

DARYL FOX: Good afternoon, everyone, and welcome to the “OVC FY 2022 Pre-Application Education Webinar Series Part 1: Getting Ready to Apply,” hosted by the Office for Victims of Crime. At this time, it's my pleasure to introduce Jessica Andrew, Victim Justice Program Specialist with the Office for Victims of Crime for some welcome remarks and introductions. Jessica?

JESSICA ANDREW: Thank you so much, Daryl. And welcome, everyone. As Daryl mentioned, my name is Jessica Andrew and I'm a Grant Manager with the Tribal Division at the Office for Victims of Crime also known as OVC. And so for those who are unfamiliar with OVC, we are a grant-making component with the Department of Justice and support a broad range of programs and services that focus on helping victims in the immediate aftermath of crime and continuing to support them as they rebuild their lives.

So for those of you who would like more information about OVC, I welcome and I encourage you to visit the OVC website, which a link will be provided in the chat for you.

Before we get started, I wanted to take this opportunity to thank everyone for joining today's webinar. We are grateful for your time and we appreciate that you're spending the next 90 minutes with us. And I also want to thank our colleagues at NCJRS. They are helping behind the scenes to make this session a success.

Today's webinar is going to be the first of a four-part webinar series called “Planning Your OVC Application.” And this series provides information about OVC funding opportunities and guidance on how to apply. Each of the webinars are going to cover a unique topic to help your organization prepare for the fiscal year 2022 funding opportunity cycle. Today's topic is going to focus on starting the registration process and how to apply for funding through the Department of Justice. And then tomorrow, February 9th, at the same time, we're going to be holding a specific webinar on how to develop your budget. And during that 90-minute session, we're going to be joined by our colleagues from the JustGrants team who are here with us today, Angela Wade, who is a Financial Specialist with the Office of the Chief Financial Officer, and the Tribal Financial Management Center, which is one of OVC's financial training and technical assistance providers. Together and as a team, we're going to provide a solid recommendation on how to develop a strong budget proposal. And that, again, is going to be tomorrow, February 9th. And I'll put a link to the registration for that opportunity in the chat. And, again, I encourage you all to sign up. If you can't join the webinar, a recording will be posted later on the OVC website and you're welcome to listen to the session during your downtime or review the PowerPoint material at your leisure. And again, today, we are focusing on how to apply. And JustGrants, as you know, is new for all of us and we're all learning our way through the system. And I'm excited that we

have the opportunity to have Lisa Hartman here with us today to walk us through the application process, how to enroll in JustGrants, how to navigate the two systems that you'll be using to submit your application, and what resources will be available for applicants. So now, Lisa, I'll turn it over to you.

LISA HARTMAN: Thank you so much, Jessica, and thanks again for the invitation to speak to everyone today. So good afternoon and welcome to the JustGrants session on how to apply in JustGrants. So we're happy to have you here today, and we hope to provide you with the information that you need to manage this application process in JustGrants. As mentioned before, we are recording the session today and the recording will be made available on the OVC website.

My name is Lisa Hartman and with me today is my colleague, Bridget Mealia, who's going to be helping us with questions and answers. So we are really excited to be talking to you about the application process in JustGrants. So the purpose of today's discussion is to learn more about JustGrants in relation to the mechanics of applying. We want to make sure that you're off to a great start and that you have all the tools you need to use JustGrants. Now, today, we'll discuss some of the onboarding steps for a first time grantee as well as for a returning grantee and we're going to review some of the JustGrants entity roles and demos about entity onboarding.

Next, we're going to talk through the steps of the application submission process, which is a two-step process including submitting preliminary information in Grants.gov as well as locating and completing and submitting the application in JustGrants. And finally, at the end, we're going to talk about where you can go for help to navigate through JustGrants and provide some resources for you if you have questions about Grants.gov or any other aspect of the technical application submission process.

So let's go first over a few entity onboarding pieces of information. Now, I have—I have a video here, and this video was actually available on our JustGrants website, which I'll show you at the end of the session. So if you want to revisit this video at any time, it is available for you. So I'm going to go ahead and set this up.

[video playing]

Welcome to the JustGrants Application Mechanics: Submitting an Application Web Series. In this Getting Ready to Apply video you will learn the steps that occur prior to applying for funding in JustGrants, and the key roles in the application process. If you are new to the JustGrants system, here is a visual roadmap to give you an overview of the key steps in the application process.

Applicants must first obtain a DUNS number and receive confirmation. Once you have your DUNS number you must register with SAM.gov and receive confirmation. Have your SAM.gov E-Biz POC confirm in SAM.gov that the correct person is identified as the Authorized Organization Representative, or AOR.

Next, find the specific funding opportunity for which you'd like to apply by searching through Grants.gov and selecting the correct competition ID. Also access the funding opportunity and application package requirements from Grants.gov. Lastly you will need to complete and submit Standard form 424 Application for Federal Assistance, also known as the SF-424.

Complete the Disclosure of Lobbying Activities Form, also known as the SF-LLL. Applicants for funding through the Office of Community Oriented Policing Services (COPS Office) will also need to submit a supplemental SF-424B. This will complete and submit the application in JustGrants.

Here is a roadmap for returning users. This will help you visualize the steps needed when you are onboarding. As a note, the Entity Administrator, or EA, is also your E-Biz POC.

Once the EA invites the users in DIAMD, they will then assign JustGrants roles to each user in DIAMD. DIAMD is a system within JustGrants that is used to onboard users. The users will receive an email from DIAMD and will then need to successfully log into JustGrants.

The application submitter completes and submits SF-424 and SF-LLL via Grants.gov. A Submitter is assigned by the system to the application upon receiving it in JustGrants from Grants.gov, completes all sections of the application in JustGrants, and selects the Authorized Representative in the application. The application is submitted to DOJ for review. The EA plays a key role in getting the process started.

Let's review the Entity Administrator steps. Entity Administrators are the only users who are able to manage other users. This includes inviting new users to JustGrants, removing inactive members, and assigning users to specific awards and applications. Entity Administrators should verify that all users are onboarded and assigned the appropriate roles. If your entity has already onboarded into JustGrants, ensure that the Entity Administrator has added the role for the Application Submitter and Authorized Representative before applying for funding opportunities in Grants.gov. Both roles, as we will discuss, will be needed to apply and submit a grant application for DOJ funding. There can only be one Entity Administrator in JustGrants at a time. It would be best to know who the backup Entity Administrator will be, just in case someone is on vacation or must go out on medical leave.

Let's review the JustGrants registration steps. Once invited to JustGrants, all users will receive a registration email. They must complete all steps in the email within 72 hours of receiving it, or it will expire. Don't worry – if an email expires, the Entity Administrator can easily generate a new one through DIAMD. The user's email address will become their username. New users will create and confirm their password. Users will set up multifactor authentication as one of the steps to register. Every time a user logs in to JustGrants, they will need to select a button to send a code to their device or email. This button is part of the login process. Every user must log in to JustGrants to complete the registration process.

Now let's review the roles that play an important part in Application Submission. At this point the Entity Administrator should have identified the authorized users for JustGrants. They can add all the users that will be working on your grants currently or in the future. This Entity User Role Matrix identifies six foundational roles that are available to assign to your users. Keep in mind that users can be assigned multiple roles. These roles are Entity Administrator, Application Submitter, Authorized Representative, Grant Award Administrator, Grant Award Administrator Alternate, and Financial Manager

For more information, visit the Entity Management page on the Justice Grants website.

Next we will focus on the roles that are important during the application submission process, which are the Application Submitter, Authorized Representative, and Entity Administrator. A user with the Application Submitter role will be the only person in JustGrants who will be able to submit an application. This role is automatically created when the application is submitted in Grants.gov. The person submitting the information in Grants.gov is assigned to the application in JustGrants. There can be multiple Application Submitters within JustGrants, but only one can be assigned to an application at a time. If this needs to change, the Entity Administrator can reassign this role in JustGrants as needed. The Application Submitter identifies the forms needed to submit an application, completes the web-based budget form, completes and certifies the application on behalf of the entity, and submits the application in JustGrants.

If a user is assigned ONLY the Application Submitter role, they will not be able to see funded awards in JustGrants. It is possible to assign multiple roles to the user with the Application Submitter role if that is what your entity prefers. The Authorized Representative is the person who is authorized to go into a legal agreement on behalf of the entity. The Entity Administrator will need to designate who this person is, because that person will need to be selected from an existing user list when the Application Submitter is completing the application in JustGrants. Note that the COPS Office awards may require two Authorized Representatives. The Entity Administrator is responsible for onboarding and changing Application Submitter assignments if and when needed. On the JustGrants support page there is a video that will teach you more

about Entity Onboarding and the steps needed to complete setting up JustGrants. Also on that page, you can access the job aid related to entity management that you can print out as a tool to help you set up JustGrants.

This concludes this Application Mechanics video on Getting Ready to Apply in JustGrants.

LISA HARTMAN: All right. That was a lot of information and we will break some of that down a little bit as we go through this presentation. First, before we get started with some of that information, I would like to talk a little bit about some application submission tips when using JustGrants. So for best results, you want to use either Chrome or Microsoft Edge to access JustGrants. Internet Explorer really does not provide an optimal experience in JustGrants. So if you do have users with hyphenated names, it can—it can happen that they're not able to access JustGrants. If that's the case, they should open a ticket with our Technical Support Desk who can provide information about supports—about how to solve that problem. And I'll provide information about adjustments, technical support at the end of this presentation. For entities that already have a JustGrants account prior to applying for additional funding in Grants.gov, the application submitter must be sure to use the email associated with their JustGrants account to apply for funding in Grants.gov.

Now, if you will be applying for or managing awards with multiple DUNS or UEI numbers, you will need to associate a unique email address with each account. Each DUNS number creates a separate JustGrants account. And it's possible to use multiple accounts but you have to log in to each one separately using a unique email address. And, again, as mentioned in the video, each time you log into JustGrants, you will need to complete the multifactor authentication. You select the best option for you when you're—when you're registering your account. And that can be, for instance, a text message sent to your phone, it could be a voicemail code to enter, it could be an email, whatever option works best for you, you'll need to set up when you're registering. And you can set up multiple options as needed. But the bottom line is that you will need to enter a code every time you log into JustGrants as this helps maintain the security of your account and your system.

Now, I do have several demonstrations for entity administrators onboarding new users. They're short but I would like to take you through them one by one. So the first demo that I want to show is how an entity administrator would invite a new user to be a member in JustGrants in your JustGrants account. Now, in order to set up new users, the entity administrator...

JESSICA ANDREW: Oh, you just opened JustGrants.

LISA HARTMAN: Oops. I'm sorry. That video should be up. So the entity administrator must invite the new user. So from the homepage, click the Entity Users menu option and then click Manage Users. Only the entity administrator is going to be able to access this. And they're going to be able to access DIAMD. And, again, as mentioned in the video, DIAMD is a separate system within JustGrants that—they're solely to manage users and only the entity administrator will be able to access this. To invite a new member, they're going to click the Invite Member option here in DIAMD and they'll enter an email address and confirm it. So the email address is very important when setting up a new member. The email address becomes the username for this member. And it also is—it access the email address in which JustGrants will send notifications. So it's important to both enter and confirm because an incorrect email address is difficult to change. It will require the help of our technical support system, and until it's changed, will not allow anyone to receive notifications on that incorrect email address. First name and last name. And then at the bottom of this, the entity administrator will select the role or roles that this person will fulfill in JustGrants.

Now, any member in JustGrants can fulfill one or more roles. So if a—if an individual in your organization is going to be a grant award administrator person, for instance, who's going to be handling the programmatic requirement for an award on one award or—and then also needs to be a financial manager to submit Federal Financial Reports on that or another award, they need to be signed—assigned both roles—for both roles to do that. Now, when the entity administrator clicks submit on that new member—that new member record, an email is automatically generated by JustGrants to that new member to the email address that was included as part of the member record. So that is the initial invitation on inviting a new member to JustGrants.

Now, the next step would be for that new member to locate the registration email that was generated so [INDISTINCT]—and then follow the—follow the steps to—follow the steps to complete their registration. So I have a little demo about that.

Now, this is the email that a new—newly registered member will receive in their email inbox. And before we actually start the demo, I'd like to have you take a look at this email because it provides a great deal of useful information about JustGrants. So if you look below the first paragraph, you can see that you have access to the telephone number and to the email address for our JustGrants technical support group. Now, either calling that number or sending an email will automatically open a ticket for you. And a JustGrants technical support person will follow up to help solve your issue. You also have a link here to log in to JustGrants and that's an important link because your registration process is not complete until you both registered and logged in to

JustGrants. There is—there are several links to our justicegrants.usdoj.gov website. The first one about JustGrants talks a lot about JustGrants and provides a great deal of information for new accounts. So it will—sort of explains all the different pieces that are important to JustGrants. We have a link to our training page, and I will show you that at the end of the session today because that's where you can find a large library of training resources.

For new accounts also, we have a page on how to get ready. And for those of you who are getting ready to apply, this will be vital information. I talked a little bit about the various systems that interact with JustGrants. Grants.gov is one. SAM.gov is another. DIAMD is another. All of these different systems work together in concert with JustGrants in order to provide the information that you need to manage your account.

We have a section on our resources web page for news and updates. And I'll recommend that you sign up for our email communications. We don't send out email communications often but when we do, it's because we have some very important information on new features, or upcoming changes, or system outages that we need to communicate to everyone using JustGrants.

And then, finally, we have a section on frequently asked questions that we'll take a look at a little bit later. And this is a terrific section because if you have a question about JustGrants, I can almost guarantee you somebody before you had the same question and we've captured a number of those questions and provided answers on our website so you can kind of self-help your questions.

So all of that having been said, I'd like you to turn your attention to the first paragraph where it says, "Please click here and set your password using the email address within 72 hours." And this is where we're going to start our demo. So once you click here, you're going to be able to start the process of registering your personal profile in JustGrants.

So the first thing that you're going to find is that you're going to be asked to provide a security question. I'm sure you're familiar with these questions from—you know, from a lot of other sites. So you get to choose the question and you get to choose the answer, and you do want to write that down because if you're like me, I will forget it in 10 minutes. But you can write it down and keep it—you know, keep it somewhere where you can access it. If you don't like the questions that are offered, there's also an opportunity to create your own question. And this actually increases the amount of security on your own login because then not only would somebody have to guess a—an answer, they also have to guess the question. So, again, you can see how that would

maybe foil somebody trying to use your account. So you can write in a custom question, write in the answer, and, again, write it down so that you don't have to go looking for it.

Let's see. Continuing on. Let's see. We've got the questions—the standard questions. We've got the custom questions. And after that, then you create your own password. And this is important. In previous systems, people have sort of shared logins to JustGrants. In JustGrants, it's important that you have your own individual logins. So you will create your password, your username will be your email address, and all of this will be, you know, just for you to log in directly. So you want to enter your password and repeat it.

And then we come to the multifactor authentication. And I'm sure many of you are familiar with, you know, the websites that require you to enter a code or a text that sends to your phone. Here in JustGrants, you can decide how you want that authentication to happen. You can tie your authentication to sort of an existing biometric authenticator like a USB or a Bluetooth, something. You can set that up. If you want to use Google authenticator, you can set that up if you're familiar with that and you have the app already. SMS authentication is probably the most common and this would be how you can set up a code to be sent to your mobile phone. If you would prefer voicemail, you can have that set up. So you can set it up to send voicemail rather than a code to your phone. And then, finally, if you live in an—in an area where phone service may be less reliable, you can set up email authentications. So the choice is yours. And you can actually set up more than one option if you want to have a fallback.

So once you decide to set that up, we'll, the—each of the options have sort of different fields that you need to enter. I'm going to just show you how to set up the SMS authentication because it's pretty straightforward and it's probably the most common. So to set up a text code to be sent to your—text message on your phone, you have to enter your phone number and then click send code, and that will send the first code to you. Once you've sent that code, then you would go back. Once you receive the code, enter your phone number again and then enter the code that came into your text and you'll verify it. And that's how you set up SMS authentication on your account. You just have to send the code once, verify it within the account. Once you've finished with that, again, if you have the idea that you'd like to set up additional multifactor authentication so that you can choose each time you log in, then you're more than welcome to do that. So if you're—if you like to be—have the text sent to your phone, that's great. If it's, again, not always a reliable method, then you can also set up voice message—voice call authentication or email authentication, so—as a backup. Now, once you do that, you're going to be delivered to the JustGrants login page. And here you are. This is what it

looks like. You want to log in to JustGrants. And once you log in to JustGrants, that's the final step that actually activates your JustGrants account.

So those are ways that you can—that you have control over your own profile information. Setting up new users in JustGrants is no longer—does no longer require the intervention of anyone from the Department of Justice. This is all handled internally within your own organization. So that is really kind of a benefit, because you don't have to wait for DOJ to respond with assistance there. So I'm going to do another demonstration that talks a little bit about how to—how to update the entity administrators.

I think as the original video mentioned, there can only be one entity administrator in your JustGrants account at a time, and that can feel restricted. And the reason that we do that is really kind of for, you know, security purposes and, you know, we make sure that the entity administrator really is the only person that can manage user accounts. However, if the entity administrator is going on vacation, or is going to be on leave, or is gone really for a few days, then you really want to be sure that your organization has determined who would be the backup entity administrator if the original—if the existing one is gone. And the reason for that is because if you need to transfer the use—transfer access of an award or an application to another person due to, you know, an unexpected absence by, you know, a grant award administrator or financial manager, then the entity administrator is going to need to react right away to make sure that happens. So if that person is on vacation, you can't—they can't react right away. It's a good idea then to be able to move that entity administrator role to another person, and this is how it's done. In DIAMD, all the steps to make all of these changes are very short, very easy.

LISA HARTMAN: I'm sorry. The—our—there we go. Sorry about that. Some of these have a little audio behind them. So to change the entity administrator, the first thing we're going to do once we get into DIAMD is check—is use the Manage Entity button here. This is where you manage all aspects of your entity in JustGrants. So when you click that, you can see that we are associated with a particular DUNS number, you can see who the current entity administrator is. And in the middle here, we can select another active member to replace the current entity administrator. So it's just a matter of searching, locating the person who's going to take over temporarily or permanently as the entity administrator, and then clicking submit. It could not be fewer steps really if we tried. So the thing about this is once that Submit button is clicked, then the person that we selected becomes the new entity administrator. The current entity administrator will no longer have access to DIAMD.

So, at this point, Bridget, I'm wondering if you could check the Q&A and see if there are any questions regarding JustGrants onboarding that we've come to so far.

BRIDGET MEALIA: All righty, Lisa. So let's go with—our first one we had, "What is AOR? Submitting information and getting confirmation to them was listed as one of the steps."

LISA HARTMAN: Yes. The AOR is actually a role in Grants—in SAM.gov. So there are—we're talking about three different systems that you need to—that you need to use in order to apply. So the first one from—is SAM.gov. And this is a general website for all federal—all entities that want to do business or receive funding from the federal government. So you have to register there to get funding from any federal agency. And the AOR is a role within SAM.gov. So they're essentially like an authorized representative but—that is listed in SAM.gov. In JustGrants, we also have an authorized representative whose role is to accept or decline funding. And often it's the same person. The AOR in SAM.gov is the same person as the authorized rep in JustGrants, but the two separate systems, they have to have two separate users. They just play similar roles in both of those systems.

BRIDGET MEALIA: Okay. Thank you.

LISA HARTMAN: Uh-hmm.

BRIDGET MEALIA: "Where do you find the SF-424 and SF-LLL forms? Are they now in JustGrants?"

LISA HARTMAN: That's a good question. Actually, you enter the SF-424 and SF-LLL in Grants.gov. So all funding opportunities begin in Grants.gov. Before you even have a JustGrants account, you have to go and look for the funding in Grants.gov. And once you're in Grants.gov, if you find a Department of Justice funding opportunity in Grants.gov, the SF-424 and SF-LLL appear there automatically, and you can enter the information in Grants.gov directly into—you know, into a web-based form. When you submit that part of the application from Grants.gov to JustGrants those two forms automatically come over to JustGrants and you don't have to—you know, you don't necessarily have to, you know, re-enter them.

BRIDGET MEALIA: Great. Thank you. "If we have three OVW awards, will I need separate email addresses for each one? Currently, I have two awards but only one email address."

LISA HARTMAN: So that's a good question. And it's a little more complicated than three OVW awards. So it has to do—your—the different—unique email addresses have to do with the DUNS number that you're using to create your JustGrants account. So for instance, here's an example. Let's say we have the City of Arlington. You know, it's not far from where we are. And the City of Arlington might be looking for funding related to the administrative offices. And that might be a DUNS number—the administrative offices have a DUNS number and they would apply for funding that sort of, you know, relates to administration of the County of Arlington. Now, the police department or sheriff's departments for the County of Arlington may be applying for a different type of funding related to law enforcement that the—that the administrative officers wouldn't necessarily be eligible for. So the sheriff's department then needs to have their own DUNS number in which to apply for this different type of funding. And then they would have a separate DUNS number—they would have a completely separate JustGrants account. So that's—if—so if you are a person that would be managing awards or applications in both of those different aspects, if you'd be, you know, working with awards in—you know, for the administrative offices and for the sheriff's offices, that's a situation in which you would need to have unique login information.

So if you have—if your OVW awards are all three related under the same DUNS number, then you only need one login to JustGrants. If—you know, if they're under different DUNS numbers, that's when you need to have the two different unique logins. So I guess the bottom line is if you can see all three of them in your JustGrants accounts now, that's all you need. You just need to log in to one JustGrants account to see all of those awards. But if you can only see two in your account and not the third, then, you know, it's entirely possible the services has been set up or applied for under a different DUNS number.

BRIDGET MEALIA: Okay. Great. Thank you. That answered a few questions in there concerning DUNS number. So let's get to the next one. Question. "Do you—distribution link registration." I'm not sure I understand that one.

LISA HARTMAN: Yeah. Maybe once we get ready on that question, we can—we can answer it next time we stop for questions.

BRIDGET MEALIA: Yes. Great. Let's—and the next one. And, "Is it only the entity administrator who can change the entity adminis—who can change who the entity administrator is? It makes sense that it works that way but I just want to be very clear."

LISA HARTMAN: Yes. That is—that is the case. Only the entity administrator in your organization can assign a new entity administrator. So that is—that, you know, can be

problematic because there are—there's always potential for a situation in which your entity administrator is out unexpectedly. So if your entity administrator is out unexpectedly and you need to reassign that entity administrator role to another person, at that point, you'll need to get our technical support folks involved and we'll be happy to help you with that.

One of the things that you would need to do in order to move that process forward is our technical support people, if they're the ones inviting a new entity administrator, they're going to automatically send an email to your SAM.gov point of—the UEI point of contact. So before you call our support folks, you'll need to log into SAM.gov and determine who that EDI point of contact is there and make sure it's the person you want us to assign as the new entity administrator. So that's kind of the first step before calling support. So once that happens, our support—our support folks can generate a new registration email to that entity administrator that you want to change to and the process can move forward.

BRIDGET MEALIA: Great. Speaking of entity administrators, we have two more questions about them. "Can they be the same,"—sorry. "Does the entity administrator have to be the same person as the identified—as the one identified in SAM?"

LISA HARTMAN: It does not. So the—it does not and—so the person who's identified in SAM is not going to be the JustGrants entity administrator, not a problem. They do need to—they are going to be the first person invited and they are going to need to, at least, onboard the person who's going to replace them. So once they onboard the person who's going to replace them and follow those steps to—you know, to change the entity administrator, then they—then they have—you know, they don't have to perform that role any longer, but they do have to perform—you know, they do have to onboard that first person and then, you know, make that initial change.

BRIDGET MEALIA: Thank you. "Now, does second entity administrator have their own email and code or must they use the same one?"

LISA HARTMAN: No. They'll have their own email and code. We really highly encourage everyone to have their own email and code. And that's because, you know, often the multifactor authentication is so personal, you know? It's going to be sent to your telephone number. It's going to be sent to your email address. So trying to share, you know, the ability to log in between two different people is really problematic. So we highly encourage each person to have their own individual login and email address rather than try to figure out how to share them.

BRIDGET MEALIA: All right. "Can one email be used for two DUNS numbers if a person is responsible for two organizations?"

LISA HARTMAN: No. JustGrants recognizes that email address as associated with a particular DUNS number. So if you use the same email address for two different DUNS numbers, it's going to completely confuse JustGrants. Each DUNS number account must have its own—it's—your own unique email to log in to that account.

BRIDGET MEALIA: Okay. All righty. And, speaking of DUNS numbers, "Will that be changing to use the new UEI number?"

LISA HARTMAN: Oh, yes. You have clearly been up on your news. Yes. In April—on April 4th of this year, the UEI number or Unique Entity Identifier number is going to replace the DUNS number in all accounts, you know, federal agency-wide. You know, not just DOJ but federal agency-wide. So those of you who already have JustGrants accounts will see your UEI number already in existence there. And so the transformation between, you know, one number and the other is not going to be, you know, highly impactful but it will—you know, the DUNS numbers are going to be eventually going away and these UEI numbers are going to be the primary unique identifier for a JustGrants account. And for now and until April 4th, the DUNS number is that, but there will be a transformation in April.

BRIDGET MEALIA: Okay. Great. And do we have time for a few more questions?

LISA HARTMAN: You know what, I'd like to try and move on because we have a few more slots. We can certainly stop—we can certainly stop and answer questions and we'll have time for questions at the end as well.

BRIDGET MEALIA: Perfect. Thank you, Lisa.

LISA HARTMAN: Yeah. Thank you so much, Bridget, for helping out with that. So I'd like to start taking a look at the application submission process as a whole. So we talked briefly about SAM.gov and the importance of having a SAM.gov account and identifying that SAM.gov EDI point of contact who will become automatically your entity administrator. But when you're actually beginning the application process, you're going to begin in Grants.gov. Now, Grants.gov is not a Department of Justice website. This is a—this is a website that provides funding opportunities from, you know, wide range of federal agencies, not just DOJ. But our DOJ funding opportunities start here. So with Grants.gov, you'll need to go in to this—to this system and look for the opportunities you want. You're going to have—with this two-step application process, you're going to have

two application submission deadlines. So in Grants.gov, there's going to be an application submission deadline. Once that deadline passes, the solicitation will be removed and no one will be able to apply on that solicitation any longer. The amount of information that's entered into Grants.gov is pretty minimal, so as long as you can get that information in prior to the deadline, then your application will move into JustGrants. And then you'll have a second deadline in JustGrants to complete that application, and typically it's two weeks or so longer than the Grants.gov deadline.

So, you know, again, once you've located that funding opportunity with DOJ, when you—when you locate that and decide to apply in Grants.gov, you'll be presented with the SF-424 and SF-LLL. And aside from these two forms, most of—the rest of your applications entered in JustGrants. So once you fulfill those two forms and submit your application, preliminary application in Grants.gov, then all of that will appear in JustGrants for you to complete. Now, some people will ask, "Well, what if I don't know yet, in Grants.gov, what my budget is going to be? For instance, I don't really—we haven't really fleshed all that out yet." That's fine. In Grants.gov, you can enter preliminary information. It doesn't have to be the accurate and the final information you're going to submit but you need to get it in before the deadline. So put in your preliminary information. You can update everything in JustGrants prior to submitting to DOJ.

So, again, each solicitation has an application submission deadline in Grants.gov. After this date, the solicitation is removed from Grants.gov and no one is going to be able to apply any longer. Now, it is highly recommended that you check the due date in Grants.gov and try to submit at least 72 hours prior to the deadline, because it's not an immediate—it's not an immediate submission to JustGrants. In Grants.gov, before your application is submitted to JustGrants, it's going to take several—a couple of days to validate your information in Grants.gov. And the last thing that you want is to submit, you know, too late to be able to adjust to any invalid entries or changes that are requested. So 72 hours is probably the least window that you would like to have in order to validate your application and be—allow enough time for making updates.

So, at this time, I'm going to play another video, and this has to do with submitting your application in Grants.gov. So I'll set this up.

[video playing]

Welcome to the JustGrants Application Mechanics: Submitting an Application Web Series. In this video you will learn the steps for initiating your application submission in Grants.gov. The process of submitting an application in JustGrants begins in Grants.gov. It is important to remember that you will have two submission deadlines.

The first is in Grants.gov for submitting the SF-424 and SF-LLL, and the second is the deadline for JustGrants, in which you will complete and submit web-based forms and attachments required for the published solicitation. The two deadlines can be found on the cover page of the solicitation. Most of the application requirements will be submitted in JustGrants and you can submit early in both systems if you would like. Your application will have specific requests based on the requirements of the solicitation.

Let's review the application submission process in detail. We will start with the first step, which is applying through Grants.gov. Grants.gov is where you will go to find any federal funding opportunities and apply for those funding opportunities. The website has a wealth of tutorials and assistance to help you with registering, user roles, searching for grants, grant opportunities, and applying on Grants.gov. DOJ applications require that two items be completed.

First, submit an application package in Grants.gov, and second, submit the SF-424 and the SF-LLL. Applicants applying through the COPS Office will need to submit a supplemental SF-424B. You should complete and submit the required documents in Grants.gov as soon as possible, and not later than 48–72 hours prior to the Grants.gov deadline. This allows for time to correct any problems or errors that may occur. Within 48 hours after submitting the application in Grants.gov, the applicant should receive four notifications from Grants.gov. These include the application receipt, a validation receipt, a grantor agency retrieval receipt, and an agency tracking number assignment. Within 24 hours after receiving a confirmation email from Grants.gov, the Application Submitter will receive an email from JustGrants with instructions for a JustGrants login. When the Application Submitter logs into JustGrants, they will find the information submitted in Grants.gov populated in the JustGrants application.

Now, let's go through the steps you will follow in Grants.gov in more detail.

To locate a funding opportunity, use the Search Grants tab at the top of the page. You can filter the search to locate funding opportunities that are specific to your needs. You can search for grants by Opportunity Status, Funding Instrument Type, Eligibility, Category, and Agency. Take some time to review all of the options in each of these filters.

Once you find an opportunity you would like to explore, select the Opportunity Number to view the requirements. When you open the grant opportunity, review the information included in the Synopsis, Search History, Related Documents, and Package tabs to see if this opportunity is one that would benefit your organization. If you choose to apply,

select the Apply button. You will need to log in or create a Grants.gov account to apply. Note that the person's name and email that you put into section F on the SF-424 form is extremely important. This person will automatically become the Application Submitter for your entity's application. The Application Submitter is the only person who can complete the application in JustGrants. If you need to change who the Application Submitter is, the Entity Administrator will need to reassign this role after the application has been submitted in Grants.gov. SF-424 data fields that are marked as mandatory must be fully completed in Grants.gov in order to complete part 1 of the DOJ's two-step application process. It is okay to provide preliminary estimations or responses. An important thing to remember is that an applicant pushing the Submit button multiple times in Grants.gov will cause duplicate submissions. In this scenario, the user will be asked to withdraw any duplicates before continuing.

From the Track my Application section, you can track if your application status is Received, Validated, Rejected with Errors, or Retrieved by Agency, and find the Agency Tracking Number Assigned. Be aware that just because you receive a confirmation that your application has been received, it does not mean it has been approved. It is only confirmation that the application has been received. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later.

When it comes to your SF-424 and SF-LLL, it is best to have those documents completed way before the deadline so that if there are any changes or updates you can get those in on time, so it doesn't cause a rejection. Upon submission, Grants.gov will display a tracking number for the application. This number corresponds to the JustGrants Case ID.

Now that we've covered the process in Grants.gov, let's move to the process in JustGrants. There are three JustGrants Application Submission videos available on this website, titled "Locating an Application," "Submitting an Application," and "Completing a Budget Detail Form." These short videos will assist you in continuing the application submission process in JustGrants. This is where you will complete most of your application, and you will see how the tracking number from Grants.gov is linked in JustGrants. There are certain web-based forms that must be submitted directly into the system, and you should be sure to check the solicitation to know which web-based forms are required. You may need to submit items such as the proposal abstract, solicitation-specific data, goals, objectives, deliverables, timeline, budget information, and disclosure of duplication in cost items. Based on the solicitation requirements, these documents may be included as web-based forms or uploaded as attachments.

This concludes this Application Mechanics video on Initiating Application Submissions in Grants.gov.

LISA HARTMAN: All right. Again, the Grants—Grants.gov is a separate system from JustGrants and so the login is different from JustGrants. Grants.gov provides access to funding opportunities from multiple government agencies and is not managed by DOJ. So we're going to provide an—we'll provide a demo on the Grants.gov—or, sorry. The JustGrants application process here in a moment, but if you need quite—if you have questions about Grants.gov, they have a separate support desk that you can call for support with Grants.gov.

So let's see. So once you determine the funding opportunity and applied, then you're going to get notifications as mentioned from Grants.gov confirming the receipt of the SF-424 and stating whether the SF-424 and SF-LLL were validated and submitted or were rejected with errors. Notification includes an explanation for any errors. So it's a good idea, again, to have time to submit in Grants.gov 42 to 78 hours prior to the deadline to give you time you need to correct any errors. You will not be able to correct errors or continue with the application process once that deadline in Grants.gov has passed.

So the Office of Justice Programs, OJP Grant Application Resource Guide provides guidance to assist Grant applicants in preparing and submitting applications for funding. It addresses a variety of policy, statutes, and regulations that apply to many or, in some cases, all OJP program applicants. Now, you can find training on Grants.gov support page. And a link to that page is provided in the OJP Grant Application Resource Guide. Grants.gov training on their website includes instructions on how to register in Grants.gov, the various user roles associated with that system, and how to search for federal grants and how to begin the application process.

Now, keep in mind, again, that just because you received a confirmation, your application was received. You may also receive notification that your application has been rejected. Confirmation of the application does not mean it's been approved.

All right. So I'd like to then move on to the application submission process in Just Grants. Now, once the application is moved from Grants.gov to JustGrants, both of the application work begins. Now, there are certain web-based forms that must be submitted directly into the system. These include your proposal abstract and solicitation—proposal abstract and proposal narrative. For those of you who are return users, you'll need to send your goals, objectives, deliverables, and timeline like before and you want to make sure your budget information is included in the budget detail

form, and we'll talk about that in tomorrow's session. Now, the application submitter role needs to be applied to the users who need it if you've already started your onboarding in JustGrants. Please make sure you click—again, submit only once when putting your application in Gants.gov. If you click it more than once, it will submit multiple applications, and then when you open JustGrants you'll be asked to withdraw any duplicate. One of the most important things when you're entering your application information in JustGrants is pay attention to the attachment categories you select when you're uploading files into a JustGrants application. It may seem like a small field but JustGrants will place those files in the section of the application that corresponds to that attachment category. One of the biggest questions we have is, "I uploaded my—I uploaded my proposal narrative and now I can't find it." And that's because in uploading the proposal narrative, the proposal narrative category was not selected, and so the proposal narrative was placed in the application in the section that related to that attachment category. So, typically, if there is no default, the file category Other is defaulted by mistake and that's where all of the attachments wind up. So we just want to make sure that the attachment categories are a real focus and you select the one that indicates the type of file you're uploading.

Now, you can print all of the web-based entries in JustGrants by opening the Actions menu there and selecting the Print option. The Print option does not print any file attachments however. It's only going to print information you type directly into JustGrants. Any file attachments will be printed separately from your workstation or shared drive. And then there are a couple of sections that has their own sort of requirements we can talk about here in a moment.

Now, in many text fields in JustGrants, you can copy and paste text from Microsoft Word or Excel. And this is a way to use existing content to build your application. Be aware though that your pasted text may not format in exactly the same way as it did in Word or Excel because this is a different word processing system. You should always check to be sure it looks the way you want. We have formatting options in JustGrants that you can use to—you know, to move things around a bit. And then, again, you want to pay attention to Required section. You must complete the application in the way that JustGrants presents it.

For example, if your application contains web-based fields, JustGrants will not allow you to submit your budget as an attachment. You have to follow the steps indicated in the solicitation and displayed in JustGrants.

So I'm going to do a demo now on processing an application in JustGrants. And so we'll start here. When you log in for the first time, you'll be presented with this homepage.

And on the homepage, you see My Worklist. Everything you see in My Worklist is assigned directly to you, not to anybody else, so—and it's all—it's all work that needs to have action taken. I'm going to click open the application and you'll see here that the first page of the application, the Standard Applicant Information. The Funding Opportunity information at the top comes from Grants.gov. The Project Information comes from Grants.gov. And if you notice, you do have the opportunity in JustGrants to update that information. So, again, if you place preliminary information in based on your total estimated funding, you can update that here prior to submitting it to DOJ. So don't be afraid to enter information that you know you'll change from Grants.gov.

All right. Continuing on, there is a section down here at the bottom of this page—at the bottom, we're looking at here called Areas Affected by Projects. And this is—this is a required field so you have to enter something. You can enter up to 10 entries here. And the Areas Affected by Project is asking for geographical information, whether your project is going to encompass a ZIP code, a county, a—you know, a congressional district, a state, the nation. You do want to, as much as possible, enter the geographical area that your project will cover. It doesn't have to be exact but it should be a pretty good idea so that as the application is reviewed, they'd have an idea of what they're looking at. You could—you're limited in the application to 10 entries. However, you can update that when you get to the Funded Award, the Funding Office.

Moving a little further, we're going to scroll down the screen a bit and we're going to see that the next—the next option we have is to indicate the application type. This is an initial application. The Application Submitter Contact Information is not editable because that would have to be reassigned by the entity administrator. Then, finally, we have the Type of Applicant Information, Executive Order and Delinquent Debt Information. So all of that is part of the first section of the application.

Now, you can, at this point, save the information that you've entered so far and remain on this page, or you can select Continue which will save and move to the next page, or you can use the menu to move yourself to the next page. You should click Save often because if you close this without saving, you may lose some information that you entered prior to closing.

Now, the Confirmed Authorized Representative is here. And in this section, you're going to select from a list of existing JustGrants users which authorized representative you want to assign to an award should this award be funded. Then the authorized representative does not have any activity to take on the application at all aside from having to be registered and logged in in order to appear on this list. The next field that we're going to look at here is the Verify Legal Name and Address. And the—this section

will require you to certify that your entity information, physical address, mailing address, all of this is correct. And there is a checkbox at the bottom as you scroll to the bottom of this page that allows you to—allows you to verify that. But that is a required field that checkbox and you will not be able to submit until you verify this. If there are errors here, these—this information comes from SAM.gov, so you would have to go back to SAM.gov to correct the errors. It takes about 24 hours for that to update in JustGrants. The Proposal Abstract is typically typed directly in the field or copy then paste it. And that red asterisk indicates that it is a required field. Proposal Narrative also a required field. Proposal Narrative is typically uploaded so we'll use that Upload button to find the document and you can add Goals—Goal Statements, Objectives and Deliverables if your solicitation requires that. You can add that here by selecting that Plus New Goal options.

So I'm going to go past this budget information because we're going to spend a little more time on that in tomorrow's session. But the budget information, you see the different categories here on the menu on the right and you'll just work through the categories and add the information sort of as needed. So this goes pretty quickly through some of the categories. But you can see for each of the budget categories there's a + Add Item where you add line items, an X Delete line item in which you can remove a line item. And at the bottom of each of these sections is a narrative. So it's not required to enter information in the narrative. However, it's encouraged if you need to further explain, you know, your entry in each of these budget categories.

So I'm going to move forward just a little bit and see if we can get down to the Budget Summary actually here. We'll talk a little bit more about this in tomorrow's session as well. But the Budget Summary allows you to compare the total information in each category against any spreadsheet that you might have. We have Budget and Financial Attachments, and I'm going to take a look at this because these different categories are related to the File Attachment category, so you want to make sure that they match. That way you'll find your uploaded documents where you expect.

Now, some of these other categories here are, again, Uploads. And we have these Disclosures and Assurances, each of which needs to be entered. Now, the Disclosure of Lobbying Activities is the SF-LLL, and you'll see that here delivered from Grants.gov. You won't need to make any changes there. So, again, we're going quickly through some of these Disclosures and Assurances. Each one of these has a checkbox at the bottom that will require you to certify. So you can see on this one, I Agree With The Above Statements checkbox. And, in some cases, you have the opportunity to upload additional files. I'm going to stop this here so we have a little time to take a look. But at the very end of this JustGrants application is the Certify and Submit section. And this is

where you can open up each of the previous sections in a read only capacity. And you'll be able to read through all of your entries in the application prior to submitting. If you find errors in any of these—any of these sections, you just need to go back to that section and make the updates that you need and then come back here to the Certify and Submit section again to submit.

Prior to submitting this Final Review and Certification of Application Confirmation checkbox must be checked. And that is sort of your certification as the application submitter that, you know, everything is as you intend it to be. That box must be checked in order for the Submit button to work. Notice the red asterisks in those sections. Those sections are required by the solicitation.

So we'll check that Final Review and Certification and then click Submit. And once you click Submit, then there are a number of validations in JustGrants that are performed on this application. And if there are any errors or missing information, you will see a pink banner at the top of the page that then will display the fields and the sections that you need to go and review if you've missed something or if, for instance, there are discrepancies in your budget figures.

So those are the steps done to go through the application. And, again, in tomorrow's session, we're going to look at that again. We'll look at pretty much all of the sections one by one. But we'll focus primarily on the budget entry there.

So what to expect after submitting an application? So once the application has been submitted and it's on its way to DOJ, you will—it will wade through DOJ and go through a review process. Once all the applications for the solicitation have been reviewed, then each entity will be notified, you know, whether or not funding is received, and the goal for that is September 30th. Now, you want to remember who your entity administrator and authorized representatives are because they're going to be notified when the deadline for applications is changed or if it's changed. The system will also notify the application submitter, entity administrator, and authorized representatives when the application has been received in JustGrants from Grants.gov. And the entity administrator will receive notification on when the award—when the award notification has been sent. So if you've submitted your application, the status will be submitted, and you'll also see a banner that might indicate that it's past due. And this banner indicates that the submission deadline has passed but not necessarily that your application is past due. If the application status is submitted, it's been submitted. So here's one last very short video on what to expect after submitting your application.

[video playing]

Welcome to the JustGrants Application Mechanics: Submitting an Application Web Series. In this video we will cover what you should expect after you submit your complete application in JustGrants and how to access help resources.

Once all applications for the solicitation have been reviewed, successful entities will be notified, typically by September 30th. Every user in JustGrants should take the time to check the system on a regular basis in order to be aware of any deadlines for information they need related to the application. As you work with your application in JustGrants, you will see one or more status codes associated with the application. If you see the Pending-DIAMD Onboarding status code, it means that either the Entity Administrator or the Application Submitter has not completed the registration process. Every new user must successfully log into JustGrants to validate their registration. You may also see the New status. This indicates that the application has been received from Grants.gov and is waiting for a user to be assigned to it. When both the Entity Administrator and the Application Submitter have been fully onboarded and the Application Submitter is assigned to the application, then the status will display as Pending-Draft. This is the working status. At this time, the Entity Administrator will need to invite and register the Authorized Representative. From Pending-Draft status, there are several possible “next steps.” If the application is canceled, the next status will be Resolved-Canceled. If the deadline has passed and it is no longer possible to submit an application on the solicitation, the status will automatically become Resolved-Deadline Passed. If you have canceled the application because it is a duplicate, the Resolved-Duplicate status will be associated with the application. And if you choose to withdraw the application, the status will change to Resolved-Withdrawn. Finally, once you have submitted the application, the status will display as Application Submitted. While the application is in this status, DOJ will move forward with internal reviews of all applications associated with the solicitation and will make funding decisions. It’s important to remember who your Entity Administrator and Authorized Representative are because they will be notified when the deadline for applications will be changed. The system will also notify the Application Submitter, Entity Administrator, and Authorized Representative when the application has been received in JustGrants from Grants.gov. And the Entity Administrator will receive notification on when the award notification has been sent. If you think you have not received this information, please check your spam folder before reaching out to support, as that can be a common issue.

In addition to checking your e-mails for updates and information about JustGrants, remember that the JustGrants website provides a wealth of resources available to assist you, as you continue navigating the system. First, if you are not receiving emails, go to the News and Updates section. This will take you to an area where you can sign up for them. Then, visit the sections displayed here, and others on the website, to find

checklists, training videos, frequently asked questions on a variety of topics, a user support section, and many other resources. 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) to report the technical issue and receive a tracking number.

Applicants experiencing difficulties with JustGrants must contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or (833) 872-5175 Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m., Eastern Time and on Saturday, Sunday, and Federal holidays from 9:00 a.m. to 5:00 p.m. Eastern Time. If your application is associated with the Office on Violence Against Women, OVW Office, please reach out to them at OVW.JustGrantsSupport@usdoj.gov or (866) 655-4482.

If you need to reach out to the help desk, here are a few tips to help speed up your service request. Please provide as much detailed information as possible about the task that you are trying to accomplish and also try to include as many items as you can from the list on this screen. Finally, here is a reminder of the variety of resources available to help you. Please utilize the JustGrants Training support email for any questions that you may have along the way, after you have utilized the self-service training resources available.

This concludes this Application Mechanics video on what to expect after submitting an application in JustGrants.

LISA HARTMAN: All right. In the interest of time, I'd like to move on and see if there are any questions at this time regarding anything we've discussed on application submission. So, Bridget, what have you got?

BRIDGET MEALIA: All righty. Give me one second. I may have missed this before but "How do you get the DUNS number?"

LISA HARTMAN: Oh, that's a good question. So the DUNS number comes from Dun & Bradstreet. And on our resource website, there is—there is information on how to contact Dun & Bradstreet to get that number, so—that's yet another system that we interact with.

BRIDGET MEALIA: Great. "Will this pre-application webinar cover information regarding upcoming VOCA Grant opportunities or will this presentation cover the application process only?"

LISA HARTMAN: It covers the application process only.

BRIDGET MEALIA: All right. Perfect.

LISA HARTMAN: Uh-hmm.

BRIDGET MEALIA: "Has the solicitation been published yet?"

LISA HARTMAN: You know, there are a number of solicitations, so some have been published and some have not yet. I think the best thing to do would be to check Grants.gov and see if you can locate the solicitation that you're particularly looking for. Perhaps, one of our—one of the panelists from OVC could answer that question if there's a specific solicitation you're asking about.

BRIDGET MEALIA: Great. "Our current grant year—grant ends this year. Is there a separate process for renewal applications or do we start over with a brand-new application?"

LISA HARTMAN: I think you have to—I believe you have to start over with a brand-new application. But perhaps Jessica or—perhaps Jessica will have a different answer based on the program.

BRIDGET MEALIA: Now, I have a question about budget. Should we cover that today or is that something that will be covered tomorrow, Lisa?

LISA HARTMAN: So if there's still—if there's still time at the end, let's cover the budget question today. But I think most of the budget information—tomorrow is entirely focused on budget information, so perhaps we can save that for tomorrow, just in the interest of time.

BRIDGET MEALIA: "What are the due dates for the two steps? When will the FY 2020—or '22 NO,"—I think this is a specific one for the due dates but I believe it is with the solicitations, right?"

LISA HARTMAN: Yeah. That's exactly right. So each solicitation has its own, you know, set of due dates in Grants.gov and JustGrants. So that particular one, I'm not—I'm not, you know, familiar with specifically. However, I would recommend that if you—you know, the solicitations has been published, those due dates appear on the cover page.

BRIDGET MEALIA: Okay. "Does starting the registration obligate an organization to submit an application or is it valid for a certain time period?"

LISA HARTMAN: Well, the—starting an application, you're applying for a particular solicitation, so that information will be—will be there until the solicitation is closed and then you won't be able to access that solicitation any further. However, if you enter the SF-424 or the SF-LLL, you can actually save that information and use it in additional, you know, applications in the future on Grants.gov. Not in JustGrants but Grants.gov.

BRIDGET MEALIA: Great. "Can you upload multiple attachments to one attachment category?"

LISA HARTMAN: Yes.

BRIDGET MEALIA: Great. Thank you.

LISA HARTMAN: Uh-hmm.

BRIDGET MEALIA: "When we are applying, what are the best practices recommended for sources related to research in support of the proposal?"

LISA HARTMAN: So that's a question that's not really so much JustGrants related but might be something more that Jessica would address if you have a moment.

JESSICA ANDREW: Yes. Could you repeat the question one more time please?

BRIDGET MEALIA: Of course. "When we are applying, what are the best practices recommend for sources related to research in support of the proposal?"

JESSICA ANDREW: We're actually going to be talking about this on our February 16th webinar, so I would welcome you guys to come for that so you can learn a little bit more about what should be included in your proposal, how to source information, and other key tips and tricks. And we'll put those links into the—into the chat for you guys.

BRIDGET MEALIA: Great.

LISA HARTMAN: Thank you. So, Bridget, let me ask you, do we have—how many questions do we have that are JustGrants related and how many do we have that are sort of in general about the—that would be maybe better addressed by Jessica? I want

to make sure we have time for, you know, any questions just in the program to be answered.

BRIDGET MEALIA: Yes. Oh, we have quite a few for the JustGrants, especially concerned with the entity administrator. "Can you have more than one role, like an application submitter?"

LISA HARTMAN: Absolutely. Any individual can have all six roles if needed but only one individual can have the entity administrator role at a time. But everybody else—anybody can have as many roles as they need.

BRIDGET MEALIA: Okay. "But does your applications submitter and entity administrator need to be different people? Can they be the same?"

LISA HARTMAN: They can.

BRIDGET MEALIA: Okay. Great.

LISA HARTMAN: Uh-hmm.

BRIDGET MEALIA: And we have a question. "Can multiple people work on the application in JustGrants?"

LISA HARTMAN: They can but not at one time. So the application in JustGrants only allows a single application submitter to access it at one time. However, if you have multiple people that need to—need to enter information, then, you know, you could—they can do it in sequence. So the first person enters their information, then the entity administrator needs to reassign that application to the next person and so on. Right now, that is a limitation of the system.

BRIDGET MEALIA: Great. And I'm just looking through.

LISA HARTMAN: Uh-hmm.

BRIDGET MEALIA: "Can you please repeat what DIAMD is I believe?"

LISA HARTMAN: Yes.

BRIDGET MEALIA: D-I-A-M-D.

LISA HARTMAN: Yes. I absolutely can. So DIAMD is a system that's integrated within JustGrants solely for the use of managing users. So it's in DIAMD that you create a new user, that you assign them the roles, that you determine who's the entity administrator, that you remove—you remove users. So DIAMD is really strictly just for managing users, and the only person that can access DIAMD the entity administrator.

BRIDGET MEALIA: Great. Now, we have one more question. "If there are errors or missing information on an application and those errors or missing information are autopopulated from another form/website, will the application flag that—your error/missing data must be entered in another form/website?"

LISA HARTMAN: The—so JustGrants when it's validating information from an application is really only validating information in the JustGrants application. It's not validating anything from another website.

BRIDGET MEALIA: Okay. Great.

LISA HARTMAN: Uh-hmm. All right. I'd like to just briefly—before giving the session back over to Jessica, I'd like to just let you all know that the JustGrants training team offers weekly sessions. On Mondays, we offer sessions every afternoon from 1:00 to 2:30 Eastern Time on post-award management. So if you have the funds award, this session covers performance reporting, federal financial reporting, grant award modifications, and closeouts. On Tuesday afternoons, we offer a full hour for entity administrators in which we go much further in depth into the activities that the entity administrate—administrator takes with managing users. On Wednesdays—and I would—I would recommend if you would like more application information, Wednesday afternoons from 2:30 to 4:00. We offer our application mechanics sessions. Now, this is not specifically for OVC. This is for all grantees, so it's a little more general in content but still very useful. And then on Thursdays, if you have an award that you're accepting, from 2:00 to 3:00, we offer assessment on that. And that's specifically targeted to authorized representatives and the process of accepting an award.

So, at this point, I'd like to turn the session back over to Jessica for some closing remarks and any other questions. And I'm sorry I did not leave you a lot of time for questions. But anyway, Jessica, thank you so much for the opportunity to talk to everybody today.

JESSICA ANDREW: Thank you, Lisa, and thank you, Bridget, so much for your time today. As a note, we are taking notes about all of the questions that are coming through the chat about developing your budget, how to develop a proposal, and we will be

incorporating those questions into our talking points and PowerPoint slides for our next presentation. So please join those webinars if you do have time. I think we're up on time right now so this concludes our webinar for today. Thank you again for our presenters for sharing your time and knowledge with us. And thank you to our attendees for joining us today and we hope that you can enjoy—or join us again for future webinars. Have a wonderful day, everyone. Bye.