U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Journey in Grants Financial Management Essentials

OVC FMRC
Financial Management
Resource Center

Charting Your Pathway to Success

Session One Resource Packet

This resource packet contains practical tools, such as templates and planning sheets to help you get started on your grant financial management journey. Take notes using these resources to apply the concepts you learn during session one.

Tip: The DOJ Grants Financial Guide serves as the primary reference manual to assist OJP, award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded. Please also refer to this reference when you have questions.

Contents

Training and Technical Assistance Resource Centers

We are here to support you (at no-cost) throughout your grant financial management journey.

OVC FMRC

Human Trafficking and
Discretionary Grantees
Email: askfmrc@usdoj.gov
Call: 202 572 9500

Additional Training Resources

For additional information and resources, please visit the microsite listed below.

Office for Victims of Crime Financial Management Resource Center (OVC FMRC)
ojp.gov/fmrc

Grants Financial Management: Establish Your Backup System for Documentation

This worksheet is designed to record examples of documentation that you may want to include in your entity's grants financial management folder. Use the tables as shown or document your own ideas.

Application Submission Phase	
Section Name	**Document List**

Learn more about application submission at justicegrants.usdoj.gov/training/training-application-submission.

Budget Review Phase	
Section Name	**Document List**

The Office of Justice Programs (OJP) provides a user-friendly, fillable Budget Detail Worksheet. The last tab on the tool includes a helpful example: ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet.

Award Phase	
Section Name	Document List

Learn more about award acceptance at justicegrants.usdoj.gov/training/training-award-acceptance.

Grant Administration Phase	
Section Name	Document List

Learn more about award management at justicegrants.usdoj.gov/training/training-award-management.

Closeout Phase	
Section Name	Document List

Learn more about closeout at justicegrants.usdoj.gov/training/training-closeout.

Grant Financial Management: Key Terms to Know

Establishing a common language fosters meaningful conversations as the team collaborates on managing the grant. Use the note pads below to jot down key takeaways related to these common terms discussed in session one.

Award Conditions

Award Modification

Budget Clearance

Cost Sharing/Match
(Recipient Share)

Co-Mingling (of Funds)

Duplication (of Funds)

Entity, Grantee, Recipient, or Non-Federal Agency

GAM
(Grant Award Modification)

NOFO
(Notice of Funding Opportunity)

Subrecipient

Supplanting (of funds)

Entity Planning: Internal Roles and Responsibilities

There are three main classifications for internal roles when managing federal grants. Identification of ownership for these responsibilities is integral when developing internal policies and procedures to safeguard the funds received throughout the lifetime of the award. Use this planning worksheet to assign responsibilities within your entity.

Program

- Program is implemented as described and the goals of the grant are met
- Milestones are reported as required
- Program reporting requirements are completed

Who is responsible?

Name of Person:

Notes:

Financial

- Revenues and expenditures throughout the grant period are tracked
- Financial reporting requirements are completed
- Backup documentation is saved, as required

Who is responsible?

Name of Person:

Notes:

Administrative

- Required policies and procedures are developed and approved
- Contract and procurement requirements are followed
- Federal reporting is completed, as required
- Grant is tracked throughout the entire period of performance

Who is responsible?

Name of Person:

Notes:

Federal Systems Roles and Responsibilities

Each federal system (i.e., JustGrants, Grants.gov, ASAP, and SAM.gov) has its own unique requirements for role and responsibility delegation. Use this planning worksheet to assign who at your entity will be responsible for accessing each system. Note: It is highly recommended to designate a backup for all system roles as part of your internal policies and procedures.

DIAMD System Information
justicegrants.usdoj.gov/taxonomy/term/digital-identity-and-access-management-directory-diamd

System Requirements	Key Information	Who is Responsible?
The Digital Identity and Access Management Directory (DIAMD) is DOJ's secure user management system. It is where the entity administrator identifies who should be an entity user and what roles that user should possess. This enables those users to log in and take actions in the JustGrants and EEOP systems.	Entity Administrator (EA) • Each entity can have only one EA. • Only the EA can make changes in DIAMD. • The EA uses DIAMD to invite new entity users, and add and remove roles as needed. • Once the EA invites new entity users, DIAMD sends an email to users with instructions to register and log in to JustGrants.	Name of EA: Note: It is best practice to identify who your backup EA will be in case of staff change. Name of backup EA:

JustGrants System Information
justicegrants.usdoj.gov/training/training-entity-management

System Requirements	Key Information	Who is Responsible?
There are **six** foundational roles created to ensure entity users have the authority and ability to conduct specific requirements and tasks.	1. Entity administrator 2. Application submitter 3. Authorized representative 4. Grant award manager 5. Alternate grant award administrator 6. **Financial manager**	1._____ 2._____ 3._____ 4._____ 5._____ 6._____

ASAP System Information
fiscal.treasury.gov/asap

System Requirements	Key Information	Who is Responsible?
The Automated Standard Application for Payments (ASAP) system requires **seven** assignments during the enrollment process.	1. Initial point of contact 2. Point of contact 3. Head of organization 4. Financial official 5. Authorizing official 6. Payment requestor 7. Inquirer only	1._____ 2._____ 3._____ 4._____ 5._____ 6._____ 7._____

SAM.gov Information
sam.gov

System Requirements	Key Information	Who is Responsible?
Federal awarding agencies can only make awards to entities with an active System for Award Management (SAM) account, which is required to apply for funding on grants.gov.	1. Entity administrator 2. Data entry 3. Viewer	1._____ 2._____ 3._____

| Grants.gov System Information grants.gov		
System Requirements	**Key Information**	**Who is Responsible?**
Management roles in grants.gov include **core** roles and **custom** roles. Privileges for the **three** core roles cannot be modified. The E-Biz (electronic business) point of contact or a user with the expanded authorized organization representative (AOR) role can assign roles in the grants.gov system.	Core Roles 1. Standard AOR 2. Expanded AOR 3. Workspace manager Note: Creating and assigning custom roles are useful when the core roles do not meet an entity's grant workflow needs. Custom roles can be created with a unique name and assigned a custom set of privileges.	Core Roles 1._____ 2._____ 3._____ **Custom Roles** Role Name: Responsible:

Additional Notes:

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Notes and Key Takeaways From Session One

Documentation is critical and having backup data is essential for your grant administration activities. Use this planning page to document important takeaways to share with your entity. Confirm what is required for record keeping by viewing your Notice of Funding Opportunity, grant award file, and 2 CFR Part 200 (ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1).
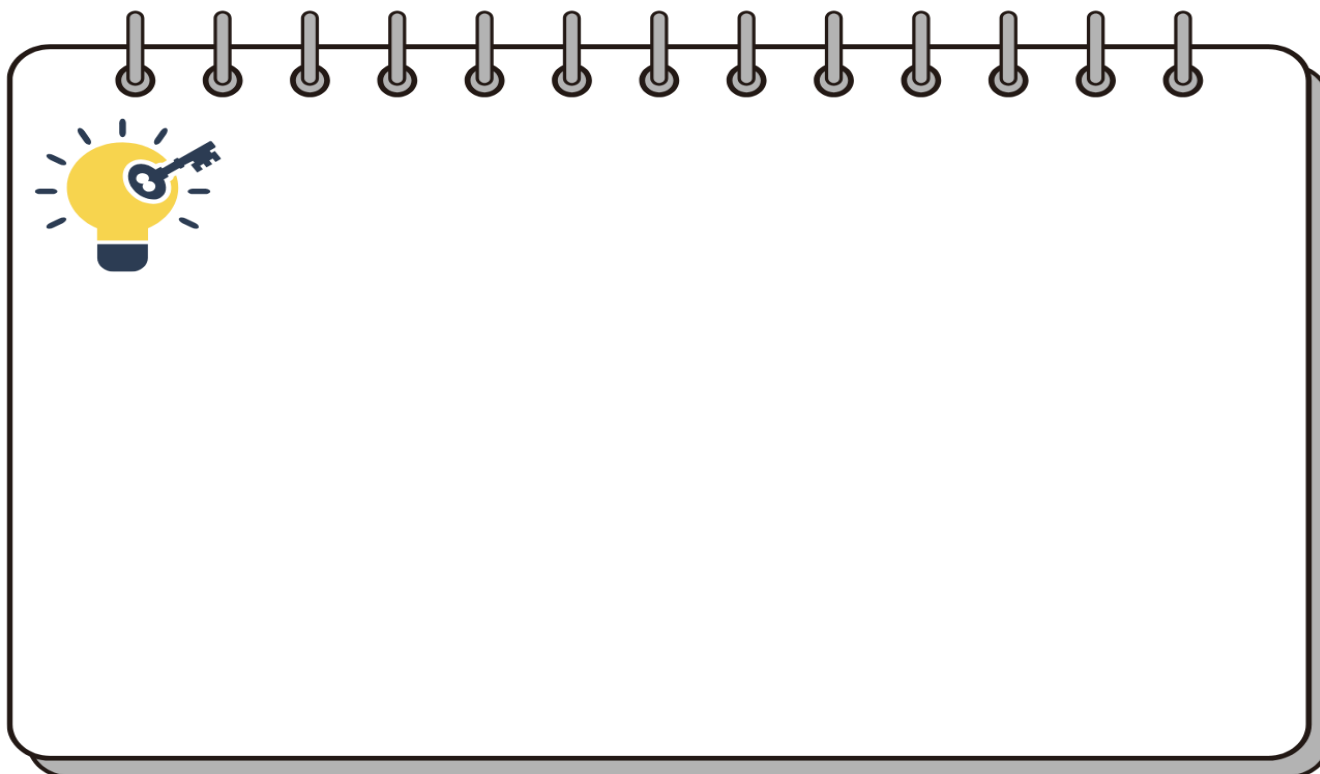
Other notes from today:

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OVC FMRC

🔗 **ojp.gov/fmrc**   ✉ **askfmrc@usdoj.gov**   📱 **202-572-9500**

The Office for Victims of Crime Financial Management Resource Center (OVC FMRC) offers training and technical assistance to support OVC human trafficking and discretionary grantees. OVC FMRC services focus on enhancing financial management capacity.