Post Award Management



Post Award Management



Submitting Questions

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

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



Agenda

- Entity User Roles
- GAMs, Financial & Performance Reports, Deliverables, Closeouts
- Resources
- Questions



Session Objectives

At the end of the session today you should be able to:

- \checkmark Describe the entity user roles
- \checkmark Initiate and submit a GAM
- ✓ Submit a Federal Financial Report
- ✓ Submit a Performance Report
- ✓ Closeout an Award
- ✓ Locate JustGrants resources

Resources

- Justice Grants Website: Find more information about JustGrants, including training, resources, and news and updates.
- Grant Award Modifications
- Performance Reporting
- Financial Reporting
- <u>Closeout</u>
- JustGrants User Roles Guide



JustGrants Technical Support

If you need support beyond what is available at the self-service portion of the Justice Grants website, please reach out the appropriate Technical Support desk.

Technical Support	
OVW applicants and award recipients	<u>OVW.JustGrantsSupport@usdoj.gov</u> <i>Or</i> (866) 655–4482
All other applicants and award recipients	DustGrants.Support@usdoj.gov Or (833) 872–5175 Monday – Friday between the hours of 5:00 AM and 9:00 PM EST Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST

Entity User Roles



JustGrants Award Management Roles

Entity Administrator

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

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.

Financial Reports



Financial Reports are completed only by the assigned Financial Manager.

Financial Reports: Locate and Submit

How do I locate and submit Financial Reports in JustGrants?

If you are the assigned Financial Manager to an award, reports appear in the My Worklist section of the Home Page when they are generated. Financial Managers can also find, complete and submit the FFR from the Funded Award.

How do I locate and submit a Financial Report if its not in My Worklist?

If you are the assigned Financial Manager, you can access the FFR from the Funded Award. From the left navigation menu, click Awards. On the next screen, click the FAW Award Case ID. In the Assignments section, click the Begin button for the FFR that needs to be completed. Financial Reports are completed only by the assigned Financial Manager.

Financial Reports

How do I re-open, edit, and re-submit Financial Reports in JustGrants?

The Financial Manager can only re-open the most recent quarterly FFR reporting period, and only when the FFR shows a status of Resolved-Completed. You will need to navigate to the Funded Award and click View Case for the FFR that needs to be edited. There are job aids and eLearning videos available to walk you through this process.

https://justicegrants.usdoj.gov/training/training-financial-reporting

Financial Reports

DEMO Access from My Worklist



Field 10e Validation



10e will also continue to have the following error message if 10e amount is less than the previously reported 10e amount. "Federal share of expenditures should be a total of your allowable grantee expenses to-date. The current 10e amount is less than the previous reports value. Please ensure this amount is correct. If so, provide a required explanation in block 12-Additional Information."

Locate Submitted and Pending FFRs

ded Award Information	<u>_</u>					
vard Package Awar	d Conditions Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Grant Award Federal Financial Modification Report (FFR) (GAM)	Closeout
Report Number	Type of FFR	Reporting Period		Due Date of Report	Status	
FFR-672667	Quarterly	Apr 1, 2020 to Jun 30, 2020		Jul 30, 2020	FFR-Delinquent	
FFR-672668	Quarterly	Jul 1, 2020 to Sep 30, 2020		Oct 30, 2020	FFR-Delinquent	
FFR-672669	Quarterly	Oct 1, 2020 to Dec 31, 2020		Jan 30, 2021	FFR-Delinquent	
FFR-672672	Quarterly	Jan 1, 2021 to Mar 31, 2021		Apr 30, 2021	FFR-Delinquent	
FFR-672690	Quarterly	Apr 1, 2021 to Jun 30, 2021		Jul 30, 2021	FFR-Delinquent	
FFR-672691	Quarterly	Jul 1, 2021 to Sep 30, 2021		Oct 30, 2021	Open	
FFR-674600	Final	Oct 1, 2021 to Dec 31, 2021		Apr 30, 2022	Open	

QUESTIONS: Troubleshooting Financial Reports

Performance Reports & Award Deliverables



Performance Reports are completed only by the assigned Grant Award Administrator.

Performance Reports

How do I locate and submit performance reports in JustGrants?

If you have a Grant Award Administrator role and are assigned to awards, performance reports appear in the My Worklist section of the Home Page when they are generated.

How do I report Performance Measure data?

Depending on the requirements of your grant program, you will submit performance measure data either by attaching a PDF file from an external system like Performance Measure Tool or a program-specific approved form, or you will submit your data using a question set within JustGrants.

https://justicegrants.usdoj.gov/training/training-performance-reporting

Performance Reports are completed only by the assigned Grant Award Administrator.

Performance Reports: Locate and Submit

How do I locate and submit a Performance Report if its not in My Worklist?

If a Performance Report is not in your worklist, you can access it from the funded award in one of two ways:

- Open the funded award, and select the Begin link associated with the performance report
- Open the funded award, and select the Begin link associated with the Programmatic task line, then navigate to the Performance Management section

Award Deliverables: Deliverables and Attachments

Award Deliverables can be submitted by the Grant Award Administrator and the Alternate Grant Award Administrator

Where do I submit a Deliverable?

Navigate to the Performance Management tab of the funded award and scroll to the Deliverable section.

What type of document can be attached and is there a size limit?

Attached files should be .doc, .xlsx, or .PDF formats. File names are limited to 500 characters, and file size is limited to 25 mb.

Performance Reports

DEMO Access from My Worklist



Locate Submitted and Pending FFRs

Award Package erformance Repo	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Closeout	
Report Number		Type of Report	Ŧ	Reporting Period		Due Date of Report		Status	Ŧ
PR-334195		Regular		Jun 30, 2020 to Dec 31, 2	2020	Jan 30, 2021		PR-Delinquent	
PR-334196		Regular		Jan 1, 2021 to Jun 30, 20	21	Jul 30, 2021		PR-Delinquent	
PR-334202 ward Deliverable	s	Final		Jul 1, 2021 to Dec 30, 20	21	Apr 29, 2022		New	
Name	Ē	Category	Comment	Uploaded By	😇 Date	🕎 Sta	tus		

QUESTIONS: Troubleshooting Performance Reports

Award Deliverables

DEMO Submit an Award Deliverable



QUESTIONS: Troubleshooting Award Deliverables

Grant Award Modification (GAM)



Grant Award Modification (GAM)

GAMs are completed and submitted by the Grant Award Administrator. GAMs can generally be initiated by a grantee. All GAMs must be approved by DOJ personnel.

What types of GAMs can be submitted in JustGrants??

There are three categories of GAMs: Programmatic, Financial, and Project Period Extension.

Programmatic GAMs are Scope Change and Programmatic Cost. Financial GAMs are Budget Modification and Sole Source.

How can I initiate and submit a GAM in JustGrants?

GAMs are initiated and submitted by the Grant Award Administrator. Navigate to the Grant Award Modification section of the funded award and select the type of GAM you would like to submit.

In some cases, DOJ personnel can initiate GAMs on behalf of a grantee.

Grant Award Modification

DEMO Initiating a GAM



Grant Award Modification

DEMO Submitting a GAM – Budget Modification



Change Requested Budget Clearance GAM

- If awarded with a conditional budget clearance and a corresponding award condition, DOJ may change request a Budget Clearance GAM so the Grant Award Administrator can edit the budget.
- The Grant Award Administrator will find the change requested Budget Clearance GAM in their worklist.

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PR-101618 02/15/2021 02 23 Days Past Due Performance Report New 06/04/2021 05/33 PM Development Performance Report New 06/04/2021 05/33 PM	
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Revising a Web-Based Budget



Revising a Budget Submitted as an Attachment

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Revising a Budget Submitted as an Attachment

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QUESTIONS: Troubleshooting GAMs

Closeouts



Closeout

Closeouts are submitted by the Grant Award Administrator

When does a Closeout appear in the worklist?

A Closeout will appear in the worklist of the assigned Grant Award Administrator one day after the project period due date.

Why can't I view the financial reconciliation?

A final FFR needs to be submitted and in a resolved-completed status to view the financial reconciliation, however you can still proceed with your closeout if the financial reconciliation is in incomplete status.

Can I submit a Closeout prior to the award project period end date?

Yes, navigate to the Funded Award via the Awards tab and click on the Programmatic task line Begin button. Click on the Closeout tab and click the blue, Initiate Closeout Button.

Closeout

DEMO Submit a System-Generated Closeout from My Worklist



Closeout

DEMO Initiate a Closeout before Award End Date



QUESTIONS: Troubleshooting Closeouts



Resources

Resources

- Justice Grants Website: Find more information about JustGrants, including training, resources, and news and updates.
- Grant Award Modifications
- Performance Reporting
- Financial Reporting
- <u>Closeout</u>
- JustGrants User Roles Guide
- Budget Clearance GAM Quick
 <u>Reference Guide</u>



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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



The Department of Justice (DOJ) grant making components—th 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.





Job Aid Reference Guides

Organized by Topics

Micro-learning videos

Upcoming Sessions

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

• March 14, 2022

KEY AUDIENCE:

- March 23, 2022
- March 28, 2022
- Grant Award Administrators Entity Administrators Financial Managers

TUESDAYS from 2 PM to 3:00 PM Entity Management

- March 15, 2022
- March 22, 2022
- March 29, 2022
- *KEY AUDIENCE:* Entity Administrators

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

- March 16, 2022
- March 23, 2022
- March 31, 2022
- KEY AUDIENCE:
- Entity Administrators
- Application Submitters Authorized Representatives

THURSDAYS from 2 PM to 3:00 PM Award Acceptance

- March 10, 2022
- March 17, 2022
- March 24, 2022
- March 31, 2022
- *KEY AUDIENCE:* Entity Administrators Authorized Representatives

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



Please complete the survey that will open in a separate browser window



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