What is JustGrants?

The **JustGrants** system replaced the Grant Management System (GMS) used by the Office of Justice Programs (OJP) in the fall of 2020. All grantees with active awards at the time of system transition had data migrated from GMS to JustGrants.

The JustGrants system allows grantees to:
◆ Enter data directly into the OJP system using enhanced forms
◆ Access data through reporting tools
◆ Track their DOJ grant applications and awards in one place
◆ Integrate their award data with SAM.gov and Grants.gov to reduce duplicative data entry

What does a tribal entity need to do to make the transition to JustGrants?

For a tribal entity, this change means its **SAM.gov** registration must be up-to-date.[1] Another change is payment requests will be made from the Department of Treasury's **Automated Standard Application for Payments (ASAP)** system. Finally, tribal entities can ensure all its impacted staff (financial, administrative, and programmatic) receive training for the JustGrants system.

Where can tribal entities receive training for JustGrants?

OJP offers online training to help grantees access and understand the JustGrants system. The online training can be found on the **JustGrants Training Resource**s hub.

The online training is broken into ten categories. For each category, there are training materials including self-guided eLearning videos and job aid reference guides. For some categories, there are also visual guides to explain specific parts of the system or unique processes. Each JustGrants training category is listed below and linked to the online resources.

◆ **Entity Management** – managing entity profiles, user, and documents
◆ **Entity User Experience** – navigating the JustGrants landing page and accessing information on the home page
◆ **Application Submission** – processing and completing applications including budget forms
◆ **Grant Award Acceptance** – accepting or declining an award
◆ **Award Management** – managing funded awards
◆ **Grant Award Modifications** – creating programmatic, financial and project period extension GAMs
◆ **Financial Reporting** – submitting quarterly federal financial reports (FFR-11s)
◆ **Performance Reporting** – submitting required performance measurement reports

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[1] Unless the recipient of an award is exempted from the requirement under 2 CFR 25.110, the recipient must maintain the currency of its information in SAM until the recipient submits the final financial report required under their award or receives the final payment, whichever is later. This requires that the recipient review and update the information at least annually after the initial registration, and more frequently if required by changes in the recipient's information or by another award condition.

◆ **Monitoring** – accessing information on monitoring visits
◆ **Closeout** – initiating award closeouts

How do grantees register in JustGrants?

Current grantees received an invitation to register from OJP/OVC. For new grantees and applicants, the JustGrants registration is part of the application process. The person identified in the entity's SAM.gov registration as responsible for federal grant-related activities will become a designated "Electronic Business Point of Contact (E-Biz POC)" and then transferred into JustGrants as the Entity Administrator.

There are six roles in JustGrants to help ensure the authority and ability to carry out required tasks, as described on the **JustGrant roles infographic**.

Where can I find assistance with JustGrants?

There is **Self-Service Support** with links to answers for some of the most common user questions. For technical support, email **JustGrants.Support@usdoj.gov** or telephone 833–872–5175, Monday through Friday, between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET); and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

Resources

◆ **SAM.gov Help User Guides**
https://sam.gov/SAM/pages/public/help/samQUserGuides.jsf
◆ **ASAP Registration Checklist**
https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/ASAP_Registration_Checklist.pdf
◆ **JustGrants Frequently Asked Questions**
https://justicegrants.usdoj.gov/faqs
◆ **DOJ Grants Financial Guide**
https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf

The **OVC Tribal Financial Management Center (OVC TFMC)** provides **training, technical assistance, and resources** to support American Indian and Alaska Native communities as they successfully manage the financial aspects of their federal awards. OVC TFMC also offers support via our Virtual Support Center (VSC) to Office for Victims of Crime (OVC) grantees and those seeking federal funding from OVC for the first time. **Email questions or requests for grant financial management technical assistance to** TFMC@OVCTFMC.org or call **703.462.6900**. Visit OVCTFMC.org for additional resources and information.

Feedback Requested

OVC TFMC will continually work to provide resources to support grantees as they successfully manage their OVC financial awards. Your feedback assists us in creating these resources to meet your needs. To help us provide the most useful resources, we would appreciate your feedback on this guide sheet. Please send any comments or suggestions to Evaluation@OVCTFMC.org.