is visible.

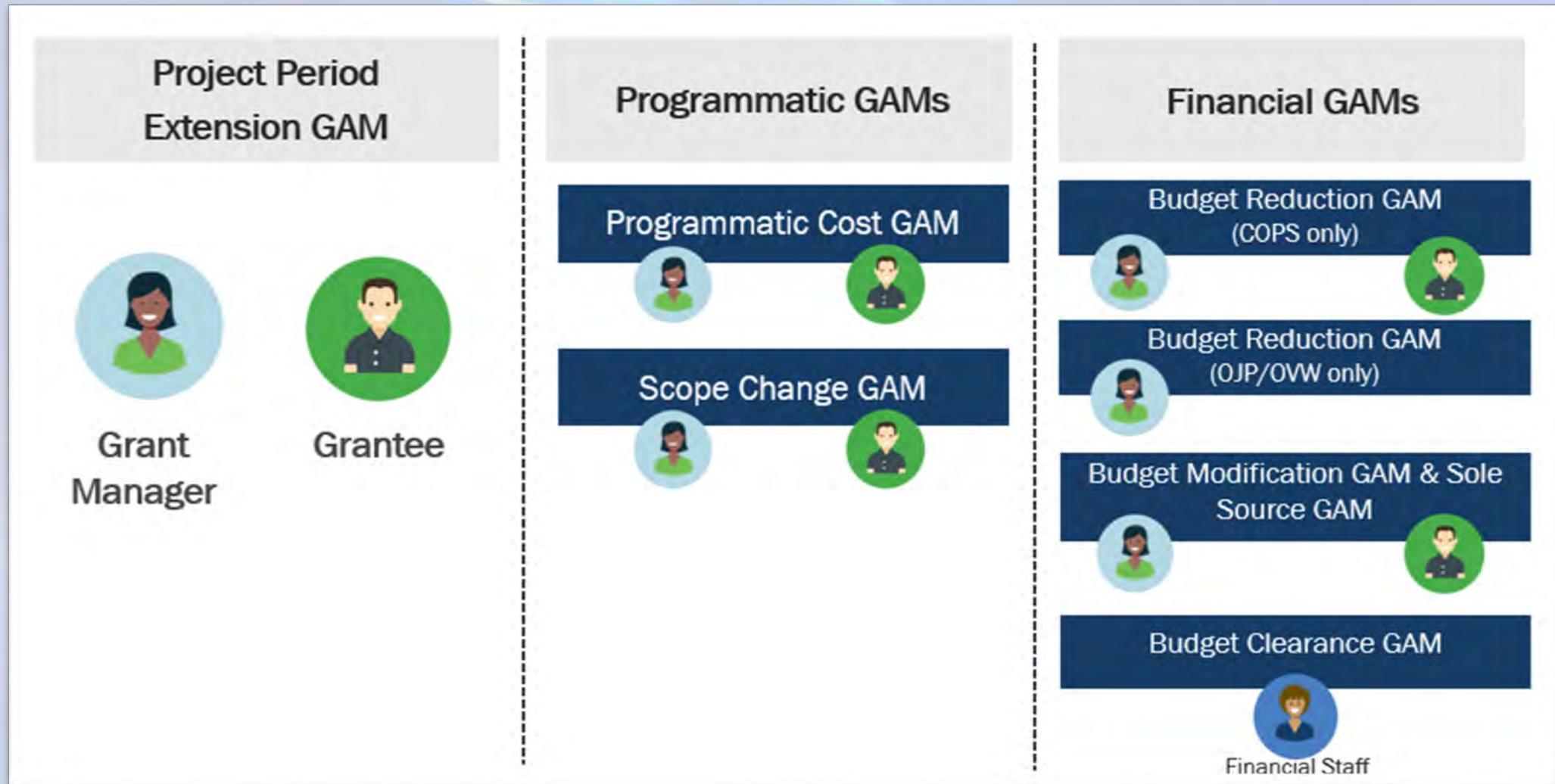
Award ID	Award Status	Grant Award Administrator	Financial Manager	Authorized Representative
15PBJA-20-GG-00431-JAGP	Pending-Programmatic-Closeout	Fernando Camacho	Amy Staubs	Fernando Camacho
15PBJA-20-GG-00131-JAGP	Pending-Award-Closure	Fernando Camacho	Fernando Camacho	Fernando Camacho
15PBJA-20-GG-00431-JAGP	Pending-Initial-Closeout	Bethany Case	Fernando Camacho	Fernando Camacho
15PSMA-20-GG-00428-MUMU	Pending-Initial-Closeout	Bethany Case	Fernando Camacho	Fernando Camacho
15JOVW-20-GG-00403-MUMU	Pending-Initial-Closeout	Bethany Case	Fernando Camacho	Fernando Camacho
15JCPS-20-GG-00197-MUMU	Pending-Initial-Closeout	Bethany Case	Amy Staubs	Fernando Camacho
15JOVW-20-GG-00518-STOP	Pending-Award-External-Analysis		Amy Staubs	Mukul Izan
15JOVW-20-GG-00548-STOP	Pending-Initial-Closeout	Bethany Case	Amy Staubs	Mukul Izan
15JOVW-20-GG-00518-STOP	Pending-Award-Acceptance	Fernando Camacho	Amy Staubs Fernando Camacho	Fernando Camacho
15JOVW-20-GG-00548-STOP	Pending-Award-Acceptance	Bethany Case	Fernando Camacho	Mukul Izan



The screenshot shows the JUSTgrants Awards page with 58 results. A modal is open for assigning a role to a user. The modal includes a 'Show/Hide roles on table view' checkbox and a list of roles: Grant Award Administrator, Alternate Grant Award Administrator, Financial Manager, and Authorized Representative. The 'Financial Manager' role is selected. 'Cancel' and 'Confirm' buttons are visible.

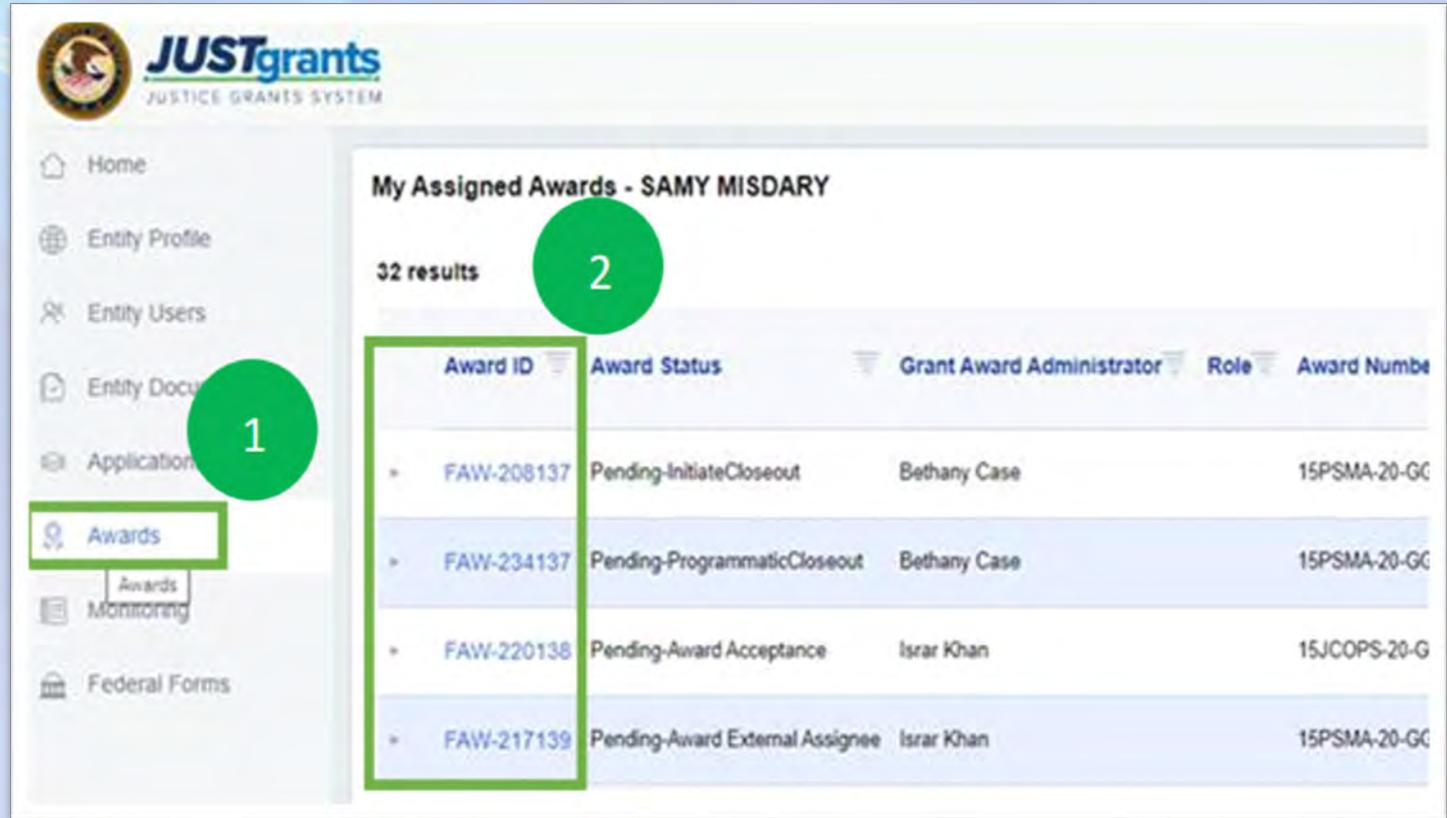
# Grant Award Modifications (GAMs)

**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)

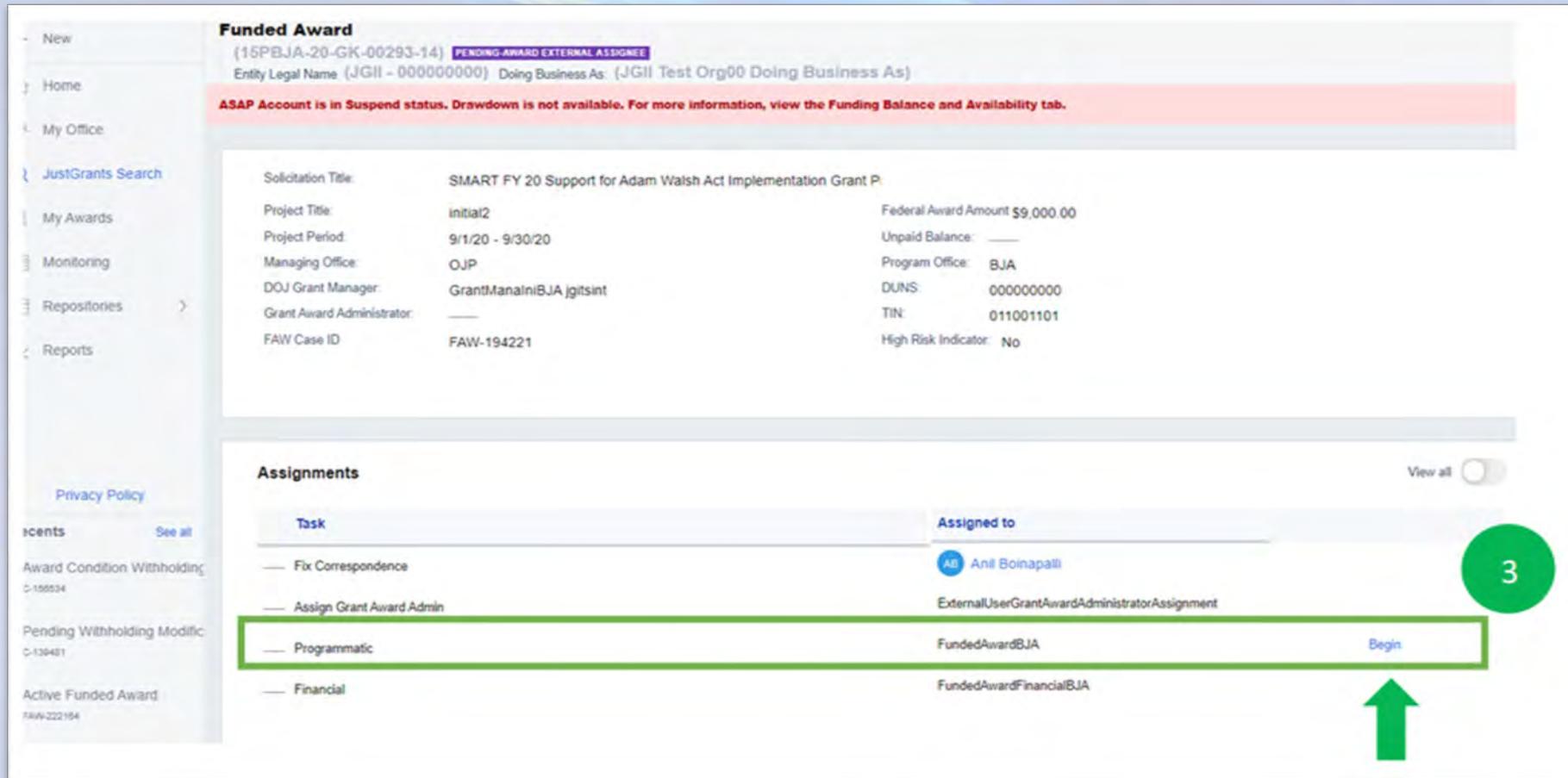
- Only the Grant Award Administrator or Alternate Grant Award Administrator for an award can initiate GAMs.
- GAMs are created within the individual awards.
- First step: enter the award through the awards tab.



Award ID	Award Status	Grant Award Administrator	Role	Award Number
FAW-208137	Pending-InitiateCloseout	Bethany Case		15PSMA-20-GC
FAW-234137	Pending-ProgrammaticCloseout	Bethany Case		15PSMA-20-GC
FAW-220138	Pending-Award Acceptance	Israr Khan		15JCOPS-20-G
FAW-217139	Pending-Award External Assignee	Israr Khan		15PSMA-20-GC

# GAMs (continued)

**IMPORTANT: The BEGIN link is the key to successfully generating a GAM!!!**



**Funded Award**  
(15PEJA-20-GK-00293-14) PENDING AWARD EXTERNAL ASSIGNEE  
Entity Legal Name (JGII - 000000000) Doing Business As: (JGII Test Org00 Doing Business As)

**ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.**

Solicitation Title:	SMART FY 20 Support for Adam Walsh Act Implementation Grant P	
Project Title:	Initial2	Federal Award Amount \$9,000.00
Project Period:	9/1/20 - 9/30/20	Unpaid Balance: _____
Managing Office:	OJP	Program Office: BJA
DOJ Grant Manager:	GrantManalNiBJA jgitsint	DUNS: 000000000
Grant Award Administrator:	_____	TIN: 011001101
FAW Case ID:	FAW-194221	High Risk Indicator: No

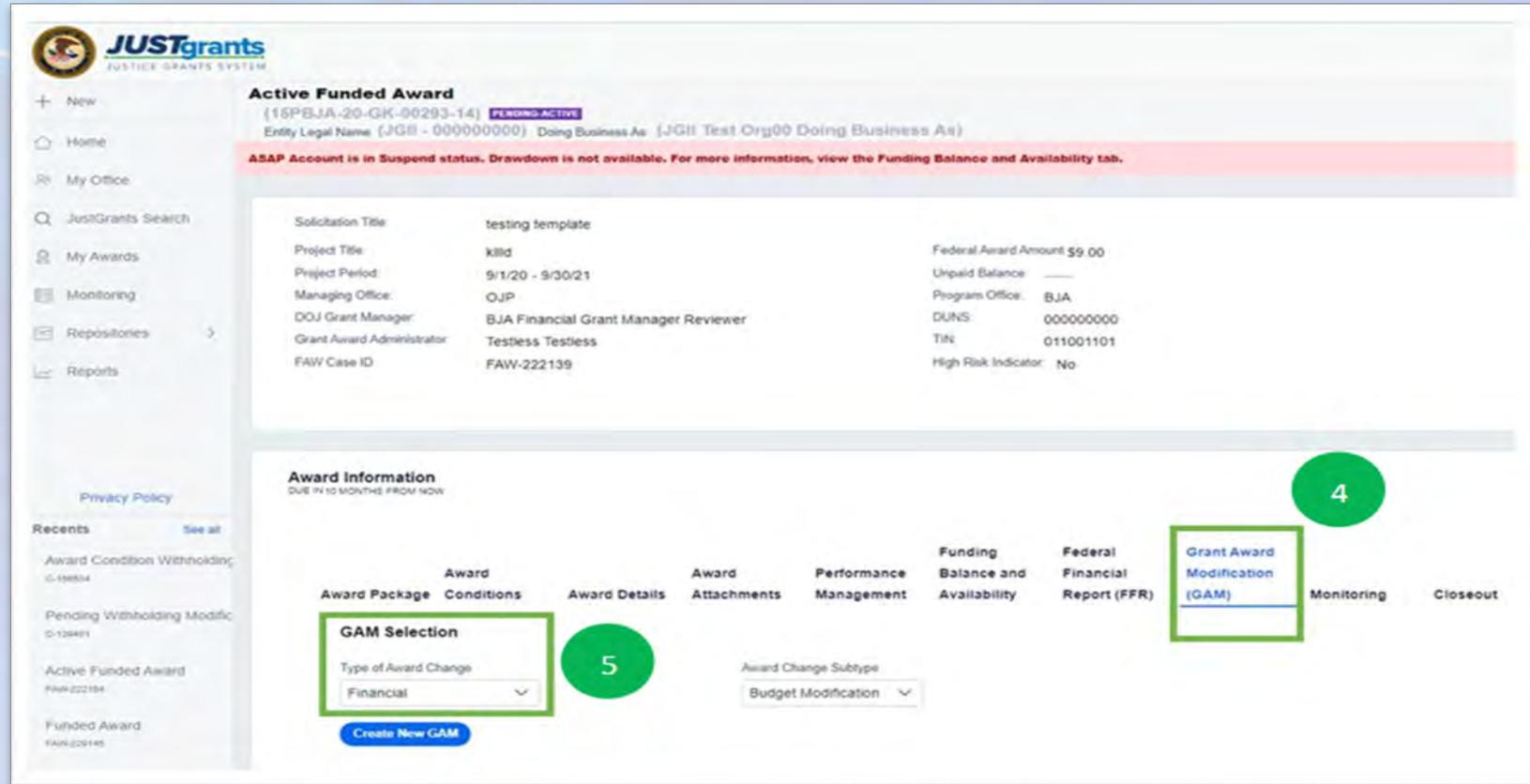
**Assignments** View all

Task	Assigned to
— Fix Correspondence	 Anil Boinapalli
— Assign Grant Award Admin	ExternalUserGrantAwardAdministratorAssignment
— Programmatic	FundedAwardBJA <a href="#">Begin</a>
— Financial	FundedAwardFinancialBJA

Until the “Begin” link is clicked, the Grant Award Administrator or Alternate Grant Award Administrator are in a read-only status.

# GAMs (continued)

- 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.



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**Active Funded Award**  
(15PEJA-20-GK-00293-14) **PENDING ACTIVE**  
Entry Legal Name: (JGII - 000000000) Doing Business As: (JGII Test Org00 Doing Business As)

**ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.**

Solicitation Title	testing template	Federal Award Amount	\$9.00
Project Title	killd	Unpaid Balance	---
Project Period	9/1/20 - 9/30/21	Program Office	BJA
Managing Office	QJP	DUNS	000000000
DOJ Grant Manager	BJA Financial Grant Manager Reviewer	TIN	011001101
Grant Award Administrator	Testless Testless	High Risk Indicator	No
FAW Case ID	FAW-222139		

**Award Information**  
DUE IN 10 MONTHS FROM NOW

Rechts: [See all](#)

- Award Condition Withholding (C-19804)
- Pending Withholding Modific (C-12441)
- Active Funded Award (FAW-222134)
- Funded Award (FAW-222145)

Navigation: Award Package | Award Conditions | **Award Details** | Award Attachments | Performance Management | Funding Balance and Availability | Federal Financial Report (FFR) | **Grant Award Modification (GAM)** | Monitoring | Closeout

**GAM Selection**  
Type of Award Change: Financial  
Award Change Subtype: Budget Modification  
[Create New GAM](#)

# 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.

# Performance Reporting

- 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).



# Federal Financial Reports – SF-425

- 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.**



# BJA Programs Staff Directory

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# JustGrants and ASAP Support



## JustGrants

Email: [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

Phone: (833) 872-5175



## ASAP

Email: [asaphelpdesk@fiscal.treasury.gov](mailto:asaphelpdesk@fiscal.treasury.gov)

Phone: 855-868-0151



## OCFO Customer Service Center

Email: [Ask.OCFO@usdoj.gov](mailto:Ask.OCFO@usdoj.gov)

Phone: (800) 458-0786

# Resources

To Learn More About the DOJ's Grants Management and Financial Systems:

<https://justicegrants.usdoj.gov>

LOGIN



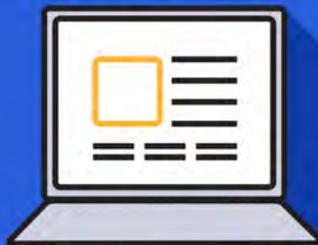
USER SUPPORT



TRAINING



NEWS & UPDATES



GETTING STARTED



FREQUENTLY ASKED QUESTIONS





**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

Call Us: 202-616-6500

Website: [www.bja.ojp.gov](http://www.bja.ojp.gov)

Email: [www.bja.ojp.gov/askbjja](http://www.bja.ojp.gov/askbjja)



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