



United States Department of Justice

Office on Violence Against Women

Working Together to End the Violence

Congratulations on your FY2021 Improving Criminal Justice Responses award!

The Improving Criminal Justice Responses Unit is excited to work with you on your efforts to improve your criminal justice system's response to domestic violence, dating violence, sexual assault, and stalking.

As noted in your award document, your assigned OVW Grant Manager can assist you with any questions you may have about your award. In the next few weeks, you will receive additional information regarding the administration of your award, as well as mandatory requirements of the ICJR Program.

According to your Award Conditions, you are required to attend the mandatory orientation for all new grantees. Please ensure your organization and project partners mark your calendars for the mandatory Grantee Orientation dates provided in the teal box. The Grantee Orientation sessions will take place virtually via a series of pre-recorded and live sessions beginning in December and continue into early 2022. You and your project partners must attend the sessions as they are vital to the successful implementation of your project.

Before the Grantee Orientation sessions take place, you will need to accept your award in the new DOJ Justice Grants System (JustGrants). Please follow the tips provided below to ensure you are registered in the system and can access your grant award.

Once you have accepted your award in the JustGrants system, please familiarize yourself with your award documents, specifically the entire list of Award Conditions, which are the terms and conditions of your award. Your Award Conditions were included with your award package and can be viewed under your ICJR award in JustGrants.

Additionally, you will be required to comply with the requirements outlined in the solicitation under which the approved application was submitted. These requirements are detailed in the Award Conditions listed in your award package and should be reviewed thoroughly by you and your project partners. The ICJR Solicitation is available online at [FY 2021 ICJR Solicitation](#).

In addition to being governed by federal grant regulations, OVW grantees are required as a condition of all awards to comply with the financial and administrative requirements contained in the Department of Justice (DOJ) financial guide. The current version of the guide was issued in April 2020 and is available online: [Current DOJ Financial Guide](#).

NEW GRANTEE SCHEDULE OF EVENTS

**DECEMBER 7TH from
12:00 to 5:30pm EST**

- ICJR Program Introduction
- Training and Technical Assistance (TTA) Opportunities
- Coordinated Community Response

Required Attendees: Grant administrators and project partners.

**DECEMBER 14TH from
12:00 to 5:30pm EST**

- Grants Financial Management Division
- TTA Opportunities *cont.*

Required Attendees: Finance staff, grant administrators and project partners.

**DECEMBER 15TH from
12:00 to 5:30pm EST**

- TTA Opportunities *cont.*
- ICJR Grant Administration

Required attendees: Finance staff, grant administrators and project partners

**Additional Sessions
To Be Announced**

TIPS FOR ACCEPTING AWARDS IN JUSTGRANTS

Your Application Submitter, Authorized Representative, and the Entity Administrator should have received an email notifying you of the award and directing them to review, sign and accept the award. The roles were assigned at the time of the submission of your application.

The Authorized Representative must be the person to formally accept the award in JustGrants.

Prior to acceptance, the Entity Administrator must assign and confirm the roles of a Financial Manager, Grant Award Administrator and an Authorized Representative (if not already assigned or changed since the time of application) for this new award.

Accepting the award can ONLY be completed in JustGrants. However, if you need to share the award document with others who do not have access to JustGrants you can print a PDF to share with your partners, stakeholders, etc. (Printing Instructions attached). Please remember to read your award document in full with relevant staff, including all of the award conditions prior to accepting the award.

This document will help you to accept your award, instruction begin on Page 10.

<https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/jarg-grantee-accept.pdf>

If you need assistance with managing your roles and entity in JustGrants, please have the Entity Administrator refer to this resource. Onboarding new staff begins on Page 11 and assigning staff who may already have JustGrants roles, but not for this particular grant award, is on Page 42:

<https://justicegrants.usdoj.gov/training/jarg-entity-management.pdf>

Training documents, resources and general information about JustGrants can always be found here:

<https://justicegrants.usdoj.gov/>

If you are a new grantee to DOJ, you will need to enroll in ASAP, which is the payment request system used to draw down on your award funds. The SAM E-Biz POC will receive two emails from Treasury's Bureau of Fiscal Services, one with the username and one with the password. Once received, please refer to the following user guide for instructions on the ASAP enrollment process:

<https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/training-user-guide-asap.pdf>.

ASAP Enrollment consists of the following 6 steps, so please make sure **each step is complete**:

1. EI Initiates RO and POC Completed
2. Point of Contact Names Organization Officials
3. Head of Organization Approves Officials
4. Authorizing Official Defines Recipient Profile
5. Authorizing Official Defines Recipient Organization Users
6. Financial Official Defines Banking Information

If you have any questions or need assistance, please do not hesitate to reach out!

And as always, for technical issues with JustGrants please reach out to the OVW JustGrants Help Desk at OVW.JustGrantsSupport@usdoj.gov