OVC FY 2021 Tribal Victim Services Set-Aside Application Submission Webinar

JUSTgrants
JUSTICE GRANTS SYSTEM

Project Narrative

No matter how you choose to submit your project design, you should follow the solicitation checklist to make sure you provide the information OVC needs about the work you are planning.

You may elect to fill out the checklist and NOT write a proposal narrative.

If you scheduled an interview with OVC (prior to the April 29 deadline) to do an interview with OVC staff instead of producing a project narrative, then you have received an appointment for that interview already. You will upload the interview notes OVC sends you as your project narrative.

Project Narrative Checklist

The Checklist can be found: https://ovc.ojp.gov/funding/fy-2021/o-ovc-2021-90001-checklist.pdf

Checklist To Describe Victim Services Project Activity
(May be submitted in lieu of a project narrative. If you have any questions about how to use this form, please contact OVC.TribalSetAside@ojp.usdoj.gov.)

Name of the tribe applying (if a consortia, the names of all tribes included in the consortia). If applicant is a designee, provide the name of each tribe on whose behalf the designee has been authorized to submit an application for funding.	
How will this project improve services to victims in your community?	

Project Narrative: Phone Interview

If you requested to schedule your interview with OVC by the April 29, 2021 deadline you have received an appointment for your entity's interview

OVC will conduct the interview by phone or by video, as you prefer, by asking you for the information in the checklist.

OVC will return the completed checklist to you via email for you to upload in JustGrants as your proposal narrative.

Discussion Topics and Agenda
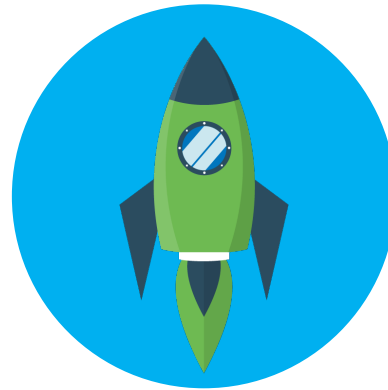
→ Review entity onboarding: Management of roles
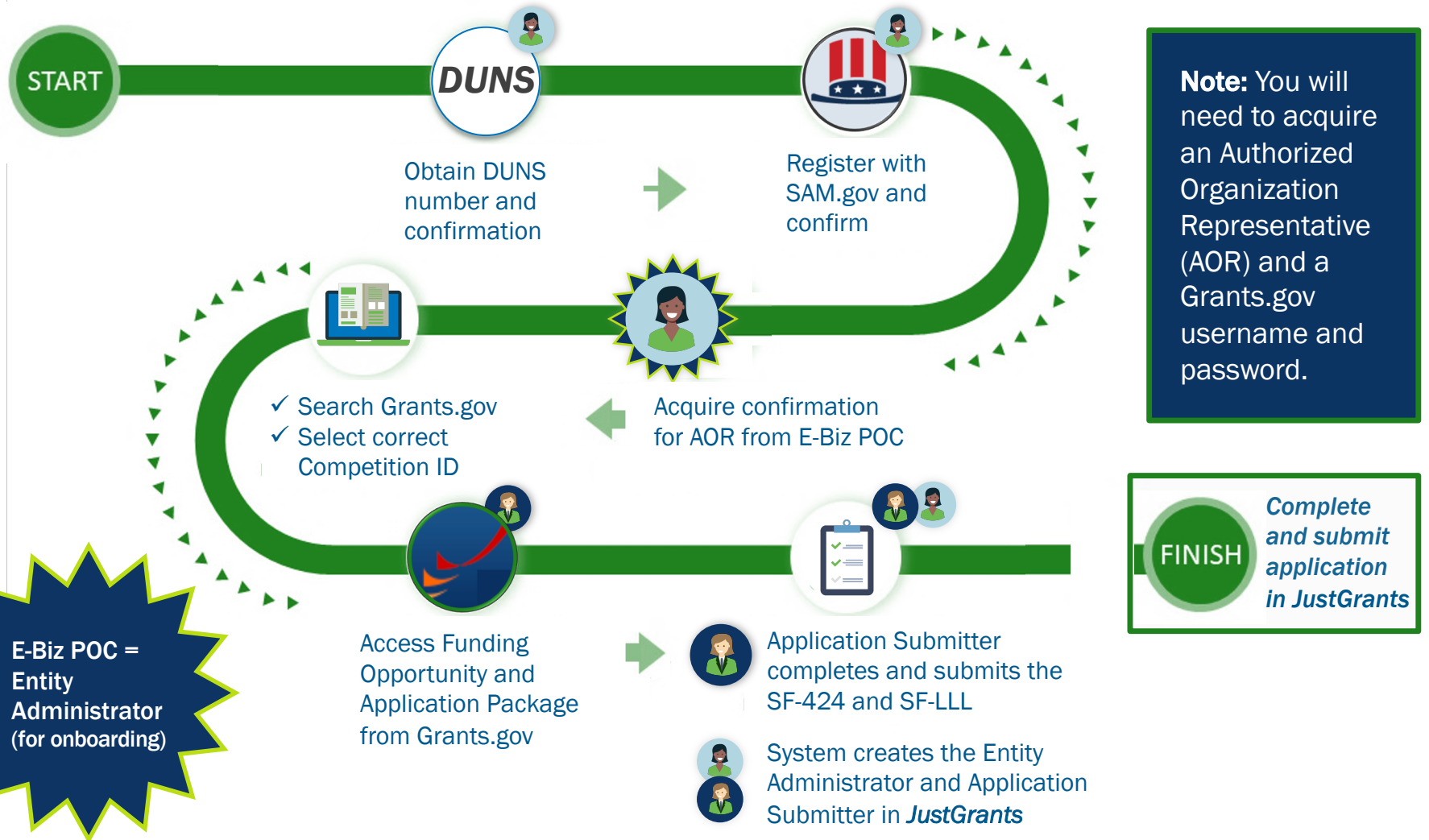
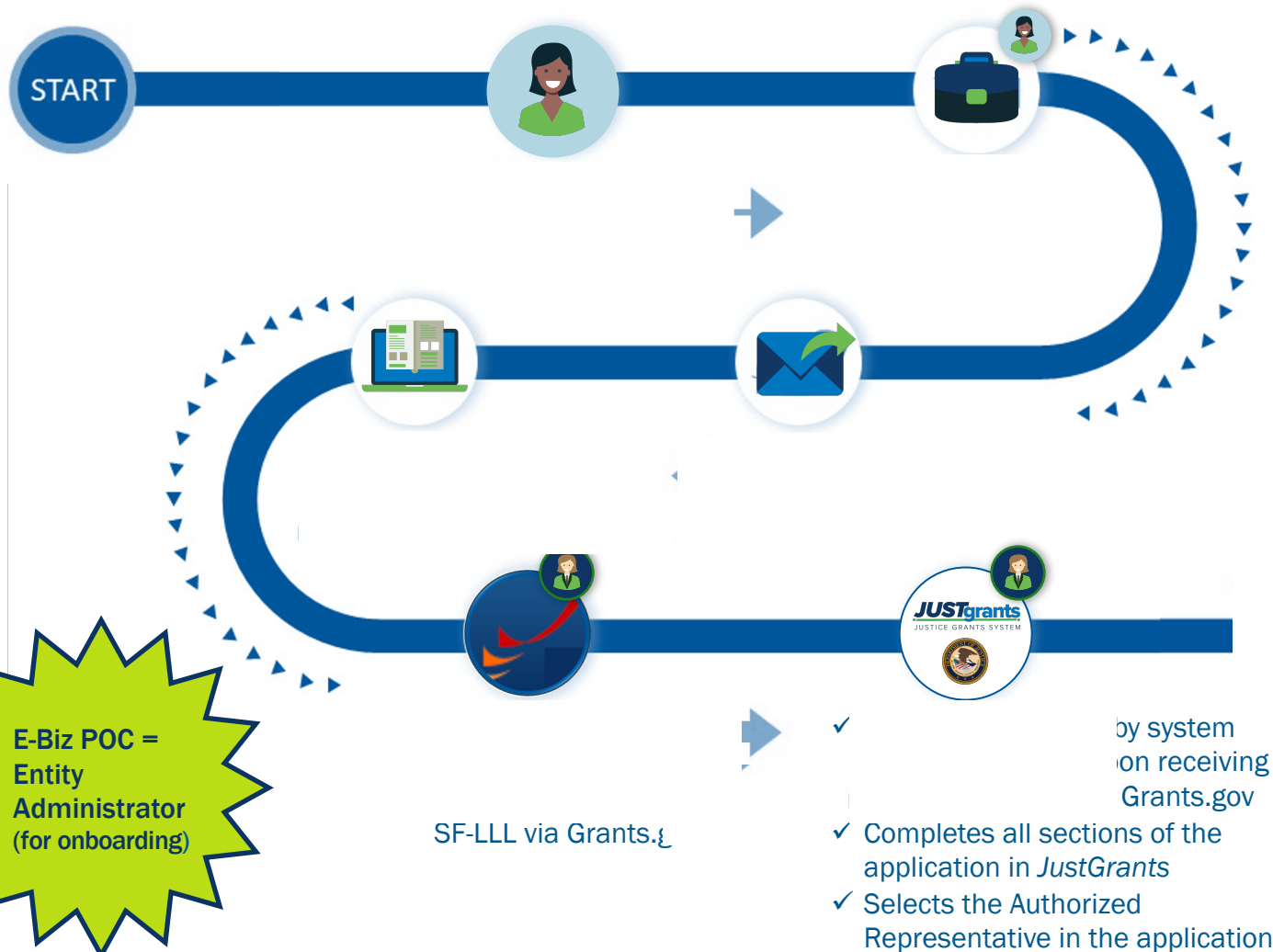→ Submitting application in JustGrants

→ Resources for Support

Onboarding

Onboarding: From Grants.gov to *JustGrants*

START

DUNS

Obtain DUNS number and confirmation

Register with SAM.gov and confirm

✓ Search Grants.gov
✓ Select correct Competition ID

Acquire confirmation for AOR from E-Biz POC

Access Funding Opportunity and Application Package from Grants.gov

Application Submitter completes and submits the SF-424 and SF-LLL

System creates the Entity Administrator and Application Submitter in *JustGrants*

E-Biz POC = Entity Administrator (for onboarding)

Note: You will need to acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.

FINISH

Complete and submit application in JustGrants

Onboarding: From *JustGrants* Onwards

START

Note: Users will **not be visible** in JustGrants until they have successfully logged into JustGrants.

E-Biz POC = Entity Administrator (for onboarding)

FINISH

Application submitted to DOJ for review

SF-LLL via Grants.g

✓ ...by system ...on receiving ...Grants.gov

✓ Completes all sections of the application in *JustGrants*
✓ Selects the Authorized Representative in the application

Entity Administrator Steps

The **Entity Administrator** is the only user that can manage other users. They will:

- Invite new members

- Remove inactive members

- Assign specific users to specific awards and applications

Entity Administrators should verify that all users are onboarded and assigned the **appropriate roles**.

JustGrants Registration Steps

All users must complete the steps found in the **registration email.** Each user's **email address** will become their **username**.

- Invited users register by opening a link in the registration email and following steps to set up their user account.

New users are asked to select or create a **security question** and provide the **answer**.

Users will create and confirm a **password**.

Each user can select the form of **Multi-factor authentication** they want to use to validate login information. **Multi-factor authentication** is used every time a user logs in.

Every user **must log in to JustGrants** to complete the registration process.

Roles & Responsibilities

JustGrants Entity User Roles

Six foundational roles have been created to ensure Entity Users have the authority and ability to carry out specific requirements and tasks.

Entity Administrator

Confirms information in the Entity Profile is current. Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants.

Application Submitter

Completes and submits applications on behalf of an entity, including Entity Assurances and Certifications.

Authorized Representative

Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.

Grant Award Administrator

Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.

Alternate

Grant Award Administrator

Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.

Financial Manager

Certifies and submits financial information and all Federal Financial Reports on behalf of an entity.

For more information on roles in JustGrants, please see the "Entity Management" page on the Justice Grants website: https://justicegrants.usdoj.gov/training-resources/justgrants-training/entity-management

Roles Required for Application Submission

JustGrants has **six** foundational roles; application submission has **three** key roles: Application Submitter, Authorized Representative, and Entity Administrator.

Application Submitter	Authorized Representative	Entity Administrator
• Identify application submission forms in JustGrants • Complete a web-based budget form • Complete an application on behalf of an entity-- **certifies information** • *For APPLICATIONS, only the Application Submitter can take actions (edit/submit).*	An Authorized Representative must be onboarded before an application can be submitted. They need to be selected from an existing user list in the application.	• Onboard and complete entity profile before application submission • Onboard the Authorized Representative • Change Application Submitter assignments--if needed

https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/user-roles-matrix.pdf

Entity Management

Grants Management Series:
Entity Management

Application Submission

Application Submission Overview

Applicants have two application submission deadlines:

1. Grants.gov (submitting the SF-424 and SF-LLL)
2. JustGrants

Deadline's timelines range:

Check the solicitation for details.

A JustGrants submission should include all items as defined in the solicitation.

The application in JustGrants is customized per the requirements of the solicitation. Your application will have specific requests.

Web-based Forms for Submission in JustGrants

This data will need to be submitted directly into JustGrants:

- Proposal abstract

- Solicitation-specific data submitted with the application

- Goals, objectives, deliverables, and timeline

- Budget detail form

- Applicant disclosure of duplication in cost items

Application Submission

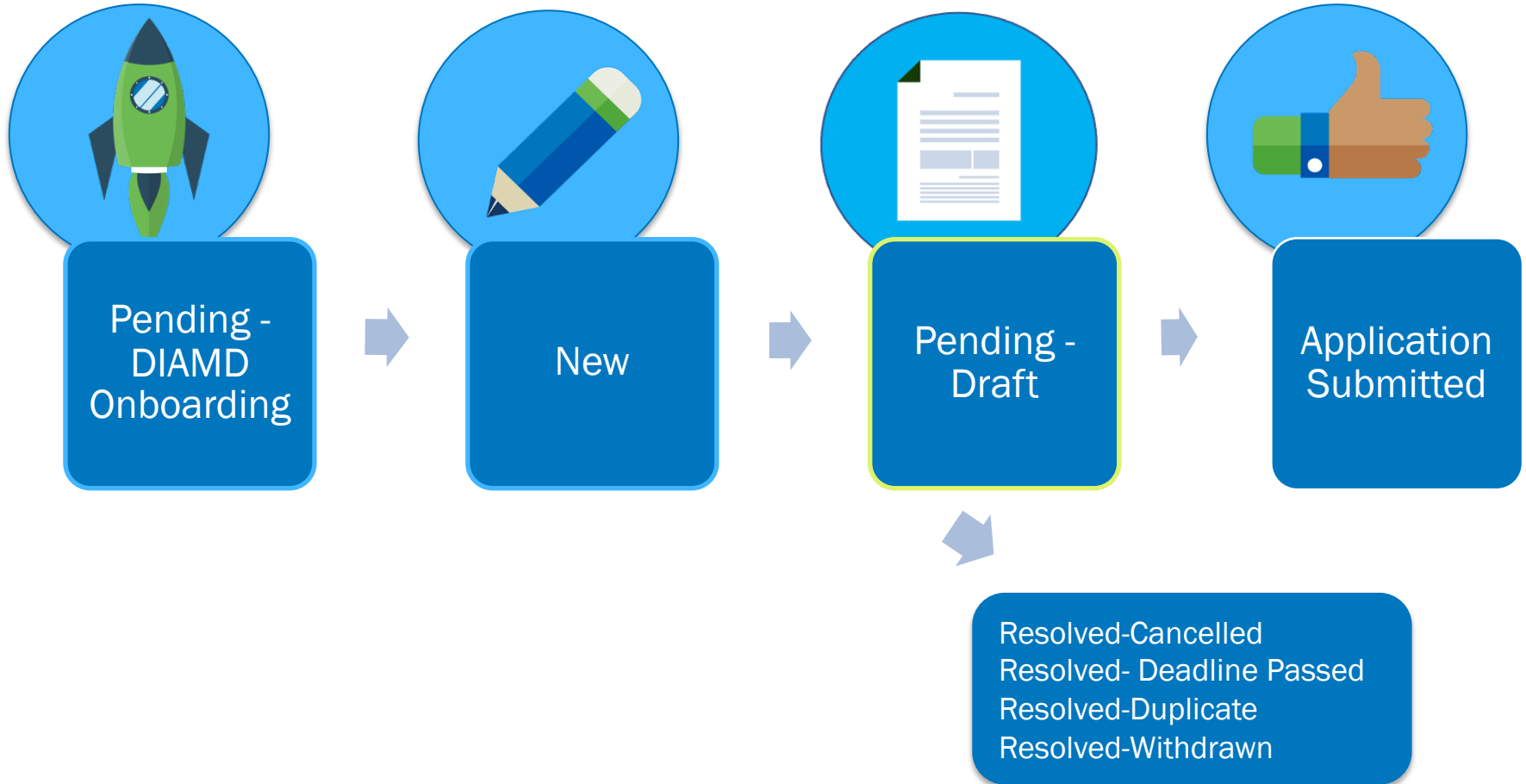Grants Management Series:
Application Submission

What to Expect After Submitting an Application

The entity will be notified that they have received an award when all applications for the solicitation have been reviewed before September 30.

All entity users should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.

Application Case Status Codes

Pending - DIAMD Onboarding

New

Pending - Draft

Application Submitted

Resolved-Cancelled
Resolved- Deadline Passed
Resolved-Duplicate
Resolved-Withdrawn

JustGrants System Notifications

The system will notify:

- The **Application Submitter, Entity Administrator**, and **Authorized Representative** when the application is received in JustGrants from Grants.gov.
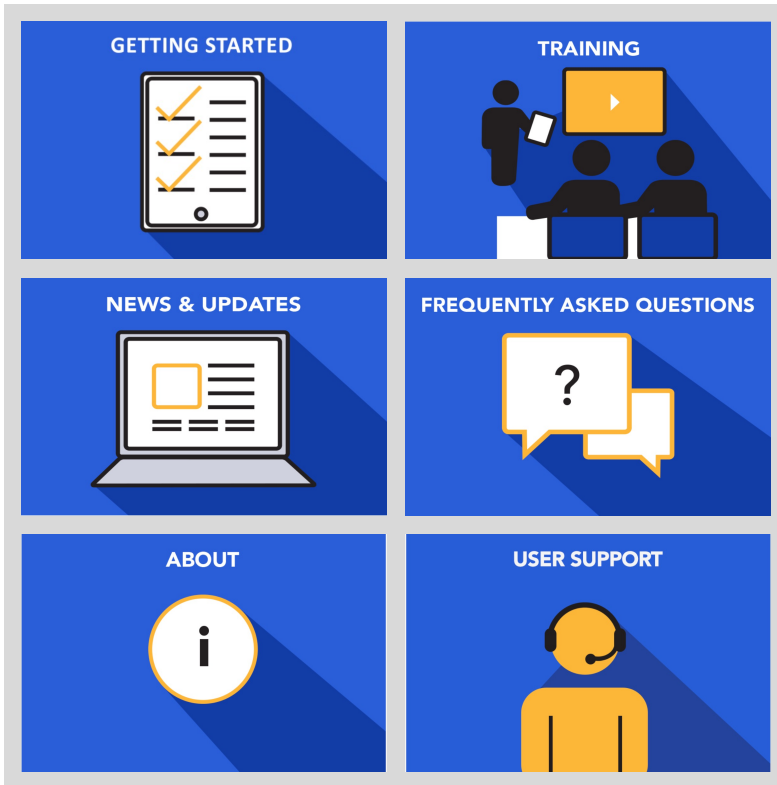
- The **Entity Administrator** when the award notification has been sent.

- The **Entity Administrator** and **Authorized Representative** when the deadline for applications has changed.

Where to Find Help

Resources

GETTING STARTED	TRAINING
NEWS & UPDATES	FREQUENTLY ASKED QUESTIONS
ABOUT	USER SUPPORT

Tools to help you get ready:

- Check your emails for updates.
- If you are not receiving update emails visit the JustGrants website for previous communications. You will also find:

  » Checklists
  » Training Videos
  » FAQs
  » User Support
  » Additional Resources

For more information on dates and required actions, please see the "Getting Started" page on https://justicegrants.usdoj.gov.

Experiencing Technical Issues

An applicant that experiences technical issues beyond their control must contact the appropriate customer support to report the issue and to receive a tracking number.

Self-Service Support

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).

Applicants experiencing difficulties with JustGrants must contact JustGrants Support at JustGrants.Support@usdoj.gov or 833–872–5175 Monday through Friday between 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.

Help us Help You

Contacting JustGrants Support

- Provide detailed information about the task you are trying to accomplish.

- Provide specific issue details and include as much of the following as possible:
  - ✓ A clear statement of the issue
  - ✓ DUNS (Data Universal Numbering System)
  - ✓ Application Number
  - ✓ A screen shot of your entity profile that contains your entity information
  - ✓ The roles used in JustGrants
  - ✓ A screen shot of the issue you are facing that captures the entire browser and where you are in the application
  - ✓ The steps you took to get there
  - ✓ Date and time when the issue occurred
  - ✓ Operator ID (your email address)
  - ✓ Browser Version

Wrap-Up

Additional Resources for Help

[FAQ (Frequently Asked Questions)](#)

[Application Submission Resources](#)

[Grants.gov](#)

[Sam.gov](#)

[Justgrantstrainingsupport@usdoj.gov](#)

Your feedback is important to us. Please complete a brief pop-up evaluation after exiting the session.

Wrap-Up

Additional Resources for Help

Roles Matrix	Entity Management
Grants.gov Resources	Grants.gov Video
Application Submission Checklist	JustGrants User Support
Applicant Technical Issues	Grants.gov Customer Support
SAM.gov Help Desk (Federal Service Desk)	Applicant Mechanics Webinar Recording

Thank You!