



# Awards Conditions

*Job Aid Reference Guide*



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# How to Use this Guide

This Job Aid Reference Guide (JARG) helps users locate, view, and submit required Award Conditions to verify and ensure entity compliance. 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](#).

## Linked Content

This JARG uses a chapter-linked Table of Contents. A link has been included on each page to help the user quickly return to the Table of Contents.



Select the **Home** icon located at the bottom left corner of the page.



# Award Conditions

# Award Conditions: Overview



Award Conditions are requirements which award recipients must adhere to throughout the life of the federal award. Award Conditions are viewed and managed in the Award Conditions repository and included in Award Packages during Award Package generation.

Grantees will view and accept all Award Conditions as part of their funded Award Package when accepting an award. The compliance status of an Award Condition, and any associated withholding amounts, can be viewed in the funded award.

The deliverables section of the Performance Management tab plays an important role in the management of Award Conditions. If an Award Condition indicates document submission is required, then the Grant Award Administrator (GAA) is required to submit those documents for review under the award deliverables section to satisfy compliance with the Award Conditions.

# Award Conditions: Overview (Cont.)



The Authorized Representative (AR) must certify they have read and understood the Award Conditions when accepting the Award Package. In the Award Conditions tab, Award Conditions are identified by number and condition language. The recipient organization's AR must accept the entire set of conditions in order to accept the Award Package.

The deliverables section of the Performance Management tab plays an important role in the management of Award Conditions. If an Award Condition indicates document submissions are required, then the GAA is required to submit those documents for review under the award deliverables section to satisfy compliance with the Award Conditions.

**All documents satisfying compliance are submitted through award deliverables EXCEPT budget documents, which should be submitted directly to the Grant Manager.**

# Award Conditions: Roles

## Grant Administrator Abilities & Responsibilities



Documents for review should be uploaded by the GAA into the Award Deliverables section of the Performance Management tab. Documents should be categorized as either an **Award Deliverable** or **Award Conditions Compliance**.

The GAA will indicate in the Comments that a document is being submitted for review and reference the associated Award Condition number. Once submitted, the Grant Manager will review the submitted documents and either approve or change request the submission.

**NOTE:** A Change Request is only a change in status. The GAA will receive an email and bell notification that a change is required. If a document is **Change Requested**, a new document must be submitted as detailed above for review and approval. **Change requested documents cannot be resubmitted.** Details on why the document was change requested can be found on the Performance Management tab under the Award Deliverables section.

# Award Conditions: Roles (Cont.)

## Authorized Representative Responsibilities



The Authorized Representative (AR) accepts or declines awards on behalf of the Entity and must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. The AR must review all Award Conditions prior to accepting the award. All conditions must be accepted in order to accept the award and receive funding.



# Award Conditions: Final Notes

The dollar amount being withheld for each condition can be seen on the Award Conditions tab. Details about funds being withheld can also be found in the Funding Balance and Availability tab. Keep in mind:

- Many of the Award Condition attachments such as publications or announcements are part of **Performance Management - Award Deliverables**.
- **Automated Standard Application for Payments (ASAP)** account information will not appear until the Entity has an active ASAP account.
- **ASAP Account Status** indicates entity access to funds by displaying either:
  - *Suspended*: Does not have access to funds in ASAP
  - *Open*: Has access to funds in ASAP
- **Total Hold Amount** is the cumulative amount of withholdings applied to the award. This may show more than the funded award amount because each condition is treated separately. ASAP will not hold more than the total award amount.
- **ASAP Account Balance** shows the amount the entity can access.
- Once ASAP enrollment is completed, all individual holds are displayed at the bottom of the Funding Balance and Availability tab under the Holds section.



# View Award Conditions

# View Award Conditions

## Step 1

Home Page

- 1) From the **Home page**, select the **Award** option from the left navigation menu.

Welcome justgrants026.grantawardadmin jgitsex

Alerts (0)  
No data to display

My Worklist  
1274 results

Case ID	Date Due	Case Type	Case Status	Last Updated
PR-358738	04/30/2018	Performance Report	New	05/05/2022 09:32 AM
PR-358472	01/01/2019	Performance Report	New	08/05/2022 01:42 PM
PR-384269	03/30/2019	Performance Report	New	01/24/2023 09:03 AM
PR-358288	03/30/2019	Performance Report	New	03/30/2022 10:57 AM
PR-358092	03/30/2019	Performance Report	New	03/30/2022 09:59 AM
PR-358083	03/30/2019	Performance Report	New	03/30/2022 09:59 AM
PR-358063	03/30/2019	Performance Report	New	03/30/2022 09:59 AM
PR-357061	03/30/2019	Performance Report	New	03/25/2022 09:06 AM

# View Award Conditions

## Step 2

Select Funded Award

- From the **Funded Award** list, select the **Funded Award** link to open award.

**NOTE:** Award Conditions are read-only. Use the caret next to the Award ID column header to filter for a specific Funded Award.

My Assigned Awards - JGII Test Org26

595 results

Award ID	Award Status	Grant Award Administrator	Role	Award Number	Managing Office	Program Office	Solicitation Title	Project Period Start Date	Project Period End Date	Total Amount
FAW-307744	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/18	5/30/21	
FAW-307745	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/18	5/30/21	
FAW-307746	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/18	5/30/21	
FAW-308461	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					2/1/19	6/30/21	
FAW-307521	Pending-Active	justgrants026.multipieroles	JGITSEXT					10/1/18	9/30/21	
FAW-307547	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/18	9/30/21	
FAW-307548	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/18	9/30/21	
FAW-307549	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/18	9/30/21	
FAW-307651	Pending-Active	justgrants026.multipieroles	JGITSEXT					10/1/18	9/30/21	
FAW-308137	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/20	9/30/21	

# View Award Conditions

## Step 3

Review Funded Award Details

3) Use the caret next to the **Funded Award** to view award details.

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows the 'Award Details' for a specific award. The award information includes:

- Solicitation Title: COPS Data for Mush
- Project Title: DOJ Grant Manager
- DOJ Grant Manager: Melissa Harrington
- DOJ Grant Manager Email: melissa.harrington@usdoj.gov

Below this information is a table with two columns: 'Role' and 'Assigned To'. The table lists various roles and their corresponding email addresses:

Role	Assigned To
Grant Award Administrator	justgrants026.grantawardadmin@gmail.com
Entity Administrator	justgrants026@gmail.com
Financial Manager	justgrants026.financialmanager@gmail.com
GrantManager	melissa.harrington@usdoj.gov
Authorize Representative	justgrants026.authorizedrep@gmail.com
Application Submitter	justgrants026.applicationsubmitter@gmail.com
Authorize Representative 2	justgrants026.multipleroles@gmail.com

At the bottom of the screenshot, there is a list of other awards with their respective statuses and details. A green circle with the number '3' is placed over the 'Award Details' section in the main content area.

# View Award Conditions

## Step 4

### Review Award Conditions

4) After opening the **Funded Award** page, scroll down and select **Awards Conditions**. Review the information presented on the screen to verify and ensure the Entity is compliant with all conditions.

- The **Document Submission Required** column indicates if a document is required as a condition of compliance.
- The **Description of Required Submission** column indicates the type of document that is required for compliance.
- The **Amount Withheld** indicates any withheld amounts on the funded award associated with an award condition.
- The **Award Compliance** column indicates whether the grantee is compliant with that specific condition.

**Active Funded Award**  
(15PBJA-22-GK-03107-AWAX) **PENDING-ACTIVE**  
Entity Legal Name: (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Navigation: FUNDED AWARD INITIAL SETUP > ACTI... > INITIATE CLO... > PROGRAMMATIC CLO... > FINANCIAL CLO... > UFMS HA...

**Funded Award Information**

Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Closeout	
<b>Award Initial</b>									
Language	Document Submission Required	Description of Required Submission			Amount Withheld	Award in Compliance			
1	Require...	No				\$0.00			
2	Unreaso...	No				\$0.00			
3	Potential...	No				\$0.00			
4	Require...	No				\$0.00			
5	Restricti...	No				\$0.00			
6	Reclassi...	No				\$0.00			



# Document Submission

# Document Submission

## Step 1

Home Page

- 1) From the **Home page**, select the **Award** option from the left navigation menu.

Welcome justgrants026.grantawardadmin jgitsex

**Alerts (0)**  
No data to display

**My Worklist**  
1274 results

Case ID	Date Due	Case Type	Case Status	Last Updated
PR-358738	04/30/2018	Performance Report	New	05/05/2022 09:32 AM
PR-358472	01/01/2019	Performance Report	New	08/05/2022 01:42 PM
PR-384269	03/30/2019	Performance Report	New	01/24/2023 09:03 AM
PR-358288	03/30/2019	Performance Report	New	03/30/2022 10:57 AM
PR-358092	03/30/2019	Performance Report	New	03/30/2022 09:59 AM
PR-358083	03/30/2019	Performance Report	New	03/30/2022 09:59 AM
PR-358063	03/30/2019	Performance Report	New	03/30/2022 09:59 AM
PR-357061	03/30/2019	Performance Report	New	03/25/2022 09:06 AM



# Document Submission

## Step 2

Select Funded Award

- From the **Funded Award** list, select the **Funded Award** link to open award.

**NOTE:** Select the caret next to the Award ID column header to filter for a specific Funded Award. Select the caret next to the Funded Award to view award details.

The screenshot displays the 'My Assigned Awards - JGII Test Org26' page in the JUSTgrants system. The table lists 595 results with columns for Award ID, Award Status, Grant Award Administrator, Role, Award Number, Managing Office, Program Office, Solicitation Title, Project Period Start Date, Project Period End Date, and Total Amount. A green box highlights the 'Award ID' column header and the first row of data (FAW-307744). A circled number '2' is placed over the first row of data.

Award ID	Award Status	Grant Award Administrator	Role	Award Number	Managing Office	Program Office	Solicitation Title	Project Period Start Date	Project Period End Date	Total Amount
FAW-307744	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/18	5/30/21	
FAW-307745	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/18	5/30/21	
FAW-307746	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/18	5/30/21	
FAW-308461	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					2/1/19	6/30/21	
FAW-307521	Pending-Active	justgrants026.multipieroles	JGITSEXT					10/1/18	9/30/21	
FAW-307547	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/18	9/30/21	
FAW-307548	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/18	9/30/21	
FAW-307549	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/18	9/30/21	
FAW-307651	Pending-Active	justgrants026.multipieroles	JGITSEXT					10/1/18	9/30/21	
FAW-308137	Pending-Active	justgrants026.grantawardadmin	JGITSEXT					10/1/20	9/30/21	

# Document Submission

## Step 3

Select Begin Link

- 3) Select **Begin** in the **Programmatic Task** line to open the Funded Award in edit mode.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Awards  
Monitoring  
Federal Forms  
Training Resources

**Active Funded Award**  
(15JCOPS-23-GG-02415-METH) **PENDING-ACTIVE**  
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title: COPS Data for Mush  
Solicitation Category: N/A  
Project Title: COPS Data for Mush  
Federal Award Amount \$1,000.00  
Project Period: 1/1/23 - 12/31/23  
UEI: RKV2V7M6FJ03  
Managing Office: COPS  
COPS ORI: —  
DOJ Grant Manager: Melissa Harrington  
TIN: 260000000  
Grant Award Administrator: justgrants026.grantawardadmin.jgltsext  
FAW Case ID: FAW-315267

**Assignments** View all

Task	Assigned to	
— Audit And Assessment (Active)	Funded Award	Begin
— Financial (Active)	Funded Awards COPS	Begin
— Leadership (Active)	Funded Award	Begin
— Legal (Active)	Funded Award	Begin
<b>smo Programmatic (Active)</b>	Funded Awards	<b>Begin</b>
smo Await Date/Time (Active)	Work queue record for deferred tasks	

**View Application**

**Case details**  
Last updated by Queue processor(FAWPRCreation) (3d ago)  
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (14d ago)

**DOJ Grant Manager**  
Melissa Harrington  
**Phone**  
123-123-1234  
**Email**

3

Privacy Policy

# Document Submission

## Step 4

Select  
Performance  
Management

- 4) From the Award Information section, open the **Performance Management** tab.

The screenshot displays the JUSTgrants system interface for an "Active Funded Award". The award ID is (15PBJA-23-GK-02376-AWAX) and its status is "PENDING-ACTIVE". The entity is "JGII Test Org26". A red banner indicates that the "ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab." The main content area features a "Performance Management" tab highlighted with a green box and a circled "4". Other tabs include "Award Package", "Conditions", "Award Details", "Attachments", "Funding Balance and Availability", "Federal Report (FFR)", "Grant Award Modification (GAM)", and "Closeout". Below the tabs is a list of award-related documents: "Award Letter", "Award Information", "Project Information", "Financial Information", "Award Conditions", and "Award Acceptance". A progress bar at the bottom shows the following steps: "FUNDED AWARD INITIAL SETUP" (checked), "ACTI...", "INITIATE CL...", "PROGRAMMATIC CL...", "FINANCIAL CL...", and "UFMS H...". The right sidebar contains "Case details" (last updated by Queue processor, created by Agent), "DOJ Grant Manager" (GrantManaReBJA.jgtsint), "Phone" (900-900-9000), "Email" (GrantManaReBJA@ojp.usdoj.slg), and "Participants (6)" including JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants026.grantawardadmin (Grant Award Administrator), and GrantManaReBJA.jgtsint (Grant Manager).

# Document Submission

## Step 5

Add Attachments

- 5) Select the **Add Attachment** button, under the award deliverables section.

The screenshot displays the JUSTgrants system interface for an 'Active Funded Award'. The award details include the ID (15JCOPS-23-GG-02415-METH), legal name (JGII Test Org26), and status (PENDING-ACTIVE). A red banner indicates that the ASAP account is in suspend status, preventing drawdown. The interface is divided into several sections: Award Information, Performance Reporting, and Award Deliverables. The 'Award Deliverables' section is currently empty, showing 'No attachments'. A green circle with the number '5' highlights the 'Add Attachment' button in the bottom left corner of the Award Deliverables section. The right sidebar contains case details, including the DOJ Grant Manager (Melissa Harrington) and a list of participants.

Award Package	Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Closeout
---------------	------------	---------------	-------------------	------------------------	----------------------------------	--------------------------------	--------------------------------	----------

Report Number	Type of Report	Reporting Period	Due Date of Report	Status
PR-404616	Regular	Jan 1, 2023 to Mar 31, 2023	Apr 30, 2023	New
PR-404963	Regular	Apr 1, 2023 to Jun 30, 2023	Jul 30, 2023	New

Case ID	Name	Category	Comment	Uploaded By	Last Updated	Status
No attachments						

**5** Add Attachment

# Document Submission

## Step 6

Add Attachments

- To add an attachment, either **drag and drop** the document into the award deliverables section or use **Select File(s)**, under the award deliverables section.

The screenshot displays the JUSTgrants system interface for an 'Active Funded Award'. The main content area shows 'Award Information' and 'Performance Reporting' sections. A modal dialog box titled 'Attach file(s)' is open, centered over the 'Award Deliverables' section. The dialog box contains a 'Drag and drop files here' area with a paperclip icon, the text 'or', and a 'Select file(s)' button. A green circle with the number '6' is overlaid on the 'Select file(s)' button. The background interface includes a sidebar with navigation options like 'Home', 'Entity Profile', and 'Awards', and a right-hand panel with 'Case details' and 'Participants'.

# Document Submission

## Steps 7 - 9

Add Attachments

- 7) Select the appropriate **Category**.
- 8) Enter a **Comment**. For an attachment that corresponds to an Award Condition, enter the Award Condition number in the **Comment** field.
- 9) Select **Attach**.

**NOTE:** Selecting **Cancel** resets to the previous page.

The screenshot displays the JUSTgrants system interface. A modal window titled "Attach file(s)" is open, showing a file named "PRCR\_Test.docx". The "Category" dropdown is set to "Deliverable", and the "Comment" field contains "Deliverable Test Doc". The "Attach" button is highlighted with a green circle and the number 9. The "Cancel" button is highlighted with a green circle and the number 7. The "Comment" field is highlighted with a green circle and the number 8. The background shows the "Active Funded Award" details for award (15)JCOPS-23-GG-02415-METH, with a status of "PENDING-ACTIVE".

# Document Submission

## Step 10

View Uploaded Documents

10) Any uploaded documentation is displayed in the **Award Deliverables** section. Documents can be opened by selecting the document name/link.

The screenshot displays the JUSTgrants system interface for an 'Active Funded Award'. The award details include the ID (15JCOPS-23-GG-02415-METH), legal name (JGII Test Org26), and status (PENDING-ACTIVE). A red banner indicates that the account is in suspend status. The 'Award Information' section shows a table with columns for Award Package, Conditions, Award Details, Attachments, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Closeout. Below this, the 'Performance Reporting' section contains a table with columns for Report Number, Type of Report, Reporting Period, Due Date of Report, and Status. The 'Award Deliverables' section is highlighted with a green box and contains a table with columns for Case ID, Name, Category, Comment, Uploaded By, Last Updated, and Status. A circled '10' is placed over the 'Award Deliverables' section. The right sidebar shows case details, the DOJ Grant Manager (Melissa Harrington), and participants.

Report Number	Type of Report	Reporting Period	Due Date of Report	Status
PR-404616	Regular	Jan 1, 2023 to Mar 31, 2023	Apr 30, 2023	New
PR-404963	Regular	Apr 1, 2023 to Jun 30, 2023	Jul 30, 2023	New

Case ID	Name	Category	Comment	Uploaded By	Last Updated	Status
D-1183	PRCR_Test.docx	Deliverable	Deliverable Test Doc	justgrants026.grantawardadmin jgitsext	4/6/2023	Submitted



# Appendix





# Terminology

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# JustGrants Terminology (A – C)

*The JustGrants arrival brings along some new words and phrases.*

## 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 associated case.

## Category

Documents uploaded to the Entity Documents repository are categorized:

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

# JustGrants Terminology (F – G)

*The JustGrants arrival brings along some new words and phrases.*

## 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 (GAA)

The Grant Award Administrator (GAA) is the 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.

## Grant Award Modification (GAM)

A Grant Award Modification (GAM) is a request for the 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, update the project scope, modify programmatic costs, reduce the budget amount, modify the budget, or modify the sole source.

# JustGrants Terminology (P – U)

*The JustGrants arrival brings along some new words and phrases.*

## 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 type of access a user is granted in the system. Users may be granted multiple roles in JustGrants, depending on the tasks being performed.

## Unique Entity Identifier (UEI)

The Unique Entity Identifier (UEI) is a unique number assigned to all Entities (public and private companies, individuals, institutions, or organizations) registered to conduct 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? SAM.gov is the Federal Government’s “source of truth” or “authoritative source” of information regarding Entities.

Entities **must** register in SAM.gov to apply for funding on Grants.gov and must maintain active registration throughout the life of the federal award(s). Information added/updated in SAM.gov generally appears in JustGrants within one (1) to five (5) days. 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 automated SAM.gov checks to collect current Entity information.

2

All Entity information is registered in SAM.gov and needs to be updated in SAM.gov by the Entity Administrator instead of 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 reactivated..

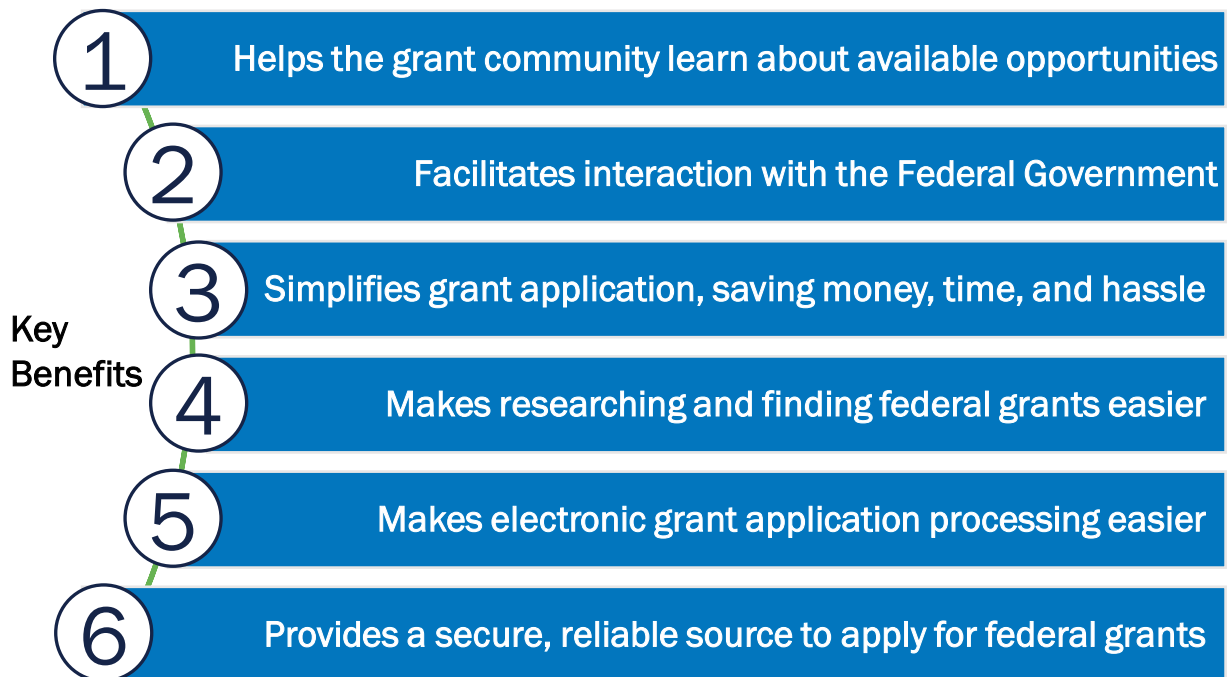
4



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

*Grants.gov is a central website where federal agencies can post discretionary funding opportunities for grantees making it easier to find and apply for grants.*

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



April 2023  
Version 2.0



**JUSTgrants**  
JUSTICE GRANTS SYSTEM