



Tips for Working in JUSTgrants

Dr. Kristen DeVall, Co-Director

TLPI Q&A

March 8, 2021



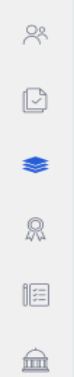
**National Drug Court
Resource Center**



Getting started...



- **Begin the process early!**
 1. Enter information into Grants.gov (SF-424 & Lobbying Disclosure)
 - Need DUNS & EIN #s, legal applicant name, dollar amount being requested
 2. Assign users/roles in JUSTgrants
 - Designate
 - Authorized Representative
 - Entity Administrator – can assign roles
 - Application submitter
 3. Authorized representative must approve the “screen flow” for application to populate in JUSTgrants.



Assignments View all

Task	Assigned to	
1mo Grant Application Screen flow (Complete and Submit)	[Redacted]	Begin

Information	Audit	Grant Package
ApplicationInfo GrantSubmissionHeader OpportunityID O-BJA-2021-58002	SolicitationID SI-58002	Solicitation Title BJA FY 21 SCA RE
Application Case ID A-95015	Application Group Case ID AG-36001	SF424_2_1

Case details

10 Goal Deadline in 1mo in 1mo

Last updated by [Redacted]

Created by Job(GetApplicationScheduler) (1mo ago)

Recent followers (0)

[Envelope icon]

No items

Participants (3)

- [Redacted] JB Entity Administrator [Envelope] [Phone]
- [Redacted] KC AuthorizedRepresentative [Envelope] [Phone]
- [Redacted] KC Application Submitter [Envelope]

Getting started...



- Keep in mind:
 - Use either Google Chrome or Mozilla Firefox as your browser.
 - **Save often!**
 - Files to be uploaded can be either pdf, Word, or Excel files
- Application materials (see right-hand side of the screen)
 1. Standard applicant information
 - SF 424 information is pre-populated
 - You can change the \$ being requested here.
 - Confirm the AOR
 - Verify legal name of applicant



Community-Based Reentry Program

Competition Identification Number C-BJA-2021-00035-PROD	Competition Identification Title Community-based Adult Reentry for Organizations Serving Nonrural Communities	Due Date April 27, 2021 11:59:00 PM EDT
--	--	--

CFDA Information

CFDA Number 16.812	CFDA Program Title Second Chance Act Reentry Initiative
-----------------------	--

Project Information

Project Title [REDACTED]	Proposed Project Start Date 10/1/2021	Proposed Project End Date 9/30/2024
Federal Estimated Funding (Federal Share) 750000.00	Applicant Estimated Funding (Non-Federal Share) 0.00	Program Income Estimated Funding 0.00
Total Estimated Funding 750000		

- Verify Legal Name and Address
- Proposal Abstract
- Proposal Narrative
- > Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- > Disclosure And Assurances
- Other
- Certify and Submit

Recent followers (0)



No items

Participants (3)

[REDACTED] Entity Administrator

Cancel

Save

Continue

Abstract



- See RFP for specific items that must be included.
- Save as Word file on your computer
- Copy & paste information into text box in JUSTgrants

The screenshot displays the JUSTgrants web application interface. At the top, the browser address bar shows the URL: `justgrants.usdoj.gov/prweb/PRAuth/app/JGITS_/3yZ6Bxxi_lpDExTOT4XnAjzjAXmVNevW*/!STANDARD`. The JUSTgrants logo and 'JUSTICE GRANTS SYSTEM' are visible in the top left. The main header area shows 'Grant Package (13280359)' with a 'PENDING-DRAFT' status, 'Comp # (C-BJA-2021-00035-PROD)', and a due date of 'April 27, 2021 11:59:00 PM EDT'. There are 'Actions' and 'Print' buttons on the right. The central content area is titled 'Proposal Abstract *' and contains a rich text editor with a toolbar (Format, Bold, Italic, Underline, etc.) and a text box containing the instruction: 'see RFP for bullet points of what information must be included in abstract.' On the right side, there is a 'Solicitation Instructions' sidebar with a list of sections: Standard Applicant Information, Proposal Abstract (highlighted), Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, and Other.

Project Narrative



- See PNF for outline of information to be included
- Save as Word file on your computer
- This screen also contains goals, objectives & deliverables
 - See RFP for solicitation-specific goals/objectives/deliverables

Project Narrative



Grant Package (13280359) **PENDING-DRAFT** Comp # (C-BJA-2021-00035-PROD) ⌚ Due April 27, 2021 11:59:00 PM EDT

[+ New Goal](#)

Goal Statement

Goal 1: overarching, long-term statement re: what the project is going to do.
Example: Reduce recidivism among THWC program participants.

Goal Statement*

Goal 1: overarching, long-term statement re: what the project is going to do.
Example: Reduce recidivism among THWC program participants.

Remaining: 118 characters

Objectives

[+ New Objective](#)

Objective*

Fiscal Year*

Quarter*

Objective: Specific means by which you will measure the goal.
Example: By the end of Y1, 65% of THWC participants will remain crime-free.

2020

Ongoing

Remaining: 117 characters

Deliverables

[+ New Deliverable](#)

Deliverable*

Fiscal Year*

Quarter*

No items

[Back](#)

[Previous](#)

[Add](#)

[Save](#)

[Cancel](#)

Project Narrative



The screenshot displays the JUSTgrants web application interface. A dropdown menu is open, listing various document types for selection. The menu items are:

- Action Plans
- Bench Cards
- Calendars
- Clearinghouse/Resource Center
- Codes/model Codes
- Conference
- Course Deliveries
- Data Sets
- Evaluation Reports
- Fact Sheet
- Final Research Reports
- IRB Documentation
- MOUs, Letters of Agreement or Other Interim Deliverables
- NEPA Assessment
- Newsletter
- Operating Manual
- Outreach materials, posters, flyers brochures
- Planning and implementation Guides
- Podcast
- Policies/Procedures/Protocols
- Presentations
- Programmatic Reports
- Publication/periodicals
- Purchasing Equipment
- Report
- Resource Guide
- Scholarly Product
- Software or other IT materials
- Strategic Plans

The background interface shows a "Grant Package (13280359)" in a "PENDING" state. It includes sections for "Goal Statement" (with a goal example: "overarching long-term statement. Example: Reduce recidivism among THWC participants."), "New Objective" (with a "Quarter*" dropdown), and "New Deliverable" (with a "Quarter*" dropdown). On the right, there are sections for "Disclosure And Assurances", "Recent followers (0)", and "Participants (3)" (listing roles like Entity Administrator, Authorized Representative, and Application Submitter).

Budget Narrative



- Enter each line item into online portal
 - Categories are the same as in years past
- 3-year budget → auto-totals as you enter items
 - Enter Year 1 and can then copy Years 2 and 3. Make annual changes as needed.
- Must explain each line item
 - Personnel – what are the roles/responsibilities?
 - Fringe – how is the % calculated?
 - Travel costs – where did you find these amounts?
 - Indirect cost – must attach your IDC letter
- Upload the Financial Management Questionnaire

- 🏠
- 🌐
- 👤
- 📄
- 📂
- 🏆
- 📅
- 🏛️

Conference Costs

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities?
[\(DOJ Financial Guide, Section 3.10\)](#)

Conference Costs

Yes

No

Rich Text Editor

Font Size [B] [I] [U] [Cut] [Copy] [Paste] [Undo] [Redo]

[ABC] [Undo] [Redo] [Color] [Background Color] [List] [List]

This budet includes 3 team members attending the mandatory, annual meeting during each of the 3 years that make up the project period.



Solicitation Instructions

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative

- ✓ **Budget and Associated Documentation**
 - Conference Costs**
 - Personnel
 - Fringe Benefits
 - Travel
 - Equipment
 - Supplies
 - Construction
 - SubAwards (Subgrants)
 - Procurement Contracts
 - Other Costs
 - Indirect Costs
 - Consolidated Category Summary
 - Budget / Financial Attachments

Back

Save Continue

[Add Year](#)
[Delete Year](#)

Year 2 Year 3

Instructions

Personnel

+ [Add item](#) X [Delete item](#) Computation - Show annual salary & amount of time devoted to the project for each name/position

	Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
1	TBD	Peer Support Specialist	\$40,000.00	Yearly ▾	1	100.00%	\$40,000.00
2	Sally Jones	Case Manager	\$50,000.00	Yearly ▾	1	100.00%	\$50,000.00

Personnel Total Cost
\$90,000.00

Additional Narrative

Font Size **B** *I* U

Peer Support Specialist - explain what job duties this individual will perform.

Case Manager - explain what job duties this individual will perform.

[Back](#)
[Save](#)
[Continue](#)



Instructions

Fringe Benefits

+ Add item × Delete item Computation - Show the basis for computation

	Name	Base	Rate (%)	Total Cost
1	Sally Jones	\$50,000.00	23.9%	\$11,950.00
2	TBD-Peer Support Spe	\$40,000.00	23.9%	\$9,560.00

Fringe Benefits Total Cost
\$21,510.00

Additional Narrative

Font Size **B I U**

≡ ≡ ≡ ≡

FICA is calculated at an effective rate of 7.3% (after accounting for pretax deductions) of payroll.
 Worker's compensation is based on historical rate of 1.10% of payroll.
 Unemployment tax is based on historical rate of 0.50% of payroll.
 Group insurance is calculated at 13% of payroll.
 Retirement plan expense is based on match/utilization rate of 2% of payroll.

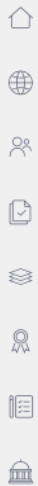
Standard Application Information

- ✓ Proposal Abstract
- ✓ Proposal Narrative
- ▼ **Budget and Associated Documentation**
- ✓ Conference Costs
- ✓ Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction
- SubAwards (Subgrants)
- Procurement Contracts
- Other Costs
- Indirect Costs
- Consolidated Category Summary
- Budget / Financial Attachments
- MOUs and Other Supportive Documents
- Additional Application Components
- > Disclosure And Assurances

Additional Sections...



- MOU
 - Must have an MOU with all THWC team members (see RFP)
 - Fiscal agent MOU (only if applicable)
- Additional Application Components
 - Upload documents that are applicable
- Disclosures & Assurances
 - Answer questions online
- Other
 - Upload documents that can't be uploaded elsewhere
 - Example: Time Task Plan, references page, etc.



Grant Package (13280359) PENDING-DRAFT Comp # (C-BJA-2021-00035-PROD) ⌚ Due April 27, 2021 11:59:00 PM EDT

Actions ▾ Print 🖨️

Memoranda of Understanding (MOUs) and Other Supportive Documents *

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Solicitation Instructions

- > Standard Applicant Information
- Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
 - MOUs and Other Supportive Documents**
 - Additional Application Components
- > Disclosure And Assurances
- Other
- Certify and Submit

✓ INITIATE > COMPLETE AND SUBMIT > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Information Audit Grant Package

ApplicationInfo GrantSubmissionHeader OpportunityID O-BJA-2021-58002	SolicitationID SI-58002	Solicitation Title BJA FY 21 SCA RE
Application Case ID A-95015	Application Group Case ID AG-36001	SF424_2_1

Recent followers (0)

Back

Save

Continue

javascript:void(0)



Questions??

Dr. Kristen DeVall
devallk@uncw.edu

Visit the NDCRC website for helpful information!
www.ndcrc.org