

Managing Your AWA Award

Recipient Overview

Office of Sex Offender Sentencing, Monitoring,
Apprehending, Registering, and Tracking

June 2026



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SMART
Office of Sex Offender Sentencing, Monitoring,
Apprehending, Registering, and Tracking

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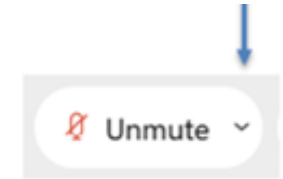


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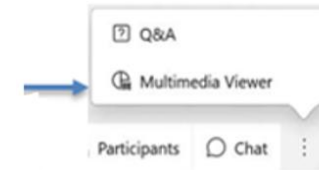
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Important Information for Today's Webinar

Having difficulties hearing? Click the **caret** next to the **Mute/Unmute** icon to make adjustments or call in to the Webex from your phone.



Live-captioning: Click on **Multimedia Viewer** to access.



Questions about the presentation? Use the **chat** box to submit questions any time during the presentation. Questions will be answered at the end of the presentation.



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Congratulations!

Welcome new and returning Adam Walsh Act Implementation Grant Program award recipients.



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Working With SMART

Your success is our success.

Together we can assist in ensuring your award helps you achieve your goals through:

- Partnering
- Supporting
- Addressing questions
- Solving problems
- Meeting requirements

Laws and grant processes may change year after year, but your grant managers are here to guide you through it all. Contact your grant manager to collaboratively work through any questions or concerns.



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Orientation Overview

Topics covered:

- JustGrants
- Award Acceptance
- Accessing Funds
- Financial Reporting
- Tracking and Reporting Progress
- Modifying Your Award
- Monitoring Compliance and Use of Funds
- Closeout



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JustGrants



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JustGrants: Where You Manage Your Award

In JustGrants, your entity can:

- See all your DOJ/OJP applications and awards in one place
- Assign users to applications and awards and find your DOJ grant manager's contact information
- Track award progress and spending, submit required reports, and request modifications



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JustGrants: Critical Entity Users

JustGrants Role	Responsibilities
Entity Administrator (only one individual)	Manages entity information, documents, users, and assignments
Authorized Representative	Accepts (or declines) the award
Financial Manager	Completes financial reports
Grant Award Administrator	Completes award requirements
Alternate Grant Award Administrator (GAA) (optional)	Supports the GAA



Note: Outdated or incomplete role assignments can block you from completing your grant requirements in JustGrants.



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JustGrants: Resources and Support

JustGrants Resources	JustGrants Help Desk
JustGrants Resources website: justicegrants.usdoj.gov • Checklists • Self-guided online learning • Step-by-step guides • Weekly training webinars	Email: JustGrants.Support@usdoj.gov Phone: 833-872-5175 • Mon–Fri, 7:00 a.m.–9:00 p.m. ET • Sat, Sun, and federal holidays, 9:00 a.m.–5:00 p.m. ET



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Award Acceptance



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Award Acceptance

Who	What	When
Entity Administrator and Authorized Representative	Formally accept (or decline) the award in JustGrants	Within 45 days of award notice

When you accept an award, you enter into a legal agreement to follow the conditions outlined in your award. These conditions reflect applicable laws and rules.

If you fail to comply with award conditions, OJP may withhold funds, disallow costs, or terminate your award.

[JustGrants Training and Resources: Award Acceptance](#)



Critical Documents: Award Package and Award Conditions

Your award package in JustGrants includes:

- Award letter
- Award information
- Project and financial information
- Award conditions
 - Staff changes
 - Revised program narrative



Award Condition: Staff Changes

- Notify your grant manager when there are changes to your Project Director or any grant-funded staff, and other key program personnel



Award Condition: Revised Program Narrative

- An award recipient must revise the program narrative based on guidance provided by their grant manager
- The project should not begin until a revised program narrative and/or budget documents have been received and approved by SMART and an Award Condition Modification has been issued removing this condition



Accessing Funds



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ASAP: Enrollment and Payment Requests

The Automated Standard Application for Payments (ASAP) allows federal grant recipients to securely draw down grant funds from pre-authorized accounts.

If your entity is new to DOJ, you'll take a series of steps to complete enrollment.

Everyone:

- Keep users and banking information up-to-date
- Request payments based on your entity's policies and procedures
- Provide payment justifications that explain how payments are tied to your DOJ-approved grant budget and allowable activities

[JustGrants Training and Resources: ASAP](#)



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Final Budget Clearance

Who	What	When
Grant Award Administrator	Monitor JustGrants Worklist for budget-related grant award modifications, take action quickly	During budget review and clearance process

Budget review activities include:

- Checking that proposed expenses are reasonable, allowable, and allocable to the grant
- Securing final approved documents, such as Indirect Cost Rates

Recipient activities include:

- Providing additional documents and budget revisions when requested

[JustGrants Training and Resources: Grant Award Modifications](#)



DOJ Financial Management Training

Who	What	When
Grant Award Administrator, Financial Manager	DOJ Financial Management Training	Within 120 days of award acceptance; within 120 days of assignment to award; every 3 years

Financial Management Training:

- Included in all Award Conditions (could freeze funds if not completed)
- Required for Grant Award Administrator and Financial Manager assigned to your award; optional for other users
- Take every 3 years (online or in-person)
- Ask your Entity Administrator to upload your certificate to “Entity Documents” in JustGrants

[DOJ Financial Management Training](#)



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Financial Reporting



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Quarterly Financial Reporting

Who	What	When
Financial Manager	Completes Federal Financial Report (FFR) in JustGrants	Within 30 days of the end of each quarter

Reporting Period	Due Date
Oct 1–Dec 31	January 30
Jan 1–Mar 31	April 30
Apr 1–Jun 30	July 30
Jul 1–Sep 30	October 30

Late FFRs will automatically freeze your access to funds until the delinquent report is submitted.

[JustGrants Training and Resources: Financial Reporting](#)



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Financial Tracking

Keep up-to-date records for everything charged to the grant:

- Federal financial reports should reflect your grant expenditures from the start of the project through the end of the reporting period
- Confirm that cumulative amounts provided in your reports align with your internal financial accounting system
- Be prepared to provide documentation supporting your grant expenditures

Resource: [DOJ Grants Financial Guide](#)



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Tracking and Reporting Progress



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Track Progress

From the start of your award, you'll need to track your progress of meeting the goals and objectives of your grant program.

- Know your measures and reporting expectations
- Establish team responsibility: who does what, when
- Routinely review the data that you're collecting
- Ask for help: your grant manager is a resource and partner in your success. They can help you navigate changes and effectively manage your award



Report Progress: Performance Reports

Who	What	When
Grant Award Administrator	Completes two-part Performance Report in JustGrants	Within 30 days of the end of the reporting period

Reporting Period	Due Date
January - June	July 30
July - December	January 30

Late Performance Reports will automatically freeze your access to funds until the delinquent report is submitted.

[JustGrants Training and Resources: Performance Reporting](#)



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AWA Performance Report

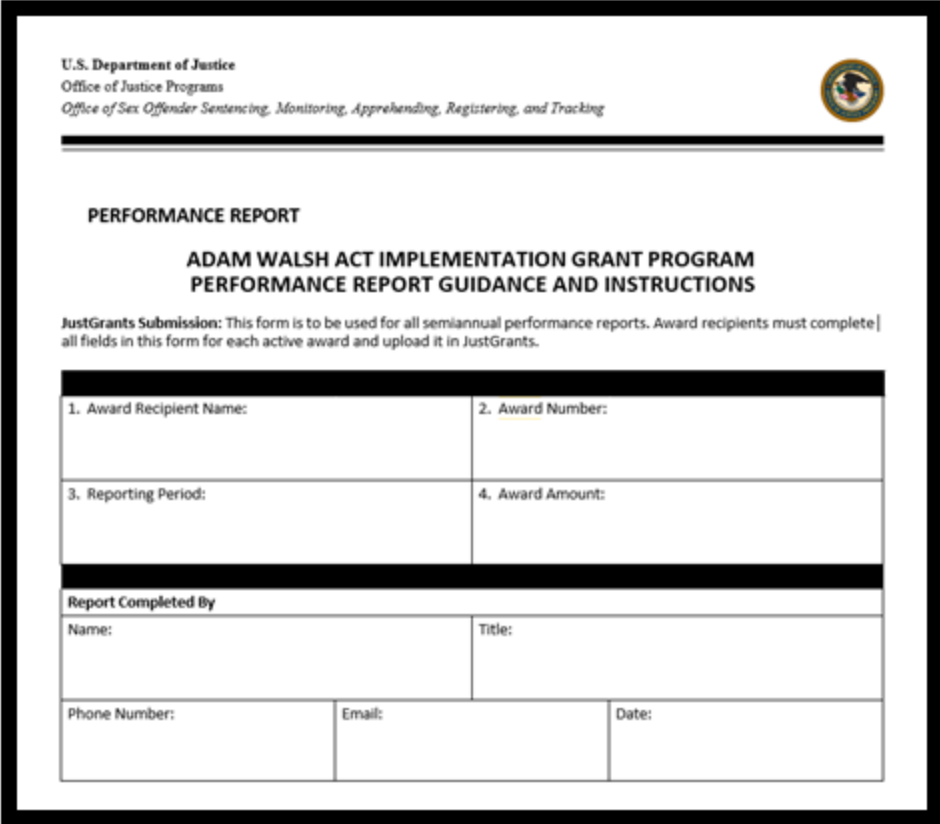
AWA Performance Report Form

SMART has a report template for AWA recipients. You must use the most recently updated template.

Report sections include:

- Goals and Objectives
- Budget
- Future Plans

A sample report template is contained in the SMART Office Award Administration Guide that will be distributed after the webinar.



The image shows a sample AWA Performance Report Form. At the top left, it reads "U.S. Department of Justice, Office of Justice Programs, Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking". To the right is the Department of Justice seal. Below this is a horizontal line. The title "PERFORMANCE REPORT" is centered, followed by "ADAM WALSH ACT IMPLEMENTATION GRANT PROGRAM" and "PERFORMANCE REPORT GUIDANCE AND INSTRUCTIONS". A note states: "JustGrants Submission: This form is to be used for all semiannual performance reports. Award recipients must complete all fields in this form for each active award and upload it in JustGrants." The form contains several input fields: "1. Award Recipient Name:", "2. Award Number:", "3. Reporting Period:", "4. Award Amount:", "Report Completed By" (with sub-fields for Name and Title), "Phone Number:", "Email:", and "Date:".

1. Award Recipient Name:		2. Award Number:	
3. Reporting Period:		4. Award Amount:	
Report Completed By			
Name:		Title:	
Phone Number:	Email:	Date:	



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AWA Performance Report

AWA Performance Measures in JustGrants

- New reporting measures beginning for the period January 1, 2026, through June 30, 2026

SMART has three standard performance measures for AWA recipients:

1. Number of staff trained (virtually and/or in person) during the current reporting period:

-
- a) “Staff” includes registry officials, law enforcement, jurisdiction-level and registry administrators
 - b) “Trainings” include jurisdiction, regional or local registry conferences, webinars, SMART workshops and symposia, and national conferences



AWA Performance Report

2. Number of records that are digitized in the current reporting period: _____

- a) “Records” means sex offender documents contained in the jurisdiction’s sex offender registry (SOR) database (e.g., driver’s licenses, conviction documents, passports, duty to register acknowledgement forms)
- b) “Digitized” means records that have been converted from paper form into a digital/electronic format



AWA Performance Report

3. Number of individual instances in which records are entered or updated in the current reporting period: _____

a) “Individual instances” means each unique occurrence in which records are entered or updated in the jurisdiction’s SOR for a sex offender. For example, if multiple records are entered for a sex offender, such as an offender’s name, date of birth, social security number, and residence address, on Monday, and then one record, the residence address, is updated for the same sex offender on Tuesday, this would equal two individual instances for purposes of this performance measure.



AWA Performance Report

3. Number of individual instances in which records are entered or updated in the current reporting period: _____

b) “Records” means sex offender documents (e.g., driver’s licenses, conviction documents, passports, duty to register acknowledgement forms, etc.) and sex offender database entries (e.g., residence address, offense of conviction, etc.) contained in the jurisdiction’s SOR database

c) “Entered” refers to the input of records during initial sex offender registration

d) “Updated” refers to the input or modification of records occurring at any time after initial sex offender registration



Modifying Your Award



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Grant Award Modifications (GAMs)

Who	What	When
Grant Award Administrator	Submit and manage GAM requests in JustGrants	As needed; whenever you need to make changes to your award

Request a grant award modification to make any changes to your project scope, timeline, or budget. All GAM requests must be submitted and approved in JustGrants. Your grant manager can help you determine which type(s) of GAM is needed for your project.

[JustGrants Training and Resources: Grant Award Modifications](#)



Types of Grant Award Modifications (GAMs)

Project Period Extension	Programmatic	Financial
(1) Project Period Extension: request to extend a project end date	(2) Programmatic Cost: request prior approval for certain costs	(4) Budget Modification: redistribute funds between budget categories or modify the budget
	(3) Scope Change: change the purpose of the project, programmatic activities, project site, or primary personnel	(5) Sole Source: enter into a contract without competitive bidding

Please contact your grant manager before submitting any GAMs.



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Monitoring Compliance and Use of Funds



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Recipient Monitoring

Establish internal compliance checks throughout the life of your award.

Questions to consider:

- Are we carrying out the approved project? Do we need to request modifications?
- Are we submitting all reports and deliverables?
- Are we documenting and tracking all award-related expenditures? Do those align with our progress and financial reports?
- Are we passing award funding through to another entity? If so, are we meeting our oversight requirements?
- Do we need additional guidance and assistance? Have we asked our grant manager?



SMART Monitoring

SMART carries out ongoing grant reviews and in-depth monitoring to better understand your grant operations and provide support and training, if needed.

When your award is selected for in-depth monitoring, SMART staff will work directly with you to get additional grant documentation and interview key project staff.

SMART will assess:

- Financial progress
- Compliance with administrative requirements
- Program progress and reported activities

[OJP Grants/Funding site: Manage Awards](#)



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Closeout



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Award Closeout

You must complete closeout requirements within 120 days of the project end date:

- Submit the final Programmatic Progress Report
- Submit all required deliverables
- Ensure your project's compliance with all special award conditions
- Submit the final Federal Financial Report
- Request final payment for financial reconciliation

OJP will review all programmatic and financial documents to ensure your project is complete and all conditions have been met. Once the closeout is verified, OJP staff will close the award in JustGrants.



Summary

- Which staff have roles in JustGrants and what those roles are
- Review your award package and conditions at the beginning and throughout the award
- Know who reports on what - performance and financial reports
- Continually confirm progress on award and ensure spending aligns
- Ask your grant manager for help, especially when changes are needed



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Questions?

Use the **chat** box to submit questions



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