



VOCA Formula Application  
Submission in JustGrants



**JUSTgrants**

JUSTICE GRANTS SYSTEM

Learning Session

May 27<sup>th</sup>, 2021

# Discussion Topics and Agenda

- ➔ Review entity onboarding:  
Management of roles
- ➔ Finding and applying for DOJ funding opportunities
- ➔ Start the application in Grants.gov
- ➔ Submitting application in JustGrants
- ➔ Resources for Support



# 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
<ul style="list-style-type: none"><li>• Identify application submission forms in JustGrants</li><li>• Complete a web-based budget form</li><li>• Complete an application on behalf of an entity - <b>certifies information</b></li><li>• <i>For APPLICATIONS, only the Application Submitter can take actions (edit/submit).</i></li></ul>	<p>An Authorized Representative must be onboarded before an application can be submitted.</p> <p>They need to be selected from an existing user list in the application.</p>	<ul style="list-style-type: none"><li>• Onboard and complete entity profile before application submission</li><li>• Onboard the Authorized Representative</li><li>• Change Application Submitter assignments if needed</li></ul>
		

COPS awards *may* require two Authorized Representatives: A law enforcement AND a government executive

# Entity Management



## Grants Management Series: Entity Management



# Questions & Answers

# Application Submission





# Application Submission Overview



Applicants have two application submission deadlines:

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

Check the solicitation for details about the deadline range.




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.

# *Application Submission: Grants.gov*





**Grants.gov provides instructions** on registering and submitting, with guidance through the process:

Register

User Roles

How to Search for a Federal Grant

What's in a Grant Opportunity?

Intro to Applying on Grants.gov

# Grants.gov continued

DOJ applications require you to complete two things:

1

## The Application Package in Grants.gov

- 1) Select **Apply for Grants** under the Applicants column.
- 2) Enter your email address to be notified of any changes to the opportunity package before the closing date.
- 3) Click the Workspace icon to use Grants.gov.

2

## The SF-424 and SF-LLL on Grants.gov

Within 48 hours of SF-424 and SF-LLL submission, you should receive four (4) notifications from Grants.gov.

1. Application Received
2. Validated
3. Agency Retrieved
4. Agency Tracking Number Assigned

# Grants.gov: Funding Opportunities

To locate a funding opportunity with DOJ, start at the **Search Grants** tab.

Then use filters to narrow your search:

- Opportunity Status
- Funding Instrument Type
- Eligibility
- Category
- Agency

The screenshot shows the Grants.gov website interface. At the top, there is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. Below the search bar, there is a navigation menu with several tabs: "SEARCH GRANTS" (highlighted with a red box and a green arrow), "APPLICANTS", "GRANTORS", "SYSTEM-TO-SYSTEM", "FORMS", "CONNECT", and "SUPPORT".

The main content area is titled "SEARCH GRANTS" and displays search filters on the left and search results on the right. The filters include:

- BASIC SEARCH CRITERIA:** Keyword(s), Opportunity Number, CFDA.
- OPPORTUNITY STATUS:**  Forecasted (0),  Posted (51),  Closed (695),  Archived (1,413).
- FUNDING INSTRUMENT TYPE:**  All Funding Instruments,  Cooperative Agreement (16),  Grant (35).
- ELIGIBILITY:**  All Eligibilities,  City or township governments (31),  County governments (31).

The search results are displayed in a table with the following columns: Opportunity Number, Opportunity Title, Agency, Opportunity Status, Posted Date, and Close Date. The results are sorted by "Posted Date (Descending)" and show 1 - 25 OF 51 MATCHING RESULTS. The first few results are:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
O-BJA-2021-52001	BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program	USDOJ-OJP-BJA	Posted	01/07/2021	03/25/2021
O-BJA-2021-49002	BJA FY 21 Tribal Justice System Infrastructure Training and Technical Assistance Initiative	USDOJ-OJP-BJA	Posted	01/06/2021	03/10/2021
O-NJ-2021-55001	Research and Evaluation on the Police Response to Homelessness, Fiscal Year 2021	USDOJ-OJP-NIJ	Posted	01/06/2021	03/22/2021
O-BJA-2021-51003	BJA FY 21 Tribal Civil and Criminal Legal Assistance Program	USDOJ-OJP-BJA	Posted	01/06/2021	03/10/2021
O-OJDP-2021-47012	OJDP FY 2021 Supporting Effective Interventions for Adolescent Sex Offenders and Children With Sexual Behavior Problems	USDOJ-OJP-OJDP	Posted	01/05/2021	02/22/2021
O-BJA-2021-41003	BJA FY 21 Implementing the PREA Standards, Protecting Inmates, and Safeguarding Communities	USDOJ-OJP-BJA	Posted	01/05/2021	03/23/2021
O-BJA-2021-51001	BJA FY 21 Justice Information Sharing Training and Technical Assistance (JIS TTA) Program	USDOJ-OJP-BJA	Posted	01/04/2021	03/08/2021
O-BJA-2021-45002	BJA FY 21 Emmett Till Cold Case Investigations and Training and Technical Assistance Program	USDOJ-OJP-BJA	Posted	01/04/2021	03/30/2021
O-OJDP-2021-47010	OJDP FY 2021 Supporting Tribal Youth: Training and Technical	USDOJ-OJP	Posted	12/31/2020	02/15/2021

# Grants.gov: Applying

GRANTS.GOV™  
FIND. APPLY. SUCCEED.®

HELP | REGISTER | LOGIN


SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

HOME | LEARN GRANTS ▾ | **SEARCH GRANTS** | APPLICANTS ▾ | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | CONNECT ▾ | SUPPORT ▾

GRANTS.GOV > Search Grants

## VIEW GRANT OPPORTUNITY

« Back | Link

 **O-BJA-2021-52001**  
BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program  
Department of Justice  
Bureau of Justice Assistance

**Apply** **Subscribe**

**SYNOPSIS** | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

Print Synopsis Details ?

### General Information

<b>Document Type:</b> Grants Notice	<b>Version:</b> Synopsis 1
<b>Funding Opportunity Number:</b> O-BJA-2021-52001	<b>Posted Date:</b> Jan 07, 2021
<b>Funding Opportunity Title:</b> BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program	<b>Last Updated Date:</b> Jan 07, 2021
<b>Opportunity Category:</b> Discretionary	<b>Original Closing Date for Applications:</b> Mar 25, 2021
<b>Opportunity Category Explanation:</b>	<b>Current Closing Date for Applications:</b> Mar 25, 2021
<b>Funding Instrument Type:</b> Grant	<b>Archive Date:</b>
<b>Category of Funding Activity:</b> Affordable Care Act	<b>Estimated Total Program Funding:</b> \$1,700,000
	<b>Award Ceiling:</b> \$425,000

# The SF-424 in Grants.gov

The **person** and **email** listed in **SECTION (F)** of the SF-424 will automatically become the Application Submitter for your entity's application.

The **Application Submitter** is the **ONLY** user able to complete the application in JustGrants unless the EA reassigns it **AFTER** submission in Grants.gov.

**Section F:**

- Name
- Email

## The SF-424 Form

The image shows a screenshot of the SF-424 form, titled "Application for Federal Assistance SF-424". The form is divided into several sections. Section F, titled "Name and contact information of person to be contacted on matters involving this application.", is highlighted with a blue border. This section includes fields for Prefix, Middle Name, Last Name, Suffix, Title, Organizational Affiliation, Telephone Number, Fax Number, and Email. A red circle highlights the "Section F:" text, and a red arrow points from it to the "Section F:" title on the form. Another red arrow points from the "Section F:" text to the "Email" field in the highlighted section. The form also includes sections for "Type of Submission", "Type of Application", "Date Received", "Applicant Identifier", "Federal Entity Identifier", "Federal Award Identifier", "State Use Only", "Date Received by State", "State Application Identifier", and "APPLICANT INFORMATION" (including Legal Name, EIN/TIN, Organizational DUNS, and Address).

# Track My Application

## TRACK MY APPLICATION

### GRANT APPLICATIONS

- » How to Apply for Grants
- » Track My Application

### APPLICANT RESOURCES

- » Workspace Overview
- » Applicant Eligibility
- » Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages



Track and check the status of your submitted applications

To track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Track" button. (Example format: GRANT99999999)

**Help: Support Center**  
Contact the Grants.gov Support Center to get help from a representative.

Email us at [support@grants.gov](mailto:support@grants.gov) or visit our [Support page](#).

?  
Track

Please note, this only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov, and they do not report the status to Grants.gov.





It is possible to first receive an email from Grants.gov indicating that your application has been received, but then later receive a rejection notice.

Submitting your SF-424 and SF-LLL well ahead of the Grants.gov deadline provides time to correct any problem(s) that cause rejection.

Grants.gov will assign a tracking number that will connect to your JustGrants Application number.


*Application Submission:*



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# 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

Question type	Last update	Last updated by
Additional Attachments	07/20/2020	Patricia Grogan
File upload	07/20/2020	Justin Reynolds
Employee Court - Adversarial Full-time	07/20/2020	Carolee Poppen
Employee Court - Adversarial Full-time Contract	07/20/2020	Carolee Poppen
Employee Court - Adversarial Part-time	07/20/2020	Carolee Poppen
Employee Court - Adversarial Part-time Contract	07/20/2020	Carolee Poppen
Employee Court - Attorney Full-time	07/20/2020	Carolee Poppen
Employee Court - Attorney Full-time Contract	07/20/2020	Carolee Poppen
Employee Court - Attorney Part-time	07/20/2020	Carolee Poppen
Employee Court - Attorney Part-time Contract	07/20/2020	Carolee Poppen



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JUSTICE GRANTS SYSTEM

**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



# 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.

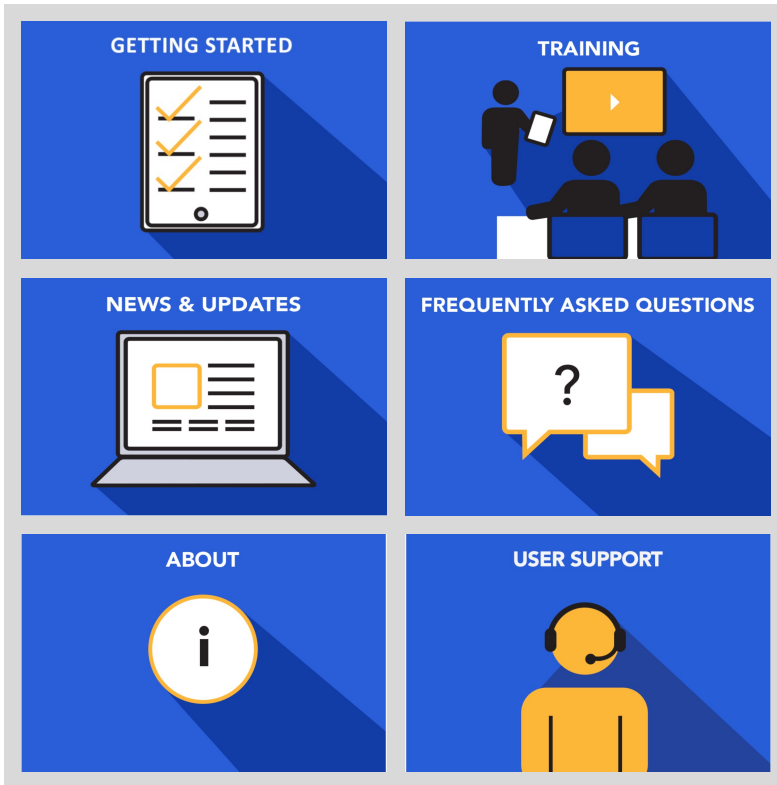
The **Entity Administrator** and **Authorized Representative** when the deadline for applications has changed.

# Where to Find Help





# Resources



## 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>.



# JustGrants Training Website



The screenshot shows the homepage of the JustGrants Training Website. At the top left is the Department of Justice seal, followed by the 'JUSTgrants' logo and 'JUSTICE GRANTS SYSTEM' text. On the top right, there are links for 'JustGrants Login | FAQs | COPS Office | OJP | OVW' and a search bar. A navigation menu below the header includes 'About', 'Training' (highlighted with a green box), 'Resources', 'User Support', and 'News & Updates'. The main content area features a large blue background with the text 'Learn About the Department of Justice's Grants and Payment Management Systems'. Below this text is a 'JustGrants Login' button and a link to 'https://justicegrants.usdoj.gov/'.

The Department of Justice (DOJ) grant making components—the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP), and the Office on Violence Against Women (OVW)—have established this website to serve as a resource hub for their grants management system (JustGrants) and payment management system (ASAP), both of which launched on October 15, 2020.

# 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](mailto: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](mailto:Justgrantstrainingsupport@usdoj.gov)

# 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!