

[Transcript from the Application Mechanics: VOCA Formula Application Submission in JustGrants pre-application webinar, which was held May 21, 2021, for applicants of the OVC FY 2021 VOCA Victim Assistance Formula Grant and OVC FY 2021 VOCA Victim Compensation Formula Grant solicitations. The archived webinar can be found at: <https://ovc.ojp.gov/funding/funding-webinars>.]

Stacy Kernisan: Good afternoon and welcome to the JustGrants session. My name is Stacy Kernisan, and I am with the Department of Justice. I will be the moderator for today's discussion and it is great to have you here today. On the call with me, I also have Lisa Hartman, who will help me walk through some demonstrations on how to submit your entity's application within JustGrants. To kick us off as what I'd like to share a little bit of information with you about today's session first. Just so that, you know, this session is being recorded and may be available later for review.

So, let's take a moment to describe the tools that are available to communicate with the presenters and other subject matter experts. There is a chat feature for any technical issues about WebEx that you may have. We have the multimedia viewer available, and also the Q&A chat. We have disabled video for all participants to ensure the best possible connection for this session. We have also muted all attendees to limit background noise as well. If you need technical assistance during this session, please use the chat feature to alert the host and address your chat to all panelists and someone will help you. If you can't hear this session use the arrow to the right of the mute/unmute button for more audio connection options. This can help you if you need to connect audio to a different set of speakers. If you are not able to solve the problem using the audio options, you can phone into the session using the number in your meeting invitation details. In this session, we ask that you submit your questions using the Q&A chat feature. This allows answers to be linked to questions to make it easier for you to see. Please address your questions to all panelists, as any of our panelists might answer your question. As the number of questions and answers grows throughout this session, you can use the scroll bar within the Q&A section to scroll up and down to view all questions and answers.

We will take the time to review today entity onboarding and management of your roles. We will walk through the steps of applying for funding opportunities through Grants.gov and finishing up your application within JustGrants. Lastly, we will show you some resources that may be helpful for you as you go through JustGrants. Now, let's review the roles that play an important part in the application submission. In the past, DOJ used to set up users in the system, but now with JustGrants, entities will need to set up their own users within the system. At this point, the entity administrators should have identified your authorized users for JustGrants. You can add all the users that you think will be working on your grants currently, or in the future.

Here are a list of the roles as of now that are available to assign to your users. Keep in mind that users can be assigned multiple roles when you are assigning them. We have created an entity user role matrix and in this matrix, it will show you the breakdown of each role and how they work within JustGrants. This is available in a PDF format and we will put a link to this within the chat for this matrix.

Now we're going to speak to the roles that are important during the application submission process, which include the application submitter, authorized representative, and entity administrator. A user with the application submitter role will be the only person in JustGrants

that will be able to submit an application. This role is automatically created when the application is submitted within 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 the 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 forms, completes and certifies the application on behalf of your entity, and submits the application in JustGrants.

If a member 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's what your organization prefers.

The authorized representative is the person who was 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 within JustGrants.

The entity administrator is also your E-Biz point of contact. This person manages the users and their abilities within JustGrants. There can only be one entity administrator in JustGrants at a time. So, it would be best to know who your backup entity administrator may be just in case someone is on vacation, or may go out on medical leave.

We will place a link in the chat that leads to the video here on the screen. This will teach you more about entity onboarding and the steps you need to complete. Also on this page, you will have access to job aids related to entity management that you can print out as a tool to help you set up JustGrants.

Now, let's take a moment to see if there are any questions in the Q&A, at this time that we like to address. I don't see any and I don't see any in the chat. So we'll keep going.

Now, let's look at the application submission process. So, here we are at application submission, this part of the grant's life cycle involves completing and submitting web-based forms as well as attachments that are required from the published solicitation. The process of submitting an application in JustGrants begins in Grants.gov.

Complete and submit the required documents in Grants.gov as soon as possible, but not later than 48 to 72 hours prior to the grants that the deadline. This allows for time to correct any problems or errors. The Grants.gov portion of your application submission checklist includes the SF-424 and the SF-LLL.

There are two application submission deadlines, one for Grants.gov and one for JustGrants. The two deadlines can be found on the cover page of the solicitation. Most of the application requirements will be submitted from JustGrants. You can submit early in both systems if you would like. Aside from the SF-424 and the SF-LLL which are completed in Grants.gov, most of your application is entered into JustGrants. And your entities information is populated based on entries made in SAM.gov and used in Grants.gov. As we go through the application process, we will start with the first step and that is applying through Grant.gov.

Grants.gov is where you will go to find any federal funding opportunities, apply for those funding opportunities. Grants.gov has a wealth of tutorials and assistance to help you register and submit your application. If you go to the learning grants section of Grants.gov, this will lead you to instructions that will walk you through Grants.gov. We will put a link in the chat along with a 1 minute video about Grants.gov.

There are two steps that must be done to complete submission and Grants.gov. First: submit an application package. And second submit the SF-424 and the SF-LLL within 48 hours after submitting an application in Grants.gov the applicant should receive four notifications from Grants.gov: the submission receipt, validation receipt, Grantor agency retrieval receipt, and 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 JustGrants login.

When the application submitter logs into JustGrants, they will find the information submitted in Grants.gov auto-populated in the JustGrants application. If the confirmation email only indicates your application has been received, it is possible to receive a rejection notice a few minutes or hours later for various reasons. To search for an opportunity, use the search grants tab at the top of the page. You can filter the search to locate grants that are specific to your needs.

You can look for grants by opportunity status, funding instrument type, eligibility, Category, and agency. Take some time to review all the options in each filter. Once you find an opportunity you would like to explore, select the opportunity number to view the requirements. Once 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. And you will need to log in and 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 entities application. The application submitter is the only person who can complete the application in JustGrants. If you want to change for the application submitter is, then the entity administrator will need to reassign this role after it has been submitted in Grants.gov.

SF-424 data fills that are marked as mandatory, must be filled, fully completed and grant stuck up in order to complete part one of the DOJ two step application process, and it is okay to provide preliminary estimations or responses. The important thing to remember, is that an applicant pushing the submit button multiple times in Grants.gov will cause duplicate submission. In this scenario, the user will be asked to withdraw any duplicates before continuing.

If you go to the track my application section, you can track everything for your status information. You can check if your application has been received, validate it, reject it with errors, retrieved by the agency, and 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. You may later receive notification that your application has been rejected.

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 that are needed, you can get

those in so it doesn't cause for a rejection. The applicant will receive a tracking number that will connect JustGrants to your application. That way, the system knows that the application and grant belongs to you. All right, we're going to pause for a second to see if we have any questions. I don't believe that we need to. So, we'll keep going. So now that we've had a chance to talk about Grants.gov, let's take a moment to talk about JustGrants. This is where you will complete most of your application.

There are certain web based forms that must be submitted directly into the system. Make sure you check the solicitation to know which web based forms are required. You may need to submit such items 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.

Now, I will turn it over to Lisa, who will walk us through the application submission process and what the application submitter will need to do within JustGrants.

Lisa Hartman: Thanks so much Stacy for that for that terrific overview information. I have two demos, one, short and one long to show you regarding applications in JustGrants.

I understand most of you have already accessed JustGrants for your current awards. But I do want to display the homepage briefly to talk a little bit about how best to navigate within JustGrants. So, again, this is the homepage and every user will begin here upon login. It is important to know that JustGrants works best in either the Chrome or the Edge browser. It is not ideal to use Internet Explorer and if some of you have tried, you may have found that there are reasons not to use Internet Explorer.

So, from the homepage in JustGrants, you'll see the, my work section. And it's listed right here, you can see it kind of a lower third of the main portion of the screen. On the section is a list of all the tasks that are signed directly to you and only to, you. The application submitter will see the application that was transferred from Grants.gov on this list. It can take up to 24 hours for the transfer to take place. It's not immediate, but please don't expect to submit in Grants.gov and immediately log into JustGrants, you're not going to see your application just yet – it takes a little bit.

So, you can use the column headers to sort and filter your list as needed and I'll go ahead and set off the demo here to kind of show you, maybe how you can do that. If you click on the column headers link, for instance, you can sort based on that link. If you use the little triangle icon you can filter. So, you can filter out just, for instance, the grant package. And the grant package is what we're looking for as the application. For the case ID for an application while we start with a dash. So, again, we're looking at for something and pending draft status. And that kind of moves a little fast.

So I want to go back for a moment because we started out in the my worklist section here. So the, my worklist section will again provide you with a list of all the tasks that are assigned to you directly. In other words, JustGrants knows that if you click that you are what it's assigned to and it opens right up and it allows you to edit. If on the other hand, you go to the application menu on the left side of the page, that's the list of all the applications in your organization.

So, there might be applications in there that are assigned to you. And there might be applications in there that are assigned to other applications than others if you're in a large organization.

So, the experience in the application menu is going to be a little bit different. So, we're going to go ahead and take a look at that here and click the applications menu. So, once you click that, you'll see that it actually provides a different view of the data. So you have the application ID there and you also have the person who is the application that are listed. You can see the authorized representative for that application and the application status.

Now, one of the things that different here is because the system doesn't know really when you're logging in whether or not this application belongs to you, it's going to when you open it up, present you with the opportunity to click a begin button. And that begin button is what's going to allow you to edit that application. So, here we are.

You can see that once you login at the top under the assignment section you see who this is assigned to and you see that begin button. That is critical. If you don't have the begin button, this will not be an eligible application. We'll be able to view it, but not make any changes or updates. So that's one really major difference between opening the applications from your Worklist and opening it from the applications menu.

If you don't see it on your Worklist, then it's not assigned to you and you'll need to talk to your entity administrator to make that happen.

So I am going to go ahead and click the begin button here, and as you can see, it opens straight up into the application and we can see some of the editable fields here. There's a save button at the bottom, which allows us to save any changes. A cancel if you decide, you don't want to actually do any work in here, save anything. So, we're going to go ahead and save. That's the first short demo on locating the application and opening it. And again, that's the key take away from this short demo is it's really best to start in your worklist. And again, if you don't see the application in your worklist it means somehow it's not assigned to you so your entity administrator will need to help you with that.

So, now I'm going to go into a longer demo and I'm going to show you how to actually submit an application. And before we start, I just want to make sure to let you know that when we create these demos, we're using test data so what you see in our test data might not directly align with your application, but we have a number of different types of applications in DOJ and so we, we just use sort of a standard type of application.

So the application will be determined by the solicitation requirements. So I'm going to go ahead and start. And here, if you notice, I'm starting in my worklist. And when I open this from my worklist you'll notice that it just opens an edit format already. You didn't have to put that begin button. So the first section that you're going to see here is the standard applicant information. And if you look on the right side of the screen in the green bar to the right, you're going to see a list of application sections.

Now, you can move from section to section in there just by clicking the section labels. Or, if you look at the bottom of the page hit the continue button, you can use that to move to the next section in a linear fashion. But you're not limited to just going in order. You can jump around.

Also, I'd like to point out that about that menu there solicitation instructions. And the solicitation instructions, if you click them, will actually open up the solicitation itself so that you can review the requirements within the solicitation to be sure that what you're entering is going to satisfy those requirements. And so that's kind of a nice thing to have to be able to access that. I believe the demos here will open up the solicitation briefly.

Forward that yeah, there we go. So, once you click the solicitation instructions, it opens up in the PDF format and again you can either save this solicitation to your workstation for easy access, you can print it if that helps you, or if you're lucky enough to have two monitors, you can move the solicitation to one monitor while you're working with the application on the other. But at any rate, that's the solicitation and easily accessible for you.

So, now we're going to go through the standard applicant information. And you want to be sure that in all of these sections you scroll down to the bottom of the section to be sure that you've entered everything. For instance, in this particular section, there is an areas affected by projects that there's counties and states section here and this is a requirement.

You must make an entry in one of these fields. You can add up to 10 entries, so some normal entries in this field would be zip code. If you have a sort of a project that's limited to a few zip codes. You can also type in space if this project covers your whole state. You can cover and you could enter in national or county or parish or districts. Whatever it is, it doesn't have to be complete, but it does have to provide sort of a general information about what your project is going to cover. You're limited to 10 entries there, so you can combine entries. Notice the project title, the total estimated funding.

All of this information comes from the SF-424, and it can be edited here in JustGrants. If you do make changes to preliminary data, you may have entered in the SF-424, it is not necessary. It's actually not recommended that you go back to Grants.gov and change it. There's no need for that. What is entered into Grants.gov is considered to be the final truth for your application, so you can update and amend any preliminary information you might have entered in Grants.gov. So now we have the application type. This is an initial application, and as we scroll down, you can see that. The type of applicants, the executive order, and delinquent debt information. All of these fields are editable and could be updated. If your project has changed somewhat since you entered it in Grants.gov or if an error was made in your Grants.gov information. So once you're in JustGrants, you need only to move forward in JustGrants.

So, now, at the bottom, we can either cancel what we've done, which will remove any information we may have changed, you can save, which is kind of nice if you don't want to complete what you're doing right now, you can save what you've done and come back later to complete some more, or you can continue, which will take you to the next section in line. What we're going to do, however, is actually scroll back up to the top. And we're going to use the section header up here to move to the next section.

So, the next section header is confirmed the authorized representatives. So, at this point, it's important to point out that the authorized representative has really no bearing in the application process. They don't have any tasks to do within the application itself. However, an authorized representative needs to be identified in the application in order for the application to be submitted. So the authorized representatives must have been onboarded. In other words they must have been sent an invitation to register. They must have registered and they must have

logged into JustGrants in order to be on the list of authorized representatives from which we're going to select Here.

So you'll notice that we have two authorized representatives in this application. This is an application from a different managing office. So in your managing office, you're only going to see one authorized representative. Not two. This is, like I said, the data in here is just something sort of more general to all of DOJ, but you'll see only one. So, you'll choose the authorized representative from the list, the drop down this. And once you make that selection, you'll see that that information automatically populates here. And then you'd have to confirm it. If you forget to confirm it then JustGrants will forget to save it so you'll need to confirm that information. And again expect to only see one office designated.

So, we'll continue on to the next section, which is the verified legal name and address section. And this is kind of an important section because it will display your entity's legal name and address. Now, this information actually comes from -- this information actually comes from SAM.gov. You'll notice that you can't edit anything here. If there's anything in here that's incorrect, you'll actually need to go back to SAM.gov to make the change and then wait 24 hours to send that out to send that information back to JustGrants.

At the bottom of this page is an important little check box that you might miss if you don't scroll down. And that is the confirmation of the entity. So somebody, the application submitter needs to confirm that the entity is correct. That you're submitting the application and that you've confirmed the mailing address, and all of the input information there. So, again, if there are changes that need to be made, then make them in SAM.gov. Come back 24 hours later and you should be able to confirm it then.

So this section is the proposal abstract. And in this section, you will, you're faced with a text box that you can use. You can copy and paste into this text box for Microsoft Word or a PDF file as you choose, and then notice that there are formatting options at the top. So, the proposal abstract must be entered in this web-based form if it's presented it this way.

JustGrants will not recognize an attachment as a proposal abstract if this is the form that presented to you. So when you're presented with these web-based forms, you need to comply with those, and again you can just copy and paste in this field. I think the next section we have is kind of a customized section. More applications may have customized sections that you don't see in this demo or they may have fewer sections than then you see in this demo. But anyways, we are going to move on and move forward.

So, the section after that here is the proposal narrative section. I'm going to start that here.

The proposal narrative in this application is an uploaded file. If you're going to upload a file, you click upload, you can either drag and drop or select the file to attach. Now on thing about attaching files that's very important, is that you're going to be given the opportunity to choose a category. You must choose the category of attachment that you're attaching. So, for instance, the proposal narratives must have the proposal narrative category, or again, JustGrants were not recognize this as a proposal narrative. So you have to make sure that category is correct. Not just for the proposal narratives, but for all attachments in your application, that's a very critical piece.

For each, you can enter goal. And for each goal that you add, you can enter a goal statement. And each goal can also have objectives and deliverables attached. Notice that all of these have a little red asterisk which indicates that it's required.

So every field with the red asterisk is a required field.

And you can add new objectives, add new deliverables by adding the plus sign. And at the bottom, if you want to add another goal, you can click add to add another goal. Little trash can icons will just eliminate anything that you've done. That will add a second goal with objectives the statement if you like. You can save, you can cancel it, if you started something and you just kind of want to -- we'll need it and start over. So that's what the goals and objectives are.

The budget is here and we have these -- we'll move forward on the budget here in the moment - - here we go, so this is the budget. And again, this budget is for an application that is applicable for a different managing office so it's going to look a little bit different than your budget. But the categories that you see on the right, you'll see all the categories that are applicable for your application. So, as we go through you'll see that we have this is a personnel entry here and you can open up this entry, you can put in a title, the position description, there's an opportunity for salary and fringe benefits. So, this is just sort of a personnel type Entry. The next budget section in this particular application is going to -- here's a salary. And in those cases, you're not able to enter necessarily year by year information. But some applications do. And again, remember that all of these applications are specific to the both the solicitations under which they were created. So, this next section is another position. So this particular group has two different types of personnel. And move forward, because we just kind of soften that with that. So now we have travel. So, travel will allow you to enter the purpose, the location, the type of expenses to expect, and the cost. And when you're entering this information, you'll see that the total cost for each line will appear at the end of the line. And as you add additional lines, the total cost for the category up here below those lines where you see like, for instance here, the equipment total cost will continue to calculate as you move from one line item.

There's an additional narrative section below each category that allows you to provide more information about the incident about the line items or the items that you're putting into this category. So please use those additional narratives to further explain your budget entries. So that supplies. A lot of these are pretty much the same. This one is subawards and subgrants. Then again, you're just add a line item by clicking that plus item at the top. You can delete them that and by highlighting it the line and quickly delete items. So you have a lot of control over what goes in here.

This section is procurement contracts, which actually has two completely different sections in it. Procurement contracts and consultant travel. This is something that you can see. And then we have other costs here. So other costs is typically anything that you are planning that doesn't fall neatly into any other budget categories.

The indirect cost that we have here -- the indirect cost -- will come up here in a moment and they are calculated by taking the base amount that you entered and multiplying it by the indirect cost rate. And that's how you get the total cost. And again this will add up line item by line item and you'll see the cost of line item in the right hand column and below, as you add additional line items, you'll see the total category Below. They're just above the additional narrative information.

Again, you have a lot of control.

And if you have an Excel spreadsheet, it's not going to work for you to upload that Excel spreadsheet. That will not help you.

This budget information that's entered in here should your application be funded, that budget information will carry through into the send it award and for this web-based form really will carry through all the way to the life of the fund of the award. The budget category allows you, if you're again using an Excel spreadsheet, will allow you to compare your category totals with your spreadsheet so that you can make sure that you're in line with what you want it to enter. And if you see a discrepancy between what you've ended here and what's on your spreadsheet, you can look at the budget summary just below here.

The budget, the budget detail summary view, you see the little triangle to the left of the category allows you to open that, and it will show you exactly the line item set up ~~find~~ for discrepancies this meeting. In this case, we have a local master progression table that is something specific to this particular solicitation, not necessarily going to be seen on all applications. And then finally, we have the budget finance attachment.

So notice that this is sort of accordion file. And each section of this opens up separately and allows you to upload a particular a particular document in this section, so by doing that again, we'll be able to locate these documents more easily in the future by categorizing them correctly. And again when you do upload any attachment, you want to make sure to check the category to make sure it is the category of document that you want to upload.

So, continuing on, we're going to move into the memorandum of understanding and other supportive documents. And many of these are uploads. So, in this case, we have four different types of application components to upload. And then at the end, we have disclosures and assurances. And you can see that the SF-LLL has carried over from the entry that was made in Grants.gov. So that will automatically appear here for you. And then you can also move down and see any disclosures that may be included in your application. Some of them are yes/no questions like this one. Some of them are a little bit more lengthy and require you to scroll to the bottom to certify the truth of these documents. So always scroll to the bottom again and you'll see these little check marks, subtly hidden, down there at the bottom. And when you check one, your name and a date/time stamp will appear.

So, again, we'll just continue on through here. And again, I just want to remind you that what you're looking at is an example of an application, this is not your application.

So some of the things that you see here might not apply to your solicitation requirements. So, again, just kind of showing you how this works, but not necessarily lining it up with your particular Application. So again, we have other disclosures and assurances. And then we get to the declaration certifications page and we'll continue on. And now here at the end, we have a section for other. Anything typically is going to be uploading documents. So you can upload any documents that, again, don't fit neatly into any other sort of category.

And finally at the end, we have this certify and submit page. And this page will allow you to open every section of the application and read through it. It's the read only view, you can't change anything here. But if you find something that needs to be updated you can go back up to that section within the application and make your updates. But this is a way that you can just read

through the entire application and make sure that the information in here is what you want to submit. So, you just open section by section and then when you're ready, you check the final review and certification of application confirmation, and notice at the bottom, right that continue button has turned to a submit button.

So the submit button here allows you to submit your application. If you have missed a required field or something is not in there, you'll get a little pink banner that indicates what's required. So, this is saying that we didn't we didn't completely enter the information for the authorized representative section. So we would go back to that, fix whatever was wrong in there and then come back and try to submit again. But you have to take care of any of the errors in here before you're able to fully submit. So that is kind of a walkthrough of a standard application.

And I think maybe now it's a really good time to stop and address the questions that I see have appeared in both the chat and the Q&A. So basically, I'll kind of turn over to you to sure.

Stacy Kernisan: Sure. So, our first question we have is our authorized representative changes effective July 1st. Do you foresee this as a problem since it will be different from SAM? So, do you see it? It'd be a problem as far as their authorized representative, changing on July 1st?

Lisa Hartman: From a JustGrants standpoint, there's no issue. Whoever is listed as the authorized representative on the day that the application is either accepted or denied is the application is the authorized representative. If you've submitted an application with the previous authorized representative, then you may have your entity administrator go back and change that authorized representative on July. 1st. Which would then be the best way to go. But as far as the program office, I can't speak to that. I don't know if anyone from the program office has any reservations about that.

Stacy Kernisan: Also this may be a program question, why would we need additional line items for indirect costs? I don't know if ...

Lisa Hartman: That is a program question, because different programs to their indirect costs under different sort of requirements. So, is there someone from the program office that might be able to address that ...

Stacy Kernisan: Brian or Jane, that we can take yourself off mute or Joel if he's available.

Jalila Sebbata: Hi, can you hear me?

Stacy Kernisan: Yes.

Jalila Sebbata: Okay, I just wanted to just put out a quick clarification. She did go over the budget section, but for VOCA formula, we still do not require budget. So you're not going to be filling out any of that part. Hopefully that clears things up.

Stacy Kernisan: Yes, that's a few of the questions related to the budget. So also, why is the status of an application and JustGrants that has been submitted on or by the deadline date is logged in as overdue once the deadline has passed the system should be reflecting it as submitted. It is a bit confusing. An application should be logged as overdue if it's not submitted.

Lisa Hartman: So, I believe Amy is online. I believe that I'm going to let you answer that because I think that has to do with the feature that still being fixed. Is that correct Amy?

Bethany Case: And Amy just recently lost power or Wi-Fi in her house. This is Bethany. So you may to have my answer for now but if Amy is online, she'll be able to jump in. This is not, what you're describing, is not expected behavior. So it sounds like something went wrong. Please make sure you reach out to user support immediately to make sure that this can get taken care of. It's absolutely not typical expected behavior.

Stacy Kernisan: Thank you Bethany, and we will share the information on the email address and phone number of the support team to contact here in a little bit. One of the other questions we have is will this PowerPoint be shared? And yes, it will be. Joel will be sharing that with you all after this session. I believe this is also, it's just been assigned. So that question is: where do we add the certification form or is it no longer needed? That is a question that is being answered right now. So I'll wait for that answer and I believe that is it for the moment.

Lisa Hartman: All right, thank you all for your answers and definitely I'm sorry. I didn't see you come in. I would have would have talked to you about that as well. All right, so basically, we send the presentation back over to you to talk more about what happens after the application is submitted.

Stacy Kernisan: Okay, no problem. Thank you so much. So, after you submitted your application, you're probably wondering what's next. Once the application for the solicitation has been reviewed, then the entity will be notified. Every user in JustGrants should take the time to check the system on a regular basis in order to be aware of any deadlines of information they need related to the application. So, as you work with your application in JustGrants, you will see one or more of these status codes associated with the application. If you see pending DIAMD onboarding status code, it means that either the entity administrator or the application submitter haven't completed their 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. If your application remains in pending DIAMD onboarding status for more than 24 hours after user's complete registration, that may be an indicator that additional actions are required by the entity administrator. Common issues include a user's email address is already associated with another entity or DUNS number or an invalid email address was provided in Section F of the SF-424. Please check your entity user's information to confirm current users and their roles and contact the JustGrants support desk. When both the entity administrator, and the application submitter have been fully onboarded and the application submitter assigned to the application, then the status will display as pending draft. This is a working status. At this time, the entity administrator will need to invite and register the authorized representative as well. From print pending draft status, there are several possible next steps. If the application is canceled, the status will be resolved - canceled. If the deadline has passed and it is no longer possible to submit an application on this solicitation, the status will automatically become resolved - deadline passed. If you have canceled the application due to the fact that it's a duplicate, the resolved duplicate status will be associated with the application. And if you choose to have draw the application status will change to resolved - withdraw. Finally, once you have submitted the application, the status will display as application submitted, and the application submitted status will complete internal reviews and make funding decisions. Please remember who your entity administrator and authorized representatives are for 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. The entity administrator will receive notification on when the award notification has been sent. If you think you haven't received this information, just check your spam folder before reaching out to support. Now, let's take a moment see if we have any new questions that may have come up and please continue to put your questions in the Q&A chat so that we can answer them for you. And we have one question. In the past OVC staff were very helpful in reaching out to provide direction and guidance if something wasn't fully answered, etc. Will focus staff be providing the reach out again this year or will we need to check JustGrants regularly for messages alerts and etc.? I'll let someone from the program office answer this. Jalila or Brian, if you're available.

Brian Sass-Hurst: Yeah, I can, I can jump in. Hey, Kate hope you're doing well. So, in the past, obviously in GMS we would get applications in very often we would need to send them back and ask for updates. I think one can reasonably expect that to likely happen again this year. Obviously, the system is new for all of us so, we're all going to try and figure out how to make it work best. But we're looking forward to having a collaborative relationship and definitely making sure that this is as easy to submit the process as it can't be. Hopefully that helps answer your question.

Stacy Kernisan: Thank you. So that's all the questions we have for right now. So now that we've given you all of this information, we like to share a wealth of resources with you, as you continue navigating through JustGrants.

Here are a few tools to help get you started. Make sure you're checking your emails for updates and information about JustGrants. If you're not getting emails, if you go to the link at the bottom of the screen justicegrants.usdoj.gov it will bring you to a place where you see these tiles here. If you click on the news and updates one, it'll be a place for you to input your email and that way you can start receiving emails and updates about JustGrants. We also have on this page, a checklist of all the steps needed to get ready, training resources, as I stated news and updates, frequently asked questions, and an about section, and of course, user support.

One of the questions we receive a lot of the times is will there be more training on JustGrants? We have many training materials available on the JustGrants training website.

This is what the JustGrants training website looks like, and you can find a wealth of information about JustGrants here. So just to make sure you click on the training tab and it'll give you everything from videos to job aids to information that you need about the steps to complete each section or each part of the grant's life cycle.

Advocates experiencing difficulties with Grants.gov or SAM.gov must contact the Grants.gov customer support hotline or the SAM help desk to report the technical issue and receive a tracking number. Advocates experiencing difficulties with JustGrants must contact the JustGrants support task. And you can do so at JustGrants.support@usdoj.gov or 833-872-5175, Monday through Friday between 5:00 a.m. and 9:00 p.m. Eastern Standard Time. On the weekends and federal holidays from 9:00 a.m. to 5:00 p.m. Eastern Standard Time. And we'll put a few links in the chat to help you with that information as well.

When you do reach out to the help desk, please make sure that you have all the information that can help them answer your question as soon as possible. Here are a list of items that will be helpful for the help desk in order to get your answers. So, anything from the browser version to

the steps that you did to get there, screenshot of your page if you can. Any of those items are very helpful.

So, before we wrap up for the day, here are some guidance on where to go for help. We again, we have FAQs that are available. We have an application submission resources, links to Grants.gov, SAM.gov, and the JustGrants training email address. We will also put a few links in the chat relating to these links so that you can have them to access later. Here are some additional resources for help.

When you receive the PowerPoint slide deck, you'll be able to click on these and access each one of those links that are available there. But they're also available if you go to the training link on the JusticeGrants training site. All of this information that you see here is also available there. And I believe that is the end of our session. We appreciate your attendance today and we hope that you found it viable and have a great remainder of your day. We don't have any other remaining questions, so I will end this session.

Thank you all for participating.