OJP ◆ TFSC

JustGrants and ASAP Live Discussion Webinar for Grantees in U.S. Virgin Islands
Summary Report

On June 29, 2021, the Office of Justice Programs Territories Financial Support Center (OJP TFSC) conducted a Live Discussion Webinar for grantees from the U.S. Virgin Islands. The purpose of the webinar was to provide information and answer questions regarding the JustGrants and Automated Standard Application for Payments (ASAP) systems. This webinar, which was designed to supplement existing training materials from the Department of Justice's Office of Justice Programs (OJP), focused on specific challenges accessing and onboarding the two systems, including requesting payments for an award, drawing-down funds, and requesting and receiving payments.

Key takeaways from this webinar included:

▶ **Familiarizing yourself with the grants award modification and reporting processes for JustGrants and the onboarding process for ASAP systems.** These processes can be overwhelming; therefore, following the step-by-step instructions provided by OJP is recommended. Short demos and screenshots of the onboarding process for both systems were included in the webinar presentation.

▶ **Knowing where to go for support and training resources.** Many of the available training and technical assistance resources are listed in the JustGrants and ASAP Resource Guide. If further assistance is needed, reach out to JustGrants and ASAP Training Support or OJP TFSC.

JustGrants

Below are key takeaways from the JustGrants presentation and discussion.

Grant Award Modifications

▶ The purpose of the grant award modification (GAM) is to update or modify a key factor detail about the grant award. It is <u>not</u> used for more routine updates that do not modify a fact about the award details. Also, GAMs are not used to confirm compliance with requirements or deliverables.

▶ There are three types of GAMs—project period extension, programmatic, and financial programmatic.

▶ A user can delete a GAM before submitting it. Once deleted, it appears in the completed GAMs list as a resolved-deleted GAM. After a GAM is submitted, it must be "change requested" from the DOJ reviewer to then be withdrawn by the initiator.

▶ During the webinar, a short demonstration video was shown on how to initiate any type of GAM and a budget modification GAM.

▶ Once a GAM is submitted, it is sent to the grant manager for review and approval. The GAM is sent through an internal review process which may vary based on the type of GAM and the managing office.

▶ Once a GAM has been approved, it is sent to the financial system and/or ASAP to update the award information. It can take up to 24 hours to update the funded award with the final information.

Financial Reporting

▶ The web-based Federal Financial Report (FFR) in JustGrants is modeled after the structure of the OMB standard form.

▶ Financial managers may submit FFRs ten (10) calendar days or less from reporting period end date until the due date. Once the due date passes, financial managers will continue to be able to submit a delinquent report.

▶ To edit and resubmit an already submitted quarterly FFR, the financial manager can reopen the most recent report (if the due date has not passed) and can resubmit the quarterly FFR.

▶ Financial managers can reopen and resubmit a final FFR up to 90 days after the project period end date. Entity users must contact their awarding office to reopen and resubmit a final FFR, if it is beyond 90 days after the award end date.

▶ Funds are frozen one day after the due date, if the report is not submitted. Funds are released once the delinquent FFR is submitted.

▶ JustGrants will collect the FFR, communicate with the ASAP account, and lock out a grantee if it is delinquent in submission.

▶ Once the FFR is submitted, grantees will see that it is in "Pending-UFMS" status. The FFR is automatically routed to the United Financial Management System (UFMS) for validation prior to being sent to the Office of Chief Financial Officer for review. If the FFR is delinquent, and funds withheld, the hold will be released within 24 hours of approval.

> **Helpful tip:** If FFR status has been stuck at **"Pending—UFMS"** for more than 48 hours, contact the JustGrants help desk for assistance.

Performance Reporting

▶ JustGrants is now a seamless process for financial and performance reporting. Performance reports are completed and submitted by the entity Grant Awards Administrator. Grantees are notified when performance reports are ready for submission. They can be opened, edited, and submitted from your homepage or from within a funded award.

▶ The requirements for performance reporting are specific to the solicitation upon which the award is based. Performance reports will look different from award to award. For instance, performance reports from awards that were active prior to the JustGrants system are handled differently than reports for new awards.

▶ The demonstration video presented during the webinar showed how to complete a performance report that is completed by uploading a report to JustGrants. The demo also showed how performance reporting will be handled when the solicitation, application, and award are all created in JustGrants.

Where To Go For Help

By clicking the the links below, grantees can review resources and trainings for the JustGrants website, financial reporting, performance reporting, and entity user experience.

▶ justicegrants.usdoj.gov

▶ https://justicegrants.usdoj.gov/training-resources/justgrants-training/financial-reporting

▶ https://justicegrants.usdoj.gov/training-resources/justgrants-training/performance-reporting

▶ justicegrants.usdoj.gov/training/training-entity-user-experience

For assistance with technical support, recipients can contact JustGrants Support:

- ▶ Email: JustGrants.Support@usdoj.gov
- ▶ Phone: 833–872–5175 (5 a.m.–9 p.m. ET, Monday–Friday; 9 a.m.–5 p.m. ET, Saturday, Sunday, and federal holidays)
- ▶ To find out more about where to locate online training, job aids, and other training materials, recipients can contact JustGrants Training Support: JustGrants.TrainingSupport@usdoj.gov
- ▶ Applicants experiencing difficulties with Grants.gov or SAM.gov must contact the Grants.gov Customer Support Hotline or the SAM Help Desk (Federal Service Desk) to report the technical issue and receive a tracking number.

The following links were shared in the chat to provide additional assistance:

- ▶ Applicant technical issues: https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#experiencing-unforeseen-technical-issues
- ▶ Grants.gov Customer Support Hotline: https://www.grants.gov/web/grants/support.html
- ▶ SAM Help Desk (Federal Service Desk): https://www.fsd.gov/gsafsd_sp/?id=gsa_landing

ASAP

The following are key takeaways from the ASAP presentation and discussion.

Organizational Enrollment

- ▶ ASAP is the Treasury's pull-payment system for federal agencies to quickly pay their recipient organization.
- ▶ ASAP is a platform through which award recipients and federal agencies can process grant payment requests and handle disbursement reporting activities.
- ▶ The recipient organization point of contact (POC) receives the initial invitation to enroll in the ASAP system and is responsible for assigning roles and creating additional users. Roles that can be added by the recipient organization include:

  > **Helpful tip:** To expedite the enrollment process, POCs are encouraged to initially assign all roles to themselves.

  - • Point of contact—adds user or modifies their roles
  - • Head of organization—approves changes to user and their roles
  - • Financial official—enters and maintains banking account information
  - • Authorizing official—adds payment requestors and inquirer only users
  - • Payment requestor—initiates payment requests
  - • Inquirer only—can only run reports; no other role allowed
- ▶ The POC will receive two emails to enroll into ASAP.
- ▶ Initial enrollment will first lead the POC to a single sign-on screen, before entering the ASAP site.
- ▶ Upon assigning roles and completing the enrollment process, it will take 5–10 business days for banking information to be validated.
- ▶ After the banking validation occurs, the federal agency creates the account and authorizes funding.
- ▶ A notification link will inform the recipient organization when funds are authorized. Any time DOJ processes an authorization increase or authorization decrease transaction, the recipient organization will see a notification link.

Drawing Down Funds

How do recipients draw down funds?

- ▶ Recipient initiates payment request.
- ▶ Agency reviews payment request. (Note: This is an optional step, required for DOJ high-risk recipients only.)
- ▶ Payment is pending until approved or rejected.

> **Helpful tip:** To ensure receipt of emails, verify that the fiscal.treasury.gov email domain is not being blocked by the recipient organization.

What are the hours, Monday through Friday, for payment settlement?

- ▶ Submit ACH requests before 2:30 p.m. ET for 5 p.m. same day settlement.
- ▶ Submit ACH requests before 11:59 p.m. ET for 8 a.m. next business day settlement.

> **Helpful tip:** After logging on to ASAP.gov, place your mouse over the payment request tab and then scroll down to the initiate payment request.

- ▶ Submit request for Fedwire payment by 5:45 p.m. ET for immediate same day settlement. (Helpful tip: Check with your financial institution for any applicable fees.)
- ▶ Remember, the ASAP system is only available Monday–Friday, 8 a.m.–11:59 p.m. ET for initiating payments and online reports.

For additional assistance, contact the DOJ OCFO Customer Service Help Desk.

> **Helpful tip:** For questions regarding your account or available funds, do not contact the Treasury's ASAP Help Desk directly; they will refer you back to DOJ OCFO's contact information.

- ▶ Toll free: 800–458–0786, option 2
- ▶ Email: Ask.OCFO@usdoj.gov
- ▶ Hours: Monday–Friday, 8:30 a.m.–6 p.m. ET

Resources and Next Steps

- ▶ Download the JustGrants and ASAP Resource Guide, which provides links to training guides, FAQs, short videos, checklists, and infographics to help grantees onboard and navigate the JustGrants and ASAP systems.
- ▶ Share this Summary Report and the recording of the Live Discussion with a colleague who was not able to attend. The webinar recording, presentation slides, and Summary Report are available by clicking on the Live Discussion Webinar event page the OJP TFSC website.
- ▶ OJP TFSC's next Live Discussion Webinar is scheduled for August 31, 2021, at 10 a.m. ADT. This webinar event will focus on financial monitoring, compliance, and audits. To register for upcoming events, visit: https://www.ojp.gov/training-and-technical-assistance/tfsc/learning-exchange-training-series

Contact Information

OJP TFSC provides training, technical assistance, and resources to enhance financial management capacity for grantees in U.S. territories to improve financial management of federal awards. Please contact the OJP TFSC Virtual Support Center for additional information, questions, requests for resources, or requests for training and technical assistance.

- ▶ Email: OJPTFSC@usdoj.gov
- ▶ Request a consultation call: www.ojp.gov/tfsc/schedule
- ▶ Website: www.ojp.gov/training-and-technical-assistance/tfsc

Live Discussion Attendee Questions

The following questions were submitted by attendees during the Q&A Sessions of the Live Discussion Webinar.

▶ **Can you talk about FFRs and results not populating from previous FFRs in JustGrants?**

Answer: Please email JustGrants Helpline at <u>JustGrants.Support@usdoj.gov</u> for a direct response.

▶ **Why doesn't the previous balance populate in JustGrants?**

Answer: Please email JustGrants Helpline at <u>JustGrants.Support@usdoj.gov</u> for a direct response.

▶ **I'm having difficultly using my email to submit applications.**

Answer: When submitting reports in Grants.gov, please contact support; to submit applications in JustGrants, you need to make sure you have a user name and password; double check with entity administrator to confirm those are correct.

▶ **How do you assign a new Entity Administrator in JustGrants?**

Answer: If your current Entity Administrator is still available to make this change, that person can do so. They will need to access the DIAMD account for managing all users, and open the *Manage Users* button. Locate the *Entity Administrator Management* field, and select the JustGrants user that will be the new Entity Administrator. Selecting the *Submit* button will save those changes. Both the old and new Entity Administrator should log out of JustGrants and back in to see the changes. If the Entity Administrator no longer has access to JustGrants, you will need to contact the technical support team to assist.

▶ **I've been having some difficulty printing FFRs in JustGrants.**

Answer: Once the FFR has been submitted, you can open the FFR in Read-only mode. Open the *Actions* menu in the upper right corner of the screen and select *Print*. This will open a print dialogue for your local printer.

▶ **Is Justgrants and ASAP down the last three (3) business days each month?**

Answer: JustGrants does not go offline unless there is scheduled system maintenance. Any scheduled downtime for JustGrants will be communicated in the Alerts section of the JustGrants Home page. ASAP is not avialble for drawdown request during the last three (3) business days of the month. With the exception of September, the cutoff is five (5) business days.

▶ **What do I do if my ASAP doesn't connect with Justgrants?**

Answer: Please contact OCFO Customer Service at <u>Ask.OCFO@usdoj.gov</u> for a direct response.

▶ **How do you assign a new point of contact or entity administrator in ASAP and Justgrants?**

Answer: For ASAP, you can change the POC by emailing the DOJ OCFO Customer Service Help Desk at <u>Ask.OCFO@usdoj.gov</u>. For JustGrants, go to SAM to make the change

▶ **Can the same person be POC and also serve in other roles?**

Answer: Yes

▶ **Where can I get the form to reassign the POC for ASAP?**

Answer: Please contact OCFO Customer Service at <u>Ask.OCFO@usdoj.gov</u> for a direct response.