

This guide provides access to an array of materials and resources to help grantees onboard and navigate through the Justice Grants (JustGrants) and Automated Standard Application for Payments (ASAP) systems. JustGrants is the grant management system, and ASAP is the payment management system for the Department of Justice’s (DOJ) grant-making components. If additional assistance is needed, please contact the Tribal Financial Management Center (TFMC) at TFMC@OVCTFMC.org or 703-462-6900.

General

Frequently Asked Questions (FAQs)	Description
General FAQs	Provides a general overview of both systems, how they relate to each other, and the transition to these systems

JustGrants Resources

JustGrants FAQs	Description
JustGrants System FAQs	Describes how to accept an award in JustGrants and verify registration and enrollment in the system
JustGrants Self-Service Support	Explains how to set up your account, how to add and remove members/entities, and what to do if your account is locked
JustGrants Training FAQs	Explains where to find training resources and sign up for training events
JustGrants Entity User Onboarding FAQs	Describes the Entity Administrator role, how to create an account, and who to contact if you are having trouble

Job Aid Documents	Description
Entity Management	Explains entity management by providing definitions and describing user roles
Entity User Experience	Provides information about the six foundational external roles and their capabilities, how to navigate the landing page, and using the JustGrants navigational structure
Application Submission	Describes how to navigate the application submission process and explore JustGrants
Grantee Award Acceptance	Explains how to accept an award
Award Management	Advises on how to manage your award from beginning to closeout

Job Aid Documents	Description
Grant Award Modification (GAM)	Provides an overview of GAMs and step-by-step directions to initiate, extend the length of, update the project scope for, and modify a budget
Submitting Financial Reports	Includes step-by-step directions for submitting, resubmitting, printing, and viewing financial reports
Closeout	Explains closeout procedures with a step-by-step process to upload and submit closeout information

Infographics	Description
Entity User Role Matrix	Breaks down user roles, the number of roles allowed per entity, and resources for each role
JustGrants Roles	Defines each JustGrants role
Entity Onboarding	Provides a guide to onboarding
Submitting Performance Reports	Highlights performance reporting
Monitoring	Provides an overview of the monitoring process

Videos	Description
Entity Management	Includes information on managing entity-level information, inviting users to onboard into the system and assign their roles, and managing user assignments for all DOJ applications and awards
Entity User Experience	Introduces users to the JustGrants entity landing page and navigational structure
Application Submission—Locating an Application	Explains how to locate an application in JustGrants
Application Submission—Submitting an Application	Explains how to submit an application in JustGrants
Application Submission—Completing a Budget Detail Form	Describes the process for submitting a budget detail form in JustGrants
Grantee Award Acceptance	Explains how to accept or decline an award, and review and accept the sections in the award package
Award Management	Describes how to manage funded awards by locating and understanding award information

Videos	Description
Grand Award Modification—Project Period Extension	Includes information about GAMs for Project Period Extensions
Grant Award Modification—Creating Programmatic and Financial GAMs	Provides information on programmatic and financial GAMs
Financial Reporting	Explains locating and understanding the reporting periods and due dates, steps for submitting a Federal Financial Report (FFR), and editing and resubmitting a quarterly FFR
Performance Reporting	Provides information on locating, completing, and submitting performance reports
Closeout	Explains the steps to initiate an award closeout

ASAP Resources

ASAP	Description
ASAP Frequently Asked Questions	Includes a list of FAQs for ASAP
ASAP Registration Checklist	Guides grantees through the steps to complete their ASAP registration
ASAP Payment Requests FAQs	Provides information on requesting payments in ASAP
DOJ User Training—ASAP	Includes step-by-step training on how to request funds in ASAP
ASAP—New User Training	Introduces new users to the ASAP system and provides an overview of ASAP, how to run reports, enrollment steps, payment request steps, and more
ASAP How Recipients Enroll	Explains how to enroll in ASAP and covers enrollment steps and tips
ASAP—Requesting Payments	Covers how to make a payment request in ASAP, as well as users, roles, and payment request steps
Office of the Chief Financial Officer Customer Service Center Ask.OCFO@usdoj.gov 800-458-0786	Includes website and phone contact information for questions related to the use of the ASAP system
ASAP Help Desk asaphelpdesk@fiscal.treasury.gov 855-868-0151 (Option 2 and 3) 7:30 a.m.–6 p.m. e.t., weekdays	Includes email and phone contact information for questions related to the use of the ASAP system



The **OVC Tribal Financial Management Center (OVC TFMC)** provides **training, technical assistance, and resources** to support American Indian and Alaska Native communities as they successfully manage the financial aspects of their federal awards. OVC TFMC also offers support via our Virtual Support Center (VSC) to Office for Victims of Crime (OVC) grantees and those seeking federal funding from OVC for the first time. **Email questions or requests for grant financial management technical assistance to TFMC@OVCTFMC.org or call 703.462.6900.** Visit OVCTFMC.org for additional resources and information.

Feedback Requested

OVC TFMC will continually work to provide resources to support grantees as they successfully manage their OVC financial awards. Your feedback assists us in creating these resources to meet your needs. To help us provide the most useful resources, we would appreciate your feedback on this guide sheet. Please send any comments or suggestions to Evaluation@OVCTFMC.org.

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