

Manage Your Award

Essential Information for OVC Award Recipients



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Orientation Overview

Topics covered:

- JustGrants
- Accept Your Award
- Access Funds
- Financial Reporting
- Track and Report Progress
- Modify Your Award
- Manage Your Award



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Key Terms

Acronym	What it Stands For	What You Need to Know
DOJ	U.S. Department of Justice	Federal agency under which OJP is a component
OJP	Office of Justice Programs	Grantmaking component of the DOJ
OVC	Office for Victims of Crime	Program office of OJP that oversees your award
OCFO	Office of the Chief Financial Officer	Reviews budgets and provides financial guidance
GM	OVC Grant Manager	Your primary point of contact for program questions, compliance, and reporting
JustGrants	The Justice Grants System	Official grants management system



JustGrants: Where You Manage Your Award

In JustGrants, your entity can—

- see all your DOJ/OJP applications and awards in one place.
- assign users to applications and awards and find your DOJ grant manager's contact information.
- track award progress and spending, submit required reports, and request modifications.



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JustGrants: Critical Entity Users

JustGrants Role	Responsibilities
Entity Administrator (one individual)	Manages entity information, documents, users, and assignments
Authorized Representative	Accepts (or declines) the award
Financial Manager	Completes financial reports
Grant Award Administrator	Completes award requirements
Alternate Grant Award Administrator (optional)	Supports the GAA

Note: Outdated or incomplete role assignments can block you from completing your grant requirements in JustGrants.



JustGrants: Resources and Support

JustGrants Resources	JustGrants Help Desk
Website: justicegrants.usdoj.gov • Checklists • Self-guided online learning • Step-by-step guides • Weekly training webinars	Email: JustGrants.Support@usdoj.gov Phone: 833-872-5175 • Mon–Fri, 7:00 a.m.–9:00 p.m. ET • Sat, Sun, and federal holidays, 9:00 a.m.–5:00 p.m. ET



Accept Your Award



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Assign Roles

DIAMD

- Your Entity Administrator (EA) uses DIAMD to identify who should be an entity user and what roles that user should have access to in JustGrants.
- DIAMD sends an email to new users to register and **log in to JustGrants**.

JustGrants

- Your EA assigns users and roles to specific awards within JustGrants.
- Users take actions in JustGrants based on their assigned roles.

Note: Your EA must assign award roles before you can accept your award.



Accept Your Award

Who	What	When
Entity Administrator and Authorized Representative	Formally accept (or decline) the award in JustGrants	Within 45 days of award notice

When you accept an award, you enter into a legal agreement to follow the conditions outlined in your award. These conditions reflect applicable laws and rules.

If you fail to comply with award conditions, OJP may withhold funds, disallow costs, or terminate your award.

[JustGrants Training and Resources: Award Acceptance](#)



Award Package Components

Your award package in JustGrants includes the following:

- Award letter
- Award information
- Project information
- Financial information
- Award conditions



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Award Conditions and Requirements

- Review your specific award conditions carefully.
- Award conditions are legally binding requirements.
- Understand which conditions withhold funds and which require immediate action.
- Common conditions include—
 - Submit required documentation.
 - Complete mandatory training.
 - Meet reporting deadlines.
 - Comply with federal regulations (e.g., confidentiality, procurement).
- Refer to your conditions regularly throughout the award period.



Review the NOFO

The NOFO associated with your award contains the following:

- Program requirements, goals, objectives, and deliverables
- Award type (grant vs cooperative agreement)
- Allowable and unallowable costs
- Reporting requirements

[Find Your NOFO](#)



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Access Funds



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ASAP Enrollment

ASAP is an electronic system to securely request and receive grant funds.

If your entity already uses ASAP for other federal grants—

- link your DOJ account to your existing profile.

If your entity is NEW to ASAP—

1. receive the enrollment email sent to your SAM.gov E-Biz POC (Initial Point of Contact).
2. enroll in ASAP.
3. assign Roles and Take Actions.
4. receive an ASAP notice that funds are authorized and available.
5. request payments with justifications tied to your approved budget.



ASAP Payment Requests

When requesting payments—

- request payments based on your entity's policies and procedures.
- provide justifications explaining how payments are tied to your approved budget and allowable activities.
- ASAP is only for payment requests—financial reporting happens in JustGrants

To maintain your ASAP account—

- keep user roles and banking information up-to-date.
- update users immediately when staff changes to maintain system access

[JustGrants Training and Resources: ASAP](#)



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Final Budget Clearance

Who	What	When
Grant Award Administrator	Monitor JustGrants Worklist for budget-related grant award modifications; take action quickly	During budget review and clearance process

OJP activities include—

- checking that proposed expenses are reasonable, allowable, and allocable to the grant.
- securing final approved documents, such as Indirect Cost Rates.

Grant Award Administrator activities include—

- providing additional documents and budget revisions when requested.

[JustGrants Training and Resources: Grant Award Modifications](#)



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DOJ Financial Management Training

Who	What	When
Grant Award Administrator, Financial Manager	DOJ Financial Management Training	Within 120 days of award acceptance; within 120 days of assignment to award; every 3 years

Financial Management Training:

- Included in all Award Conditions (could freeze funds if not completed)
- Required for Grant Award Administrator and Financial Managers assigned to your award; optional for other users
- Taken every 3 years (online or in-person)
- Ask your Entity Administrator to upload your certificate to “Entity Documents” in JustGrants

[DOJ Financial Management Training](#)



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Financial Reporting



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Quarterly Financial Reporting

Who	What	When
Financial Manager	Completes Federal Financial Report (FFR) in JustGrants	Within 30 days of the end of each quarter

Late FFRs will automatically freeze your access to funds until the delinquent report is submitted.

Reporting Period	Due Date
Oct 1–Dec 31	January 30
Jan 1–Mar 31	April 30
Apr 1–Jun 30	July 30
Jul 1–Sep 30	October 30

[JustGrants Training and Resources: Financial Reporting](#)



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Financial Tracking

Keep up-to-date records for everything charged to the grant:

- Federal financial reports should reflect your grant expenditures from the start of the project through the end of the reporting period.
- Confirm that cumulative amounts provided in your reports align with your internal financial accounting system.
- Be prepared to provide documentation supporting your grant expenditures.

Resource: [DOJ Grants Financial Guide](#)



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Track and Report Progress



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Track Progress

From the start of your award, you'll need to track your progress of meeting the goals and objectives of your grant program.

- Know your measures and reporting expectations.
- Establish team responsibility: who does what, when.
- Routinely review the data that you're collecting.
- Ask for help; your project has a public benefit, and everyone wants it to succeed. Your grant manager can help you navigate changes and manage your award.



Performance Reporting

Who	What	When
Grant Award Administrator	Completes Performance Report in JustGrants; adds deliverables in JustGrants	Within 30 days of the end of the reporting period

Late Performance Reports will automatically freeze your access to funds until the delinquent report is submitted.

[JustGrants Training and Resources: Performance Reporting](#)



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Conference Cost Reporting

Cooperative Agreements—

- must obtain prior approval before the conference.
- must report actual costs within 45 days if the conference exceeds \$20,000.
- submit reports via the Conference & Events Submission Form (not JustGrants).

Grants—

- do not need prior approval, but must maintain documentation.
- must comply with federal cost thresholds and limitations.



Modify Your Award



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Grant Award Modifications (GAMs)

A GAM is a formal request to change your project scope, timeline, or budget.

Who	What	When
Grant Award Administrator	Submit and manage GAM requests in JustGrants	As needed

- Not all changes require a formal GAM.
- Your grant manager can help you determine which type(s) of GAM is needed.
- All GAM requests must be submitted and approved in JustGrants.
- Do not implement changes until you receive approval in JustGrants.

[JustGrants Training and Resources: Grant Award Modifications](#)



Types of Grant Award Modifications (GAMs)

Project Period Extension	Programmatic	Financial
(1) Project Period Extension: request to extend a project end date	(2) Programmatic Cost: request prior approval for certain costs	(4) Budget Modification: redistribute funds between budget categories or modify the budget
	(3) Scope Change: change the purpose of the project, programmatic activities, project site, or primary personnel	(5) Sole Source: enter into a contract without competitive bidding



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Recipient Considerations

- Stay familiar with your project goals, objectives, reporting requirements, and award conditions.
- Establish internal compliance checks throughout the life of your award:
 - Are we carrying out the approved project?
 - Are we submitting all reports and deliverables?
 - Are we documenting and tracking all award-related expenditures?
 - Do we need additional guidance or assistance? Have we asked our grant manager?
- Invest time in learning JustGrants, ASAP, and any other program-specific platforms required.
- Communicate proactively with your grant manager about changes, challenges, and successes.



Working With OVC

Your grant manager—

- **serves as your primary point of contact** throughout the award lifecycle.
- **provides expertise** on victim services and award implementation.
- **monitors award progress and compliance** with programmatic, administrative, and fiscal requirements.
- **conducts desk reviews** and monitoring visits.
- **reviews and approves** award modifications.
- **connects you** to training, technical assistance, and resources.



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Resources



OVC Website: ovc.ojp.gov



DOJ Grants Financial Guide: www.ojp.gov/funding/financialguidedojo



JustGrants Training: justicegrants.usdoj.gov/training



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Getting Help



JustGrants Support: justicegrants.usdoj.gov/user-support



ASAP Support: OCF0 Customer Service Center, Ask.OCF0@usdoj.gov, 800-458-0786



SAM.gov Help: sam.gov/content/help



Your OVC Grant Manager: Contact info in JustGrants



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