Solicitation Webinar

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

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February 16, 2023
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.

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.

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.

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 logo]

[Link to 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).[.]

## Overview

**Image from the Joint Explanatory Statement (JES):**

<table>
<thead>
<tr>
<th>DOI</th>
<th>OJP—Byrne</th>
<th>City of Powder Springs</th>
<th>City of Powder Springs, GA</th>
<th>Law Enforcement Radio Networks</th>
<th>500,000</th>
<th>Warnock</th>
<th>S</th>
</tr>
</thead>
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<tr>
<td>DOI</td>
<td>OJP—Byrne</td>
<td>Whitfield County</td>
<td>Whitfield County, GA</td>
<td>Forensic Equipment Purchase</td>
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<td>City of Charlotte</td>
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<td>Alternatives To Violence: Cure Violence Implementation</td>
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<td>Adams</td>
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<td>DOI</td>
<td>OJP—Byrne</td>
<td>Mecklenburg County Criminal Justice Services Department</td>
<td>Mecklenburg County, NC</td>
<td>Data and Dashboards: Research and Enhancements to Ensure Mecklenburg County's Criminal Justice System is a Leader in Data-Informed Decision Making</td>
<td>1,000,000</td>
<td>Adams</td>
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<td>DOI</td>
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<td>Elko County Sheriff's Office</td>
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<td>Rapid DNA Testing Instrument</td>
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<td>DOI</td>
<td>OJP—Byrne</td>
<td>Urban Peace Institute</td>
<td>Los Angeles, CA</td>
<td>LA Peacemakers Coalition</td>
<td>7,400,000</td>
<td>Bass, Cardenas</td>
<td>H</td>
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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.

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).

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**Example**

**Project Title from JES:**
Procurement of Body-Worn Cameras

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

**Unallowable changes:**
- Purchasing in-car cameras in addition to BWCs
- 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.

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**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.
• The federal request amount must = your appropriation $ exactly!

Refer to solicitation for links to budget info in application guide.
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:** The federal request amount must = your appropriation $ exactly!

❖ 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.
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:**

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.

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**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”:

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


• 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

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<th>Report Type</th>
<th>Reporting Period</th>
<th>Due*</th>
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<tbody>
<tr>
<td></td>
<td>• Apr 1 – Jun 30</td>
<td>• July 30</td>
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<tr>
<td></td>
<td>• Jul 1 – Sep 30</td>
<td>• October 30</td>
</tr>
<tr>
<td></td>
<td>• Oct 1 – Dec 31</td>
<td>• January 30</td>
</tr>
<tr>
<td>Semi-Annual Performance Report - Submitted in JustGrants</td>
<td>• Jan 1 – Jun 30</td>
<td>• July 30</td>
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<tr>
<td></td>
<td>• Jul 1 – Dec 31</td>
<td>• January 30</td>
</tr>
</tbody>
</table>
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.
Onboarding
Onboarding: From Grants.gov to JustGrants

START

UEI

Obtain a UEI number.

Search Grants.gov
Select correct Competition ID

Register with SAM.gov and confirm

Access Funding Opportunity and Application Package from Grants.gov

Acquire confirmation for AOR from E-Biz POC

Application Submitter completes and submits the SF-424 and SF-LLL
System creates the Entity Administrator and Application Submitter in JustGrants

E-Biz POC = Entity Administrator (for onboarding)

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

Complete and submit application in JustGrants

FINISH
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) 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.
Your record(s) appear and the UEI appears on the left side of each record.
Locate Your UEI in **JustGrants**
JustGrants Onboarding

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

START

Entity Administrator invites users in DIAMD

Assigns JustGrants roles to each user in DIAMD

Register in DIAMD
Login to JustGrants

Users receive email from DIAMD

Note: Only one user can be assigned to a role on a specific award at a time.

E-Biz POC = Entity Administrator (for onboarding)

FINISH

Users can now access and edit awards

Entity Administrator assigns users to awards in JustGrants

Assigns Grant Award Administrator to individual awards
Assigns Financial Manager to individual awards
Assigns Authorized Representative to Grant Award Package
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:

<table>
<thead>
<tr>
<th>Application Submitter</th>
<th>Authorized Representative</th>
<th>Entity Administrator</th>
</tr>
</thead>
</table>
| - 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.
Add a Member

Demonstration
Register Account

Demonstration
Welcome to JustGrants - Please Register Your Account

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

To:

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 at 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.
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.

**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.
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 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.
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.
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.

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.

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.
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

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<thead>
<tr>
<th>Technical Support</th>
<th>OVW applicants and award recipients</th>
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<tr>
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<td><strong><a href="mailto:OVW.JustGrantsSupport@usdoj.gov">OVW.JustGrantsSupport@usdoj.gov</a></strong></td>
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<td><strong><a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a></strong></td>
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<td>Monday – Friday between the hours of 7:00 AM and 9:00 PM Eastern</td>
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<td>Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM Eastern</td>
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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

The Department of Justice (DOJ) grant making components—the Office, the Office of Justice Programs (OJP), and the Office on to serve as a resource hub for their grants management system of which launched on October 15, 2020.

Award Management eLearning Video

In this eLearning video, learn how and where to:

- Manage funded awards
- Locate and understand award information

Review the YouTube Terms of Service and the Google Privacy Policy.

Reference Materials

The following provides further clarification, definitions, and visual representations of processes and information:

- Award Management Job Aid Reference Guide (updated March 21, 2021)
- Award Conditions Job Aid Reference Guide (updated July 20, 2021)
Additional Application Submission Resources

**DOJ Application Submission Checklist**


**SAM.gov Resources**

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

**Grants.gov**

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
Questions?

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