Solicitation Webinar

FY 2023 Invited to Apply - Byrne Discretionary Community Project Funding/Byrne Discretionary Grants Program

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February 16, 2023

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Agenda

I. Introduction to the Office of Justice Programs

II. Overview of the FY23 Byrne Discretionary Grant Program

III. Solicitation requirements

IV. Post-award Considerations

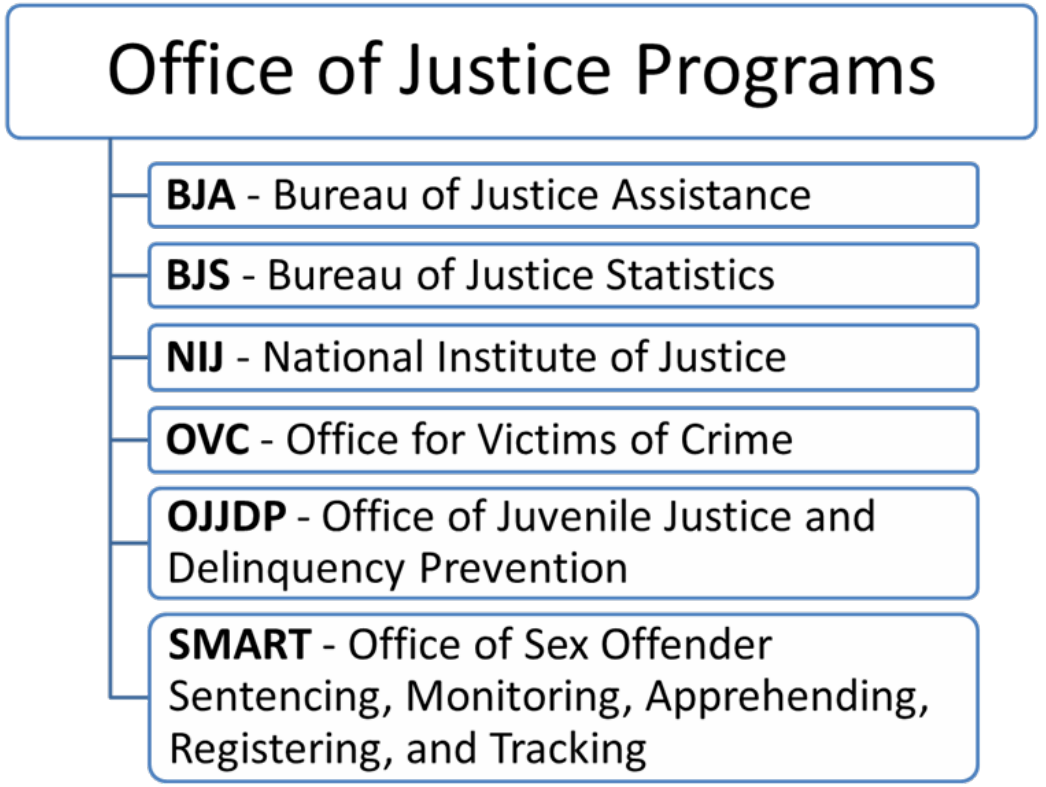
V. JustGrants Application Mechanics

VI. Questions and Answers

What is the Office of Justice Programs?

The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.

OJP is one of three grant-making components of the Department of Justice along with the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS).



Bureau of Justice Assistance

Mission: BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and Tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

Bureau of Justice Assistance
U.S. Department of Justice

https://bja.ojp.gov

Office of Juvenile Justice and Delinquency Prevention

Mission: OJJDP provides national leadership, coordination, and resources to prevent and respond to youth delinquency and victimization. The Office helps states, localities, and Tribes develop effective and equitable juvenile justice systems that create safer communities and empower youth to lead productive lives. OJJDP's priorities include treating children as children; serving children at home, with their families, in their communities; and opening opportunities for system-involved youth.

OJJDP Office of Juvenile Justice and Delinquency Prevention

www.ojjdp.ojp.gov

Office for Victims of Crime

Mission: Established in 1988 through an amendment to the Victims of Crime Act (VOCA) of 1984, OVC is charged by Congress with administering the Crime Victims Fund (the Fund). Through OVC, the Fund supports a broad array of programs and services to that focus on helping victims in the immediate aftermath of crime and continuing to support them as they rebuild their lives. OVC also provides the largest amount of federal funding for victims of human trafficking.

Office for Victims of Crime
OVC

www.ovc.ojp.gov

National Institute of Justice

Mission: NIJ — the research, development and evaluation agency of the U.S. Department of Justice — is dedicated to improving knowledge and understanding of crime and justice issues through science. NIJ provides objective and independent knowledge and tools to reduce crime and promote justice, particularly at the state and local levels.

NIJ | National Institute of Justice

STRENGTHEN SCIENCE. ADVANCE JUSTICE.

www.nij.ojp.gov

Attendee Poll

Question 1: Will this be your first time applying for funding from the Office of Justice Programs (OJP)?

- ❑ Yes
- ❑ No

Question 2: If you answered "no," have you previously submitted an application in JustGrants?

- ❑ Yes
- ❑ No

FY23 Byrne Discretionary Grants

OJP is issuing awards through four separate but identical solicitations. **Applicants must apply to the correct Opportunity ID per emailed instructions.** Some applicants may have multiple projects funded and must apply separately for each.

- **BJA:** Opportunity ID **O-BJA-2023-171577**
- **OVC:** Opportunity ID **O-OVC-2023-171581**
- **OJJDP:** Opportunity ID **O-OJJDP-2023-171583**
- **NIJ:** Opportunity ID **O-NIJ-2023-171589**

TIP: Search by the Opportunity ID in grants.gov, and not by program name, to ensure you are applying for the correct solicitation.

FAQ: Why must I apply again?

- Congressional members solicited community project applications from its constituents.
- Congress liaised with federal agencies based on topic area for the projects.
- Congress authorized funding for the selected projects under heading of the relevant grant program.
- OJP must issue and administer funding as a grant, which first requires an application.

FY23 Byrne Discretionary Grants - Overview

OJP is authorized to distribute funds to support **projects designated for funding in the Consolidated Appropriations Act, 2023 (Public Law 117-328) to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation).**

The explanatory statement regarding the Consolidated Appropriations Act, 2023 (Public Law 117-328) lists the designated projects, which the Act incorporates by reference, as stated in relevant part, below—

> $229,551,000 is for discretionary grants to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation), **which shall be used for the projects, and in the amounts, specified under the heading, "Byrne Discretionary Community Project Grants/Byrne Discretionary Grants",** in the explanatory statement described in section 4 (in the matter preceding division A of this consolidated Act)[.]

Pub. L. No. 117-328, div. B, title II (2022), 136 Stat 4459, 4535.

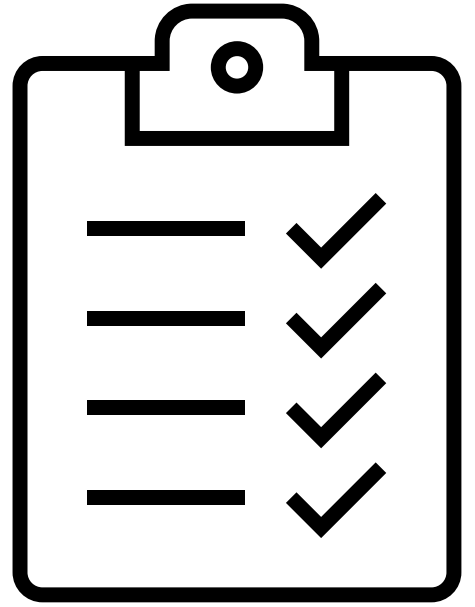
Overview

Image from the Joint Explanatory Statement (JES):

DOJ	COPS Tech	City of Powder Springs	City of Powder Springs, GA	Law Enforcement Radio Networks	500,000		Warnock	S
DOJ	COPS Tech	Whitfield County	Whitfield County, GA	Forensic Equipment Purchase	75,000		Warnock	S
DOJ	OJP—Byrne	City of Charlotte	Charlotte, NC	Alternatives To Violence: Cure Violence Implementation	1,000,000	Adams		H
DOJ	OJP—Byrne	Mecklenburg County Criminal Justice Services Department	Mecklenburg County, NC	Data and Dashboards: Research and Enhancements to Ensure Mecklenburg County's Criminal Justice System is a Leader in Data-Informed Decision Making	1,000,000	Adams		H
DOJ	OJP—Byrne	Elko County Sheriff's Office	Elko, NV	Rapid DNA Testing Instrument	486,000	Amodei	Cortez Masto, Rosen	H/S
DOJ	OJP—Byrne	Douglas County	Omaha, NE	Douglas County Youth Legal Services and Violence Reduction Initiative	1,000,000	Bacon		H
DOJ	OJP—Byrne	Urban Peace Institute	Los Angeles, CA	LA Peacemakers Coalition	7,400,000	Bass, Cardenas		H

Eligibility and Specific Information

- **Eligible applicants are limited to those identified as recipients in the JES** for the projects designated for funding.
- **Funding shall be used for the projects, and in the amounts, specified.**
- This is a **non-competitive** grant program. Only eligible recipients can receive funding and only for the specified project.
- **OJP cannot approve changes to the purpose of the project**.



Period of Performance

- OJP will issue awards with a period of performance **start date of December 29, 2022, unless applicants request a later start date.**
- Applicants can request up to a 48-month project period.
- Costs incurred on/after project start date but prior to issuance of an award and approval of the project budget by OJP **may** be reimbursed, **but are incurred at the applicant's own risk**, as authorized costs will be limited to those approved by OJP.

Application Deadlines

Important: You must have an active registration in the System for Award Management (www.sam.gov) to apply and receive funding.

Step 1: Submit in grants.gov by 8:59 pm ET on March 23, 2023.

Step 2: Submit in JustGrants by 8:59 pm ET on March 27, 2023.

Tip: You are encouraged to apply well **before** deadlines to avoid unexpected technical issues!

Mandatory Application Components

- ✓ Application for Federal Assistance SF-424 ⇨ Form completed in grants.gov
- ✓ Disclosure of Lobbying Activities SF-LLL ⇨ Form completed in grants.gov
- ✓ Abstract ⇨ text field completed in JustGrants
- ✓ Proposal Narrative ⇨ self-created file uploaded in JustGrants
- ✓ Budget ⇨ web-based form completed in JustGrants
- ✓ Financial Management Questionnaire ⇨ pdf form uploaded in JustGrants
- ✓ Disclosures and Assurances ⇨ completed in JustGrants

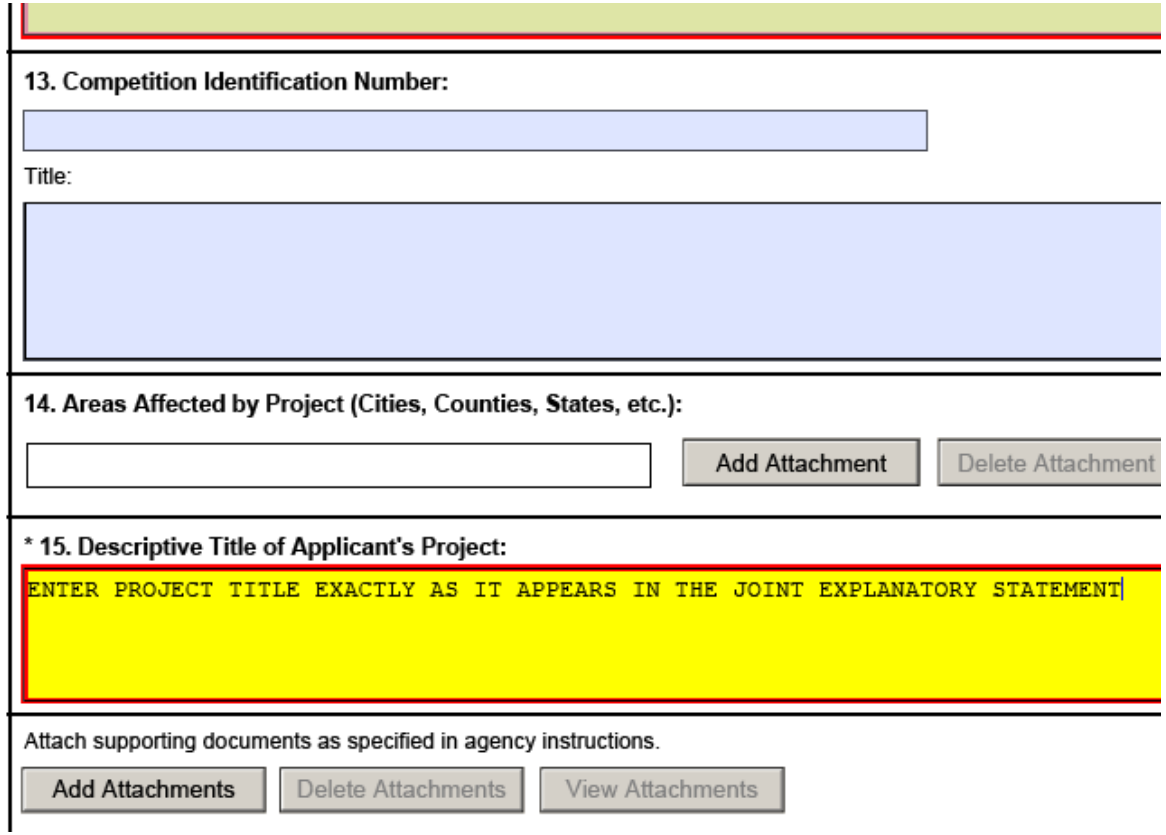
- ❑ Indirect cost rate agreement (if applicable) ⇨ file uploaded in JustGrants
- ❑ REII statement (if applicable) ⇨ file uploaded in JustGrants

SF-424 form (grants.gov)

- Box 8f: POC name and email address should be for the person who will be responsible for completing the full application in JustGrants.
- Box 15: **Enter the project title exactly as it appears in the JES.**
- Box 18a: **Enter the appropriated $ amount exactly as it appears in the JES.**

TIP: Only highlighted/outlined fields are required.

TIP: Refer to SF-424 instructions at https://apply07.grants.gov/apply/forms/instructions/SF424_4_0-V4.0-Instructions.pdf.



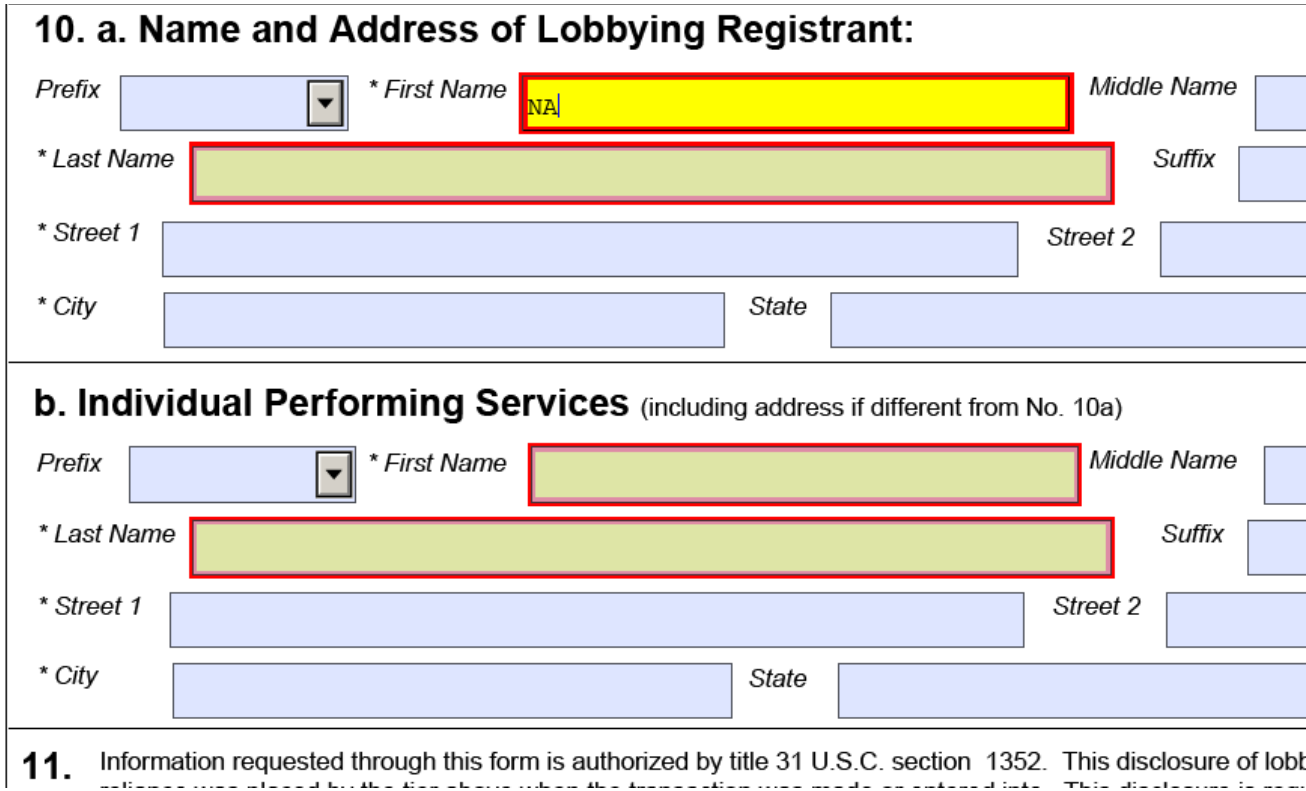
SF-LLL form (grants.gov)

Did your agency pay *with its own funds* an outside lobbyist to influence Congress and/or the federal government on your behalf **for this particular project**?

- If No, enter "not applicable" or "NA" in the required fields for boxes 10a and 10b.
- **If yes, enter the requested information for the lobbyist in boxes 10a and 10b.**

TIP: Only highlighted/outlined fields are required.

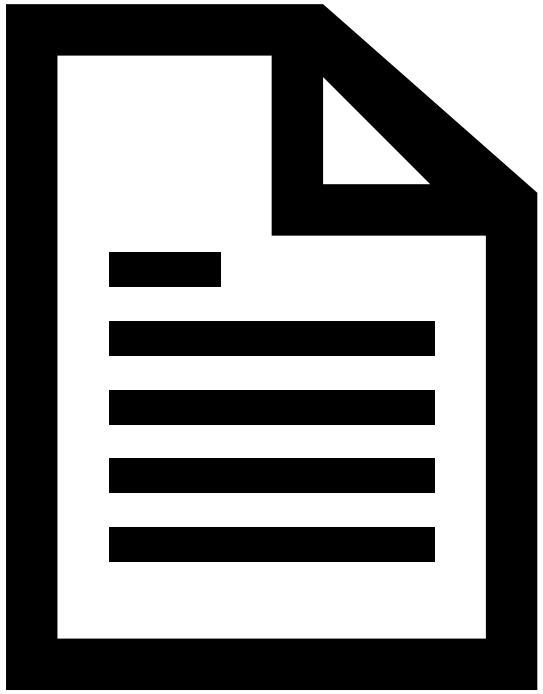
REMINDER: use of federal funds for lobbying or fundraising is strictly prohibited.



Abstract (JustGrants)

- Cut-and-paste or type directly into text field in JustGrants application.
- No more than 400 words, summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known).
- See the Application Resource guide for an example.

Abstracts will be released publicly – do not include any personally identifiable information or contact information



Proposal Narrative (JustGrants)

- Self-created file (e.g., in Word) following solicitation instructions which must be attached in JustGrants.
- **Proposal narrative should include these four sections:** I. Description of the Issue; II. Project Design and Implementation; III. Capabilities and Competencies; IV. Plan for Collecting the Performance Data.
- See the solicitation for full instructions. You will not be "penalized" for page or font differences.

The proposal narrative must align with the project title listed in the JES!

FAQ: Can I change my project activities or costs?

Q: When we submitted our community project to Congress, we included activities A, B, C, and associated budget costs. Can I modify or replace these activities/costs in the grant application?

A: It depends. The grant can only fund activities that clearly support the project identified in the JES. To the extent the modified activities/costs support the project, you may include them in the grant application.

Funding will only be provided for the specific projects in the amounts designated in the Consolidated Appropriations Act, 2023 (Public Law No. 117–328).

Example

Project Title from JES:
Procurement of Body-Worn Cameras

Allowable changes:
- ✓ # of BWCs
- ✓ # or type of BWC accessories
- ✓ Functionality changes

Unallowable changes:
- x Purchasing in-car cameras in addition to BWCs
- x Paying overtime to officers using the purchased BWCs

Budget – overview (JustGrants)

General: All costs must be reasonable, allocable, and necessary to the project. Costs must meet the allowability requirements in the DOJ Grants Financial Guide and Title 2 CFR Part 200, Subpart E Cost Principles. Federal funds cannot be used to supplant local or state funds.

Per the solicitation:

Funding will only be provided for the specific projects in the amounts designated in the Consolidated Appropriations Act, 2023 (Public Law No. 117–328). **Thus, the costs in the budget must clearly support the project description found in the JES.**

No funds provided under this program may be used, directly or indirectly, to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.

Award funds may not be used for the following: rewards, entertainment, prizes, trinkets, or any other monetary incentives; client/participant stipends; gift cards; or food and beverage.

Budget – web-based form

Applicants must submit the budget using the web-based form within the JustGrants application.

- Itemize costs per budget category, per project year.
- Provide detail narrative for each cost in each category, including breakdown of costs as needed.
- Costs can be estimates.
- **Do not include non-federal (match) costs in the budget, only federal costs. Match is not required.**
- **<u>The federal request amount must = your appropriation $ exactly!</u>**

Refer to solicitation for links to budget info in application guide.

Budget Detail Summary View

Budget Category
Personnel
Fringe Benefits
Travel
Equipment
Supplies
Construction
SubAwards
Procurement Contracts
Other Costs
Indirect Costs

Budget Clearance – Tips

OJP must "clear" your application budget. **If we cannot do so prior to award, a hold will be placed on funds until the budget is revised post-award.** Tips for a cleared budget:

- **TIP: <u>The federal request amount must = your appropriation $ exactly!</u>**
- Provide **detailed justification** in the narrative section for each category per each year.
- Provide **breakdown of costs** in the narrative if needed. For example, fringe rate is 35% - in the narrative show the component rates (FICA 7.65%, retirement 12.35%, and health 15%).
- **Do not include unallowable costs** or costs that do not support the project.
- Input **costs in the proper category** (e.g., any costs to be incurred by a subrecipient should be in the subaward category).

Feel free to reach out to your Program Office with budget questions before submitting.

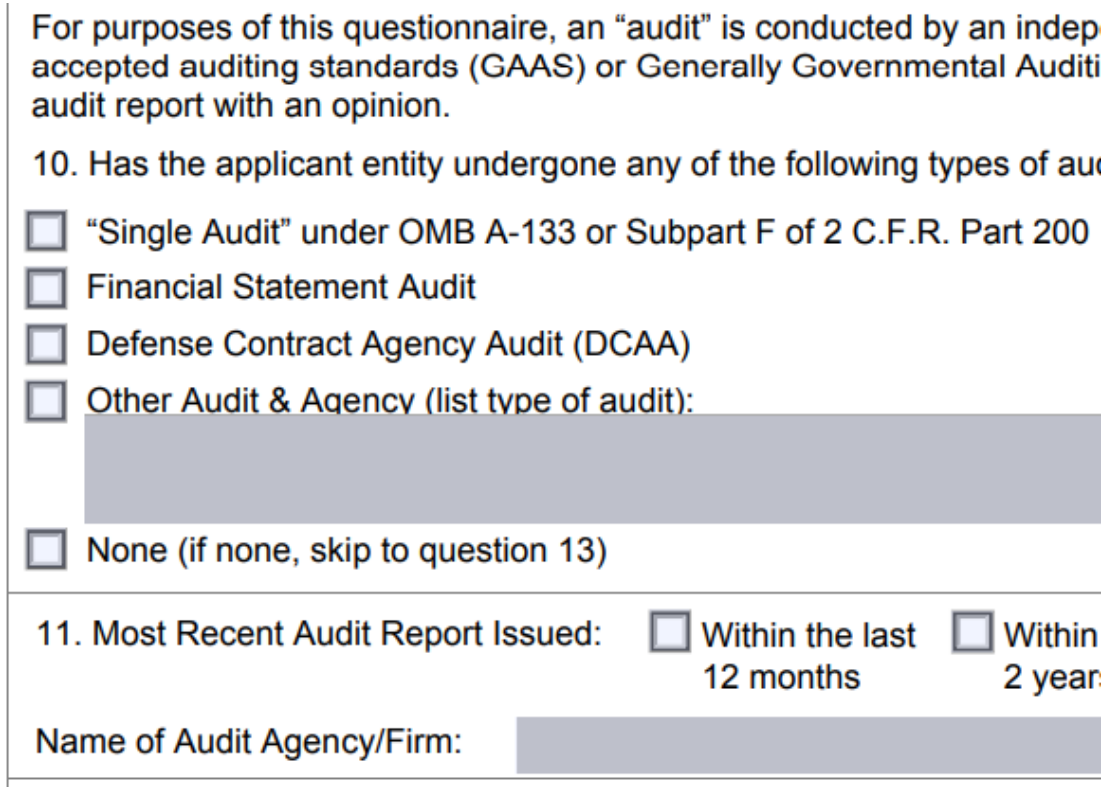
Financial Management Questionnaire

The “Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)” is a fillable pdf form that **must be completed and attached to the JustGrants application.**

- OJP uses the form to evaluate an applicant’s risk.
- Someone with direct knowledge of your agency’s financial management procedures (i.e., Finance Director, CFO, etc.) should complete the form.

Blank copy of the form is available here:

https://www.ojp.gov/financialcapability.pdf.



For purposes of this questionnaire, an “audit” is conducted by an indep
accepted auditing standards (GAAS) or Generally Governmental Auditi
audit report with an opinion.

10. Has the applicant entity undergone any of the following types of au

- ☐ “Single Audit” under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- ☐ Financial Statement Audit
- ☐ Defense Contract Agency Audit (DCAA)
- ☐ Other Audit & Agency (list type of audit):
- ☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☐ Within the last 12 months ☐ Within 2 year

Name of Audit Agency/Firm:

Indirect Cost Rate Agreement (if applicable)

Indirect costs in your budget, two options:

1. The recipient has a current (unexpired), federally approved indirect cost (IDC) rate;

   You must attach a copy of the agreement to your JustGrants application.

2. The recipient is eligible to use, and elects to use, the "de minimis" indirect cost rate (10% of Modified Total Direct Cost- MTDC)

Include a statement in the narrative section of the indirect costs category that you are eligible and electing to use the de minimis – separate attachment is not needed.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

REII Statement (if applicable)

If an application proposes research (including research and development) and/or evaluation, the applicant must attach a **statement regarding Research and Evaluation Independence and Integrity (REII)** to the JustGrants application.

- Follow the instructions in the Application Guide to create this attachment.
- The statement must include a response to both sections i. and ii.

Post-award Tip: Research projects will have additional requirements https://nij.ojp.gov/funding/human-subjects-and-privacy-protection.

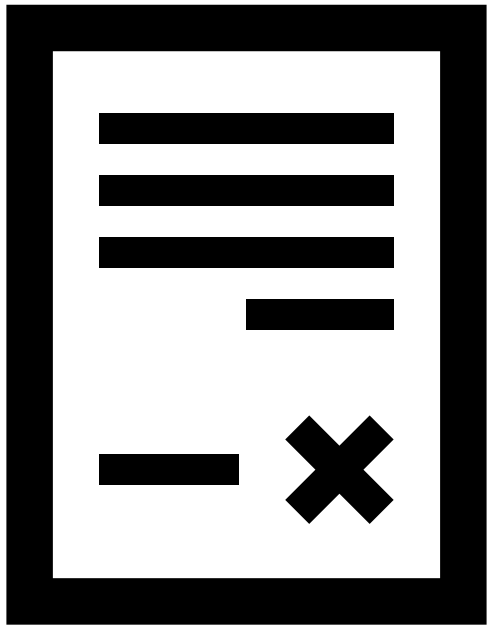
Disclosures and Assurances

The Application Submitter must acknowledge and sign disclosures and certifications/assurances before submitting the JustGrants application.

- **Applicant Disclosure of Duplication in Cost Items:** If you do not have any pending federal applications **for the exact same cost items** as included in this application, answer "No" for this disclosure in JustGrants.
- **DOJ Certified Standard Assurances** and **DOJ Certifications Regarding Lobbying… (etc.)**: Review and accept in JustGrants.

Resource: FY23 OJP award "General Conditions":

https://www.ojp.gov/funding/explore/legaloverview2023/mandatorytermsconditions.



Post-award: Access to Funds

OJP will process awards on a rolling basis. Notifications will be sent no later than 09/30/23.

In order to access funds, the following actions must be completed:

- Valid award acceptance in JustGrants.
- Removal of all withholding award conditions, if applicable.
- Entity registration in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system.
- Submission of any delinquent reports, if applicable.

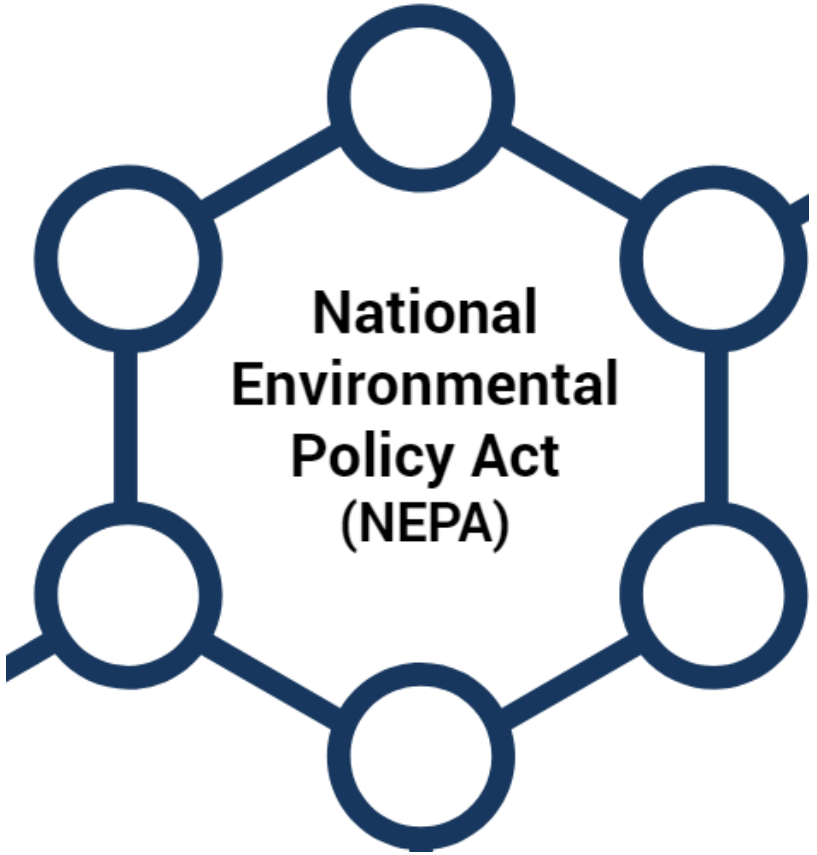
Payments: Advance payment requests are limited to no more than 10-days cash needs. There are no limitations in the amount or frequency of payments made on a reimbursement basis.

Post-award: Procurement

- Procurements requirements under federal grants are detailed in the *DOJ Grants Financial Guide* Section 3.8 and Procurement Standards in 2 C.F.R. § 200.317 through 2 C.F.R. § 200.327.
- States (and territories) must follow their own procurement standards and 200.317.
- All other grantees must follow 200.318 through 200.227, to include the competition requirements in 200.319 and 200.320.
- **Grantees (except states/territories) must request prior written approval from OJP before executing a sole source contract over $250,000.**

Post-award: NEPA

- The National Environmental Protection Act (NEPA) requires federal agencies to consider environmental impacts of projects funded under grants.
- Projects involving construction, renovation, use of chemicals, drug disposal, and other activities may require additional information and/or action post-award to determine NEPA compliance.
- **OJP will add withholding award conditions to projects that may have NEPA impacts but will work with recipients to help address all requirements.**



Additional information available here:
https://bja.ojp.gov/funding/nepa-guidance

Post-award: Performance and Financial Reporting

Report Type	Reporting Period	Due*
Federal Financial Report (SF-425) – Submitted in JustGrants	• Jan 1 – Mar 31 • Apr 1 – Jun 30 • Jul 1 – Sep 30 • Oct 1 – Dec 31	• April 30 • July 30 • October 30 • January 30
Semi-Annual Performance Report - Submitted in JustGrants	• Jan 1 – Jun 30 • Jul 1 – Dec 31	• July 30 • January 30

Post-award: Grant Award Modifications (GAMs)

A GAM is used to request project changes that require prior approval

- Budget Modification
- Change Project Scope
- Project Period Extension
- Sole Source Approval
- Programmatic Costs

Reminder: Funds shall be used for the designated projects in the JES. No changes to the purpose of the funding can be approved.

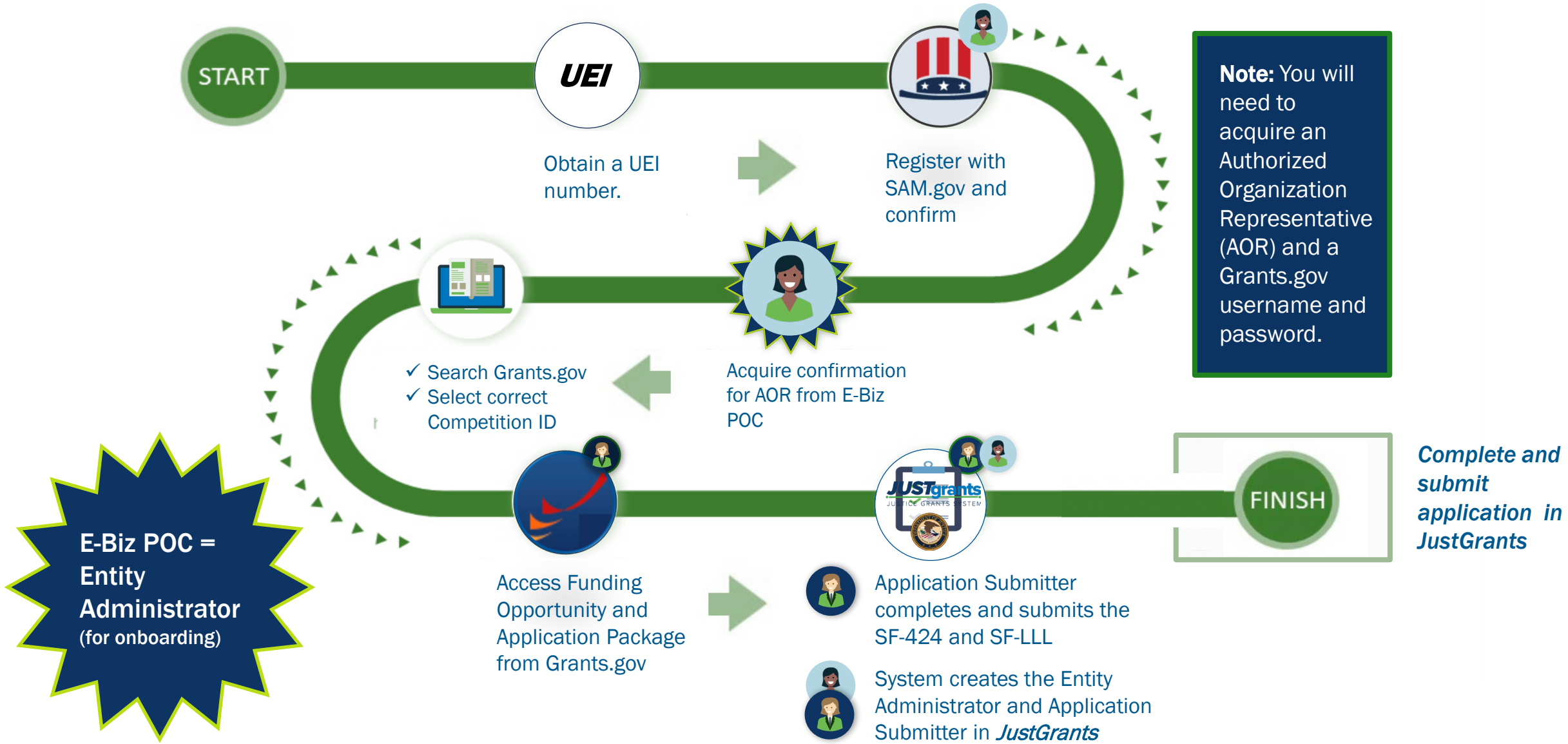
JUSTGRANTS

FY23 Byrne Discretionary Grant Program

February 16, 2023

Onboarding

Onboarding: From Grants.gov to *JustGrants*

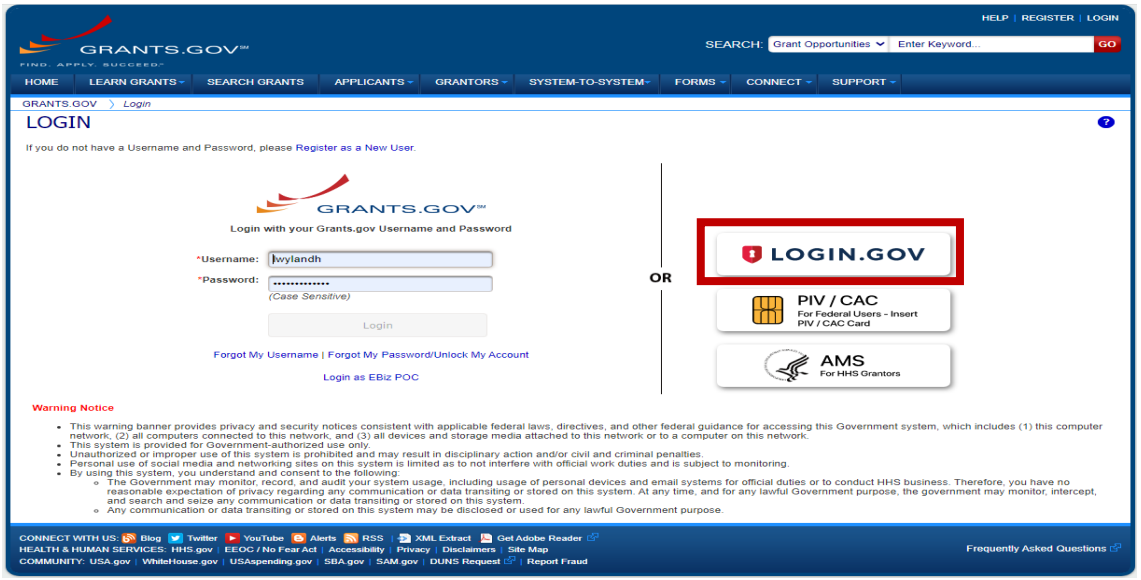


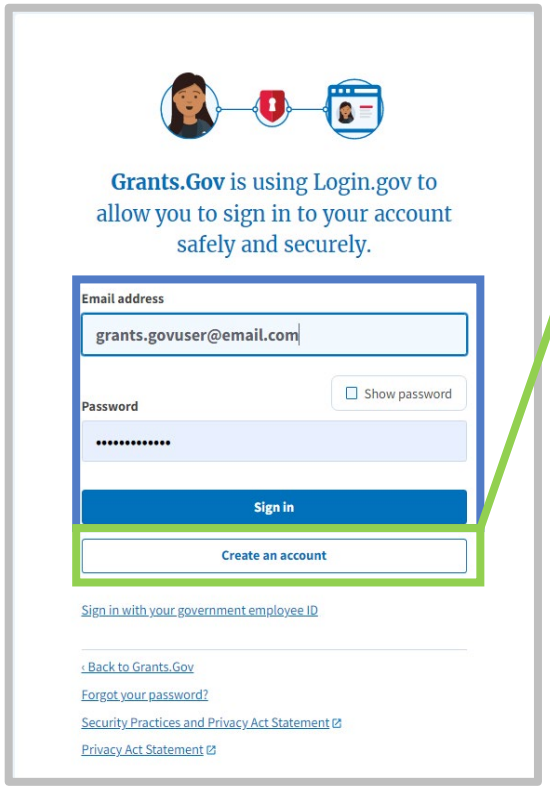
Grants.gov Sign-in

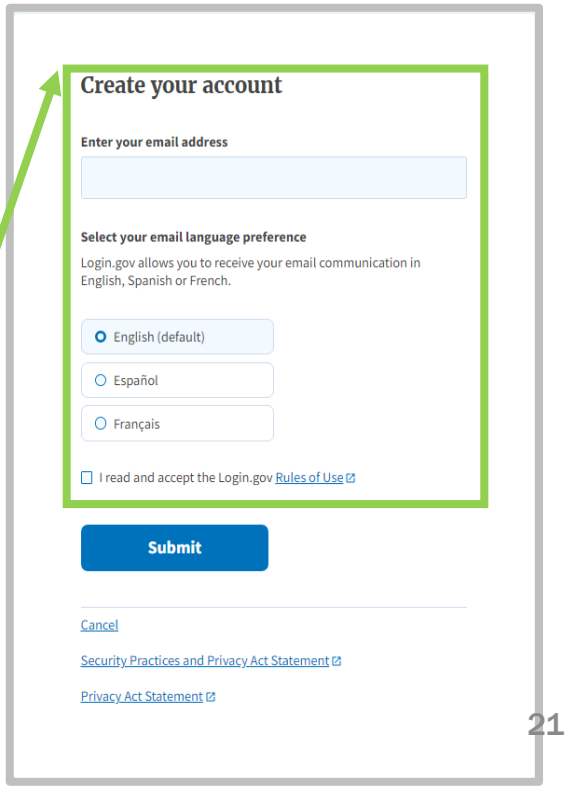
New! You now need to use Login.gov credentials to sign into Grants.gov.

To do so complete this three-step process:

1. Click the Login.gov button on the Grants.gov.
2. Complete the login process on Login.gov using your Login.gov username (an email address) and password--or create an account.
3. You will then be directed back to Grants.gov to log in with your Grants.gov username and password.



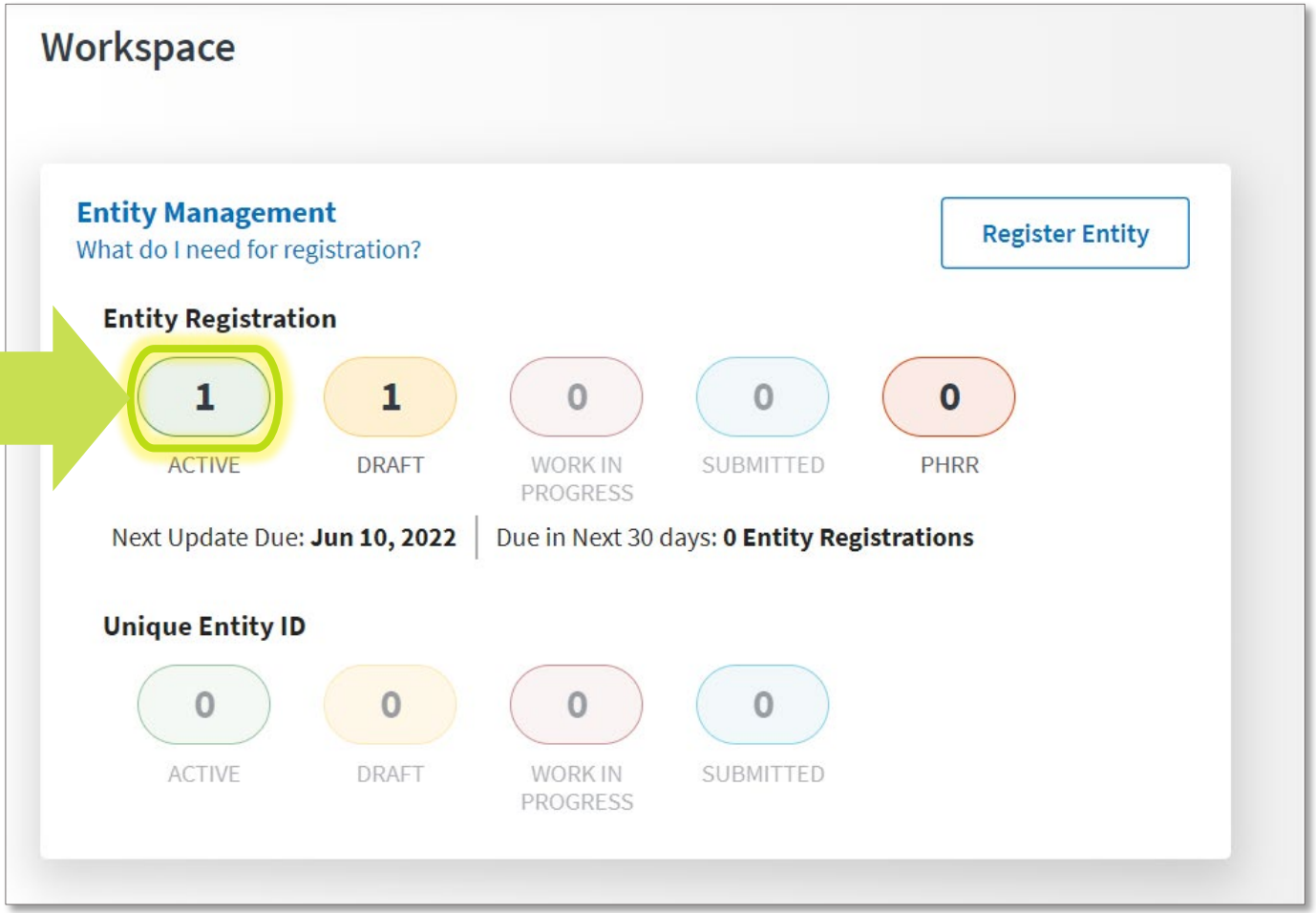




Unique Entity Identifier (UEI)

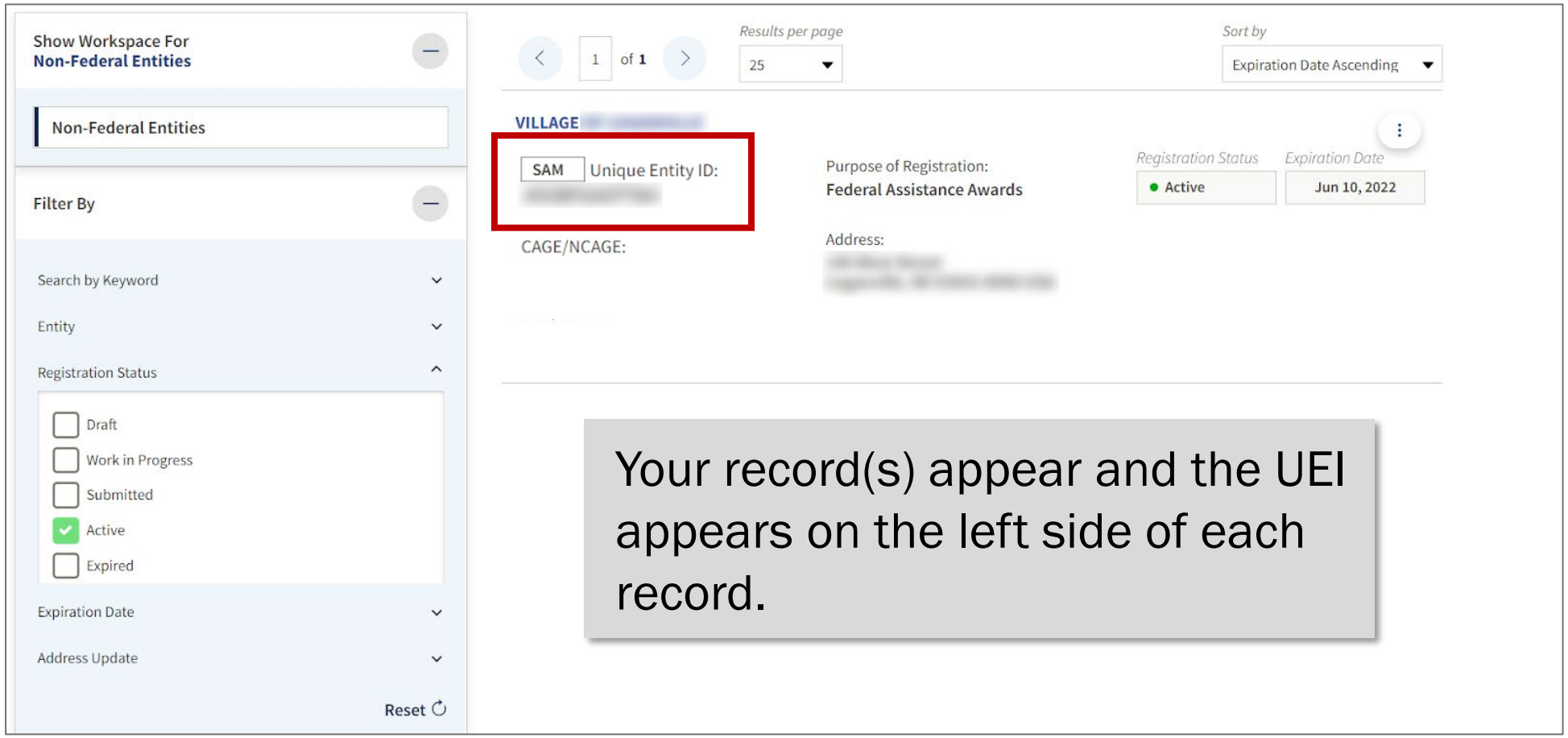
- Unique Entity Identifier (UEI) replaces DUNS
- UEI is a **12-character** *alpha*-numeric value
- Now search using UEI
- Simplifies entity registration process

Locate Your UEI in SAM.gov



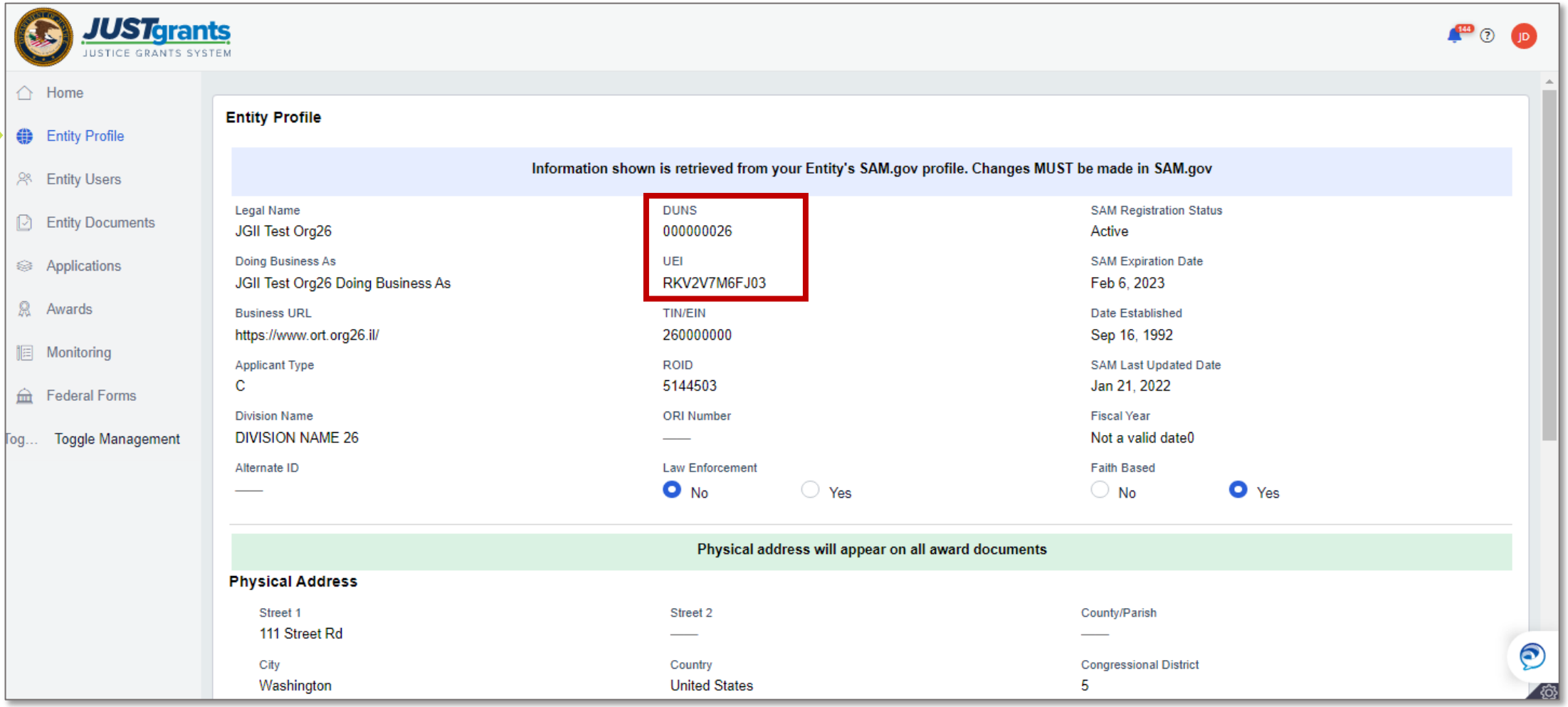
1) Log in to SAM.gov.
2) In your Workspace, select the numbered bubble above Active in the Entity Management widget.

Locate Your UEI in SAM.gov (continued)

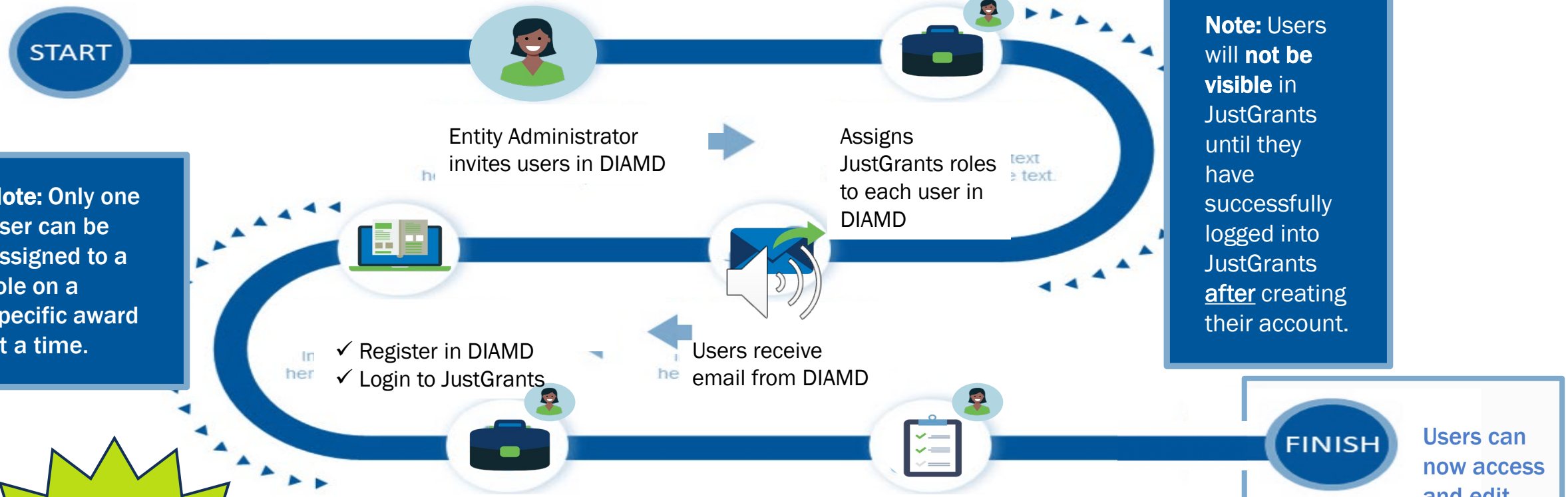


Your record(s) appear and the UEI appears on the left side of each record.

Locate Your UEI in *JustGrants*



JustGrants Onboarding



E-Biz POC = Entity Administrator (for onboarding)

Application Submission Tips - General

For best results, use Chrome or Microsoft Edge to access JustGrants.

Users with hyphenated email addresses may experience access issues

If onboarded, add Application Submitter role to users before applying.

Establish a unique email for each UEI for which you need to take action.

Multi-factor authentication is required at every log in

Entity Roles

JustGrants Roles

There are six foundational roles

ENTITY ADMINISTRATOR

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

The person listed as the SAM.gov EBIZ Point of Contact will be the Entity Administrator.

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.

Roles Required for Application Submission

Application Submission requires **three** key roles:

Application Submitter

- 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).*

Authorized Representative

- 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.

Entity Administrator

- 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 Administrator2

Add a Member

Demonstration

Register Account

Demonstration

Welcome to JustGrants - Please Register Your Account

D

DIAMD-NoReply@usdoj.gov <DIAMD-NoReply@usdoj.gov>

To:

THE UNITED STATES DEPARTMENT of JUSTICE

Hello,

An account has been created for you to access the Department of Justice (DOJ) Justice Grants System (JustGrants). To access your account, please click here and set your password using this email address within 72 hours.

If you need assistance logging in, please contact JustGrants Support JustGrants.Support@usdoj.gov or 833-872-5175.

Login to JustGrants System:
JusticeGrantsSystem

About JustGrants:
justicegrants.usdoj.gov/about

Training:
justicegrants.usdoj.gov/training-resources

How to Get Ready:
justicegrants.usdoj.gov/how-to-get-ready

News & Updates:
justicegrants.usdoj.gov/news

Frequently Asked Questions:
justicegrants.usdoj.gov/faqs

This is an automatically generated email. Please do not reply to this email.

Department of Justice (DOJ)

QUESTIONS:

Onboarding

Application Submission

Grants.gov

Application Submission Overview

Applicants have two application submission deadlines. **First:** Grants.gov (submitting the SF-424 and SF-LLL). **Second:** JustGrants.

It's OK to enter preliminary budget or programmatic data in Grants.gov and update later in JustGrants.

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.

Grants.gov

Complete two things on Grants.gov:

Funding Opportunity & Application

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

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The SF-424 and SF-LLL

Within 48 hours of submitting the SF-424 and SF-LLL, Grants.gov should send:

- Confirmation of receipt of the SF-424 and SF-LLL.
- Indication of whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to errors—with explanation.

Grants.gov: Instructional Resources

Grants.gov provides instructions on registering and submitting, with guidance through the process:

Register

User Roles

How to Search for a Federal Grant

What's in a Grant Opportunity?

Intro to Applying on Grants.gov

Grants.gov: Application Tips

OJP Grant Application Resource Guide

https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide

OJP, OVW and COPS Funding Opportunities

https://justicegrants.usdoj.gov/resources/system-for-award-management

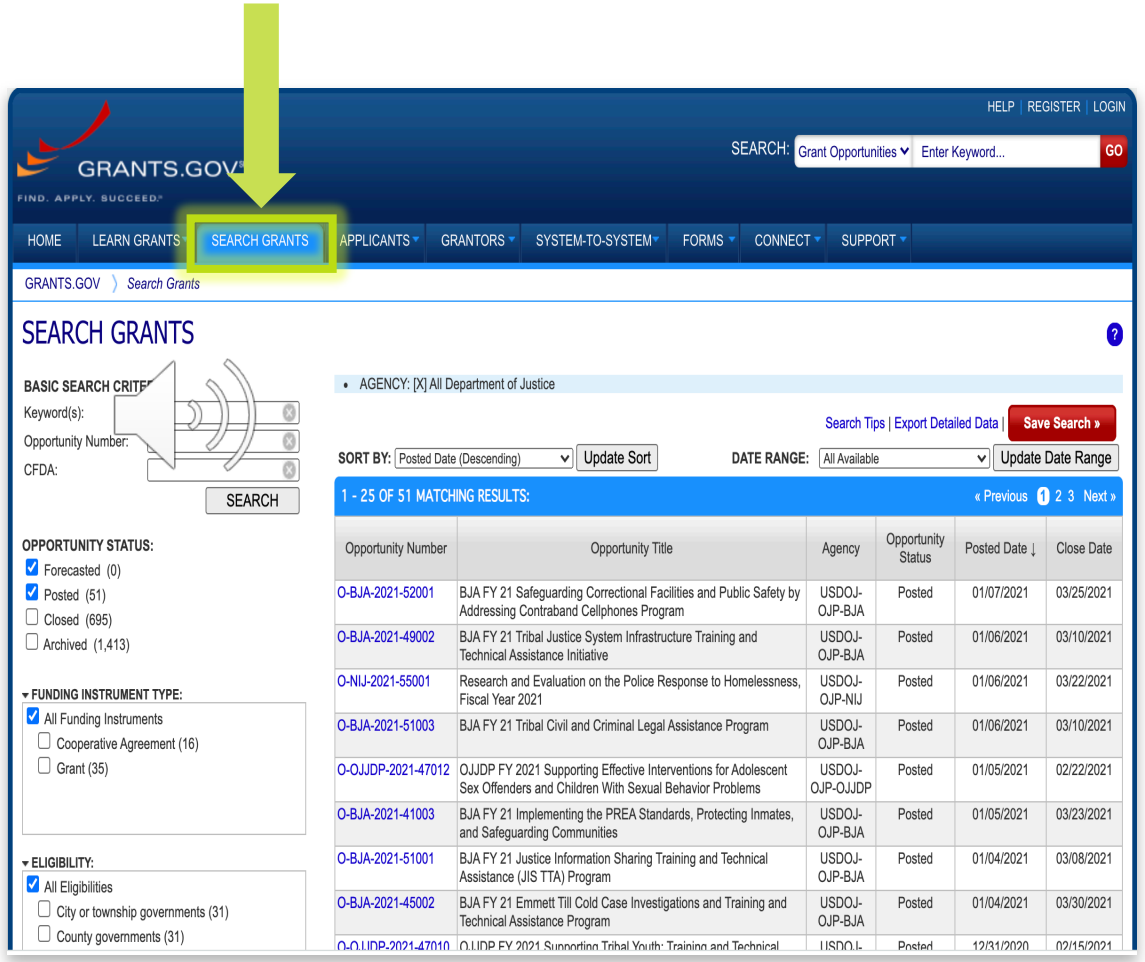
Grants.gov Support

https://www.grants.gov

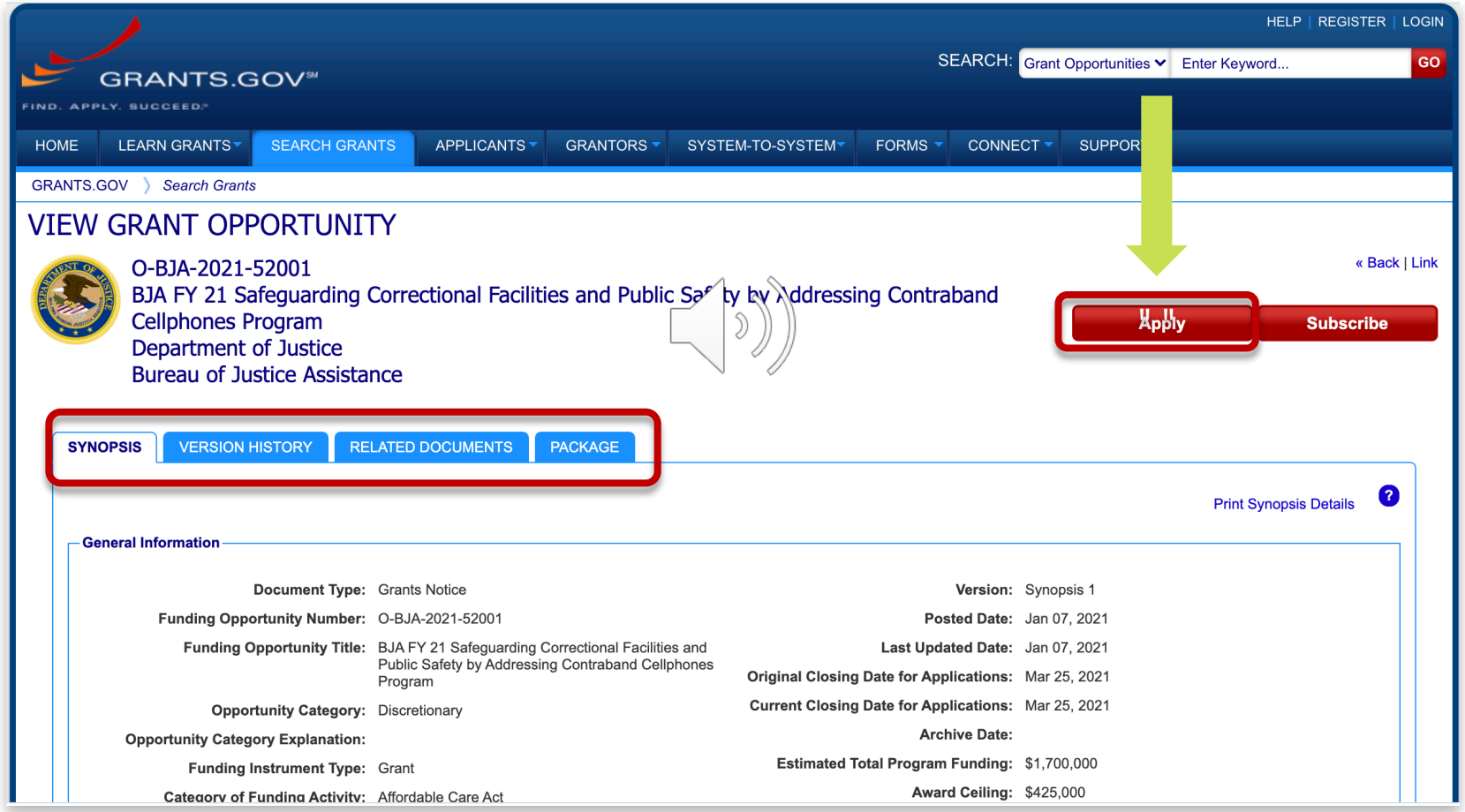
Grants.gov: *Funding Opportunities*

To locate a funding opportunity with DOJ, start at the **Search Grants** tab. Use filters to narrow your search:

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



Grants.gov: *Applying*

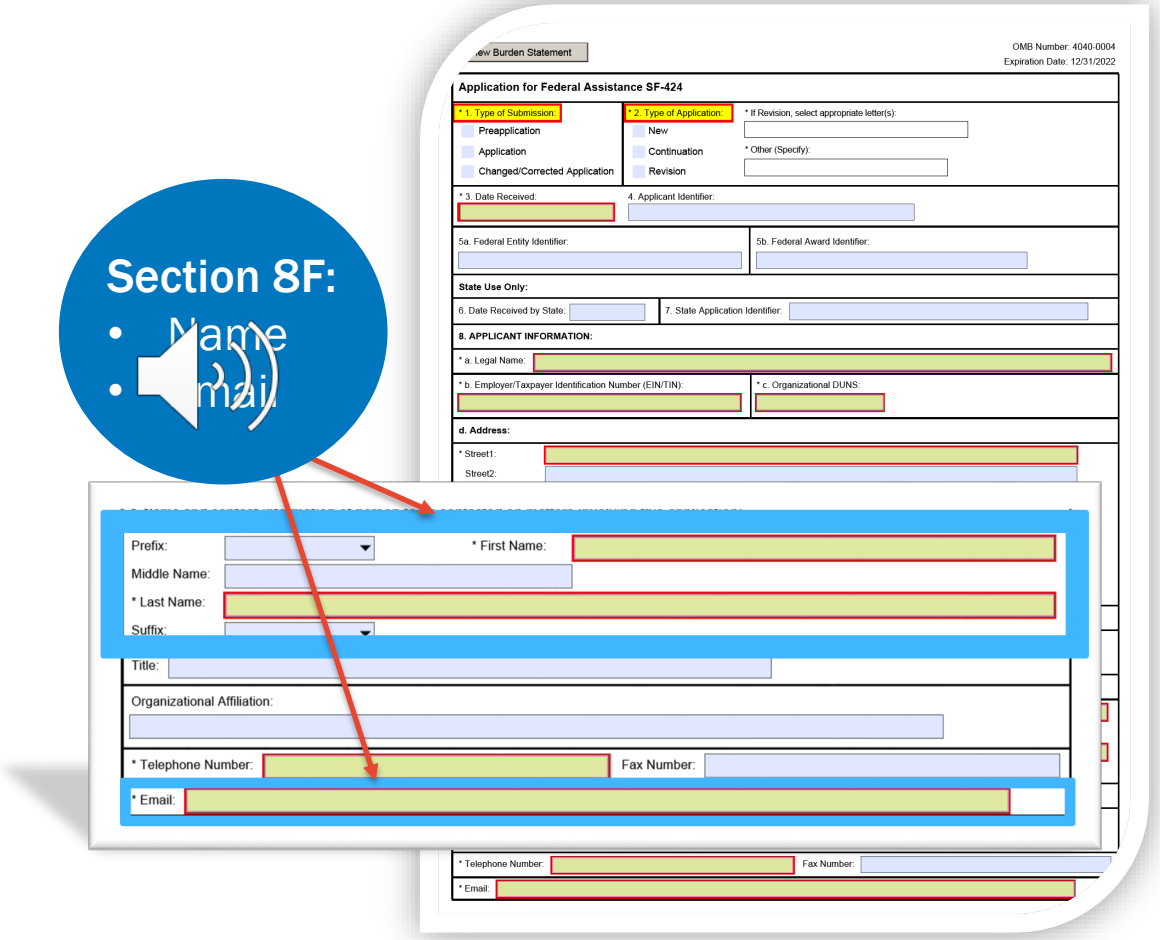


Grants.gov: *SF-424*

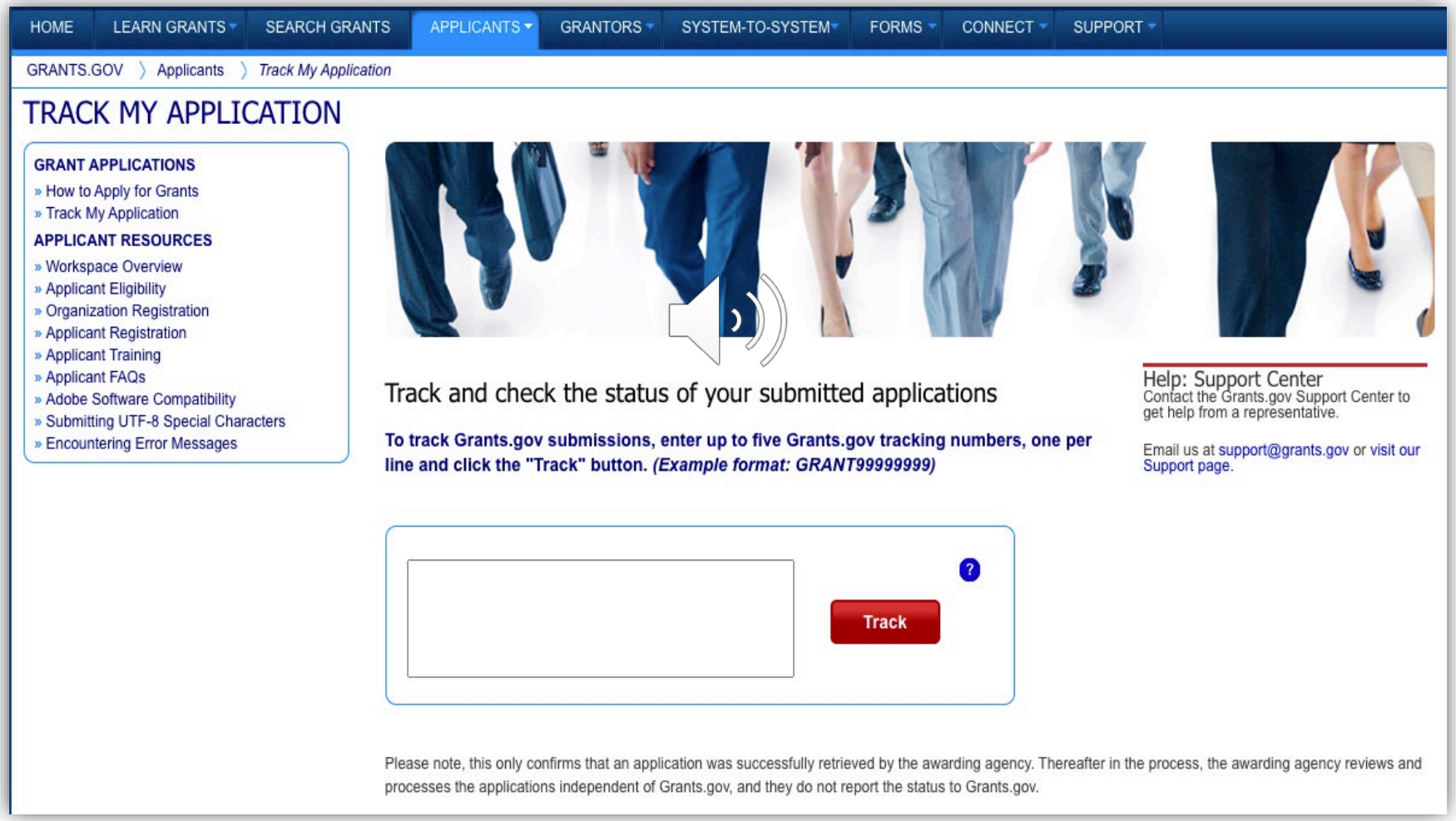
The **person** and **email** listed in **SECTION (8F)** of the SF-424 will automatically become the Application Submitter for your entity's application.

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

The SF-424 Form



Grants.gov: *Track My Application*



Grants.gov: What's next

- Grants.gov: Received Vs Rejected
- Submit your SF-424 and SF-LLL ahead of Grants.gov deadline
- Grants.gov tracking number connects to your JustGrants Application

Application Submission
JustGrants

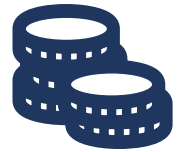
Web-based Forms Submission in JustGrants

This following data needs to be submitted directly into the system:

Proposal abstract

Solicitation-specific data
(submitted with the application)

Goals, objectives, deliverables, and timeline



Budget detail form

Applicant disclosure of duplication in cost items

Application Submission

Demonstration

Application Submission Tips

Pushing the Submit button multiple times in Grants.gov will duplicate submissions.

Pay attention to attachment categories in JustGrants.

The Print function in the Actions menu does NOT print file attachments.

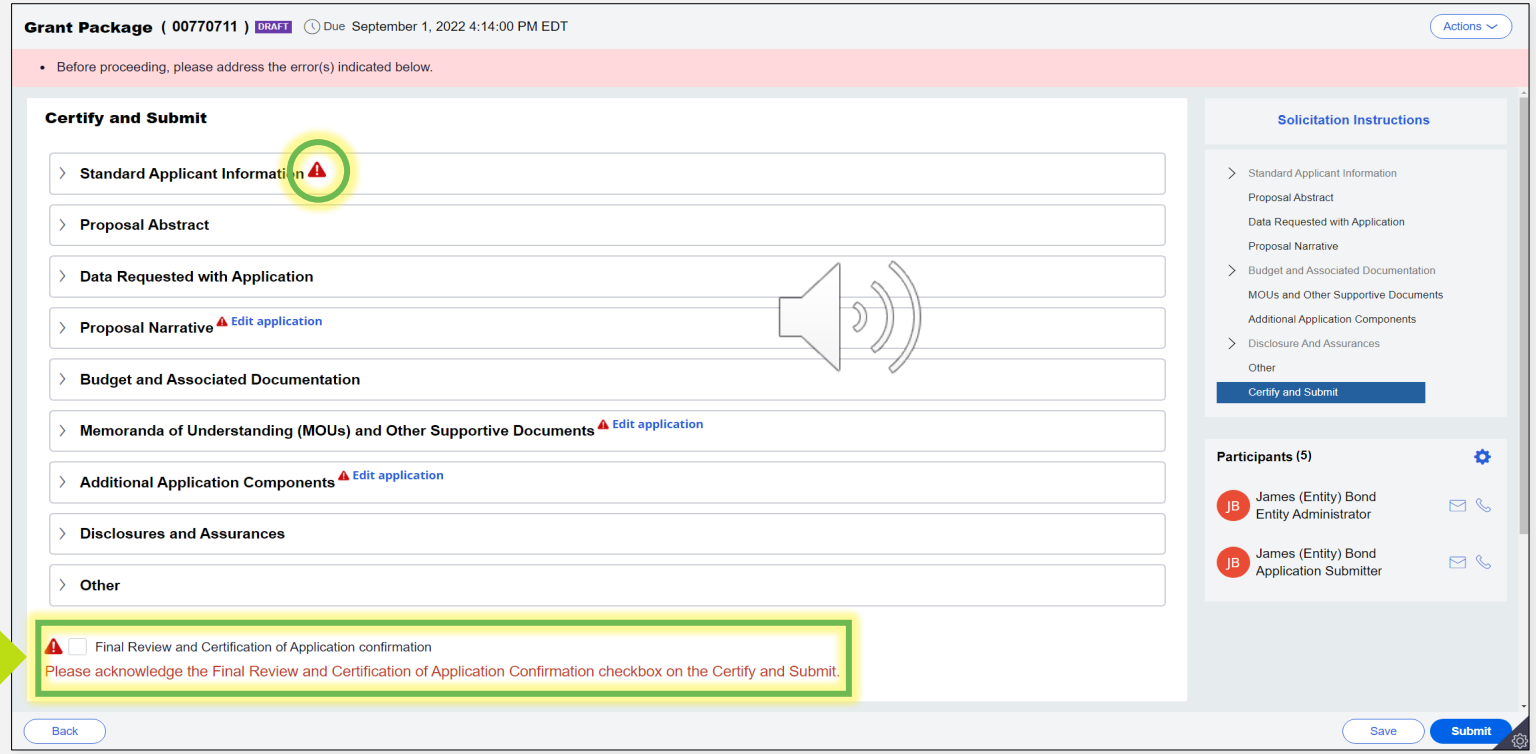
For AREAS AFFECTED section of the application only 10 entries can be added.

Cut and paste text from Word.

Pay attention to required sections.

Application Validation Errors

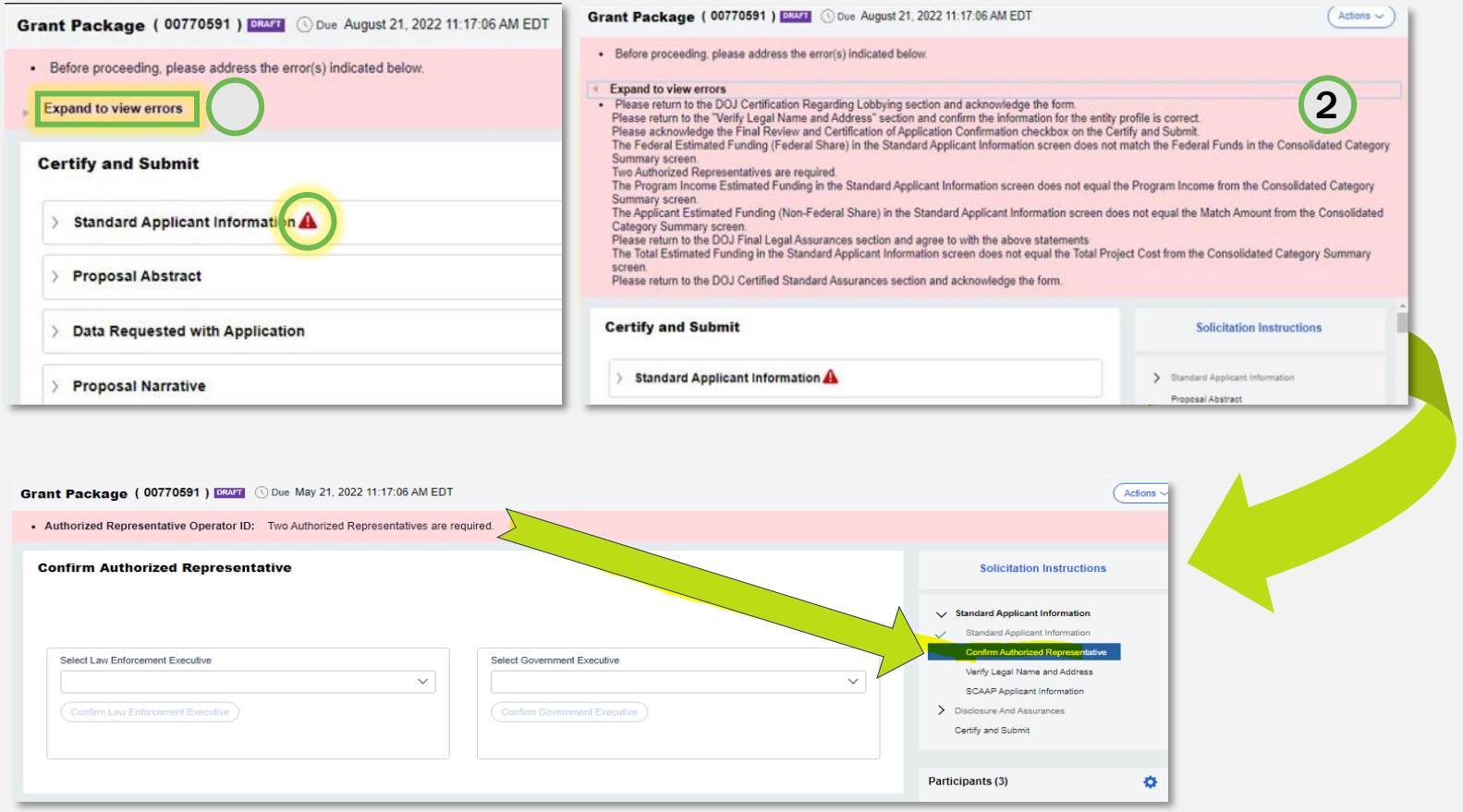
Before you can certify and submit your application you may encounter a validation error screen.



You must resolve these errors before you can check the Final Review and Certification of Application confirmation checkbox and submit your application.

Application Validation Errors (Step-by-step)

1) A red triangle will call out the error. Open using the caret to expand and view any issues.
2) The error message list will report back any validation errors that you will need to resolve in the application.



JustGrants Application Submission: What's Next?

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

Regularly check the system to address any upcoming deadlines for submitting applications or documentation in a timely manner.

Once the application deadline passes in JustGrants you may see a "past due" banner. If your status is "Submitted", your application was received by DOJ. You can ignore the past due banner.

System Notifications

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

Resources

Resources

- Justice Grants Website: Find more information about JustGrants, including training, resources, and news and updates.
- Entity User Experience Training and Reference Materials
- Application Submissions Training and Reference Materials
- JustGrants User Roles Guide

JustGrants *Technical Support*

JustGrants technical issues should be sent to JustGrants Technical Support. For ***grant application status*** check the website from the DOJ Managing Offices, COPS, OJP, and OVW

Technical Support	
OVW applicants and award recipients	OVW.JustGrantsSupport@usdoj.gov *Or* (866) 655–4482
	JustGrants.Support@usdoj.gov *Or* (833) 872–5175 *Monday – Friday between the hours of 7:00 AM and 9:00 PM Eastern* *Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM Eastern*

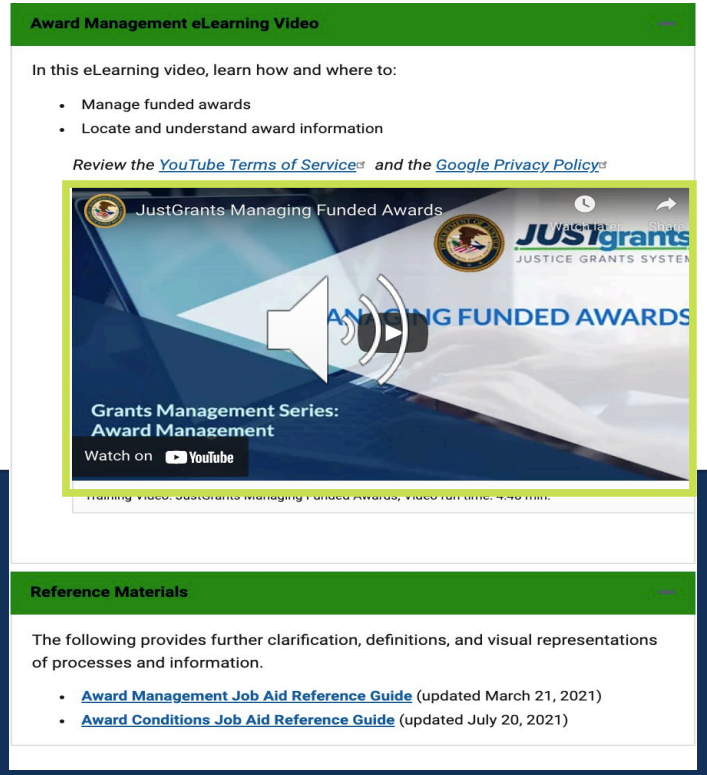
JustGrants *Training*

justicegrants.usdoj.gov

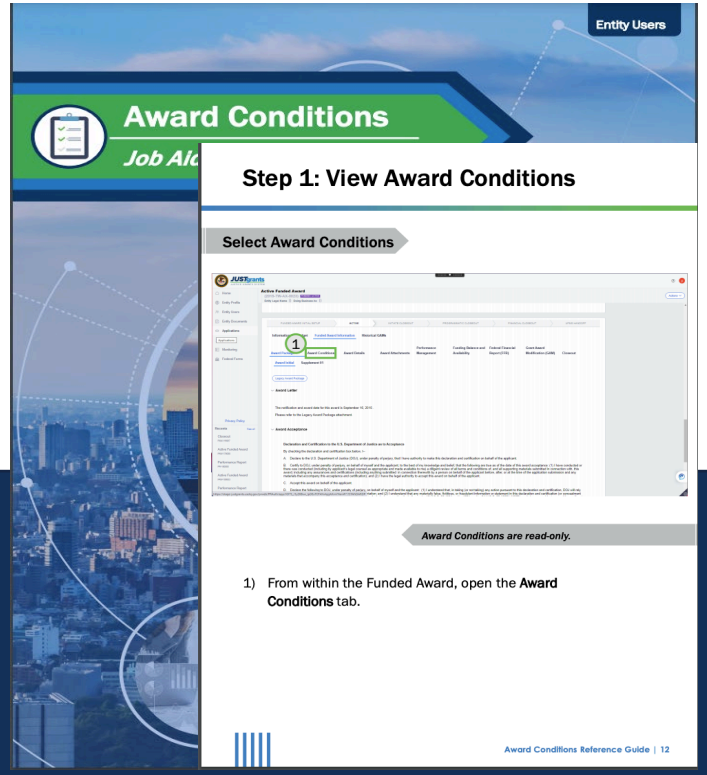
- Job Aid Reference Guides
- Microlearning Videos
- Recordings of Past Sessions
- Frequently Asked Questions (FAQs)
- Glossary Terms

JustGrants *Training Resources*

Organized by Topics



Micro-learning videos



Job Aid Reference Guides

Additional Application Submission Resources

DOJ Application Submission Checklist

https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/appln-submission-checklist.pdf

SAM.gov Resources

https://justicegrants.usdoj.gov/resources/system-for-award-management

Grants.gov

https://www.grants.gov/web/grants/learn-grants/grant-making-agencies/department-of-justice.html

Upcoming Sessions

JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions

Post-Award Management: MONDAYS from 1:00 PM to 2:30 PM

KEY AUDIENCE: Grant Award Administrators, Entity Administrators, Financial Managers

Entity Management: TUESDAYS from 2:00 PM to 3:00 PM

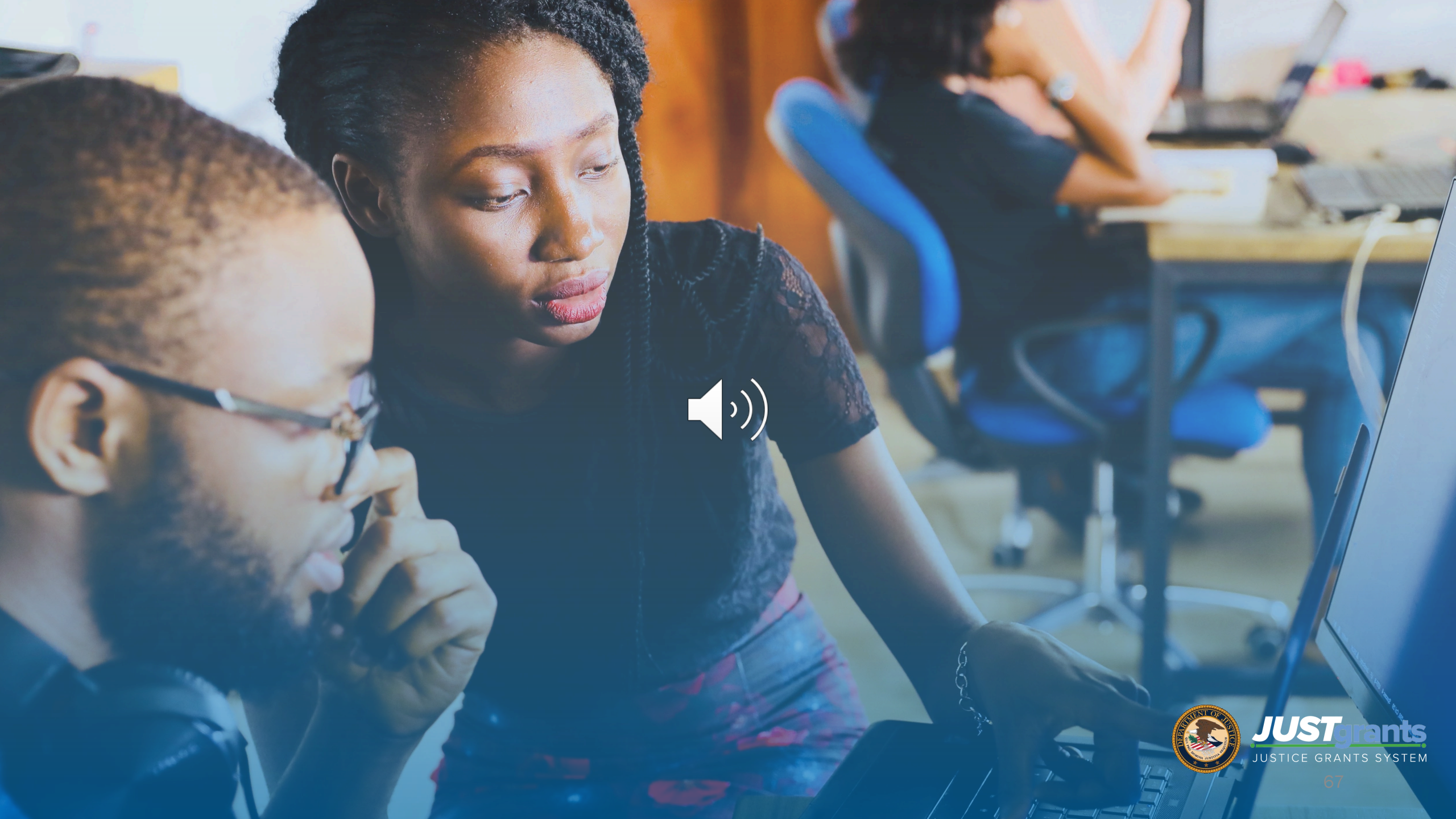
KEY AUDIENCE: Entity Administrators

Application Mechanics: WEDNESDAYS from 2:30 PM to 4:00 PM

KEY AUDIENCE: Entity Administrators, Application Submitters, Authorized Representatives

Award Acceptance: THURSDAYS from 2:00 PM to 3:00 PM

KEY AUDIENCE: Entity Administrators, Authorized Representatives



JUSTgrants
JUSTICE GRANTS SYSTEM

Questions?

Enter in the Q&A box and send to All Panelists