

Submitting Financial Reports

Job Aid Reference Guide



JUSTgrants
JUSTICE GRANTS SYSTEM

September 1, 2020

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Submission Management

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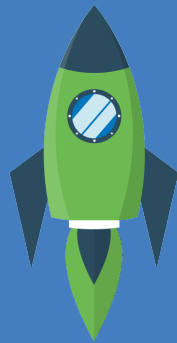
Appendix

This section provides Record Type Prefixes, JustGrants Terminology, and background on SAM.Gov and Grants.gov

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Welcome



Overview



Welcome to JustGrants!

JustGrants is the Department of Justice's (DOJ) new web-based, streamlined grants management software.

JustGrants provides applicants and grantees tremendous transparency and an improved user experience throughout the entire process of grants management. JustGrants offers applicants and grantees:

- Efficient processes that allow for tracking progress and entering data directly;
- Improved data accuracy and access to that data through data validation and reporting tools;
- Organizational profiles with increased visibility for applicant and grantee organizations into all their grants and applications across DOJ;
- Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and manual data entry; and
- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.



JustGrants is your tool for *all* grants management work.

Plus, this software is a living product that will evolve and improve over time. DOJ will continue to enhance the software's functionality and expand benefits for all users.



Overview (Continued)

This Job Aid Reference Guide will help you navigate the software as you move through JustGrants grants management functions, including:



- Feature overviews;
- Step-by-step instructions;
- Infographics;
- Glossary terms; and
- New feature summaries.

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants [Training & Resources page](#).



IMPORTANT

During the initial release of JustGrants, please be aware:

- The system **does not** “auto save” your work.
- You will see a warning message after 10 minutes of inactivity (per security requirements).
- You will be automatically logged out if you are inactive for 15 minutes (per security requirements).
- **Unsaved work will not be saved** at logout.



JustGrants Initial Release



JustGrants is brand-new system software. What you will be using is the *initial release*. Using this version, you will have everything you need to:

- Apply for funding;
- Accept or decline awards; and
- Manage awards.

JustGrants is a work in progress as the developers build out features and respond to user feedback. If you want to visualize this, think of JustGrants as a house you are building. You start with the basics: walls; roof; and a door. The building is livable.



Every so often, you add new features like an extra bathroom, a front porch, or a deck. After all major elements are in place, you can continue to personalize and modify to make it ideal. JustGrants is built similarly—access now with finishing touches as we go along using it.



Despite this continued development, the initial release of JustGrants is already a better experience than the previous software. JustGrants was developed specifically to improve upon the existing system software.

All aspects of grant management have been integrated into this new, single system, allowing you to enter information into an application, access it, accept your grant package, manage your funded award, and complete your Closeout activities.





Submitting Financial Reports

Submitting Financial Reports Overview



You are now at the stage in the process where your entity will need to submit Federal Financial Reports (FFR). JustGrants will help you all along the way.

In JustGrants, an FFR is submitted by a Financial Manager. FFRs may be submitted 10 calendar days or less from a reporting period end date until the due date. Once the due date passes, a delinquent report will continue to be able to be submitted by a Financial Manager.

A Financial Manager also has privileges to edit and resubmit FFRs. The most recent Quarterly FFR can be reopened and resubmitted if the due date has not passed. Similarly, a Final FFR can be reopened and resubmitted up to 90 days after the project period end date.

You must contact your awarding office to reopen and resubmit a final FFR beyond 91 days after the award end date. Funds are frozen one day after the due date if the report is not submitted. Funds are released once the delinquent FFR is submitted.



FFR reporting quarterly periods and due dates are on the following page.



Important Dates:

FINANCIAL REPORTS



FFR Reporting Periods

Date range reported for the Federal Financial Report (FFR)

Jan. 1 – Mar. 31

April 1 – June 30

July 1 – Sept. 30

Oct. 1 – Dec. 31

Due Date

Date the FFR is due for submission

April 30

July 30

October 30

January 30

Funds Frozen

Date the funds are frozen if the FFR is not submitted

May 1

July 31

October 31

January 31

Key Takeaways



- *Financial Managers may submit FFRs 10 calendar days or less from the reporting period end date until the due date. Once the due date passes, Financial Managers will continue to be able to submit a delinquent report.*
- *To enforce FFR compliance, JustGrants will collect the FFR and communicate with the ASAP account and will lock out a grantee if they have a delinquent submission.*
- *Grantees can reopen and revise submitted reports prior to the due date.*
- *Web-based FFRs in JustGrants is modeled after the structure of the OMB Standard Form 425 (SF-425).*





Federal Financial Reports

Validations

<i>Line Number</i>	<i>Description</i>	<i>Validation</i>
10e	Federal Share of Expenditures	If less than the previous reporting period, the user must enter a response in Block 12.
10f	Federal Share of Unliquidated Obligations	For final reports, this cannot be greater than zero.
10h	Unobligated Balance of Federal Funds	This cannot be negative.
10j	Recipient Share of Expenditures	If less than the previous reporting period, the user must enter a response in Block 12.
10o	Unexpended Program Income	This cannot be negative.
11c	Period To (Indirect Cost Rate)	Date must be before 11c Period From (Indirect Cost Rate).
11f	Federal Share (Indirect Cost Rate)	Must be equal or less than 11e, Amount Charged (Indirect Cost Rate)
11f	Federal Share (Indirect Cost Rate)	This cannot be negative.

Submitting Financial Reports Steps 1 - 3

My Worklist

1

2

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
F-3005	07/16/2020		Federal Financial Report		
FFR-11	---		Federal Financial Report		
F-43011	---		Federal Financial Report		
	---		Awards		
	---		Entity Document Repository		
F-5003	---		Federal Financial Report		
C-11	169 Days Past Due		Grant Award Modification		
FAW-54	---		Funded Award		

FFRs assigned to you appear in My Worklist.

- 1) Navigate to the Home link on the left-hand side
- 2) Go to your Task List
- 3) Open the FFR you want to edit/submit.

Submitting Financial Reports Steps 4 - 5

Open FFR

JUSTgrants
JUSTICE GRANTS SYSTEM

Home

Entity Profile **4**

Entity Users

Entity Documents

Applications

Awards

Monitoring

Monitoring

Privacy Policy

Recents

Funded Award
FAW00223

Funded Award
FAW004

Performance Report
PR02259

Amy's PM Demo for Solicitat
D-94089

Active Funded Award

Funded Award (FAW004)

Federal Financial Report (FFR-11)

1. Recipient Info 2. Report Information 3. Remarks & Certification

1. Federal Agency and Organizational Element to Which Report is Submitted: U.S. Department of Justice

2. Federal Grant Or Other identifying number: 111111

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Sample Organization

Street 1: 123 First Street

Street 2: —

City: Frisco County: Collin

State: TX Province: Test Province

Country: USA ZIP / Postal Code: 12345

4a. DUNS Number: 1234DUN

4b. EIN: 9876EIN

5

Save Continue

The first page is prepopulated from the award document.

- 4) Once the FFR opens, the Recipient Information appears.
- 5) Select **Continue** to move to the next screen.

Note: The data on this page is prepopulated from the award document and the entity profile

Submitting Financial Reports Step 6 - 7

Report Information

6

1. Recipient Info **2. Report Information** 3. Remarks & Certification

5. Recipient Account Number
Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required.

6. Report Type
A final report shall be submitted within 90 days after the grant period end date.

7. Basis Of Accounting
Specify whether a cash or accrual basis was used for recording transactions related to the award and for preparing this report. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.

8. Project/Grant Period
Enter the project/grant period (start and end date). This should encompass the beginning date of the original award and the latest ending date under the award number.

9. Reporting Period
Enter the start and end date of the reporting period. Federal Financial Reports will be submitted on a quarterly basis. A final FFR shall be submitted at the completion of the award agreement. The following reporting periods shall be used for quarterly reports: • October 1 – December 31 (due by January 30) • January 1 – March 31 (due by April 30) • April 1 – June 30 (due by July 30) • July 1 – September 30 (due by October 30) Quarterly reports shall be submitted no later than 30 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.

10. Transactions:

Federal Cash:

10a. Cash Receipts
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

Back Save Continue

Enter information in the fields.

- 6) The Report Information screen contains several required fields.
 - a) Enter the **Recipient Account Number**.
 - b) Select the **Report Type**.
 - c) Select the **Basis of Accounting**.
- 7) Scroll down to the **Transactions** section.

Submitting Financial Reports Step 8

Report Information

8 Cumulative

Federal Cash:

- 10a. Cash Receipts
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.
- 10b. Cash Disbursements
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.
- 10c. Cash on Hand (line a minus b)
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

Federal expenditures and unobligated balance:

10d. Total Federal funds authorized The total Federal funds authorized as of the reporting period end date.	\$10.00
10e. Federal share of expenditures Enter the cumulative amount of federal fund expenditures.	\$10.00
10f. Federal Share of Unliquidated Obligations Enter the cumulative amount for the federal share of unliquidated obligations. On a cash basis, unliquidated obligations are obligations incurred, but not yet paid. They include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients or contractors. On an accrual basis, the obligations are incurred, but the expenditures have not yet been recorded. On the final report, for either cash or accrual basis, this Line should be zero (0). Do not include any amount in Line 10f that have been reported in Line 10E. Include the unliquidated obligations that will be expensed by the end of the next quarter. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense will not be incurred by the end of the next quarter.	\$0.00
10g. Total Federal share (sum of lines e and f) The sum of Lines 10e and 10f.	\$10.00
10h. Unobligated balance of Federal Funds (line d minus g) The amount of Line 10d minus Line 10g.	\$0.00
Recipient Share:	
10i. Total recipient share required	\$50.00

Continue to enter information in the fields.

- 8) The following fields are not editable because they are not required for DOJ:
- a) 10a. Cash Receipts
 - b) 10b. Cash Disbursements
 - c) 10c. Cash on Hand (line a minus b)

Submitting Financial Reports Step 9

Report Sections

10. Transactions:

Federal Cash:

10a. Cash Receipts
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

10b. Cash Disbursements
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

10c. Cash on Hand (line a minus b)
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

Federal Expenditures and Unobligated Balance:

10d. Total Federal funds authorized
The total Federal funds authorized as of the reporting period end date. \$10.00

10e. Federal share of expenditures
Enter the cumulative amount of federal fund expenditures. \$10.00

10f. Federal Share of Unliquidated Obligations
Enter the cumulative amount for the federal share of unliquidated obligations. On a cash basis, unliquidated obligations are obligations incurred, but not yet paid. They include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients or contractors. On an accrual basis, the obligations are incurred, but the expenditures have not yet been recorded. On the final report, for either cash or accrual basis, this Line should be zero (0). Do not include any amount in Line 10f that have been reported in Line 10E. Include the unliquidated obligations that will be expensed by the end of the next quarter. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense will not be incurred by the end of the next quarter. \$0.00

10g. Total Federal share (sum of lines e and f)
The sum of Lines 10e and 10f. \$10.00

10h. Unobligated balance of Federal Funds (line d minus g)
The amount of Line 10d minus Line 10g. \$0.00

Recipient Share:

10i. Total recipient share required \$50.00

Many fields in the FFR have validations.

9) Enter information in the following fields as appropriate:

- | | |
|--|---|
| 10d. Total Federal funds authorized
a) Prepopulated from the Award Document | 10h. Unobligated balance of Federal Funds
(line d minus g)
a) System Calculated |
| 10f. Federal Share of Unliquidated Obligation
a) Insert as appropriate | 10i. Total recipient share required |
| 10g. Total Federal share (sum of lines e and f)
a) Insert as appropriate | |

Submitting Financial Reports Step 10

Report Sections

10

Funded Award (FAW-54)
Federal Financial Report (FFR-11) OPEN

Recipient Share:

10i. Total recipient share required \$50.00
Enter the total required recipient share for grant period specified in Line 0. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the program. This amount should not include cost sharing and match amounts in excess of the amount required by the program (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the program).

10j. Recipient share of expenditures \$50.00
Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i.

10k. Remaining recipient share to be provided (line i minus j) \$0.00
The amount of Line 10i minus 10j.

Program Income:

10l. Total Federal program income earned \$
Enter the amount of federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j. If this is a final report, this field is required and may not be left blank, but a zero (0) may be entered.

10m. Program Income expended in accordance with the deduction alternative \$
Enter the cumulative amount of program income that was used to reduce the Federal share of the total project costs.

10n. Program Income expended in accordance with the addition alternative \$
Enter the cumulative amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.

10o. Unexpended program income (line i minus line m or line n) \$0.00
The amount of Line 10i from 10m or 10n.

11. Indirect Expense:

11a. Select either Not Applicable or the appropriate indirect cost rate(s).
11b. Enter the indirect cost rate(s) in effect during the reporting period
11c. Enter the beginning and ending effective dates for the rate(s).
11d. Enter the amount of the base against which the rate(s) was applied
11e. The amount of indirect costs charged during the time period specified. (11b x 11d)
11f. Enter the Federal share of the amount in 11e, using a dollar amount, not a percentage.

11a Type of Rate(s)	11b Rate	11c Period From	11c Period To	11d Base	11e Amount Charged	11f Federal Share
De minimis	10.0%	3/1/2020	2/28/2021	\$100.00	\$10.00	-\$100.00

Back Save

Many fields in the FFR have validations.

- 10) Enter information in the following fields as appropriate:
 - a) For discretionary awards, the recipient share will be prepopulated from the budget summary.
 - b) For Formula awards, the recipient share will need to be inserted.
 - c) 10j. Recipient share of expenditures
 - a) Insert as appropriate
 - d) 10k. Unobligated balance of Federal Funds (line d minus g)
 - a) System calculated

Submitting Financial Reports Steps 11 - 12

Report Sections

11

10k. Total recipient share required
Enter the total required recipient share for grant period specified in Line 8. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the program. This amount should not include cost sharing and match amounts in excess of the amount required by the program (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the program).
\$50.00

10j. Recipient share of expenditures
Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i.
\$50.00

10k. Remaining recipient share to be provided (line i minus j)
The amount of Line 10i minus 10j.
\$0.00

Program Income:

10l. Total Federal program income earned
Enter the amount of federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j. If this is a final report, this field is required and may not be left blank, but a zero (0) may be entered.
\$

10m. Program Income expended in accordance with the deduction alternative
Enter the cumulative amount of program income that was used to reduce the Federal share of the total project costs.
\$

10n. Program Income expended in accordance with the addition alternative
Enter the cumulative amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.
\$

10o. Unexpended program income (line i minus line m or line n)
The amount of Line 10i from 10m or 10n.
\$0.00

11. Indirect Expense:
11a Select either Not Applicable or the appropriate indirect cost rate(s).
11b Enter the indirect cost rate(s) in effect during the reporting period.
11c Enter the beginning and ending effective dates for the rate(s).
11d Enter the amount of the base against which the rate(s) was applied.
11e The amount of indirect costs charged during the time period specified. (11b x 11d)
11f Enter the Federal share of the amount in 11e, using a dollar amount, not a percentage.

11a. Type of Rate(s)	11b. Rate	11c. Period From	11c. Period To	11d. Base	11e. Amount Charged	11f. Federal Share
De minimis	10.0%	3/1/2020	2/28/2021	\$100.00	\$10.00	\$0.00

12

Back Save Continue

Many fields in the FFR have validations.

- 11) Enter information in the following fields as appropriate:
 - a) 10k. Remaining recipient share to be provided (line i minus j)
 - b) 10l. Total Federal program income earned
 - c) 10m. Program Income expended in accordance with the deduction alternative
 - d) 10n. Program Income expended in accordance with the addition alternative
 - e) 10o. Unexpended program income
- 12) Select **Continue**.

Submitting Financial Reports Step 13

Remarks and Certification

JUSTgrants
JUSTICE GRANTS SYSTEM

Funded Award (FAW-54)
Federal Financial Report (FFR-11) ORCA

1. Recipient Info ✓ 2. Report Information ✓ 3. Remarks & Certification

12. Additional Information
Enter any remarks, explanations or additional information required. Supporting documents may be added by clicking the "Upload Supporting Documents" button.

Remarks

Uploaded Documents

File Name

No items

Upload Supporting Documents

13. Certification
By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Prefix: —

First Name: Test Middle Name: Last Name: Operator

Suffix: Title: —

Full Name: EXT Financial Manager

Email Address: EXTERNALFinancialManager@gmail.com

Telephone: 555-123-4567

Date: 03-Sep-2020

Back Save Submit

Insert Remarks and Certification in the text box

- 13) In the Remarks and Certification screen, enter text in box 12. Additional Information.

Submitting Financial Reports Step 14

Uploaded Documents

The screenshot displays the JUSTgrants Justice Grants System interface for a Federal Financial Report (FFR-11). The page is titled 'Funded Award (FA00-54) Federal Financial Report (FFR-11)'. The navigation menu on the left includes Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows progress indicators for '1. Recipient Info', '2. Report Information', and '3. Remarks & Certification'. Under '12. Additional Information', there is a 'Remarks' text area and an 'Uploaded Documents' section with a table header 'File Name' and a 'No items' message. A green circle with the number '14' highlights the 'Upload Supporting Documents' button. Below this is the '13. Certification' section, which includes a certification statement and fields for 'First Name: Test', 'Middle Name:', 'Last Name: Operator', 'Suffix:', 'Title:', 'Full Name: EXT Financial Manager', 'Email Address: EXTERNALFinancialManager@gmail.com', 'Telephone: 555-123-4567', and 'Date: 03-Sep-2020'. A 'Back' button is at the bottom left, and 'Save' and 'Submit' buttons are at the bottom right.

You can upload multiple documents as needed.

- 14) Click on the **Upload Supporting Documents** button to attach a document.

Note: If the figures in line 10e or 10j are less than the previous reporting period, you are required to add additional narrative in Box 12 “Remarks” explaining this discrepancy. Failure to do so will result in a validation error.

Submitting Financial Reports Step 17

Submit

JUSTgrants
JUSTICE GRANTS SYSTEM

Funded Award (FAW-04)
Federal Financial Report (FFR-11) [Link](#)

Solicitation Title:	---	Federal Award Amount:	---
Project Title:	---	Unpaid Balance:	---
Project Period:	---	DUNS:	111111111
Managing Office:	---	TIN:	---
Grant Award Administrator:	---		
FAW Case ID:	FAW-54		

1. Federal Agency and Organizational Element to Which Report is Submitted U.S. Department of Justice
Submitted:
Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other Identifying number: 111111
This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)
This is the organization name and complete address of the recipient organization.

Recipient Organization Name:	Sample Organization		
Street 1:	123 First Street		
Street 2:	---		
City:	Frisco	County:	Collin
State:	TX	Province:	Test Provinca
Country:	USA	ZIP / Postal Code:	12345

4. DUNS Number 1234DUN
This is the Delta Universal Numbering System Number (DUNS) assigned to the recipient organization.

Case details
Last updated by: EXT Financial Manager (1m ago)
Created by: EXT Financial Manager (5mo ago)

Recent followers (0) [+](#)
No items

Recent content (0) [+](#)

Participants (0) [+](#)
No items

UFMS is the financial system.

17) The FFR status will be changed to “Resolved-Completed” once the FFR data is transferred to UFMS.

**Resubmit, Print,
and View Federal
Financial Reports**

Edit and Resubmit an FFR Step 1 – 2

Reopen FFR

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a Federal Financial Report (FFR) for FAW-32029, which is in a 'RESOLVED-COMPLETED' state. The report details include:

Solicitation Title:	---	Federal Award Amount:	---
Project Title:	---	Unpaid Balance:	\$0.00
Project Period:	2/3/20 - 9/14/20	DUNS:	---
Managing Office:	OVW	TIN:	---
Grant Award Administrator:	EXT Grant Award Administrator		
FAW Case ID:	FAW-32029		

The 'Actions' menu is open, and the 'Reopen' option is highlighted. The menu also includes options for Refresh, Follow, Tags, Notifications, Pin to space, and Print. The left sidebar shows navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The bottom section of the page shows details for the Federal Agency and Organizational Element to Which Report is Submitted, including the Federal Agency and Organizational Element to Which Report is Submitted, the Federal Grant Or Other identifying number, and the Recipient Organization (Name and complete address including Zip code).

Use the Actions Menu to reopen an FFR.

- 1) From the FFR, open the **Actions** menu.
- 2) Select **Reopen**.

Edit and Resubmit an FFR Step 3 – 4

Submit

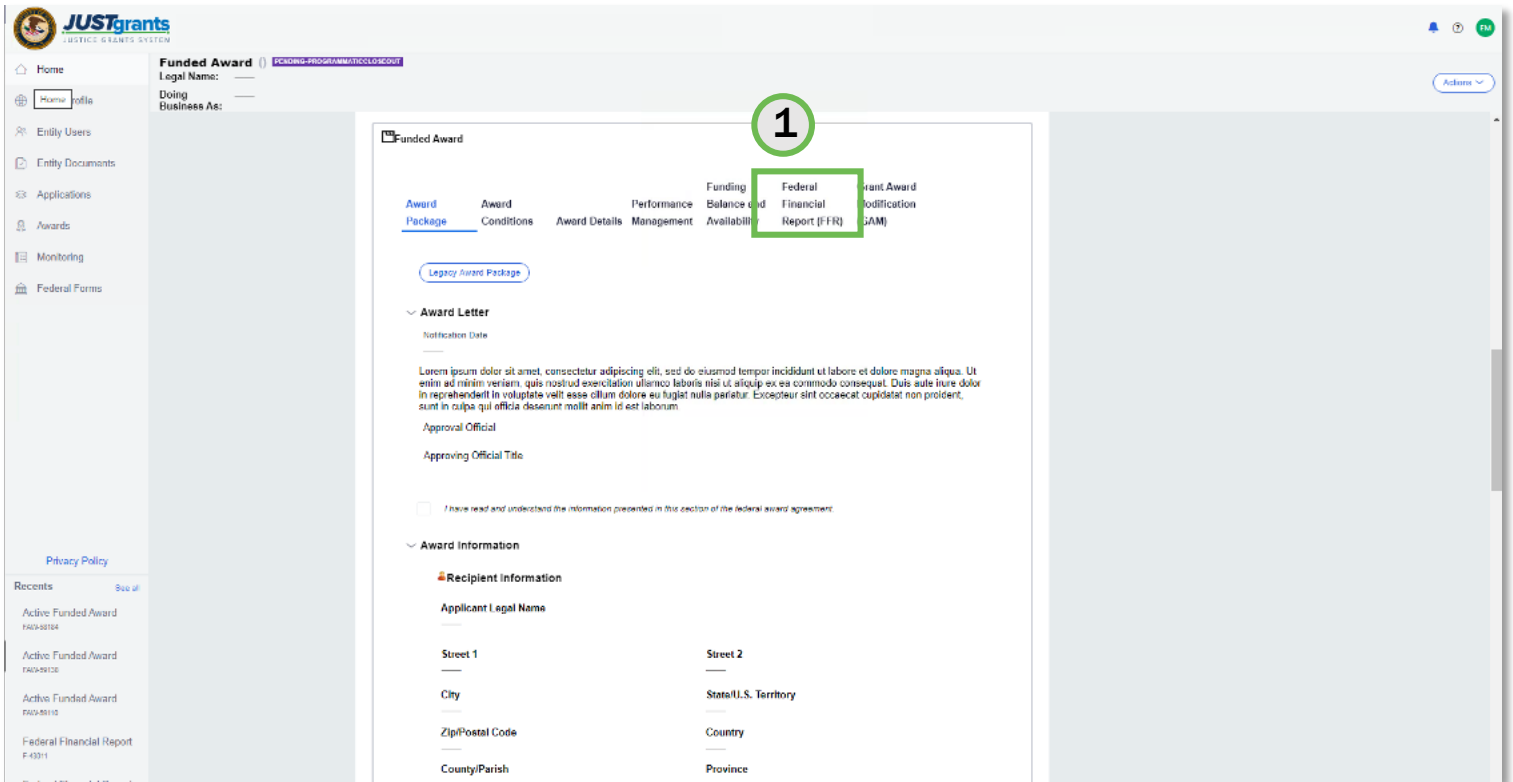
The screenshot shows the JUSTgrants Justice Grants System interface for editing a Federal Financial Report (FFR-11). The main content area is titled 'Federal Financial Report (FFR-11)' and includes a progress bar with three steps: '1. Recipient Info', '2. Report Information', and '3. Remarks & Certification'. The '3. Remarks & Certification' section is expanded, showing a green-bordered box for '12. Additional Information' with a text area for remarks. Below this is an 'Uploaded Documents' section with a table for file names. Further down is the '13. Certification' section, which includes a certification statement and a form for entering user information (Prefix, First Name, Middle Name, Last Name, Suffix, Title, Full Name, Email Address, Telephone, and Date). A 'Submit' button is highlighted with a blue box and a circled '4' in the bottom right corner.

Enter text in Box 12 to explain the edits.

- 3) Make edits as needed. You will need to include a comment in **Box 12. Additional Information** to explain the reason for reopening and editing an FFR.
- 4) Select **Submit**.

View Submitted FFRs Step 1

View the FFR



All submitted FFRs can be viewed from the Award.

- 1) From the Award, open the **Federal Financial Reports** tab.

View Submitted FFRs Step 2

View the FFR

The screenshot shows the JUSTgrants system interface. The main content area displays a table of submitted FFRs. A green box highlights the first row, and a circled '2' is placed next to it. The table has the following data:

Report Number	Type of FFR	Reporting Period	Due Date of Report	Status
FFR-11	Quarterly	to	Jan 31, 1970	Open

Below the table, there are buttons for 'Cancel', 'Save', and 'Approve'. The interface also shows a progress bar with steps: FUNDED AWARD INITIA..., ACTIVE (checked), INITIATE CL..., PROGRAMMATIC CL..., FINANCIAL CL..., and UFMS H... The 'Information' tab is selected, showing 'Case information' with 'ApprovalSignatory1' and 'ApprovalSignatory2' fields.

Click the FFR number.

- 2) Select the FFR you would like to view.

View Submitted FFRs Step 3

View the FFR

3

Federal Financial Report (FFR-11) FFR-11 FFR-11

Solicitation Title: _____

Project Title: _____

Project Period: _____

Managing Office: _____

Grant Award Administrator: _____

FAW Case ID: FAW-54

Federal Award Amount: _____

Unpaid Balance: _____

DUNS: 111111111

TIN: _____

1. Federal Agency and Organizational Element to Which Report is Submitted: U.S. Department of Justice
Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other identifying number: 111111
This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)
This is the organization name and complete address of the recipient organization.

Recipient Organization Name: Sample Organization

Street 1: 123 First Street

Street 2: _____

City: Frisco County: Collin

State: TX Province: Test Province

Country: USA ZIP / Postal Code: 12345

4a. DUNS Number 1234DUN
This is the Data Universal Numbering System Number (DUNS) assigned to the recipient organization.

Case details
Last updated by: EXT Financial Manager (1m ago)
Created by: EXT Financial Manager (6mo ago)

Recent followers (0)

Recent content (0)

Participants (0)

Viewing the FFR is read-only.

3) You can view the submitted report in its entirety.

Print FFR Steps 1 - 2

Print the FFR

(FAW-32029)
Federal Financial Report (F-34010) FFR-BELINQUENT

Solicitation Title:	---	Federal Award Amount	---
Project Title:	---	Unpaid Balance:	\$0.00
Project Period:	2/3/20 - 9/4/20	DUNS:	---
Managing Office:	OVW	TIN:	---
Grant Award Administrator	EXT Grant Award Administrator		
FAW Case ID	FAW-32029		

1 Actions

- Refresh
- Remarks
- Add Work
- Follow
- Tags
- Notifications
- Pin to space
- Print**

2

1. Federal Agency and Organizational Element to Which Report is Submitted: U.S. Department of Justice
Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other identifying number: AW-616380482
This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)
This is the organization name and complete address of the recipient organization.

Recipient Organization Name: Izzak Brooks

Case details

20	Goal	Deadline
50y ago	50y ago	50y ago
Last updated by		
EXT Financial Manager (30m ago)		
Created by		
Test Creator (1mo ago)		

Recent followers (0)

No items

Recent content (6)

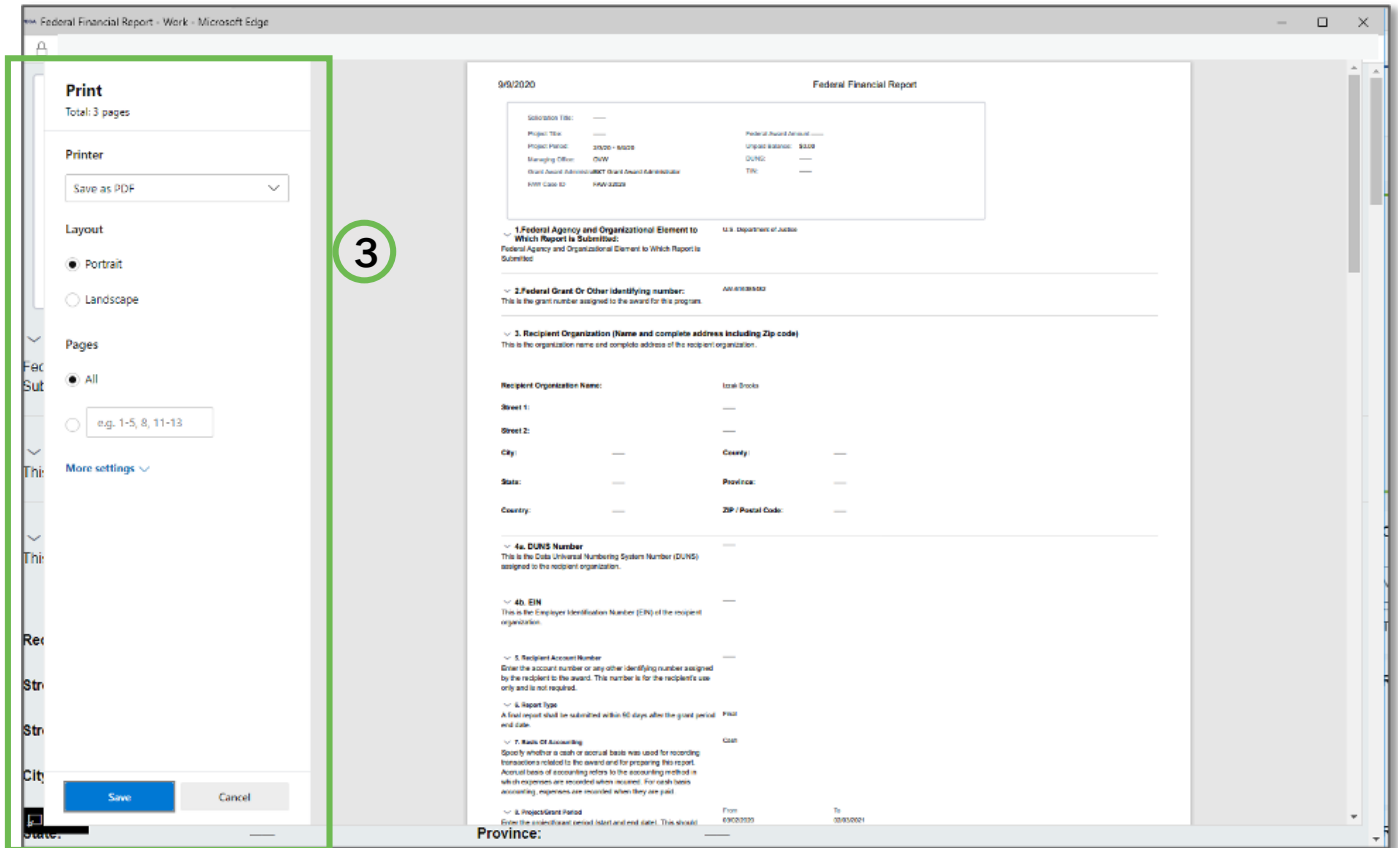
Department of Justice Federal Financ...
Sep 3, 2020 2:22:57 PM

Use the Actions Menu to print the FFR.

- 1) From the Federal Financial Report, open the **Actions** Menu.
- 2) Select the **Print** option.

Print FFR Step 3

Print the FFR



Print as a PDF and save or print to a local printer.

3) Use the options in your printer to print the FFR.

Appendix





Prefixes



Record Type Prefixes

The following case number prefixes are used in JustGrants.

CASE	CASE NUMBER PREFIX
Application	A-
ASAP Authorization	AA-
Annual Programmatic Review*	APDR-
Award Package	AW-
Funding Approval	FA-
Funded Award	FAW-
Funded Supplemental Award	FAWS-
Federal Financial Report	FFR-
Grant Award Modification	FFR-
Monitoring	M-
Performance Report	PR-
Solicitation Initiation	SI-
Solicitation Template	ST-
UFMS Obligation	UO-

*Desk Review



Terminology

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

A–C

Annual Programmatic Desk Review

The Annual Programmatic Desk Review (APDR) is conducted on all Funded Awards and consists of seven questions that grantees must answer. APDRs take place within the Funded Award in JustGrants.

Award Conditions

In the legacy system, this was referred to as “Special Conditions”.

Case ID

The Case ID is the unique identifier for every type of record in JustGrants. For example, the case ID for an application is the Application number. For a Funded Award, the Case ID is the Award Number. Each type of record has a Case ID.

Case Status

The status is the type of record that is displayed. The status list displayed is determined by the type of case associated with it.

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

C-G

Category

Documents uploaded to the Entity Documents repository are categorized as:

- Disclosure of Process Related to Executive Compensation
- Budget Financial Management Questionnaire
- Budget Indirect Cost Rate Agreement
- File
- Legacy Attachments
- Proof of 501 © Status (Nonprofit Organization Only)

Financial Manager

The Financial Manager is a grantee role responsible for submitting federal financial reports (FFRs), processing financial Grant Award Modifications (GAMs) , and initiating closeout.

Funded Award

A funded award is an award that has been approved for fund disbursement to a grantee and has been accepted by that grantee.

Grant Award Administrator

A grantee role that manages many aspects of the grant. This role allows a grantee to view and submit performance reports, initiate some Grant Award Modifications (GAMs), review and respond to monitoring issues as applicable, upload documents, and view award, application, and solicitation information.

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

G–R

Grant Award Modification (GAM)

A request for a modification to a key element to a funded award. Most GAMs can be initiated by a grantee but must be approved by DOJ personnel. GAMs can be created to extend the project period, updated the project scope, modify programmatic costs, reduce the budget amount, modify the budget, or modify the sole source.

Program Office

Within the Office of Justice Programs (OJP), there are several Program Offices:

- Bureau of Justice Assistance (BJA)
- Bureau of Justice Statistics (BJS)
- National Institute of Justice (NIJ)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office for Victims of Crime (OVC)
- Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)

Role Names

Roles determine the access a user is granted in the system. Users may be granted multiple roles in JustGrants, depending on the tasks they perform.

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

S-U

Survey Repository

A library of questions, question pages, and question sets that make up questionnaires that are included in solicitations. The answers applicants make to the questions in these questionnaires provide the basis for performance reporting in funded awards.

UEI

Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government.

Urgency

The number of days until or since the due date of the case, whether it is an application, a grant package, an award, a federal financial report, a performance report, or other item in JustGrants.



SAM.Gov and Grants.Gov



What is SAM.gov? It is considered the Federal Government’s “source of truth” or “authoritative source” of information regarding entities.

Entities **must** register in SAM.gov in order to apply for funding on Grants.gov and **must** maintain active registration throughout the life of their federal award(s). Information added or updated in SAM.gov generally will appear in JustGrants the following day. Keep in mind:

All Entity-level data is managed in SAM.gov. JustGrants pulls its Entity information directly from SAM.gov to ensure consistency and integrity.

1

Updates to Entity information occur in SAM.gov. JustGrants performs daily automated SAM.gov checks to collect current Entity information.

2

All Entity information is registered in SAM.gov and needs to be updated there by the Entity Administrator rather than through a grant modification.

3

If an Entity’s SAM.gov registration is not active or has expired, its award can be delayed/suspended until the registration is active.

4



Grants.gov



Grants.gov is a location for grant seekers to find and apply for federal funding opportunities and is home to information on more than 1,000 grant programs. The program also vets grant applications for federal grant-making agencies like DOJ.

Grants.gov provides a central website where federal agencies can post discretionary funding opportunities that grantees can easily find and apply to.

Grants.gov was established in 2002 and is managed by the U.S. Department of Health and Human Services. Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget (OMB).

Key Benefits

- 1 Helps the grant community learn about available opportunities.
- 2 Facilitates interaction with the Federal Government.
- 3 Simplifies grant application, saving money, time, and hassle.
- 4 Makes researching and finding federal grants easier.
- 5 Makes electronic grant application processing easier.
- 6 Provides a secure, reliable source to apply for federal grants.





JUSTgrants
JUSTICE GRANTS SYSTEM