OJP TFSC

JustGrants and ASAP
Resource Guide

This guide provides easy and direct access to an array of materials and resources to help territorial grantees onboard and navigate through the Justice Grants (JustGrants) and Automated Standard Application for Payments (ASAP) systems. If additional assistance is needed, please contact the Office of Justice Programs Territories Financial Support Center at ojptfsc@usdoj.gov.

General

Frequently Asked Questions (FAQs)	Description
General FAQs	Provides a general overview of both systems, how they related to each other, and the transition to these systems
Getting Ready/Transition Period FAQs	Helps grantees prepare for transition to ASAP and JustGrants systems

JustGrants Resources

Frequently Asked Questions (FAQs)	Description
Justice Grants System FAQs	Helps grantees accept an award on JustGrants and how to verify registration and enrollment into the system
JustGrants Self-Service Support	Helps grantees set up their account and add and remove members
JustGrants Training FAQs	Helps grantees find training resources and sign up for training events
JustGrants Entity User Onboarding FAQs	Helps grantees set up accounts and learn about Entity Administrator role

Job Aid Documents	Description
Entity Management	Explains entity management by providing definitions, user roles, and abilities of said roles
Entity User Experience	Provides information to identify six foundational external roles and their capabilities, navigate the landing page, and explain use of JustGrants navigational structure
Application Submission	Helps navigate the application submission process and overview of JustGrants
Grantee Award Acceptance	Helps grantee navigate accepting an award
Award Management	Manages award from beginning to closeout
Grant Award Modifications	Assists with understanding the pieces of a GAM, how to submit, and what happens during GAM review
Submit Financial Reports	Provides an overview of financial reports including dates, how to submit, where to submit, and where to view once submitted
Closeout	Provides overview of closeout procedures; highlights step-by-step process to upload and submit closeout information

Infographics	Description
Entity User Role Matrix	Breaks down user roles, number of roles allowed per entity, and resources for each role
JustGrants Roles	Highlights definitions of each JustGrants role
Entity Onboarding	Provides a guide to onboarding
Submit Performance Reports	Highlights performance reporting
Monitoring	Provides information on Department of Justice (DOJ) roles in reference to monitoring entities

Videos	Description
Entity Management	Provides information on managing entity-level information; inviting users to onboard into the system and assign their roles; and managing user assignments for all DOJ applications and awards
Entity User Experience	Introduces users to the JustGrants Entity landing page and navigational structure.
Application Submission—Locating an Application	Provides information on locating a submitted application
Application Submission—Submitting an Application	Provides information on submitting an application
Application Submission—Completing a Budget Detail Form	Provides information on completing a budget detail form
Grantee Award Acceptance	Provides information on accepting or declining an award, and how to review and accept the sections in the award package
Award Management	Provides information on managing funded awards and locating and understanding award information
Grand Award Modification—Project Period Extension	Provides information about Grant Award Modifications (GAMs) for project period extension
Grant Award Modification—Creating Programmatic and Financial GAMs	Provides information about creating programmatic and financial GAMs
Financial Reporting	Provides information on locating and understanding the reporting periods and due dates, steps for submitting a Federal Financial Report (FFR), and editing and resubmitting a quarterly FFR
Performance Reporting	Provides information on locating, completing, and submitting performance reports
Closeout	Provides information on the steps to initiate an award closeout

ASAP Resources

ASAP	Description
ASAP Frequently Asked Questions	Provides a list of FAQs for ASAP
ASAP Registration Checklist	Guides grantees through the steps to complete their ASAP registration
ASAP Payment Requests FAQs	Provides information for requesting payments in ASAP
DOJ User Training Automated Standard Application for Payments	Provides a step-by-step training document on how to request funds in ASAP
ASAP New User Training Deck	Introduces new users to the ASAP system; covers overview of ASAP, how to run reports, enrollment steps, payment request steps, and more
ASAP How to Make a Payment Request Deck	Provides information on how to make a payment request in ASAP; covers users and roles, and payment request steps
OCFO Customer Service Center Email: Ask.OCFO@usdoj.gov Phone: 800–458–0786	Website and phone contact information for questions related to the use of the ASAP system
ASAP Help Desk Email: asaphelpdesk@fiscal.treasury.gov Phone: 855–868–0151 (option 2, option 3) 7:30 a.m.–6 p.m. ET, weekdays	Email and phone contact information for questions related to the use of the ASAP system

About the OJP Territories Financial Support Center

The Office of Justice Programs Territories Financial Support Center (OJP TFSC) offers free resources, training, and technical assistance for grantees in the U.S. territories. OJP TFSC services focus on building financial management capacity and can be accessed by emailing OJPTFSC@usdoj.gov via our Virtual Support Center.