Grant Award Modification

Job Aid Reference Guide

JUSTgrants
JUSTICE GRANTS SYSTEM

September 15, 2020

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Welcome

Overview

Welcome to JustGrants!

JustGrants is the Department of Justice's (DOJ) new web-based, streamlined grants management software.

JustGrants provides applicants and grantees tremendous transparency and an improved user experience throughout the entire process of grants management. JustGrants offers applicants and grantees:

- Efficient processes that allow for tracking progress and entering data directly;

- Improved data accuracy and access to that data through data validation and reporting tools;

- Organizational profiles with increased visibility for applicant and grantee organizations into all their grants and applications across DOJ;

- Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and manual data entry; and

- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.

JustGrants is your tool for *all* grants management work.

Plus, this software is a living product that will evolve and improve over time. DOJ will continue to enhance the software's functionality and expand benefits for all users.
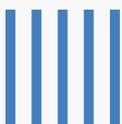
Overview (Continued)

This Job Aid Reference Guide will help you navigate the software as you move through JustGrants grants management functions, including:

- Feature overviews;
- Step-by-step instructions;
- Infographics;
- Glossary terms; and
- New feature summaries.

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants Training & Resources page.

IMPORTANT

During the initial release of JustGrants, please be aware:

- The system **does not** "auto save" your work.
- You will see a warning message after 10 minutes of inactivity (per security requirements).
- You will be automatically logged out if you are inactive for 15 minutes (per security requirements).
- **Unsaved work will not be saved** at logout.

JustGrants Initial Release

JustGrants is brand-new system software. What you will be using is the *initial release*. Using this version, you will have everything you need to:

- Apply for funding;
- Accept or decline awards; and
- Manage awards.

JustGrants is a work in progress as the developers build out features and respond to user feedback. If you want to visualize this, think of JustGrants as a house you are building. You start with the basics: walls; roof; and a door. The building is livable.

Every so often, you add new features like an extra bathroom, a front porch, or a deck. After all major elements are in place, you can continue to personalize and modify to make it ideal. JustGrants is built similarly—access now with finishing touches as we go along using it.

Despite this continued development, the initial release of JustGrants is already a better experience than the previous software. JustGrants was developed specifically to improve upon the existing system software.

All aspects of grant management have been integrated into this new, single system, allowing you to enter information into an application, access it, accept your grant package, manage your funded award, and complete your Closeout activities.
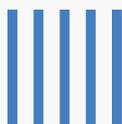
Grant Award Modification

Overview

At this point, it is possible some things about your grant have changed. This is where the Grant Award Modification (GAM) comes into play. A GAM is created to update the Award Details but is used only to modify a key fact or a detail about the award.

JustGrants focuses on true modifications to an award. It is *not* used for more routine updates to grant information **that will not modify a fact about the award details.**
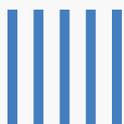
There are three types of GAMs—**Project Period Extension, Programmatic, and Financial**. GAMs are all started in the same basic way. But each has specific fields and sub-types depending on the information needed for the specific type of GAM.

Users can enter information in the GAM, save it, then return later to complete and submit. Once a GAM is submitted, DOJ reviews it and sends you a notification: **Approved, Denied,** or **Change Requested**.

Let's take a look now at the the GAM types, sub-types, and the users involved.

In addition to reviewing the DOJ Financial Guide for guidance, you should also review the award owner's manual and other managing office requirements when working with GAMs.

Grant Award Modification Types

Project Period Extension GAM

Grant Manager

Grantee

Programmatic GAMs

Programmatic Cost GAM

Scope Change GAM

Financial GAMs

Financial Staff

Budget Reduction & Clearance GAM

Budget Modification GAM

Sole Source GAM
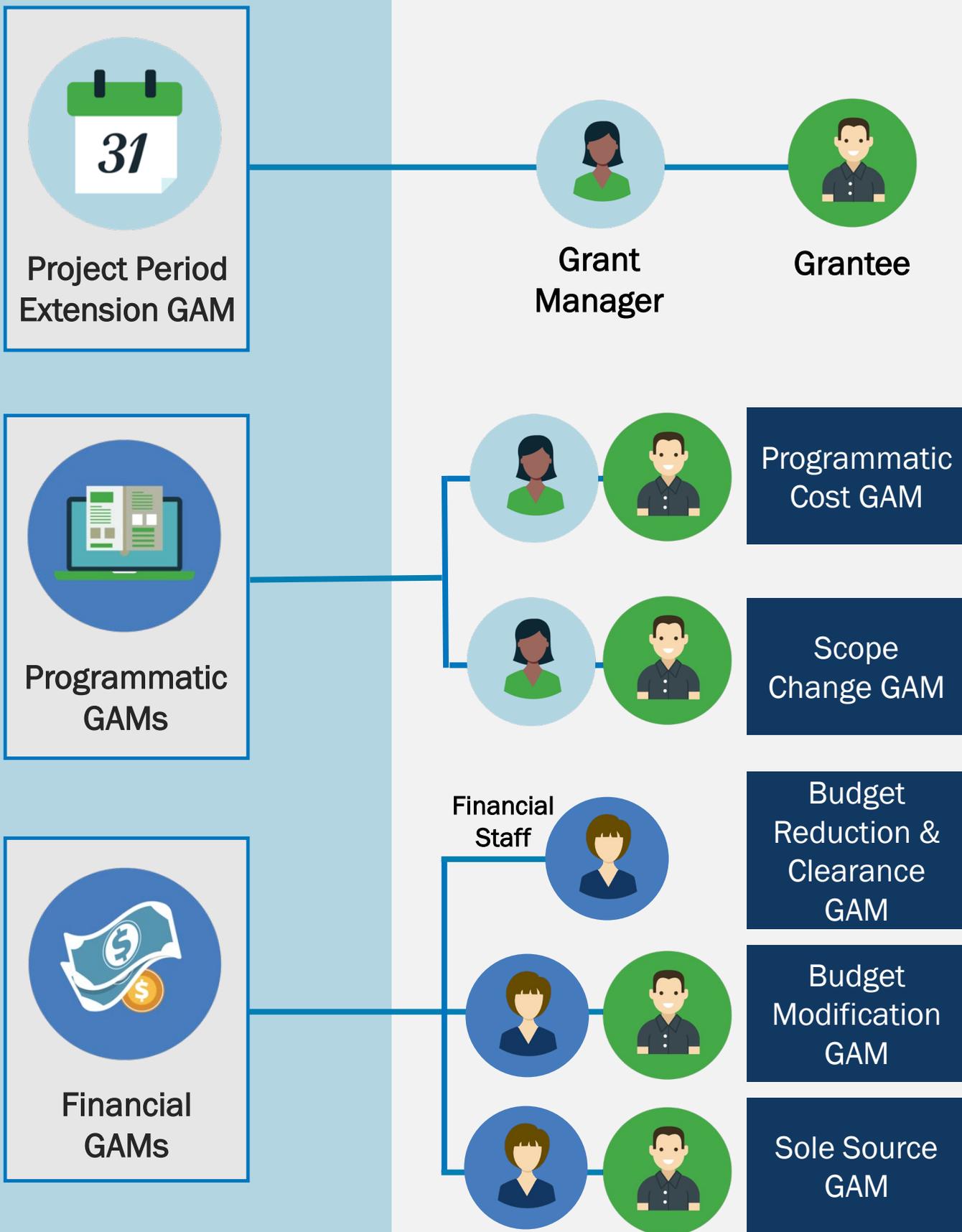
Key GAM Takeaways

- Some GAMs are no longer needed since they do not modify a fact about the award details.
- JustGrants has rules about creating and submitting two GAMs that modify the same data in the award details. Two GAMs for the same data **cannot** be in progress at the same time.
- A user *can* delete a GAM before submitting it.
- Once a GAM is resolved, the award details are updated.
- The GAM tab shows all in-progress and resolved GAMs for that award, including: **Drafted, Deleted, Approved, Denied, or Changed-Requested GAMs.**
- If a GAM is Change Requested, it auto-populates in the initiators Worklist for further action.
- Completed GAMs display actual changes that were made.
- Grant Award Administrators and Alternate Grant Award Administrators receive emails for GAMs that are Approved, Denied, or Change Requested.
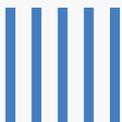
GAM Initiation

GAM Type

> *Navigate to the GAM tab.*

From the funded award, open the GAM tab.

1) Select the **GAM type** from the **Type of Award Change** dropdown menu.

GAM Initiation: Step 2

GAM Sub-type
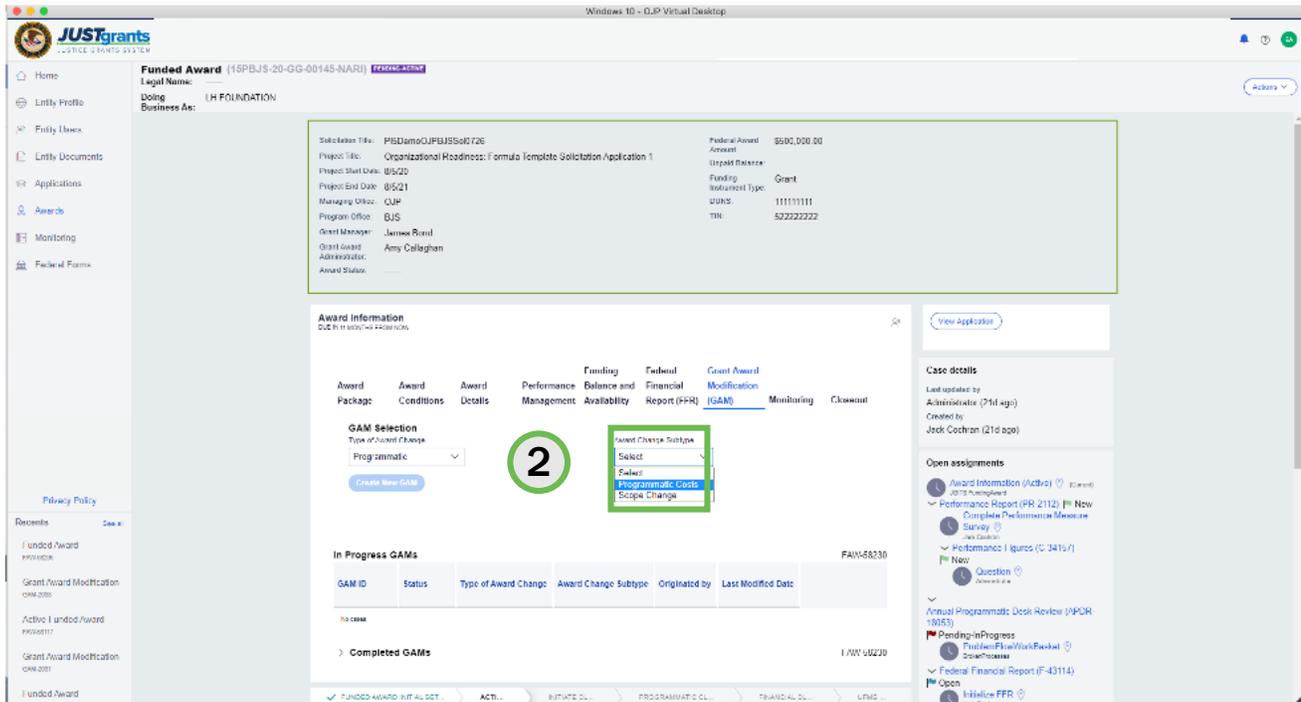
Not all GAM types require a subtype.

2) Select the appropriate subtype from the **Award Change Subtype** dropdown menu.

GAM Initiation: Step 3

Create GAM

Note: If the **Create New GAM** button is gray for Project Period Extension and Financial GAMs, a GAM of the same type or subtype is already in progress. A second GAM of the same type may **not** be created.

These steps apply to the creation of all GAMs.

3) Select the **Create New GAM** button.

- To create a budget modification GAM and/or budget reduction GAM, an award must first have a final budget clearance.

- Programmatic GAMs will let you create a second GAM if one is in progress, but the exact data being modified by the in-progress GAM will be greyed out when the GAM is opened.

Project Period Extension GAM

Project Period Extension GAM Takeaways

A Project Period Extension GAM is used to extend the length of the funded award. The most direct way to do this is to change the End Date and—in rare circumstances—change the start date.

Here are some specifics about how JustGrants handles these changes.

- If a Project Period Extension GAM is already in progress, the **Create a New GAM** button will be gray, indicating it is unavailable. A blue button indicates the GAM is possible.

- Enter the number of months to extend in the **Project Period Extension End Date.** JustGrants will make the end date the last day of the last month of the extension and auto-calculate the end date for No Cost Extension GAMs. The original start and end date are displayed for comparison.

- **ONLY the DOJ Grant Manager can initiate a GAM to extend the award period within 30 days of the current Project Period End Date.**

- The Start Date Change system will not update the Progress Report or FFR schedule.

- **Changing the start date is extremely rare and should not happen often.**

- The unobligated balance and associated dates are displayed below the Previously Approved Extensions field.

- Users can Add Attachments.

- Grants Management comments become a permanent official comment. **Once entered here, comments cannot be deleted.** This field should not be used for ongoing conversation.
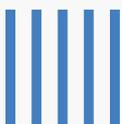
Project Period Extension GAM: Steps 1 - 2

Extend End Date

While it is possible to update the Project Start Date, this is a very rare occurrence.

To do so, type the new date in the **Project Period Extension Start Date** field.

> **The End Date is extended by a number of months.**

1) Once a Project Period Extension GAM has been created, review the Funded Award Details in the GAM header.

2) Update the **Number of Months to extend Project Period Extension End Date** field by typing the number of months you want the award to be extended.

The **Requested Project Period** displays the new start and end dates for the funded award. The end date displayed is the last day of the month corresponding to the new end date.

Project Period Extension GAM: Steps 3 - 4

Justification

Upload multiple files if needed.

3) Type a justification for the project period extension in the **Justification** field.

4) Select the **Attach** button to attach files to the GAM.

Project Period Extension GAM: Steps 5 - 6

Attach Files
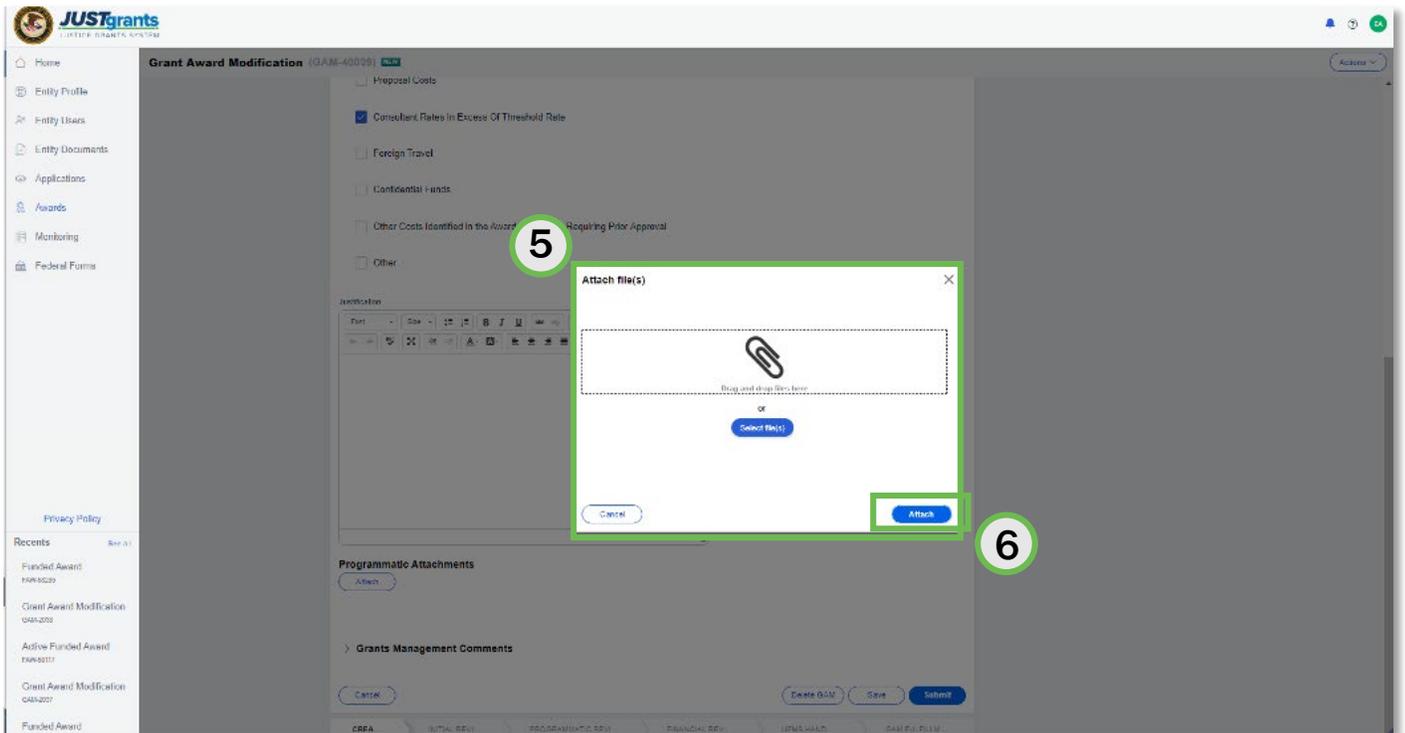
Drag and drop files or locate them on your computer.

5) Locate the file on your workstation or shared drive or drag and drop the file as indicated.

6) Select the **Attach** button.

Project Period Extension GAM: Steps 7 - 8

Grants Management Comments

Comments are visible to both internal and external users.

7) Type any comments in the **Grants Management Comments** field. These comments are visible to your Grant Manager.

8) Select the **Add** button.

Project Period Extension GAM: Step 9

Submit

The GAM is routed to the Grant Manager for review.

9) Select the **Submit** button.

Programmatic
GAM

Programmatic GAM Overview

A Programmatic GAM is used to update changes in project scope or to gain prior approval for changes with programmatic costs and activities as determined by the DOJ Financial Guide.

By utilizing Programmatic GAMs, a user can initiate a second GAM even if one is in progress—unlike Project Period Extension GAMs. Keep in mind, though, items within the in-progress GAM will be disabled on screen.

Programmatic GAMs have two sub-types: **Costs and Scope**.

Costs

Within Programmatic Costs, you can submit multiple GAMs for programmatic costs but can **only one GAM per cost type**.

You can also submit multiple costs in the same GAM.

For **Costs requiring Prior Approval**, deliverables are not included (as that is initiated elsewhere).

An **Other** field exists for the purpose of including items that are part of appropriation costs. This field should **not** be used to submit documentation/deliverables.
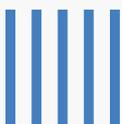
Scope Change GAM Overview

Within Programmatic Scope Change, you can select (only one):

- Altering programmatic activities
- Changing the purpose of the project
- Changing the project site
- Staff changes that include experiencing or making changes to the organization or staff with primary responsibility for award implementation. These changes can include (choose one):

  - Changes in key personnel
  - Contracting out and/or sub-awarding
  - Otherwise obtaining the services of a third party

You can update the Project Title (one project title change at a time) and Project Description.

Programmatic Scope Change Best Practices

- Submit Programmatic Scope Changes as a single GAM rather than as separate GAMs.

- Work with your Grant Manager on details before submitting a complex scope change.

- You can add attachments.

- Enter information regarding the scope change into the Justification text field.

Costs GAM

Costs GAM: Steps 1 - 2

GAM Type and Subtype
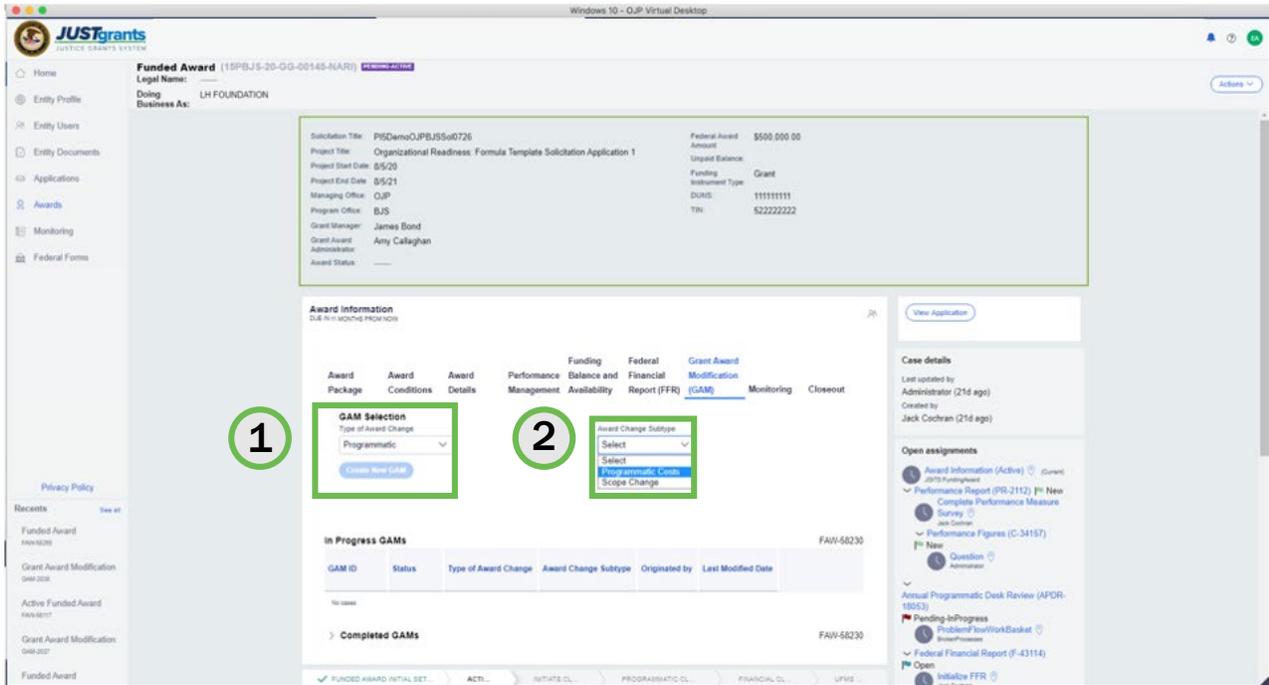
> *Select the Programmatic GAM Type.*

1) Select the Programmatic GAM type from the **Type of Award Change** dropdown menu.

2) Select the subtype from the **Award Change Subtype** dropdown menu. In this example, we are selecting the Programmatic Costs subtype.

Costs GAM: Step 3

Create GAM

Select *Create New GAM.*

3) Select **Create New GAM.**

Costs GAM: Step 4 – 5

Justification
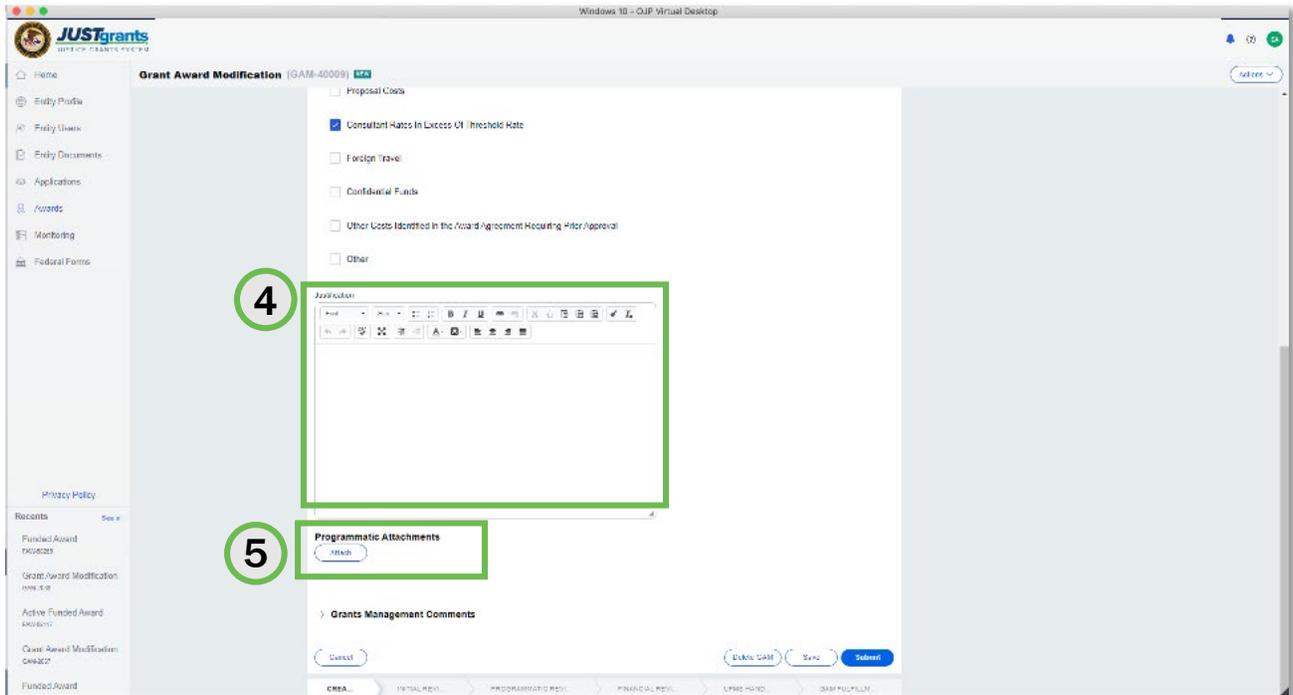
Make sure documents are attached before submitting.

4) Type a justification for the project period extension in the **Justification** field.

5) Select the **Attach** button to attach files to the GAM.

Costs GAM: Steps 6 – 7

Attach files
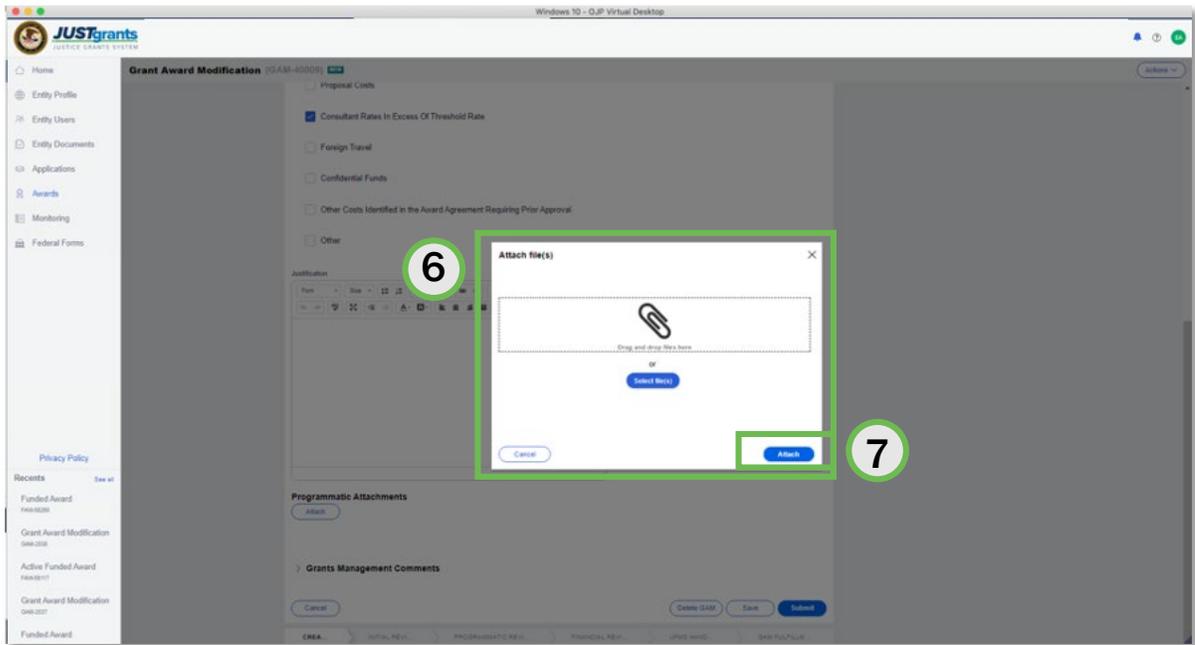
Attach as many files as needed.

6) Locate the file on your workstation or shared drive or drag and drop the file as indicated.

7) Select the **Attach** button.

Costs GAM: Steps 8 - 9

Grants Management Comments
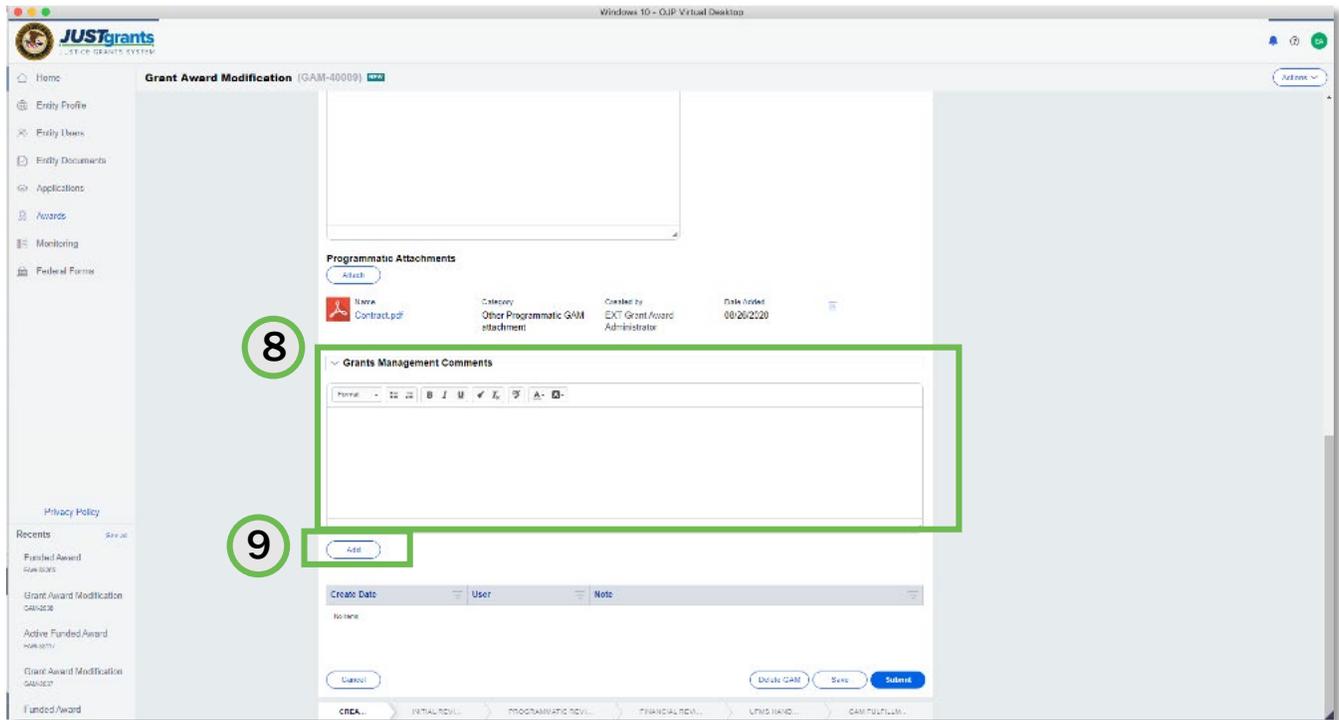
> *Comments are visible to both internal and external users*

8) Type any comments in the **Grants Management Comments** field. These comments are visible to your Grant Manager.

9) Select the **Add** button.

Costs GAM: Step 10

Submit
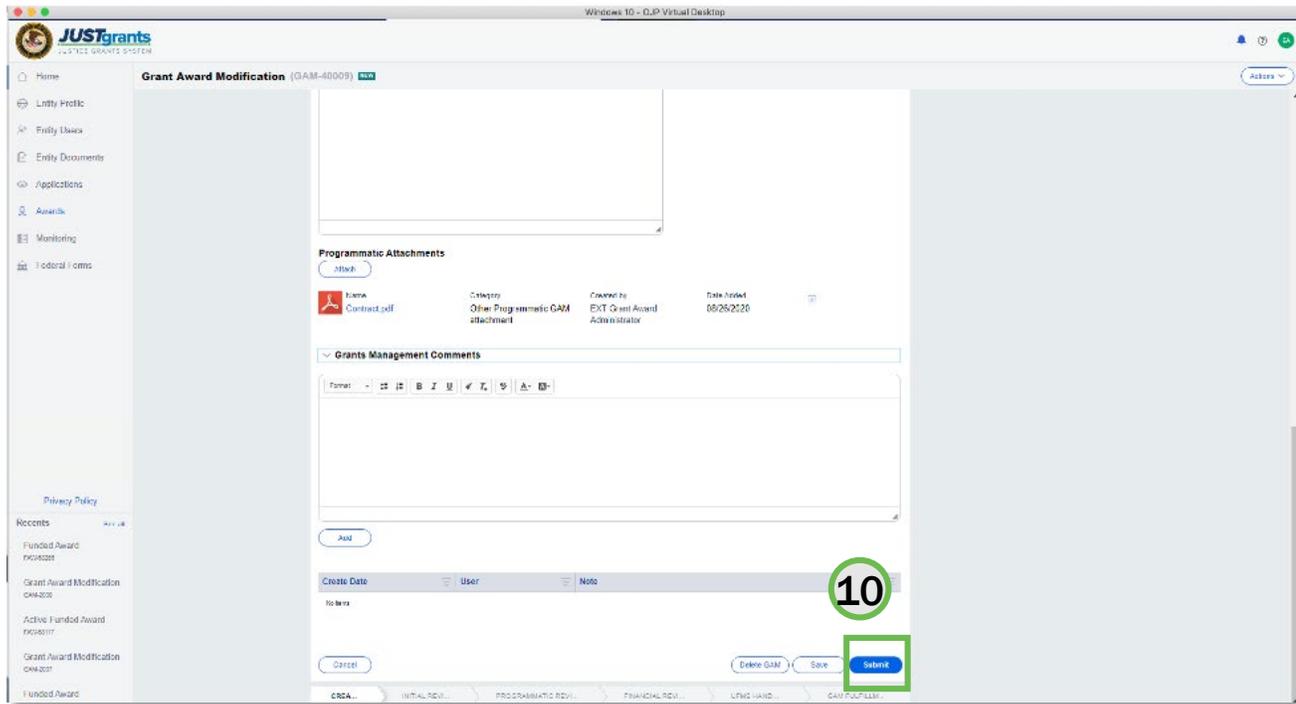
The GAM is routed to the Grant Manager for review.

10) Select the **Submit** button.

Scope Change GAM

Scope Change GAM: Steps 1 - 2

GAM Type and Subtype

Select the Programmatic GAM Type.

1) Select **Programmatic** from the **Type of Award Change** dropdown menu.

2) Select **Scope Change** from the **Award Change Subtype** dropdown menu.

Scope Change GAM: Step 3

Create GAM

Select *Create New GAM.*

3) Select **Create New GAM.**

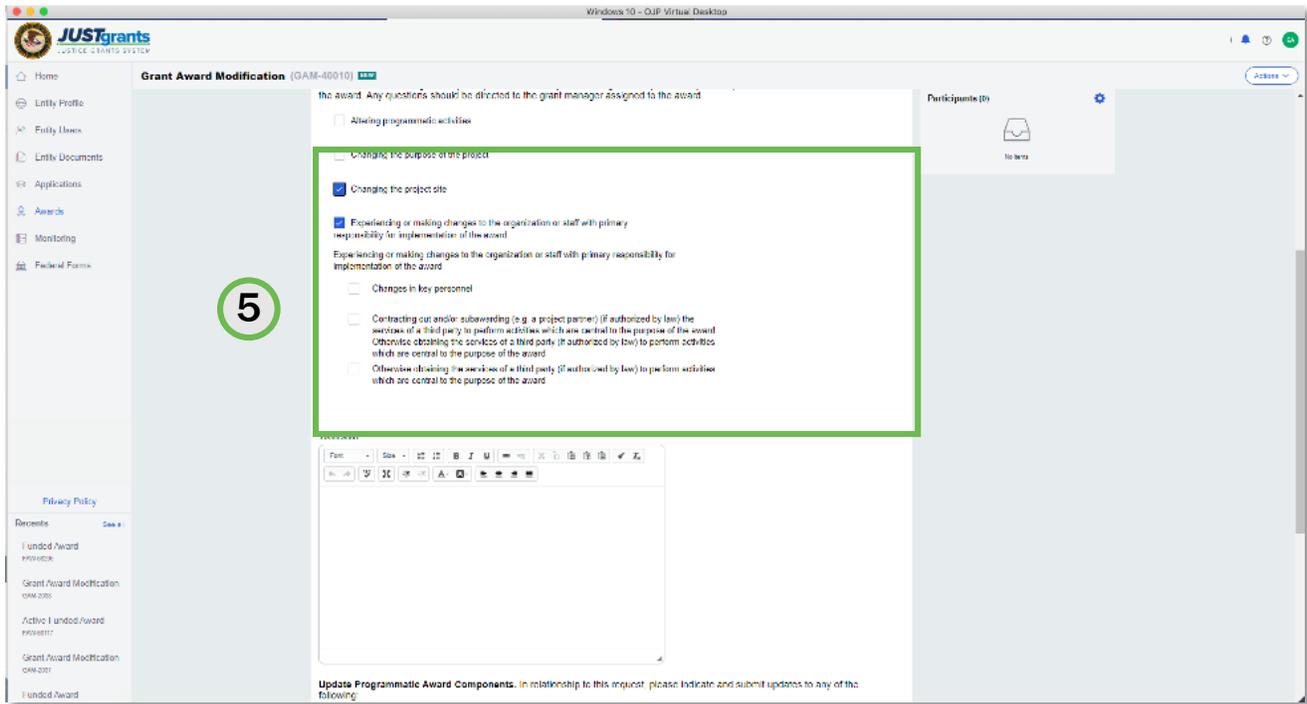# Scope Change GAM: Step 4

Change the Scope

(4)
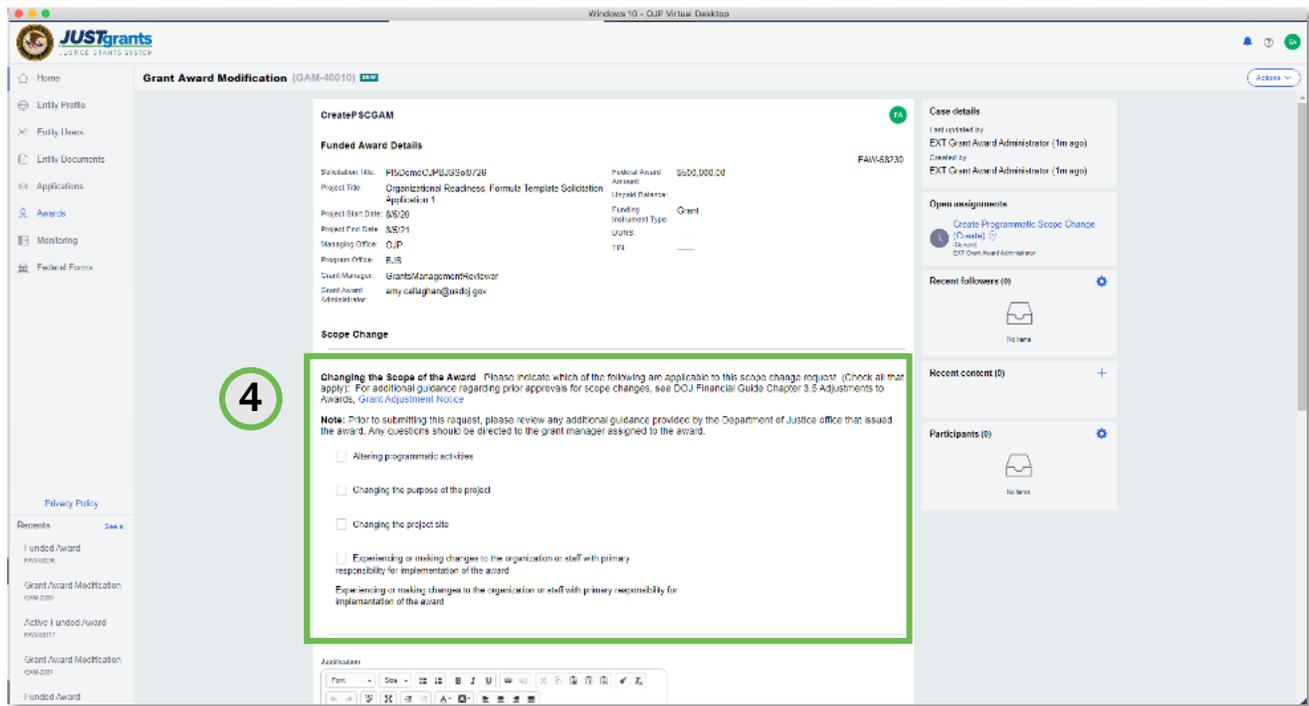
> *Select all relevant scope changes.*

4) Select all options reflected in the changing scope of your project. It is best to include all scope changes in a single GAM rather than submit separate GAMs for each change.

Note: It is a best practice to discuss all changes in scope with your Grant Manager prior to submitting a Scope Change GAM to avoid a change request coming back to you if the changes are not approved.

Scope Change GAM: Step 5

Staff Changes

Include all changes in staff reflected in the scope change.

5) If there are personnel changes, select all that apply.
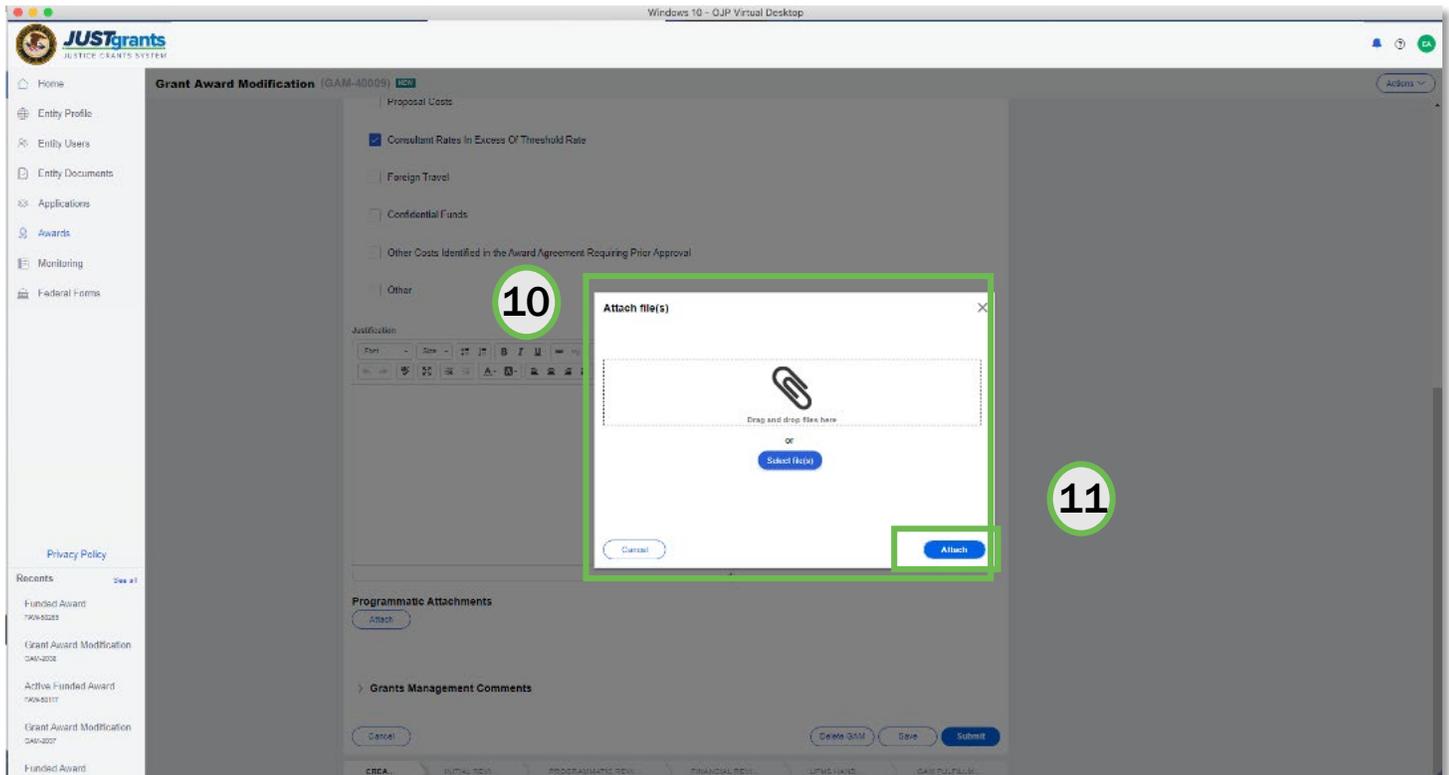
Scope Change GAM: Step 6 – 9

Justification

Make sure documents are attached before submitting.

6) Type a justification for the project period extension in the **Justification** field.

7) Select the **Project Title** check box and enter an updated project title if the scope change includes changes to the project title.

8) Select the **Project Description** check box and enter an updated project title if the scope change includes changes to the project description.

9) Select the **Attach** button to add **Programmatic Attachments** to the GAM.
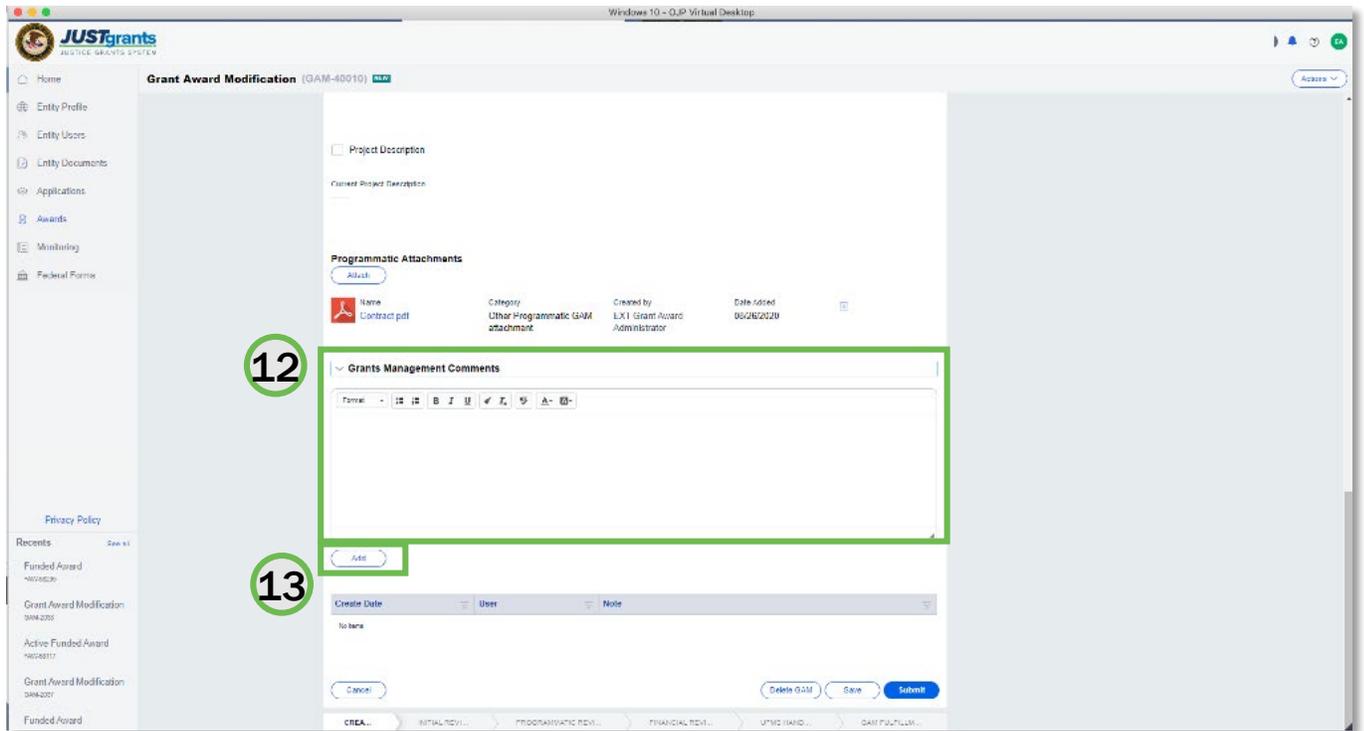
Scope Change GAM: Steps 10 – 11

Attach

Attach as many files as needed.

10) Locate the file on your workstation or shared drive or drag and drop the file as indicated.

11) Select the **Attach** button.

Scope Change GAM: Steps 12 – 13

Grants Management Comments

Comments are visible to both internal and external users.

12) Type any comments in the **Grants Management Comments** field. These comments are visible to your Grant Manager.

13) Select the **Add** button.

Scope Change GAM: Step 14

Submit

The GAM is routed to the Grant Manager for review.

14) Select the **Submit** button.

Financial GAMs

Financial GAM Takeaways

Financial GAMs are used to modify budget details or approve a budget that received a conditional clearance when awarded (a process performed by a DOJ Financial Analyst). There are three types:

Budget Modification

JustGrants lets you initiate a Budget Modification GAM to add program income. You will need to declare the budget categories that would use the increased income and update the *Program Income Amount* field to reflect the budget category changes. You can update each budget category and once the updated amount is entered, JustGrants will calculate the requested changes.

You can add, subtract, or edit the category totals. But the Revised Budget column can never be negative, and the Federal Award Amount cannot be edited.
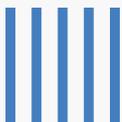
Federal Funds Amount + Match Amount + Program Income Amount **must equal Total Project Costs**, or you cannot submit the GAM.

Sole Source

This item includes a justification and attachment. Additional information will be added when available.

Budget Reduction

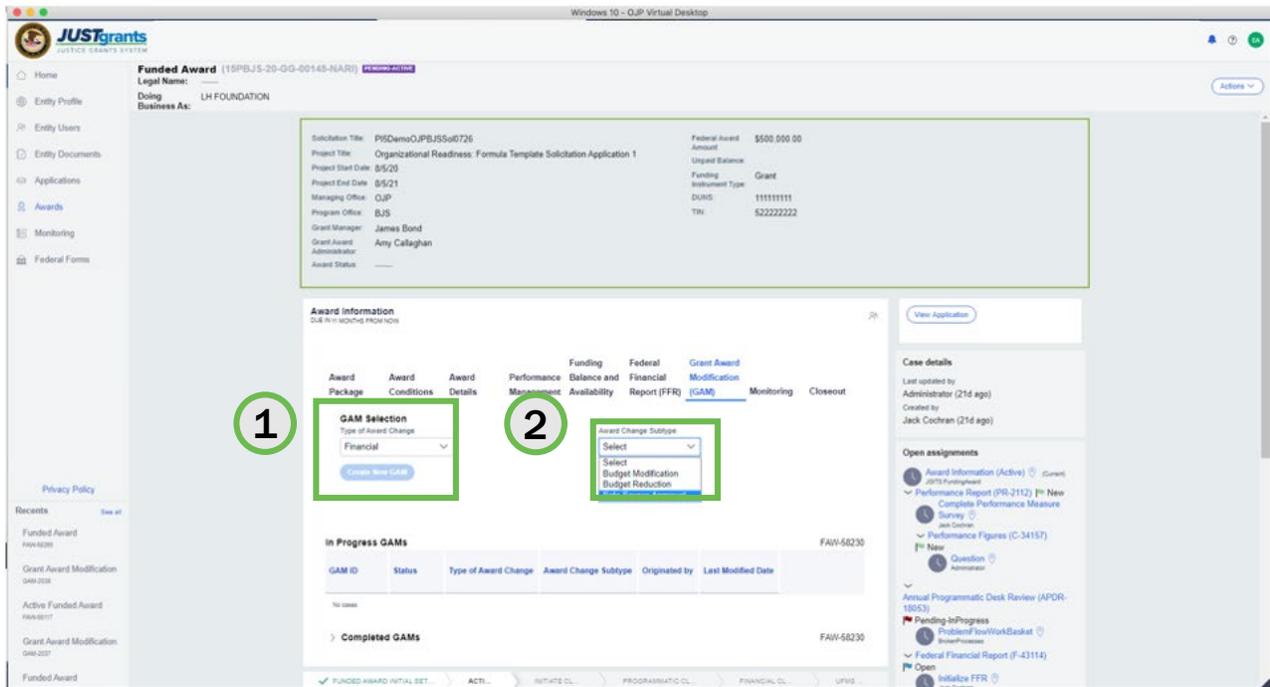This option is only available to COPS grantees.

Budget Modification GAM

Budget Modification GAM: Steps 1 - 2

GAM Type and Subtype

> *Select the Programmatic GAM Type.*

1) Select **Financial** from the **Type of Award Change** dropdown menu.

2) Select **Budget Modification** from the **Award Change Subtype** dropdown menu.

Budget Modification GAM: Step 3

Create GAM

Select *Create New GAM.*

3) Select **Create New GAM.**

Budget Modification GAM: Step 4

Enter Modified Budget

JustGrants performs the requested changes calculations.

4) Enter the modified budget figures in the **Revised Budget** column. These are the new total figures by category that you are requesting. JustGrants will calculate the difference between the approved budget figures and will update the **Requested Changes** column automatically.

Budget Modification GAM: Steps 5 - 6

Justification

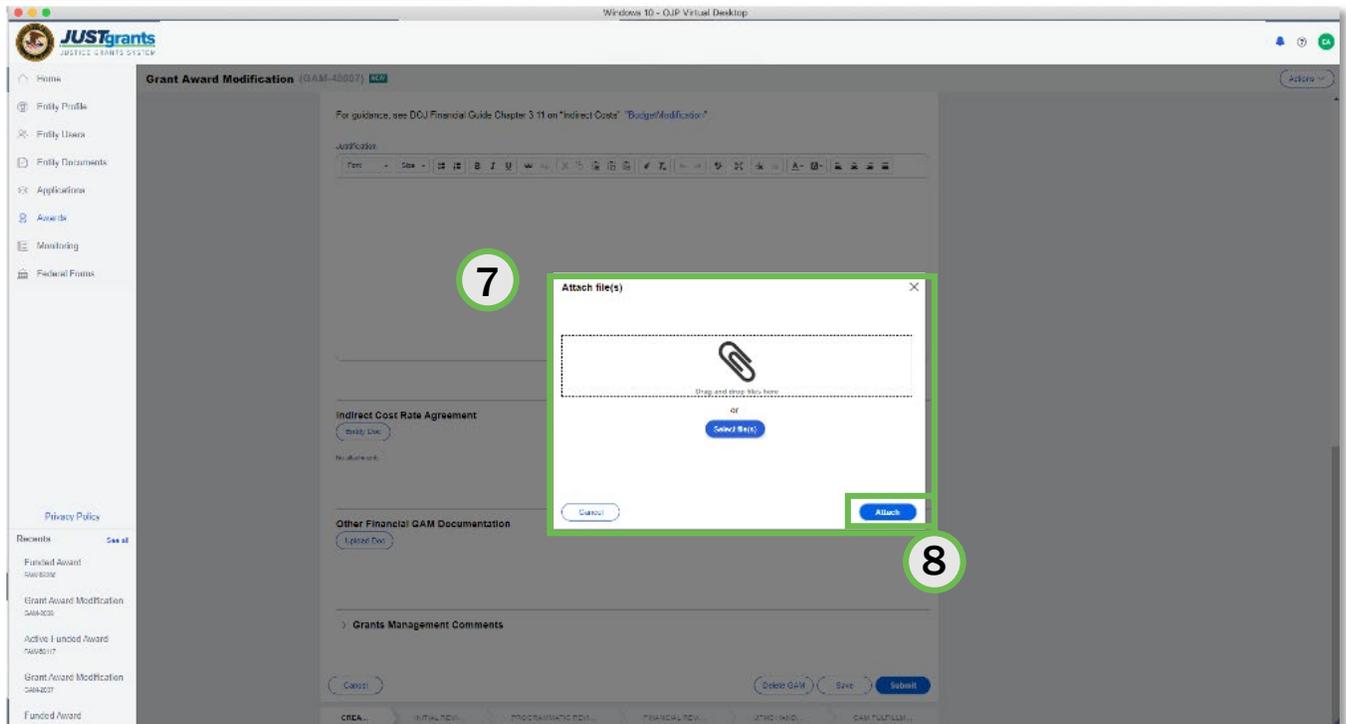*Attach as many files as needed.*

5) Type a justification for the budget modification in the **Justification** field.

6) Select the **Attach** button to attach your revised budget and any supporting documents required by the awarding agency to the GAM.

Budget Modification GAM: Steps 7 - 8

Attach

Attach as many files as needed.

7) Locate the file on your workstation or shared drive or drag and drop the file as indicated.

8) Select the **Attach** button.

Budget Modification GAM: Steps 9 - 10

Grants Management Comments

Comments are visible to your Grant Manager.

9) Type any comments in the **Grants Management Comments** field. These comments are visible to your Grant Manager.

10) Select the **Add** button.

Budget Modification GAM: Step 11

Submit

The GAM is routed to the Grant Manager for review.

11) Select the **Submit** button.

Sole Source GAM

Sole Source GAM: Steps 1 - 2

GAM Type and Subtype

> *Select the Programmatic GAM Type.*

1) Once a Financial GAM has been created, review the Funded Award Details in the GAM header.

2) Select the GAM type from the **Type of Award Change** dropdown menu.

Sole Source GAM: Step 3

Type of Award Change

3) Select **Create New GAM.**

Sole Source GAM: Steps 4 – 5

Justification

Attach as many files as needed.

4) Type a justification for the project period extension in the **Justification** field.

5) Select the **Upload Doc** button to attach files to the GAM.

Sole Source GAM: Steps 6 – 8

Attach
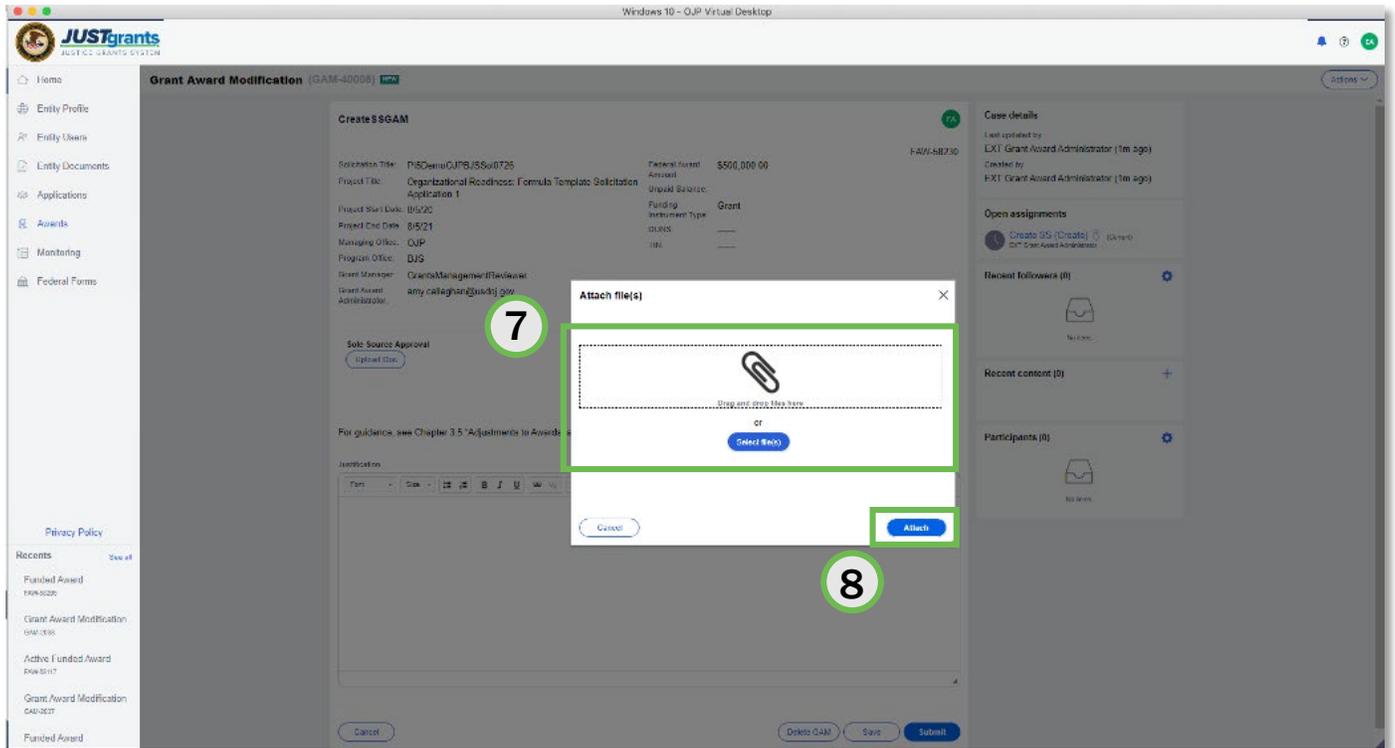
The *Name* and *Category* fields are required.

6) Locate the file on your workstation or shared drive or drag and drop the file as indicated.

7) Select an attachment category from the list.

8) Select the **Attach** button.

Sole Source GAM: Step 9

Submit
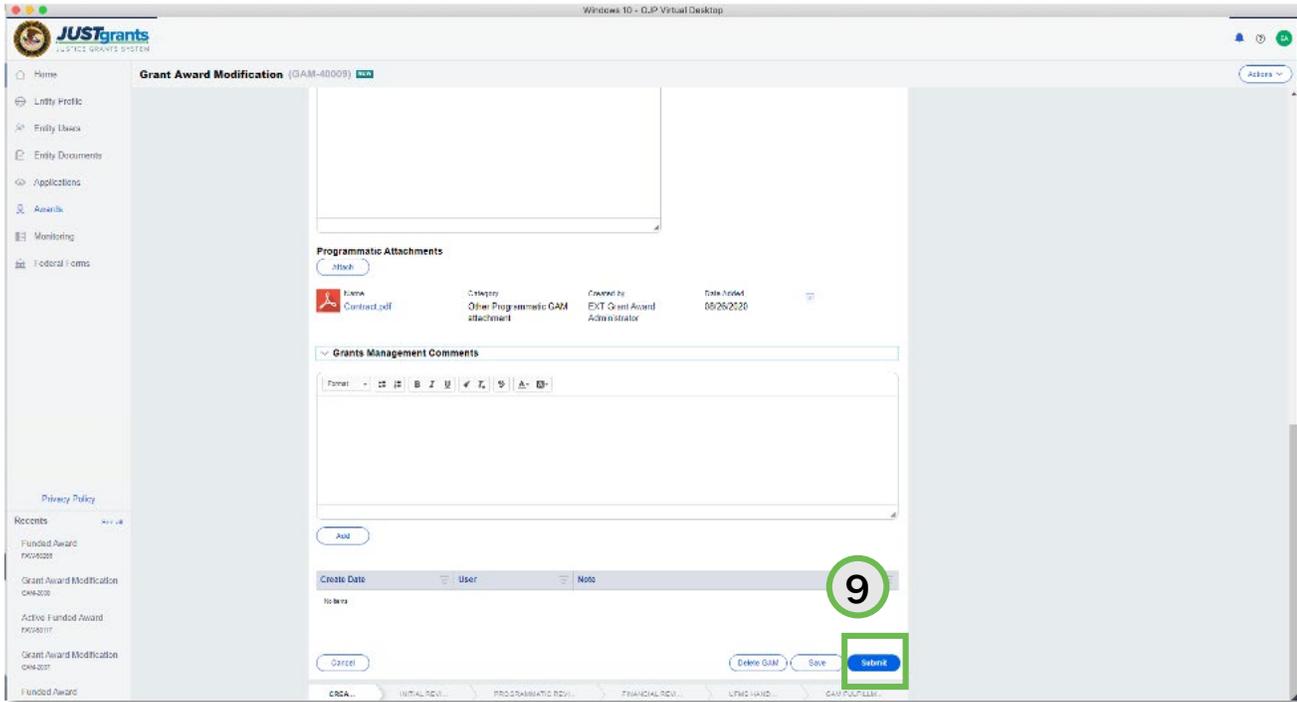
The GAM is routed to the Grant Manager for review.

9) Select the **Submit** button.

Appendix

Prefixes

Record Type Prefixes

The following case number prefixes are used in JustGrants.

CASE	CASE NUMBER PREFIX
Application	A-
ASAP Authorization	AA-
Annual Programmatic Review*	APDR-
Award Package	AW-
Funding Approval	FA-
Funded Award	FAW-
Funded Supplemental Award	FAWS-
Federal Financial Report	FFR-
Grant Award Modification	FFR-
Monitoring	M-
Performance Report	PR-
Solicitation Initiation	SI-
Solicitation Template	ST-
UFMS Obligation	UO-

*Desk Review

Terminology

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

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A–C

Annual Programmatic Desk Review

The Annual Programmatic Desk Review (APDR) is conducted on all Funded Awards and consists of seven questions that grantees must answer. APDRs take place within the Funded Award in JustGrants.

Award Conditions

In the legacy system, this was referred to as "Special Conditions".

Case ID

The Case ID is the unique identifier for every type of record in JustGrants. For example, the case ID for an application is the Application number. For a Funded Award, the Case ID is the Award Number. Each type of record has a Case ID.

Case Status

The status is the type of record that is displayed. The status list displayed is determined by the type of case associated with it.

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

C–G

Category

Documents uploaded to the Entity Documents repository are categorized as:

- Disclosure of Process Related to Executive Compensation
- Budget Financial Management Questionnaire
- Budget Indirect Cost Rate Agreement
- File
- Legacy Attachments
- Proof of 501 © Status (Nonprofit Organization Only)

Financial Manager

The Financial Manager is a grantee role responsible for submitting federal financial reports (FFRs), processing financial Grant Award Modifications (GAMs) , and initiating closeout.

Funded Award

A funded award is an award that has been approved for fund disbursement to a grantee and has been accepted by that grantee.

Grant Award Administrator

A grantee role that manages many aspects of the grant. This role allows a grantee to view and submit performance reports, initiate some Grant Award Modifications (GAMs), review and respond to monitoring issues as applicable, upload documents, and view award, application, and solicitation information.

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

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G–R

Grant Award Modification (GAM)

A request for a modification to a key element to a funded award. Most GAMs can be initiated by a grantee but must be approved by DOJ personnel. GAMs can be created to extend the project period, updated the project scope, modify programmatic costs, reduce the budget amount, modify the budget, or modify the sole source.

Program Office

Within the Office of Justice Programs (OJP), there are several Program Offices:

- Bureau of Justice Assistance (BJA)
- Bureau of Justice Statistics (BJS)
- National Institute of Justice (NIJ)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office for Victims of Crime (OVC)
- Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)

Role Names

Roles determine the access a user is granted in the system. Users may be granted multiple roles in JustGrants, depending on the tasks they perform.

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

_____

S–U

Survey Repository

A library of questions, question pages, and question sets that make up questionnaires that are included in solicitations. The answers applicants make to the questions in these questionnaires provide the basis for performance reporting in funded awards.

UEI

Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government.

Urgency

The number of days until or since the due date of the case, whether it is an application, a grant package, an award, a federal financial report, a performance report, or other item in JustGrants.

SAM.Gov and Grants.Gov

SAM.gov

What is SAM.gov? It is considered the Federal Government's "source of truth" or "authoritative source" of information regarding entities.

Entities **must** register in SAM.gov in order to apply for funding on Grants.gov and **must** maintain active registration throughout the life of their federal award(s). Information added or updated in SAM.gov generally will appear in JustGrants the following day. Keep in mind:

All Entity-level data is managed in SAM.gov. JustGrants pulls its Entity information directly from SAM.gov to ensure consistency and integrity.

1

Updates to Entity information occur in SAM.gov. JustGrants performs daily automated SAM.gov checks to collect current Entity information.
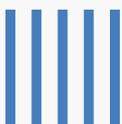
2

All Entity information is registered in SAM.gov and needs to be updated there by the Entity Administrator rather than through a grant modification.

3

If an Entity's SAM.gov registration is not active or has expired, its award can be delayed/suspended until the registration is active.
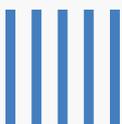
4

Grants.gov

Grants.gov is a location for grant seekers to find and apply for federal funding opportunities and is home to information on more than 1,000 grant programs. The program also vets grant applications for federal grant-making agencies like DOJ.

Grants.gov provides a central website where federal agencies can post discretionary funding opportunities that grantees can easily find and apply to.

Grants.gov was established in 2002 and is managed by the U.S. Department of Health and Human Services. Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget (OMB).

Key Benefits

1 Helps the grant community learn about available opportunities.

2 Facilitates interaction with the Federal Government.

3 Simplifies grant application, saving money, time, and hassle.

4 Makes researching and finding federal grants easier.

5 Makes electronic grant application processing easier.

6 Provides a secure, reliable source to apply for federal grants.

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