



State Criminal Alien Assistance Program (SCAAP) Application Submission and Acceptance

Job Aid Reference Guide

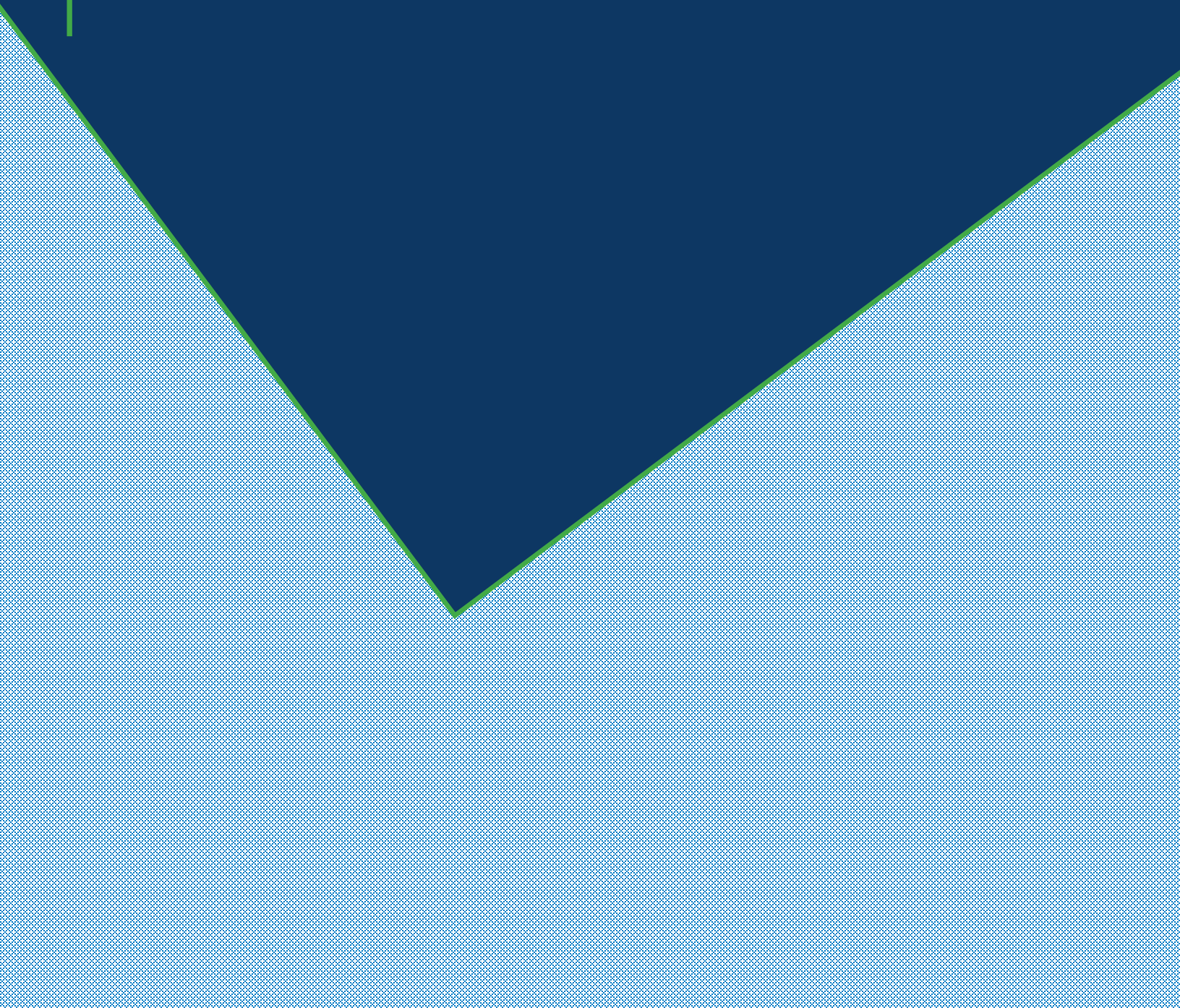


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Introduction and Overview



How to Use this Guide

This Job Aid Reference Guide (JARG) will help Application Submitters (AS) complete and submit a State Criminal Alien Assistance Program (SCAAP) solicitation. This document is part of a larger training and resource package that is accessible on the [JustGrants Application Submission Training website](#).

Linked Content

This guide uses a chapter-linked table of contents to help users navigate to specific content. In addition, a link has been included on each page to help the user navigate in this JARG.



To return to the table of contents, select the **Home** icon located at the bottom left corner of the page.

Application Submission JARG Overview

This SCAAP Submission and Acceptance JARG:



- Describes the AS role and responsibilities.
- Provides an understanding of the SCAAP application purpose and process.
- Provides directions for locating applications in JustGrants.
- Provides directions for editing a SCAAP application.
- Provides directions to complete SCAAP-specific data entry.
- Provides directions to review, submit, and troubleshoot SCAAP applications.
- Explains the process to accept a SCAAP award.
- Explains the SCAAP closeout process.

Application Submitter Overview

Abilities & Responsibilities



- Identify the forms needed to submit an application in JustGrants.
- Complete an application on behalf of an entity, including certifying information.
- Submit the application in JustGrants.

Application Submission Overview

The Application Submission process involves completing and submitting web-based forms as well as attachments required by the SCAAP solicitation.

Applicants have two application submission deadlines:

Application Submission Overview (cont.)

Data transferred to JustGrants from the SF-424 form can be edited in JustGrants during part two of the Department of Justice's (DOJ) application process. There are two exceptions to the edits:

- **Entity identifiers:** Can only be changed directly in SAM.gov.
- **Contact information:** The two contacts (Authorized Representative [AR] and AS) listed in the SF-424 on Grants.gov are imported into JustGrants.

Any information related to these two contacts needing to be revised must be made by the Entity Administrator (EA) in the DIAMD secure user management system.

Printing



Printing the application before it is submitted is recommended. Note that the AS (discussed on the following page) can print the application at any time.

For more information about printing an application, refer to the [Printing an Application in JustGrants](#) Quick Reference Guide (QRG) located on the JusticeGrants.usdoj.gov resources website.

SCAAP Overview



The Office of Justice Programs (OJP) Bureau of Justice Assistance (BJA) administers the **State Criminal Alien**

Assistance Program (SCAAP). OJP makes payments to states and units of local government that incur certain types of costs due to the incarceration of undocumented criminal aliens during a specific twelve (12)-month reporting period.

Important: Unit of local government means a political subdivision of a state with authority to independently establish a budget and impose taxes (typically, a “general-purpose” political subdivision of a state). The term may include a county or municipality (e.g., city, county, town, township, village, borough, or parish).

Note: A department or agency that is part of such a unit of local government is not itself considered a unit of local government (such as a sheriff or jail), and applications listing an agency that is not the “unit of local government” will be denied.

SCAAP Overview (cont.)



Payments are made in connection with undocumented aliens who had been convicted of at least one felony or two

misdemeanors (typically for violations of state or local law) and were incarcerated under the legal authority of the applicant government for at least four (4) consecutive days.

As part of its application, each applicant government provides information about incarcerated individuals. Each applicant government must also provide information pertinent to its average incarceration costs during the reporting period.

Broadly speaking, SCAAP payments are calculated from information provided by applicant governments in online applications, information provided to OJP by the Department of Homeland Security (DHS) regarding the DHS review of data on eligible inmates, and the amount of appropriated funds available for the SCAAP application cycle. All information submitted as part of an application is subject to review by OJP.



Locate an Application: Single Application Submitter

Locate an Application

Steps 1 – 3

Access My
Worklist

- 1) Select the **Home** link on the left to open a list of applications assigned to the user under the **My Worklist** section.

OR

- 2) Select the **Application** link on the left to open a list of applications for the user's entity.
- 3) Select the application to open.

NOTE: Applications may also be referred to as **Grant Packages** in JustGrants.

NOTE: To verify that the correct application is displayed, select the caret to the left of the **Case ID** link to display the **Project Title** and **Application Number**. The **Application Number** corresponds to the Grants.gov tracking number.

The screenshot shows the JUSTgrants Justice Grants System interface. On the left sidebar, the 'Home' link is highlighted with a green box and a circled '1'. Below it, the 'Applications' link is also highlighted with a green box and a circled '2'. The main content area shows the 'My Worklist' section with a table of applications. The first row of the table is highlighted with a green box and a circled '3'. The table has columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. The first row shows Case ID A-239234, Date Due 02/21/2021, Case Type Grant Package, Case Status New, and Last Updated 02/22/2021 04:44 PM.

Case ID	Date Due	Case Type	Case Status	Last Updated
A-239234	02/21/2021	Grant Package	New	02/22/2021 04:44 PM
A-248223	03/04/2021	Grant Package	New	03/05/2021 11:11 AM
A-256218	03/12/2021	Grant Package	Submitted	11/30/2022 01:14 AM
A-257223	03/13/2021	Grant Package	Pending-ChangeRequested	09/01/2022 08:46 AM
A-240246	03/17/2021	Grant Package	New	03/18/2021 06:36 PM
A-260418	03/19/2021	Grant Package	New	03/20/2021 08:52 PM
A-260497	03/31/2021	Grant Package	New	04/01/2021 05:00 PM
A-262781	03/31/2021	Grant Package	New	04/01/2021 11:59 PM
A-239299	04/02/2021	Grant Package	New	04/03/2021 12:15 PM
A-260456	05/21/2021	Grant Package	Deadline Passed	06/01/2022 00:38 AM

Locate an Application

Step 4

Select
Application

- 4) Select the **Begin** link if the application was opened from the **Applications** menu.

NOTE: The Assignments screen will be displayed if the application was opened from the Applications menu. Select the **Begin** link for the Standard Application Screen Flow Display, and the Application screen should appear.

NOTE: If the application was opened from the My Worklist section of the Home screen, it will open automatically in edit mode and this screen will not appear.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (00774386) **PENDING-DRAFT**

Actions Print

Assignments View all

Task	Assigned to
BudgetWrapperCOPSScreenFlow (Complete and Submit)	justgrants024.applicationsubmitter jgitsext

4 **Begin**

Recent documents (0)
No documents

Participants (3)

- JD JohnElectronicBusinessPoc Doe
Entity Administrator
- JJ justgrants024.authorizedrep jgitsext
Authorized Representative
- JJ justgrants024.applicationsubmitter jgitsext
Application Submitter

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID O-COPS-2022-170953-STG	SolicitationID SI-170953	Solicitation Title COPS SVPP Short Titl
Application Case ID A-396553	Application Group Case ID AG-128027	SF424_2_1
Grant Manager		

Privacy Policy

Home

Locate an Application

Step 5

[Edit Application](#)

5) The application is open and ready for data entry.

NOTE: For instructions on how to locate an application with multiple application submitters assigned, reference page 19 of the [Application Submission Job Aid Reference Guide](#).

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a 'Home' button. The main content area is titled 'Grant Package (00769149)' and shows the application status as 'PENDING-DRAFT' with a due date of 'March 31, 2024 3:57:00 PM EDT'. The application is divided into three main sections: 'Standard Applicant Information', 'CFDA Information', and 'Project Information'. The 'Standard Applicant Information' section includes fields for 'Funding Opportunity Number' (O-SMART-2022-169120-STG), 'Funding Opportunity Title' (Ashiflqbal HoldTest), and 'Due Date' (March 31, 2024 3:57:00 PM EDT). The 'CFDA Information' section includes 'CFDA Number' (00.000) and 'CFDA Program Title' (Grants.gov Applicant S2S Testing). The 'Project Information' section includes 'Project Title' (Feb0222 FY22 Adam Walsh Act \$16.750 - Support for), 'Proposed Project Start Date' (10/1/2022), and 'Proposed Project End Date' (12/31/2024). A sidebar on the right contains 'Solicitation Instructions' and a list of application components. At the bottom, there is a 'Participants (5)' section showing 'Bethany Case' as the 'Entity Administrator'. A 'Cancel' button is located at the bottom left, and a 'Continue' button is at the bottom right.

Grant Package (00769149) **PENDING-DRAFT** Due March 31, 2024 3:57:00 PM EDT

Standard Applicant Information

Funding Opportunity

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
SMART	O-SMART-2022-169120-STG	Ashiflqbal HoldTest
Competition Identification Number	Competition Identification Title	Due Date
		March 31, 2024 3:57:00 PM EDT

CFDA Information

CFDA Number	CFDA Program Title
00.000	Grants.gov Applicant S2S Testing

Project Information

Project Title	Proposed Project Start Date	Proposed Project End Date
Feb0222 FY22 Adam Walsh Act \$16.750 - Support for	10/1/2022	12/31/2024

Solicitation Instructions

- Standard Applicant Information
 - Confirm Authorized Representative
 - 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

Participants (5)

BC Bethany Case Entity Administrator

[Cancel](#) [Save](#) [Continue](#)



Handling Duplicate Submissions



Duplicate Submissions

Duplications

JustGrants supports the creation of multiple applications for unique projects under the solicitation (when allowed by the specific solicitation).

On this screen, JustGrants presents what it identifies as possible duplicates received from Grants.gov based solely on the entity identifier and solicitation title. The application submitter is asked to determine if these are intentional (unique projects) that should move forward for continued work/submission or unintentional (multiple system or human submissions received from Grants.gov) that should be withdrawn to prevent confusion and/or abandoned cases.

The screenshot displays the JustGrants application interface. At the top, the JustGrants logo and navigation menu are visible. The main content area shows a 'Grant Package' for '00772033' with a 'NEW' status and a due date of 'April 30, 2022 3:04:00 PM EDT'. A red banner indicates 'The deadline for this application has passed' with a warning icon. Below this, a green banner shows '1 day 17 hours from now'. The main section is titled 'Check for Duplicate Applications' and states 'DUE IN 6 DAYS FROM NOW'. It informs the user that their entity has submitted multiple applications under opportunity 'O-COPS-2022-309592-DEV' and asks them to review potentially duplicate applications. A table lists the applications with columns for Case ID, Application Number, Created on, and Case Status. The table shows one application: Case ID 'TC-451-1733365269149606', Application Number 'GRANT00772033', Created on 'Apr 20, 2022', and Case Status 'New'. Below the table, a section titled 'Select an option for TC-564-499952819566658 GRANT00772033' offers two radio button options: 'Remove this application' and 'Continue with this application'. At the bottom of this section are 'Cancel', 'Save', and 'Submit' buttons. On the right side, there are sections for 'Recent documents (0)' and 'Participants (5)', listing users like 'JohnElectronicsBusinessPoc Doe', 'MD Kamal', 'Emre Eren', and 'Lucia Turck-Gamble'. A 'Privacy Policy' link is at the bottom left.

Grant Package (00772033) NEW ⌚ Due April 30, 2022 3:04:00 PM EDT Actions

⚠ The deadline for this application has passed

1 day 17 hours from now

Check for Duplicate Applications
DUE IN 6 DAYS FROM NOW

Your Entity has submitted multiple applications under opportunity O-COPS-2022-309592-DEV.
Review the potentially duplicate applications. Then select an option to either remove or continue with application TC-564-499952819566658 GRANT00772033.

Case ID	Application Number	Created on	Case Status
TC-451-1733365269149606	GRANT00772033	Apr 20, 2022	New

Select an option for TC-564-499952819566658 GRANT00772033

☐ Remove this application ☐ Continue with this application

Cancel Save Submit

Recent documents (0)
No documents

Participants (5)

- JD JohnElectronicsBusinessPoc Doe
Entity Administrator
- JJ MD Kamal
AuthorizedRepresentative
- JJ Emre Eren
AuthorizedRepresentative2
- JJ Lucia Turck-Gamble
Application Submitter

[Privacy Policy](#)

Duplicate Submissions (cont.)

Review All Applications

Review each application on the list to determine if it should be completed or removed. Select the **Case ID** link to review the application details.

- The option **Remove this application** resolves the duplicate application and changes the status to **Resolved Duplicate**
- The option **Continue with the application** creates a new case in JustGrants to be completed and submitted as a separate application

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Home' button. The left sidebar contains links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Package' for '00772033' with a 'NEW' status and a due date of 'April 30, 2022 3:04:00 PM EDT'. A red banner indicates 'The deadline for this application has passed'. Below this, a green banner states '1 day 17 hours from now'. The 'Check for Duplicate Applications' section shows a message: 'Your Entity has submitted multiple applications under opportunity O-COPS-2022-309592-DEV. Review the potentially duplicate applications. Then select an option to either remove or continue with application TC-564-499952819566658 GRANT00772033.' A table lists the application details:

Case ID	Application Number	Created on	Case Status
TC-451-1733365269149606	GRANT00772033	Apr 20, 2022	New

Below the table, a box prompts the user to 'Select an option for TC-564-499952819566658 GRANT00772033' with two radio buttons: 'Remove this application' and 'Continue with this application'. The 'Continue with this application' option is selected. At the bottom, there are 'Cancel', 'Save', and 'Submit' buttons. The right sidebar shows 'Recent documents (0)' and 'Participants (5)' including JohnElectronicsBusinessPoc Doe, MD Kamal, Emre Eren, and Lucia Turk-Gamble.



SCAAP Application Editing



Standard Application Section Fields

- The **Funding Opportunity** and **Assistance Listing** fields are prepopulated and not editable.
- The **Project Information** section is prepopulated from the SF-424 form and can be edited.
- The **Areas Affected by Project** field allows applicants to add the geographic areas impacted by the project. Select the **Add** button to include up to ten (10) entries. Entries can be zip codes, states, precincts, or any other geographical area. If ten (10) entries are not enough, additional areas can be added if the award is funded.
- **Applicant Type** is prepopulated from the SF-424 form and can be edited by selecting a different option from the dropdown list.
- **Application Submitter Contact Information** is prepopulated and cannot be edited in the application. To make a change, the Entity Administrator (EA) must reassign the application to another Application Submitter (AS).
- **Type of Applicant** is prepopulated from the SF-424 form and can be edited by selecting a different option from the dropdown list.
- **Executive Order** and **Delinquent Debt Information** is prepopulated from the SF-424 form and can be edited by selecting a different radio button.
- **Is the Applicant Delinquent on Federal Debt?** section is prepopulated from the SF-424 form and can be edited by selecting a different radio button.

SCAAP Application Editing

Steps 1 – 3

Navigate a Solicitation

- 1) Navigate through the application using **Continue** on the bottom right.
- 2) Save edits to the application by selecting **Save** on the bottom right.
- 3) To leave the application without saving changes, select **Cancel** on the bottom left. **Cancel** returns the user to the worklist without saving any changes.

NOTE: There is a link to the solicitation at the top of the right column. This is a useful reference when filling out an application.

The screenshot displays the JUSTgrants application editing interface. The top navigation bar includes links for Home, Entry Profile, Entry Users, Entry Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Grant Package (a-07c4-4e76-86d4-944b1c5946ea)' and shows the 'Standard Applicant Information' section. This section includes fields for Funding Opportunity Name, Funding Opportunity Number, Funding Opportunity Title, Competition Identification Number, and Competition Identification Title. Below this is the 'CFDA Information' section with fields for CFDA Number and CFDA Program Title. The 'Project Information' section includes fields for Project Title, Proposed Project Start Date, Proposed Project End Date, Federal Estimated Funding (Federal Share), Applicant Estimated Funding (Non-Federal Share), and Program Income Estimated Funding. The 'Application Type' section is at the bottom, with a dropdown menu showing 'Type'. The 'Cancel' button is highlighted with a green circle and the number 3. The 'Save' and 'Continue' buttons are highlighted with green circles and the numbers 2 and 1 respectively. The right sidebar contains 'Solicitation Instructions' and 'Participants (3)'.

SCAAP Application Editing

Steps 4 – 5

Standard Applicant Information

- 4) The application opens to the **Standard Applicant Information** section. Detailed field information for this section is found on the ["Standard Applicant Information Fields"](#) page in this document.
- 5) When complete, select **Continue** to move to the next application section.

NOTE: Match and Program Income are not required and should be left blank.

The screenshot displays the 'Standard Applicant Information' section of the JUSTgrants application. The interface includes a left sidebar with navigation links (Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, Training Resources) and a right sidebar with 'Soliciation Instructions' and 'Participants (3)'. The main content area is divided into several sections: 'Funding Opportunity' (with fields for Federal Agency Name, Funding Opportunity Number, Competition Identification Number, and Due Date), 'CFDA Information' (with fields for CFDA Number and CFDA Program Title), 'Project Information' (with fields for Project Title, Proposed Project Start Date, Proposed Project End Date, Federal Estimated Funding, Applicant Estimated Funding, and Program Income Estimated Funding), 'Areas Affected by Project (Cities, Counties, States, etc.)', 'Application Type' (with a dropdown menu), and 'Application Submitter Contact Information'. A 'Cancel' button is located at the bottom left. A green circle with the number '5' is overlaid on the bottom right corner of the screenshot.

SCAAP Application Editing

Steps 6 – 7

**Confirm
Authorized
Representative**

- 6) Review the **Confirm Authorized Representative** page in the **Standard Applicant Information** section. Applications for funding for SCAAP require and display one AR.
- 7) Select an **Authorized Representative** from the dropdown box.

NOTE: The message at the top of the page reads: “Every application must have an AR. An AR must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.”

NOTE: Green checkmarks do **NOT** indicate a completed section, only that it has been opened. The user will be prompted to complete all required information before submitting an application.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a sidebar menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Grant Package (00749076)' and shows a 'PENDING-DRAFT' status with a due date of March 15, 2023. The 'Confirm Authorized Representative' section is highlighted with a green border and contains a message: 'Every application must have a designated Authorized Representative. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.' Below this is a dropdown menu labeled 'Select Authorized Representative' with three options: 'justgrants024.authorizedrep jgitsext', '(Select One)', and 'justgrants024.multipleroles jgitsext'. The first option is selected. A green circle with the number '7' is placed next to the dropdown. Below the dropdown is a section for 'Confirmed Authorized Representative' with fields for Title, Test, Prefix Name, First Name, Middle Name, Last Name, and a 'Back' button. On the right side, there is a 'Solicitation Instructions' panel with a list of steps: Standard Applicant Information, Confirm Authorized Representative (highlighted), Verify Legal Name and Address, SCAAP Applicant Information, Disclosure And Assurances, and Certify and Submit. Below this is a 'Participants (4)' section showing two participants: JohnElectronicBusinessPoc Doe (Entity Administrator) and justgrants024.authorizedrep jgitsext (Authorized Representative). At the bottom right, there are 'Save' and 'Continue' buttons.

SCAAP Application Editing

Steps 8 – 9

**Confirm
Authorized
Representative**

- 8) Select **Confirm**. To close the window without confirming the AR, select **Cancel**.
- 9) Select **Continue** to open the **SCAAP Applicant Information** section.

NOTE: ARs must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity. The Entity Administrator (EA) confirms the individual being selected has the authority to do so. If the person selected has delegated authority, it is the responsibility of the person listed to maintain documentation that they possessed delegated authority on the date of the application submission.

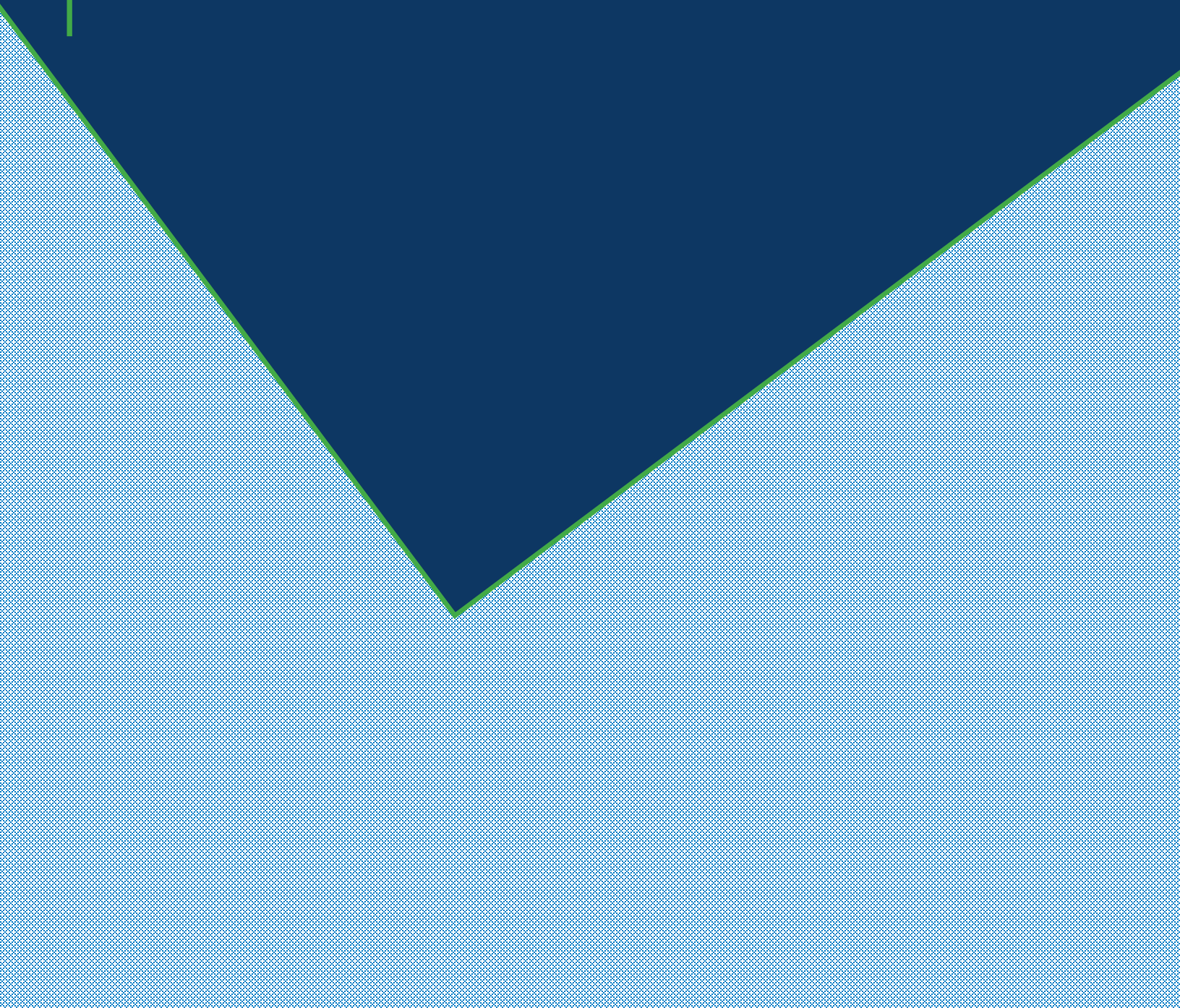
The screenshot displays the JUSTgrants application interface. On the left is a navigation sidebar with links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Grant Package (00777245) PENDING-DRAFT' with a due date of August 8, 2023, 1:00:00 PM EDT. Below this, a 'Confirm Authorized Representative' dialog box is open. The dialog box contains the text: 'Every application must have a designated Authorized Representative. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.' It also includes a 'Select Authorized Representative' dropdown menu with the value 'justgrants024.multipleroles.jgitsex'. At the bottom of the dialog box are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a green circle and the number '8'. Below the dialog box, there is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE CREDIT. The 'COMPLETE AND SUBMIT' step is currently active. Below the progress bar, there is a table with columns: Information, Grant Package, and Application Versions. The table contains the following data:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-NIJ-2022-173389-STG	SI-173389	9.0 grants.gov data
Application Case ID	Application Group Case ID	SF424_2_1
1-11-2023	1-11-2023	

At the bottom of the dialog box, there is a 'Back' button. At the bottom right of the main content area, there is a 'Participants (2)' section showing 'JohnElectronicBusinessPoc Doe' as the 'Entity Administrator'. At the bottom right of the page, there are 'Save' and 'Continue' buttons.



SCAAP Applicant Information



Complete the SCAAP Applicant Information Section

Steps 1 – 3

Upload Inmate File

- 1) Navigate to **Upload Inmate File**. The inmate file must be a .txt file; no other file types are accepted. See the corresponding SCAAP [solicitation](#) for details on inmate eligibility and the file requirements.
- 2) Locate the **Inmate File** on the user's workstation or shared drive.
- 3) Attach the **Inmate File**.

The screenshot displays the JUSTgrants SCAAP Applicant Information section. The 'Upload Inmate File' button is highlighted with a green circle and the number 1. A file explorer window is open, showing the 'Inmate File' selected, with a green circle and the number 2. The 'Attach Inmate File' dialog box is also shown, with the 'Submit' button highlighted by a green circle and the number 3. The background shows the 'SCAAP Applicant Information' form with various fields and a 'Participants' list on the right.

Complete the SCAAP Applicant Information Section

Step 4

Correct Errors

- 4) (As needed) If errors exist and the application submitter intends to correct the errors, take the following steps:
- Delete the attached **Inmate File** using the trash can icon to the right of the file name.
 - Correct the records in the inmate file.
 - Select **Upload Inmate File**. The inmate file must be a .txt file.
 - Locate the **Inmate File** on the user's workstation or shared drive.
 - Attach the **Inmate File**.

Name	Category	Comment	Uploaded By	Date	
Test Inmate for FBI Validation - LESC - 1.txt	SCAAP Inmate File	Test Inmate for FBI Validation - LESC - 1	Sanjeeva Seelam	2/23/22 12:16 PM	

Inmate records containing errors:

Last Name	First Name	Middle Name	Date of Birth	Inmate ID	Country	Date Incarcerated	Date Released	FBI Number	LESCIAQ	Errors	4
DEGRAFF	CHARLES	IVAN	3/10/98	141118	RUSSI	8/31/18	9/4/18	J32H6EL	0000	1. Please enter spaces, if there is no value for LESCIAQ. 2. LESC number should be between 7-8 characters	
CHAVEZ-MON	BULMARO		12/16/75	84279	MEXIC	2/18/19	6/30/19	00000		1. FBI number was entered as zeros. If the FBI number is not available, please enter 10 spaces. If FBI number is fewer than 10 characters, enter the FBI number first, and then insert spaces for the remainder for the field length.	

Complete the SCAAP Applicant Information Section

Step 5

Does Not
Correct Errors

- 5) (As needed) If errors exist, and the application submitter does not intend to correct the file, a message appears.

NOTE: If errors are present in the inmate file, a message will display indicating which records in the file contain errors. If the application submitter chooses to continue processing the file without updating these records, all other records will be processed, however, the rows with errors will not be included in the award calculation.

Required Information on "Eligible Inmates"

Reporting Period: July 1, 2019 - June 30, 2020

5

☒ Your file has been successfully uploaded, but contains rejected inmate records. Errors have been identified below, please remediate these errors and upload a corrected Inmate File. If you continue this application without remediating the identified errors, then the associated inmate record(s) will not be considered as part of your application.

Details	Count
Accepted Inmate Records	75
Rejected Inmate Records	1019728
Total Inmates	1019803
Total Inmates Saved	75

Required Information on "Eligible Inmates"

Name	Category	Comment	Uploaded By	Date
Appendix A Inmate Records1 FINAL.txt	SCAAP Inmate File	Appendix A Inmate Records1 FINAL	Leticia Vizcaino	5/13/22 3:33 PM

Complete the SCAAP Applicant Information Section

Step 6

Correctional
Officer Info

- 6) Enter information in the “**Correctional Officer**” salary expenditures detail (for the corresponding reporting period) section. See the corresponding SCAAP [solicitation](#) for details on the correction officer salary, bed count, and total inmate days.

NOTE: See the corresponding SCAAP [solicitation](#) for the definition of “correctional officer”.

The screenshot displays the JUSTgrants application interface. On the left is a navigation sidebar with a '6' in a green circle next to the 'Applications' menu item. The main content area is titled 'Grant Package (a-07c4-4e76-86d4-944b1c5046ea)' and shows 'Required Information on "Correctional Officers"'. Below this, the 'Reporting Period: July 1, 2019 - June 30, 2020' is specified. A green box highlights a form with the following fields:

Total number of full-time "correctional officers" employed by the applicant government, during the reporting period:	5
Total number (reported as FTEs) of part-time correctional officers employed by the applicant government, during the reporting period:	4
Total Number of full-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period:	5
Total Number of part-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period:	
Sum of lines 1 through 4: "correctional officer" FTEs (during reporting period):	14
Actual salary expenditure for "correctional officers" during the reporting period. (Enter in dollars; do not use commas)	50000

Below the green box is the "'Correctional Officer' salary expenditures detail (for the reporting period)" section. It includes an instruction: 'Click on the Attach button to upload the required attachment (detail on actual salary expenditures for correctional officers)'. There is an 'Attach' button and a table with columns: Name, Category, Comment, Uploaded By, and Date. At the bottom of the form are 'Back', 'Save', and 'Continue' buttons.

Complete the SCAAP Applicant Information Section

Steps 7 – 10

Correctional
Officers and
Facilities

- 7) Enter the total number of full-time **correctional officers** employed by the applicant government during the reporting period (required field).
- 8) Enter the total number of reported full and part-time correctional officers employed by the applicant government during the reporting period.
- 9) Enter the total number of full-time correctional officers providing services to the applicant government as employees of **contract correctional facilities** during the reporting period.
- 10) Enter the total number of part-time correctional officers providing services to the applicant government as employees of **contract correctional facilities** during the reporting period.

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Grant Package (a-07c4-4e76-86d4-944b1c5046ea) PERSONA DRAFT' with a due date of September 27, 2022, 12:03:00 PM EDT. The form is titled 'Required Information on "Correctional Officers"' and specifies a reporting period of July 1, 2019 - June 30, 2020. The form contains several input fields, with a green box highlighting the first four: 'Total number of full-time "correctional officers" employed by the applicant government, during the reporting period' (value 5), 'Total number (reported as FTEs) of part-time correctional officers employed by the applicant government, during the reporting period' (value 4), 'Total Number of full-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period' (value 5), and 'Total Number of part-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period' (value 14). Below these is a field for 'Sum of lines 1 through 4: "correctional officer" FTEs (during reporting period)' with a value of 14, and a field for 'Actual salary expenditure for "correctional officers" during the reporting period. (Enter in dollars; do not use commas)' with a value of 50000. At the bottom, there is a section for '"Correctional Officer" salary expenditures detail (for the reporting period)' with an 'Attach' button and a table with columns: Name, Category, Comment, Uploaded By, and Date. The bottom of the page features a 'Home' button and a 'SCAAP Application Submission and Acceptance JARG | 29' footer.

7

8

9

10

JUSTgrants
JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Monitoring

Federal Forms

Training Resources

Grant Package (a-07c4-4e76-86d4-944b1c5046ea) PERSONA DRAFT Due: September 27, 2022 12:03:00 PM EDT

Required Information on "Correctional Officers"

Reporting Period: July 1, 2019 - June 30, 2020

Total number of full-time "correctional officers" employed by the applicant government, during the reporting period: 5

Total number (reported as FTEs) of part-time correctional officers employed by the applicant government, during the reporting period: 4

Total Number of full-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period: 5

Total Number of part-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period: 14

Sum of lines 1 through 4: "correctional officer" FTEs (during reporting period): 14

Actual salary expenditure for "correctional officers" during the reporting period. (Enter in dollars; do not use commas) 50000

"Correctional Officer" salary expenditures detail (for the reporting period)

Click on the Attach button to upload the required attachment (detail on actual salary expenditures for correctional officers)

Attach

Name	Category	Comment	Uploaded By	Date
------	----------	---------	-------------	------

Home

SCAAP Application Submission and Acceptance JARG | 29

Complete the SCAAP Applicant Information Section

Steps 11 – 16

Correctional
Officer Salary

- 11) Enter the sum of lines 1 through 4: **correctional officer Full Time Equivalent (FTE)** (during reporting period).
- 12) Enter the actual salary expenditure for correctional officers during the reporting period. This is a required field.
- 13) Select the **Attach** button to upload the correctional officer salary expenditure details (for the reporting period) (required field).
- 14) Locate the file on the workstation or shared drive.
- 15) Select **Open**.
- 16) Select **Attach**.

NOTE: Commas are not valid characters when entering currency values. JustGrants accepts only numeric entries.

The screenshot displays the JUSTgrants application interface. The sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Grant Package (a-07c4-4e76-86d4-944b1c5946ea) PENDING GRANT' and shows the 'Required Information on "Correctional Officers"' section. The reporting period is 'July 1, 2019 - June 30, 2020'. The form includes several input fields for FTE counts and a table for salary expenditure details. Red circles and numbers 11, 12, and 13 highlight specific steps in the process.

Required Information on "Correctional Officers"	
Total number of full-time "correctional officers" employed by the applicant government, during the reporting period:	5
Total number (reported as FTEs) of part-time correctional officers employed by the applicant government, during the reporting period:	4
Total Number of full-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period:	5
Total Number of part-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period:	
Sum of lines 1 through 4: "correctional officer" FTEs (during reporting period):	14
Actual salary expenditure for "correctional officers" during the reporting period. (Enter in dollars; do not use commas)	50000

"Correctional Officer" salary expenditures detail (for the reporting period)			
Click on the Attach button to upload the required attachment (detail on actual salary expenditures for correctional officers)			
Attach			

Name	Category	Comment	Uploaded By	Date
Back				

Complete the SCAAP Applicant Information Section

Steps 17 – 23

Facilities

- 17) In the **Facilities Information** section, enter the **Maximum Bed Count** for the reporting period (required field).
- 18) Enter the **Total all inmate days** for the reporting period (required field).
- 19) Select **Attach** to upload the **All inmate days, by reporting day** detail (for the reporting period) file.
- 20) Locate the file on the user's workstation or shared drive.
- 21) Select **Open**.
- 22) Select **Attach**.
- 23) Select **Continue** on the bottom right corner of the screen to open the **Disclosures and Assurances** section.

The screenshot displays the 'Grant Package' form in the JUSTgrants system. The form is titled 'Grant Package (a-07c4-4e76-98d4-944b1c5946ea) PENDING GRANT' and shows a 'Reporting Period: July 1, 2019 - June 30, 2020'. The 'Facilities Information' section is highlighted with a green box, containing two input fields: 'Maximum bed count' for the reporting period (value: 500) and 'Total all inmate days' for the reporting period (value: 5000). Below these fields is a section for 'All inmate days, by reporting day' detail, which includes a green box around the 'Attach' button and a table for attachments. The table has columns for Name, Category, Comment, Uploaded By, and Date. The bottom of the screen shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD PACKAGE READY. The 'COMPLETE AND SUBMIT' step is currently active. The bottom right corner has 'Save' and 'Continue' buttons.

Grant Package (a-07c4-4e76-98d4-944b1c5946ea) PENDING GRANT

Reporting Period: July 1, 2019 - June 30, 2020

17 "Maximum bed count" for the reporting period 500

18 "Total all inmate days" for the reporting period 5000

19 "All inmate days, by reporting day" detail (for the reporting period)

Click on the Attach button to upload the required attachment ("all inmate days, by reporting day")

Attach

Name	Category	Comment	Uploaded By	Date
No attachments				

Privacy Policy

Recents See all

Grant Package A-410205

Grant Package A-390203

Grant Package A-410206

Grant Package A-410201

Grant Package A-410216

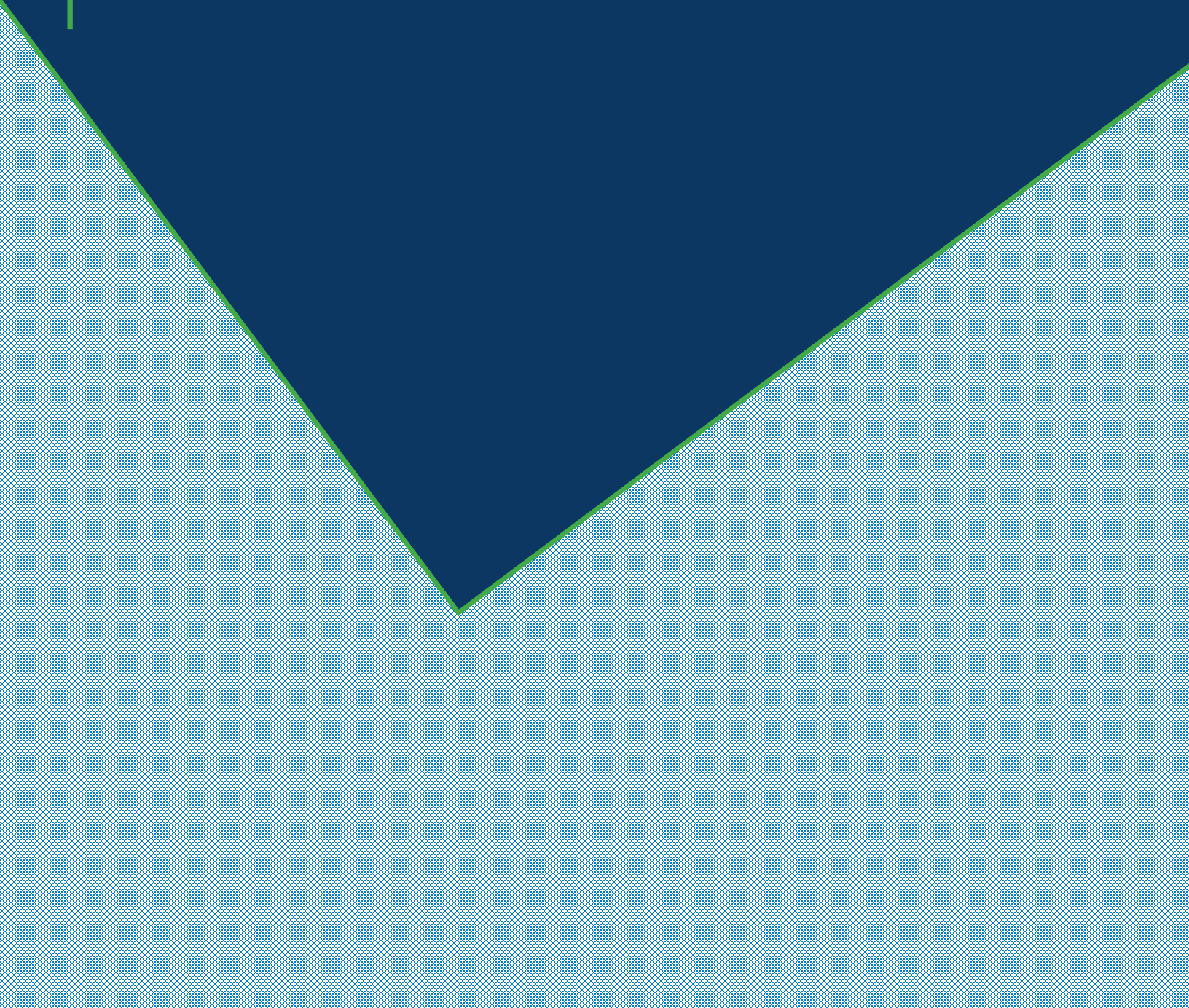
Information Grant Package Application Versions

ApplicationInfo GrantSubmissionHeader OpportunityID O-BJA-2021-174176-STG SolicitationID SI-174176 Solicitation Title BJA FY 21 SCAAP

Back Save Continue



Disclosures and Assurances



Disclosures and Assurances

Steps 1 – 2

SCAAP Disclosures and Assurances

- 1) Open the **Disclosures and Assurances** menu option.
- 2) Select the **SCAAP Applicant Government and Submitting Government Official** menu option.

Grant Package (a-07c4-4e76-86d4-944b1c5946ea) **PENDING GRANT** ○ Due: September 27, 2022 12:03:00 PM EDT

Required Certification to OJP by the Submitting Government Official:
Applicant Government and Submitting Government Official

On behalf of myself and the applicant government, and in support of this application to the FV 2020 program, I certify to OJP, under penalty of perjury, that the information on the applicant government and the submitting government official entered above as part of this online application to the FV 2020 program is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review, and is provided in accordance with the requirements, definitions, and instructions set out in the OJP document entitled State Criminal Alien Assistance Program: FV 2020 Program Requirements and Application Instructions. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

I understand and acknowledge that OJP will rely upon this and all other certifications in this online application as material representations in any decision to make a SCAAP payment to the applicant government in response to this application.

I understand and acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10273), and also may subject me and the applicant "State" or "unit of local government" to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also understand and acknowledge that payments under OJP programs such as SCAAP, including certifications provided in connections with such payments, are subject to review by USDOJ, including by OJP and the USDOJ Office of the Inspector General.

☒

SignerID
justgrants024.applicationsubmitter@gmail.com
Signing Date / Time
7/21/21 10:55 AM

Solicitation Instructions

- Standard Applicant Information
- Disclosures And Assurances**
 - SCAAP Applicant Government and Submitting Government Official
 - SCAAP Information on "Eligible Inmates"
 - SCAAP Information on "Correctional Officers and Facilities"
 - Certify and Submit

Participants (3)

- JohnElectronicBusinessPoc Doe
Entity Administrator
- justgrants024.applicationsubmitter
Application Submitter

Progress Bar: INITIATE > COMPLETE AND SUBMIT > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID O-BJA-2021-174176-STG	SolicitationID SI-174176	Solicitation Title BJA FY 21 SCAAP
Application Case ID A-416816	Application Group Case ID AG-129838	SF424_2_1

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

Disclosures and Assurances

Steps 3 – 4

Eligible Inmates

- 3) Select the acknowledgement check box.
- 4) Select **Continue** on the bottom right corner of the screen to open the **SCAAP Information on “Eligible Inmates”** menu option.

Grant Package (a-07c4-4e76-86d4-944b1c5946ea) **PENDING GRANT** Due: September 27, 2022 12:00:00 PM EDT

Required Certification to OJP by the Submitting Government Official:
Information on "Eligible Inmates"

On behalf of myself and the applicant government, and in support of this application to the FY 2020 program, I certify to OJP, under penalty of perjury, that the information on "eligible inmates" entered or uploaded as part of this online application to the FY 2020 program: (1) was determined and is reported using due diligence, and in accordance with the requirements, definitions, and instructions set out in the OJP document entitled State Criminal Alien Assistance Program: FY 2020 Program Requirements and Application Instructions, and (2) is true and correct to the best of my knowledge and belief, based on diligent inquiry and review. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

I understand and acknowledge that OJP will rely upon this certification as a material representation in making any SCAAP payment under the FY 2020 program, and that this certification is subject to review by USD01. I also understand that, if this certification is false or otherwise inaccurate or misleading, because of omission of a material fact, both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in the certification in this online application as to the "Applicant Government and Submitting Government."

☒ **Signed**

Signing Date / Time

Participants (3)

- JD JohnElectronicBusinessPoc Doe Entity Administrator
- JJ justgrants024 applicationsubmitter Application Submitter

Progress Bar: INITIATE > **COMPLETE AND SUBMIT** > REVIEW > BUDGET REVIEW > AWARDPACKAGEREADY

Table:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-BJA-2021-174176-5TG	SI-174176	BJA FY 21 SCAAP
Application Case ID	Application Group Case ID	SF424_3_1
A-416816	AG-129838	
Grant Manager		

Buttons: Back, Save, Continue

Disclosures and Assurances

Steps 5 – 6

Correctional Officers and Facilities

- 5) Select the **Acknowledgement** check box.
- 6) Select **Continue** on the bottom right corner of the screen to open the **SCAAP Information on “Correctional Officers” and “Facilities”** menu option.

Grant Package (a-07c4-4e76-86d4-944b1c5046ea) **PENDING GRANT** Due: September 27, 2022 12:00:00 PM EDT

Required Certification to OJP by the Submitting Government Official:
Information on "Correctional Officers" and "Facilities"

On behalf of myself and the applicant government, and in support of this application to the FY 2020 program, I certify to OJP, under penalty of perjury, that the information on "correctional officers" and "correctional facilities" entered or uploaded as part of this online application to the FY 2020 program-- (1) was determined and is reported here using due diligence, and in accordance with the requirements, definitions, and instructions set out in the OJP document entitled State Criminal Alien Assistance Program: FY 2020 Program Requirements and Application Instructions, and (2) is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

☒ I understand and acknowledge that OJP will rely upon this certification as a material representation in making any SCAAP payment under the FY 2020 program, and that this certification is subject to review by USDOS. I also understand that, if this certification is false or otherwise inaccurate or misleading because of omission of a material fact, both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in the certification in this online application as to the "Applicant Government and Submitting Government Official."

Signature
justgrants024.applicationsubmitter@gmail.com
Signing Date / Time
7/21/21 10:57 AM

Participants (3)

- JD JohnElectronicBusinessPoc Doe Entity Administrator
- JJ justgrants024.applicationsubmitter Application Submitter

Reacts See all

Grant Package A-410205

Grant Package A-390203

Grant Package A-410206

Grant Package A-410201

Grant Package A-410210

Privacy Policy

Information Grant Package Application Versions

ApplicationInfo GrantSubmissionHeader OpportunityID
O-BJA-2021-174176-STG

SolicitationID
SI-174176

Solicitation Title
BJA FY 21 SCAAP

Application Case ID
A-410210

Application Group Case ID
AG-120938

SF424_J_1

Grant Manager

Back

Continue

Disclosures and Assurances

Steps 7 – 8

Certify and
Submit

- 7) Select the **Acknowledgement** check box.
- 8) Select **Continue** on the bottom right corner of the screen to open the **Certify** and **Submit** section.

Grant Package (a-07c4-4e76-86d4-944b1c5046ea) **PENDING GRANT** Due: September 27, 2022 12:03:00 PM EDT

Required Certification to OJP by the Submitting Government Official:
Information on "Correctional Officers" and "Facilities"

On behalf of myself and the applicant government, and in support of this application to the FY 2020 program, I certify to OJP, under penalty of perjury, that the information on "correctional officers" and "correctional facilities" entered or uploaded as part of this online application to the FY 2020 program-- (1) was determined and is reported here using due diligence, and in accordance with the requirements, definitions, and instructions set out in the OJP document entitled State Criminal Alien Assistance Program: FY 2020 Program Requirements and Application Instructions, and (2) is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

☒ I understand and acknowledge that OJP will rely upon this certification as a material representation in making any SCAAP payment under the FY 2020 program, and that this certification is subject to review by USD01. I also understand that, if this certification is false or otherwise inaccurate or misleading because of omission of a material fact, both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in the certification in this online application as to the "Applicant Government and Submitting Government Official."

Signature
justgrants024.applicationsubmitter@gmail.com
Signing Date / Time
7/21/21 10:57 AM

Participants (3)

- JD JohnElectronicBusinessPoc Doe Entity Administrator
- JJ justgrants024.applicationsubmitter Application Submitter

Reacts See all

Grant Package A-410205

Grant Package A-390203

Grant Package A-410206

Grant Package A-410201

Grant Package A-410210

Information **Grant Package** **Application Versions**

ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-BJA-2021-174176-STG	SI-174176	BJA FY 21 SCAAP
Application Case ID	Application Group Case ID	SF424_1
A-410210	AG-120938	
Grant Manager		

[Back](#)

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



SCAAP Application Submission



SCAAP Application Submission

Steps 1 – 2

[Check for Errors](#)

- 1) Review the application by selecting the caret to the left of the application section accordion file.
- 2) Select **Check for Errors**.

NOTE: To print a SCAAP application, follow the steps to print an application in JustGrants using the [Printing an Application in JustGrants Job Aid Reference Guide](#).

NOTE: Items marked with a **red asterisk** are required components. It is not possible to submit the application until the section is complete or an attachment is included.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Grant Package (00782665) **PENDING-DRAFT** Due December 31, 2023 10:02:00 AM EST

Certify and Submit

- > Standard Applicant Information (JustGrants 424 and General Agency Information)
- > SCAAP Applicant Information
- > Disclosure and Assurances

☒ Final Review and Certification of Application confirmation

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

ApplicationInfo GrantSubmissionHeader OpportunityID O-BJA-2022-175015-STG	SolicitationID SI-175015	Solicitation Title Ashif SCAAP-1 App 11
Application Case ID	Application Group Case ID	SF424_2_1

Back

Save **Check for Errors** Submit

Solicitation Instructions

- > Standard Applicant Information
- > Disclosure And Assurances
- Certify and Submit**

Participants (3)

- justgrants026.authorizedrep jgltsext Entity Administrator
- David Gaetani AuthorizedRepresentative
- justgrants026.applicationsubmitter jgltsext Application Submitter

2

SCAAP Application Submission

Steps 3 – 5

Read
Application
Errors

- 3) Open all accordion files with a red triangle error indicator to view specific errors.
- 4) Open the caret next to the error message at the top of the page to list all application errors.
- 5) Read through the error messages to understand all required corrections. The details to locate errors in the application are found in the corresponding accordion files.

Grant Package (00782666) **PENDING-DRAFT** ⌚ Due December 31, 2023 10:02:00 AM EST



• Before proceeding, please address the error(s) indicated below.

4



Expand to view errors

- Please return to the SCAAP Applicant Government and Submitting Government Official section and acknowledge the form.
Please return to the "Verify Legal Name and Address" section and confirm the information for the entity profile is correct.
Please contact the individual designated to manage your organization's entity profile to fill the required fields and designate a Legal Address.
Please return to the SCAAP Information on Correctional Officers and Facilities section and acknowledge the form.
This is a required field, please return to the Correctional Officers section to complete.
Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit.
This is a required field, please return to the Correctional Facilities section to complete.
The Authorized Representative needs to be confirmed in the Confirm Authorized Representative link. If the Authorized Representative is not included in the dropdown box, please contact your Entity A and request that they add the Authorized Rep as a user.
Please return to the SCAAP Information on Eligible Inmates section and acknowledge the form.
No correctional facility file uploaded, please upload the correctional facilities file attachment.
No correctional officer file uploaded, please upload the correctional officers file attachment.
No Inmate file uploaded, please upload Inmate file and validate.

Certify and Submit

> Standard Applicant Information (JustGrants 424 and General Agency Information)

Solicitation Instructions

- > Standard Applicant Information
- > Disclosure And Assurances

Back

Save

Check for Errors

SCAAP Application Submission

Steps 6 – 7

Locate Errors

- 6) Within a section, there may be errors within the subsections which are indicated by a triangular red error indicator.
- 7) Select an error indicator to view the fields that require correction.

The screenshot displays the JUSTgrants application submission interface. At the top, the JUSTgrants logo and "JUSTICE GRANTS SYSTEM" are visible. The main header shows "Grant Package (00782666)" with a "PENDING-DRAFT" status and a due date of "December 31, 2023 10:02:00 AM EST". A red error indicator (triangle) is present, with a message: "Before proceeding, please address the error(s) indicated below." Below this, a pink bar says "Expand to view errors". The main content area is divided into sections. The first section is "Standard Applicant Information (JustGrants 424 and General Agency Information)" with a red error indicator. It contains three subsections: "Standard Applicant Information", "Authorized Representative" (with a red error indicator and a green box around the "Edit application" link), and "Verify Legal Name and Address" (with a red error indicator and a green box around the "Edit application" link). A green circle with the number "7" is next to the "Authorized Representative" subsection. The second section is "SCAAP Applicant Information" with a red error indicator and a green box around the "Edit application" link. The third section is "Disclosure and Assurances" with a red error indicator. On the right side, there is a sidebar with "Participants (2)" listed: "justgrants026.authorizedrep jgitsext Entity Administrator" and "justgrants026.applicationssubmitter jgitsext Application Submitter". At the bottom, there are buttons for "Back", "Save", "Check for Errors", and "Certify and Submit".

SCAAP Application Submission

Step 8

[Resolve Errors](#)

8) Follow the instructions at the top of the page to correct the error.

Grant Package (00782666) **PENDING-DRAFT** ⌚ Due December 31, 2023 10:02:00 AM EST

8



• **Authorized Representative Operator ID:**

The Authorized Representative needs to be confirmed in the Confirm Authorized Representative link. If the Authorized Representative is not included in the dropdown box, please contact your Entity Administrator and request that they add the Authorized Rep as a user.

Confirm Authorized Representative

Every application must have a designated Authorized Representative. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.

Select Authorized Representative

(Select One) ▾

(Select One)
David Gaetani
justgrants026.authorizedrep jgitsext
justgrants026.multipleroles jgitsext
JohnElectronicBusinessPoc Doe

Solicitation Instructions

✓ **Standard Applicant Information**

✓ Standard Applicant Information

Confirm Authorized Representative

Verify Legal Name and Address

SCAAP Applicant Information

> Disclosure And Assurances

Certify and Submit

Participants (2)

✓ INITIATE

COMPLETE AND SUB...

REVI...

BUDGET REVI...

AWARDPACKAGEREA...

Back

Save

SCAAP Application Submission

Step 9

**Submit
Application**

- 9) Once all errors have been corrected, select the **Submit** button on the bottom right corner of the page. Upon submitting, a notification in the **bell alerts** indicates that the application has been submitted.

NOTE: It is recommended to print the application before submitting it, however, the AS can print an application at any time. Refer to the [Printing an Application in JustGrants](#) Quick Reference Guide (QRG) for further details.

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and a sidebar menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows the 'Grant Package (00782666)' in a 'PENDING-DRAFT' state, with a due date of December 31, 2023. A red error message box at the top states: 'Before proceeding, please address the error(s) indicated below.' The 'Certify and Submit' section contains three expandable boxes: 'Standard Applicant Information (JustGrants 424 and General Agency Information)', 'SCAAP Applicant Information', and 'Disclosure and Assurances'. Below these is a checkbox for 'Final Review and Certification of Application confirmation' with a note: 'Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit.' The bottom navigation bar shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT (current), REVIEW, BUDGET REVIEW, and AWARD PACKAGE REVIEW. The 'Submit' button is highlighted with a green circle and a green border. The right sidebar shows 'Solicitation Instructions' and 'Participants (2)'.



Assigning Contributors



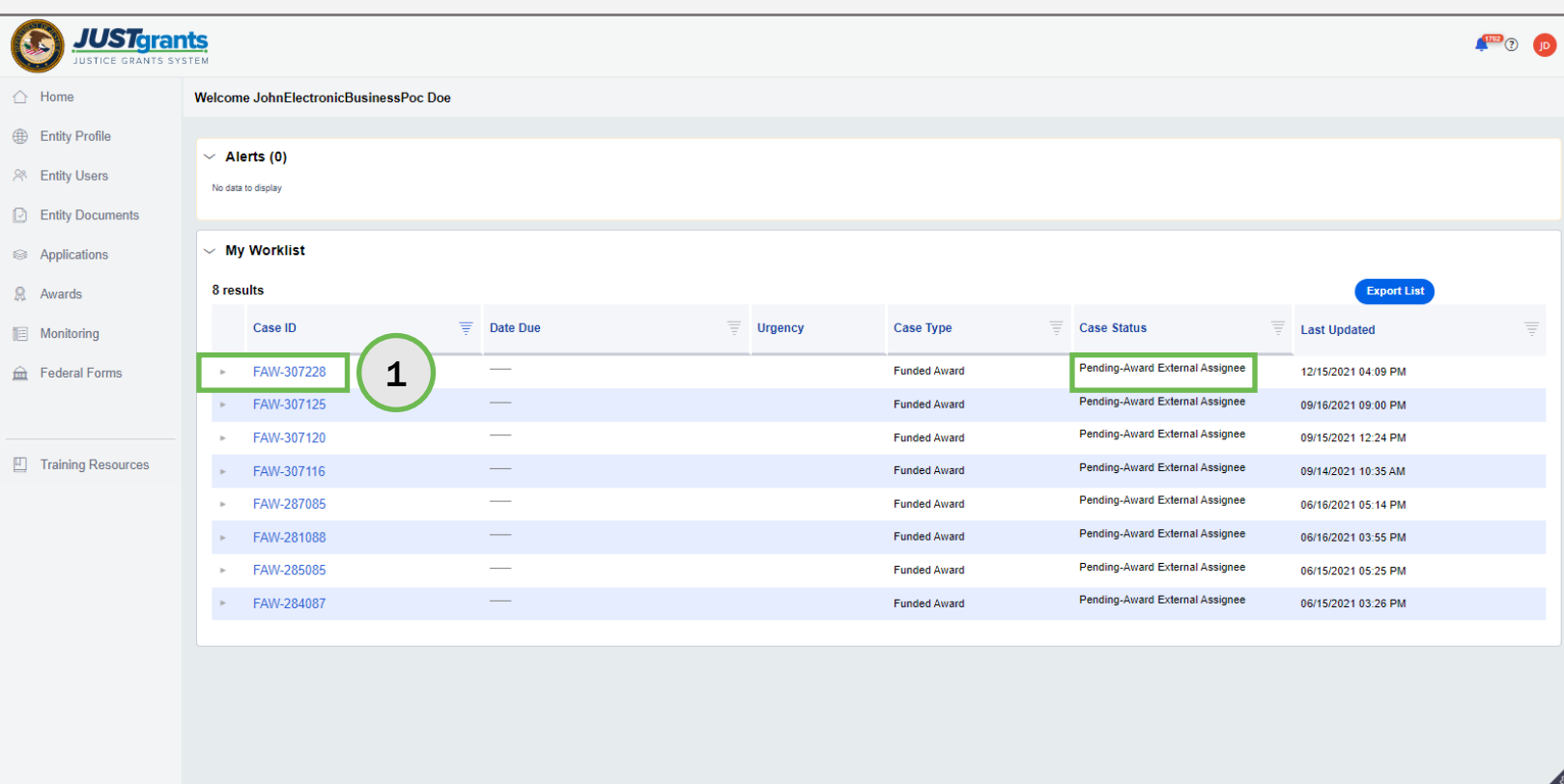
Assigning Contributors

Step 1

Select Award

Prior to an award being accepted or declined, the EA should follow these steps to assign contributors:

- 1) Sign into JustGrants and select an award from *My Worklist* that requires the assignment of contributors (**Pending-Award External Assignees** under the **Case Status** column).



The screenshot displays the JustGrants Justice Grants System interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows a welcome message for JohnElectronicBusinessPoc Doe. Below this, there are two sections: 'Alerts (0)' and 'My Worklist'. The 'My Worklist' section displays 8 results in a table. The first row is highlighted, and a green circle with the number '1' is placed over the 'Case ID' column. The 'Case Status' column for the first row is also highlighted with a green box.

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
FAW-307228	—	—	Funded Award	Pending-Award External Assignee	12/15/2021 04:09 PM
FAW-307125	—	—	Funded Award	Pending-Award External Assignee	09/16/2021 09:00 PM
FAW-307120	—	—	Funded Award	Pending-Award External Assignee	09/15/2021 12:24 PM
FAW-307116	—	—	Funded Award	Pending-Award External Assignee	09/14/2021 10:35 AM
FAW-267085	—	—	Funded Award	Pending-Award External Assignee	06/16/2021 05:14 PM
FAW-261088	—	—	Funded Award	Pending-Award External Assignee	06/16/2021 03:55 PM
FAW-285085	—	—	Funded Award	Pending-Award External Assignee	06/15/2021 05:25 PM
FAW-284087	—	—	Funded Award	Pending-Award External Assignee	06/15/2021 03:26 PM

Assigning Contributors

Steps 2 – 3

Missing
Contributors

- 2) Review any missing contributors listed in the banner at the top of the page.
- 3) To add a contributor, open the **Select Party** field and select the role(s) to add.

NOTE: The textbox at the top of the page indicates **PENDING-AWARD EXTERNAL ASSIGNEE** award status which denotes one or more assigned contributor is missing.

The screenshot displays the JUSTgrants Justice Grants System interface. At the top, a banner indicates the award status as "PENDING-AWARD EXTERNAL ASSIGNEE". The main section is titled "Funded Award" and shows details for a grant with Solicitation Title "OVW StkNotif0914e" and Project Title "This is a test". Below this, the "Assign Contributors" section is highlighted with a green box and a red circle around the number 2. A red circle around the number 3 points to the "Select Party" dropdown menu, which is open, showing options: "Select Party", "Alternate Grant Award Administrator", "Financial Manager", and "Grant Award Administrator". The "Grant Award Administrator" option is selected. Below the dropdown, the "User" field is populated with "justgrants025@gmail.com". The "Name" field is populated with "JohnElectronicBusinessPoc Doe". The "Phone Number" field is populated with "000-000-000". The "Title" field is empty. The "Assign" button is visible. On the right side, the "Case details" section shows the last updated by "Queue processor(pzStandardProcessor.AddMissingLi (4mo ago))" and the created by "Agent(System-Queue-ServiceLevel.ProcessEvent) (10mo ago)". The "DOJ Grant Manager" section shows "GrantManaRe-BJA jgitsint" and the "Phone" field is populated with "111-111-4444".

JUSTgrants
JUSTICE GRANTS SYSTEM

Funded Award
(15JOVW-21-GK-00227-SAS) **PENDING-AWARD EXTERNAL ASSIGNEE**
Entity Legal Name (JGII Test Org) (5) **PENDING-AWARD EXTERNAL ASSIGNEE** (JGII Test Org25 Doing Business As)

Assign Contributors

Please assign a Grant Award Administrator
Please assign a Financial Manager

Select Party
Select Party
Alternate Grant Award Administrator
Financial Manager
Grant Award Administrator

User
justgrants025@gmail.com

Name
JohnElectronicBusinessPoc Doe

Phone Number
000-000-000

Title

GrantManaRe-BJA jgitsint

GrantManager OK

Case details
Last updated by
Queue processor(pzStandardProcessor.AddMissingLi (4mo ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent) (10mo ago)
DOJ Grant Manager
GrantManaRe-BJA jgitsint
Phone
111-111-4444

Assigning Contributors

Steps 4 – 5

Assign Role

- 4) Open the drop-down menu with the list of users assigned a role and select the user who will fulfill that role on this award.
- 5) Select **OK** associated with the role.

NOTE: The AR must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. The EA must confirm that the individual being selected to accept or decline an award has the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.

JUSTgrants
JUSTICE GRANTS SYSTEM

Funded Award
(15JOVW-21-GK-00221-HOMI) **PENDING-AWARD EXTERNAL ASSIGNEE**

Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

Title _____ 000-000-000

Grant Award Administrator **OK**

User*
justgrants025.grantawardadmin@jgitsint
justgrants025.grantawardadmin@gmail.com
justgrants025.altgrantawardadmin@gmail.com
justgrants025.multipleroles@gmail.com
Lara.Allen@ojp.usdoj.gov
Bethany.Case@ojp.usdoj.gov

Name
justgrants025.grantawardadmin@jgitsint
Phone Number
1231234444

Grant Manager **OK**

User
GrantManaRe-BJA@ojp.usdoj.stg

Name
GrantManaRe-BJA jgitsint
Phone Number

Financial Manager **OK**

User*
justgrants025.multipleroles@gmail.com

Name

Phone Number

Authorize Representative **OK**

User*
justgrants025.multipleroles@jgitsint

Name

Phone Number

Participants (4)

- JohnElectronicBusinessPoc Doe Entity Administrator
- GrantManaRe-BJA jgitsint GrantManager
- justgrants025.multipleroles@jgitsint Authorize Representative
- justgrants025.applicationsubmi@jgitsint Application Submitter

Assigning Contributors

Step 6

Submit

- 6) Once the EA has added all required contributors, select **Submit** to finalize the assignment process.

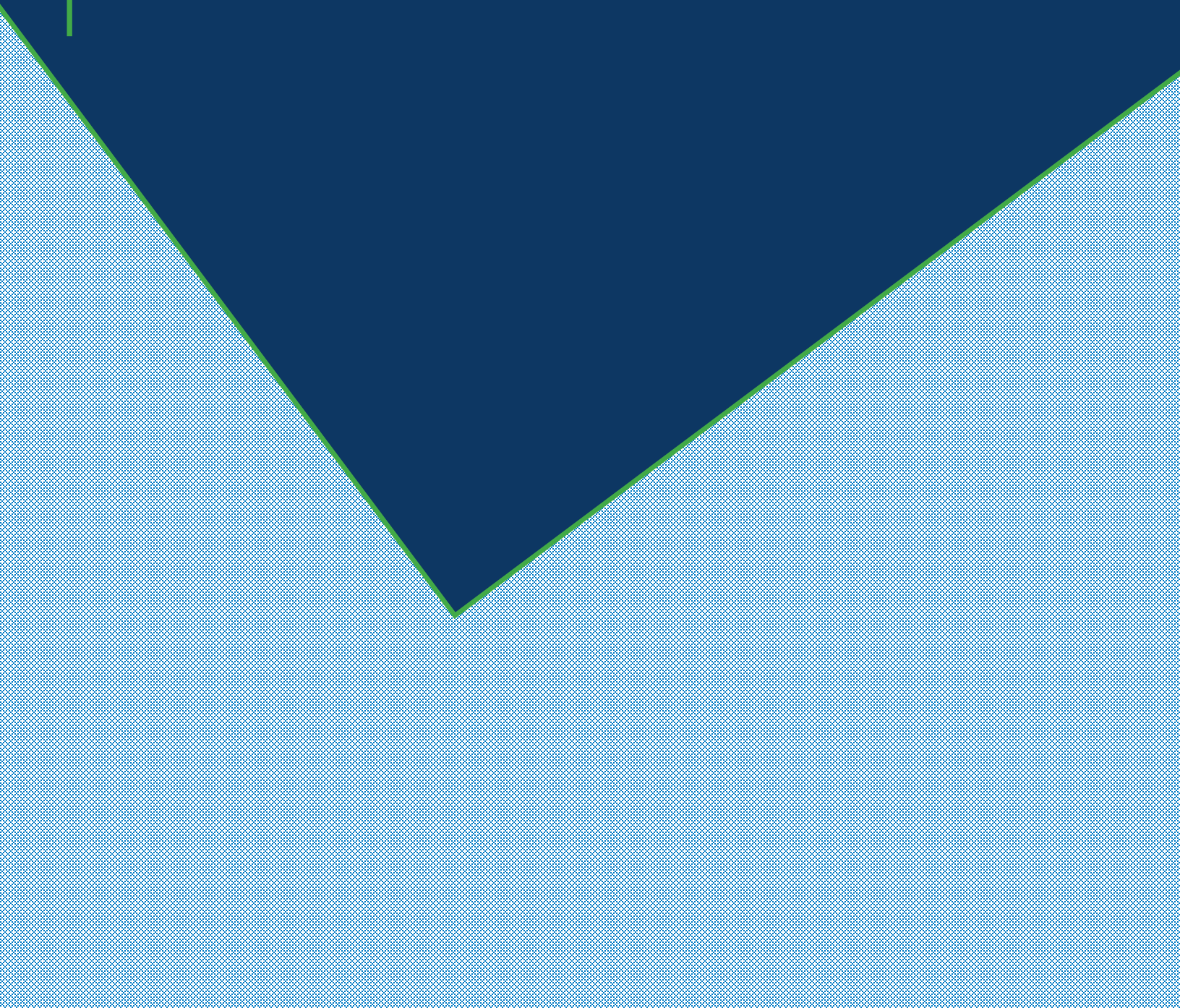
The screenshot shows the JUSTgrants Justice Grants System interface. The main content area is titled "Funded Award" and displays a list of contributors. The contributors are listed in a table with columns for Name, Phone Number, and Title. The contributors are:

- justgrants025.financialmanager jgitsext
- justgrants025.authorizedrep jgitsext
- justgrants025.applicationssubmitter jgitsext

The "Submit" button is highlighted with a green circle and the number 6. The "Cancel" button is also visible. The interface includes a sidebar with navigation links and a top navigation bar.



SCAAP Award Acceptance



SCAAP Award Acceptance

Step 1

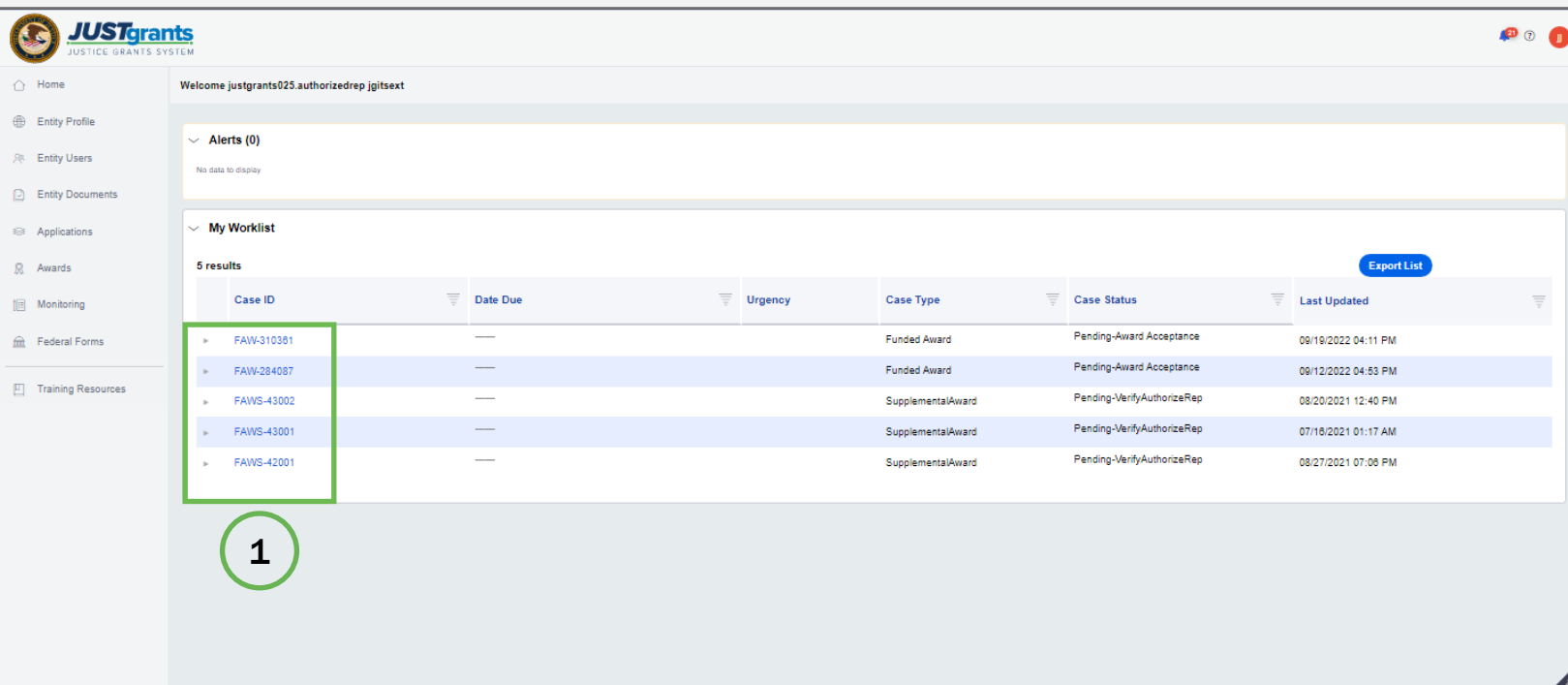
Select Award

1) Select the award from **My Worklist**.

NOTE: The **Authorized Representative** has the authority to accept or decline the award on behalf of the Entity. Award Acceptance binds the organization to the award conditions contained in the Award Package. The AR has legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity that binds the organization to the award conditions. If the AR does not see an application in their worklist, it is not assigned to them.

NOTE: There are no post-award reporting requirements for a SCAAP award.

NOTE: There is no closeout requirement for SCAAP. Once the funds are drawn down in Automated Standard Application for Payments (ASAP), the award will be closed.



Welcome justgrants025.authorizedrep.jgitsext

Alerts (0)
No data to display

My Worklist
5 results

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
FAW-310301	---	---	Funded Award	Pending-Award Acceptance	09/19/2022 04:11 PM
FAW-284087	---	---	Funded Award	Pending-Award Acceptance	09/12/2022 04:53 PM
FAWS-43002	---	---	SupplementalAward	Pending-VerifyAuthorizeRep	08/20/2021 12:40 PM
FAWS-43001	---	---	SupplementalAward	Pending-VerifyAuthorizeRep	07/18/2021 01:17 AM
FAWS-42001	---	---	SupplementalAward	Pending-VerifyAuthorizeRep	08/27/2021 07:06 PM

1

SCAAP Award Acceptance

Step 2

Award Acceptance

- 2) To accept the award, the AR must expand all sections of the award package and certify via check boxes. The AR's title, contact information, the date, and time automatically populate the acceptance tab.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Funded Award
(15PBJA-22-RR-00682-SCAA) **PENDING-AWARD ACCEPTANCE**
Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

Award Letter
Award Information
Award Conditions
SCAAP Certifications
SCAAP Use of Funds
Award Acceptance

Declaration and Certification to the U.S. Department of Justice
By checking the declaration and certification box, you are certifying that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

Agency Approval
Title of Approving Official: Acting Assistant Attorney General
Name of Approving Official: AgencySigOAG jgitsint
Signed Date And Time: 9/13/22 2:58 PM

Authorized Representative
☒ Declaration and Certification

Label Details
Last updated by: Mainul Islam (16h ago)
Created by: Agent(System-Queue-ServiceLevel ProcessEvent) (6d ago)
DOJ Grant Manager
GrantManaRe-BJA jgitsint
Phone: 111-111-1111
Email: GrantManaRe-BJA@ojp.usdoj.stg

Participants (7)
justgrants025.grantawardadmin jgitsint Grant Award Administrator
JohnElectronicBusinessPoc Doe JD Entity Administrator
GrantManaRe-BJA jgitsint Grant Manager
justgrants025.financialmanager jgitsint Financial Manager
justgrants025.authorizedrep jgitsint Authorize Representative

SCAAP Award Acceptance

Steps 3 – 5

Select Accept

- 3) Once all acceptance boxes in each tab have been selected, select **Accept** to proceed. After accepting, the system will display a banner indicating the award has been accepted.
- 4) If an organization wishes to decline an award, select **Decline** to proceed. A mandatory explanation box appears.
- 5) Type the reason for declining and select **Submit**.

NOTE: If a user fails to complete a section, **Accept** will not function.

The screenshot displays the 'Funded Award' page in the JUSTgrants system. The page title is 'Funded Award' with a sub-header '(15PBJA-22-RR-00682-SCAA) PENDING-AWARD ACCEPTANCE'. Below this, the 'Entity Legal Name' is 'JGII Test Org25' and the 'Doing Business As' is 'JGII Test Org25 Doing Business As'. A warning message states: '(or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.'

The page is divided into several sections:

- Agency Approval**: A table with three columns: 'Title of Approving Official', 'Name of Approving Official', and 'Signed Date And Time'. The values are 'Acting Assistant Attorney General', 'AgencySigOAG jgitsint', and '9/13/22 2:58 PM' respectively.
- Authorized Representative**: A section with a checkbox labeled 'Declaration and Certification' which is checked.
- Entity Acceptance**: A section with three fields: 'Title of Authorized Entity Official' (Director IT), 'Name of Authorized Entity Official' (justgrants025.authorizedrep jgitsext), and 'Signed Date And Time' (9/20/2022 8:28 AM).

At the bottom right, there are two buttons: 'Decline' and 'Accept'. The 'Accept' button is highlighted with a green box and a green circle with the number 3. The 'Decline' button is also highlighted with a green box and a green circle with the number 4.



SCAAP Award Closeout



SCAAP Award Closeout Overview

The SCAAP Closeout process is managed automatically in **JustGrants**.

Once the award has been accepted and all funds have been drawn down, leaving the ASAP account at zero dollars, JustGrants automatically moves the award into **Pending-SCAAP Closeout** status.

If a SCAAP drawdown fails, the award status will change to **Pending-SCAAP Payment fail**.

In the rare instances that a SCAAP award has not drawn down all the funding and it is one day after the project period end date, the closeout will appear in the **Grant Award Administrator** worklist. Once the grantee draws down all the funding, the award will move to the automated closeout process from the **Grant Award Administrator** worklist.

After 31 days, the award is fully closed.

NOTE: JustGrants runs a daily automatic process to check for SCAAP awards that satisfy the conditions above. All SCAAP awards that satisfy these conditions are moved to **Pending-SCAAP Closeout** status for a waiting period of 30 days. If the award still satisfies these conditions after the 30-day waiting period, the award is moved to **UFMS Closeout**.

Available Funding Balance

[Verify Closeout](#)

To verify that a SCAAP award is ready to be closed out, open the **Funding Balance and Availability** section of the funded award. JustGrants will automatically close out a SCAAP award when:

- **ASAP Account Status** is Open;
- **ASAP Account Balance** is \$0.00;
- **Total Hold Amount** is \$0.00;
- **Drawdown Total** equals the **Federal Award Amount** (in the Funded Award Header).

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

Award Number / ASAP Account ID
15PBJA-23-RR-03266-SCAA

ASAP Account Balance
\$0.00

ROID
0642393

Legal Name
JGII Test Org25

UEI
QPN9Y8JGZ9PZ

Project Period Start
01-Jan-2022

Project Period End
31-Dec-2023

Federal Award Amount
\$100.00

Funding Source Information

ASAP Account Status
Open

Last Updated Date
09/05/2023 05:18 PM

Total Hold Amount
\$0.00

Drawdown Total
\$100.00

Status of Award

Application Number
GRANT00799797

Supplement Number
00

Advance Funding
SCAAP

Line Number	Accounting Template Name	BBFY	EBFY	Fund	Org Level 2	Org Level 4	Program Code	Project Code	SOC	SSOC	Activity Code	Amount
1	FY23 SCAAP	2023	0	STLOCXDIRA	GOJPBJA	GOJBP8000	GOJPSCAAP		41002	4160		\$100.00

Failed SCAAP Drawdown

Pending-SCAAP
Payment Fail

- 1) If a SCAAP drawdown fails, the award status will change to **Pending-SCAAP Payment Fail**.
- 2) If a SCAAP award has not drawn down all the funding and it is one day after the project period end date, the closeout will appear in the **Grant Award Administrator** worklist.
- 3) Once the grantee draws down all the funding, the award will move to the automated closeout process from the **Grant Award Administrator** worklist.

The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation sidebar with links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Closeout' and shows details for a failed SCAAP drawdown. A red box highlights the status 'PENDING-SCAAP PAYMENT FAIL'. Below this, a red banner states: 'ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.' The main content area is divided into two columns. The left column contains the following information: Solicitation Title: BJA FY 2022 State Criminal Alien Assistance Program; Project Title: Organizational Readiness: Formula Template Solicitation Application 1; Project Period: 10/1/22 - 9/30/23; Managing Office: OJP; DOJ Grant Manager: GrantManaReBJA.jgitsint; Grant Award Administrator: justgrants024.grantawardadmin.jgitsint; FAW Case ID: FAW-313394. The right column contains: Solicitation Category: N/A; Federal Award Amount: \$110.00; Program Office: BJA; UEI: 8MESFUBWMGKJ; TIN: 240000000. A large grey box with a white border contains the following text: 'NOTE: If the funds are not going to be drawdown, the closeout must be submitted to the DOJ Grant Manager. If the funds are not drawdown by 120 days after the end date, the award will automatically move to DOJ for closeout.' Below this note, there is a section for 'Award Condition Modification (HoldRouteASAPAccount-30097)' with two entries: 'Fix Correspondence' and 'Fix Correspondence', both with an 'Administrator' button. At the bottom, there are two 'Monitoring' links: 'Monitoring (M-123141)' and 'Monitoring (M-123140)'. On the right side of the interface, there is a 'Last updated by' section showing 'Queue processor(pzStandardProcessor.RestartSCAAPProgr (1mo ago)' and 'Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (3mo ago)'. Below this is the 'DOJ Grant Manager' section with the name 'GrantManaReBJA.jgitsint' and a 'Phone' field.

Closeout
(15PBJA-22-RR-03095-SCAAP)
Entity Legal Name (JGII Test Org24) Doing Business As: (JGII Test Org24)
PENDING-SCAAP PAYMENT FAIL
Actions

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

Solicitation Title:	BJA FY 2022 State Criminal Alien Assistance Program	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount:	\$110.00
Project Period:	10/1/22 - 9/30/23	Program Office:	BJA
Managing Office:	OJP	UEI:	8MESFUBWMGKJ
DOJ Grant Manager:	GrantManaReBJA.jgitsint	TIN:	240000000
Grant Award Administrator:	justgrants024.grantawardadmin.jgitsint		
FAW Case ID:	FAW-313394		

NOTE: If the funds are not going to be drawdown, the closeout must be submitted to the DOJ Grant Manager. If the funds are not drawdown by 120 days after the end date, the award will automatically move to DOJ for closeout.

SCAAP Payment Fail Closeout (SCAAP Payment Fail)

Award Condition Modification (HoldRouteASAPAccount-30097)

- Fix Correspondence Administrator
- Fix Correspondence Administrator

Monitoring (M-123141)

Monitoring (M-123140)

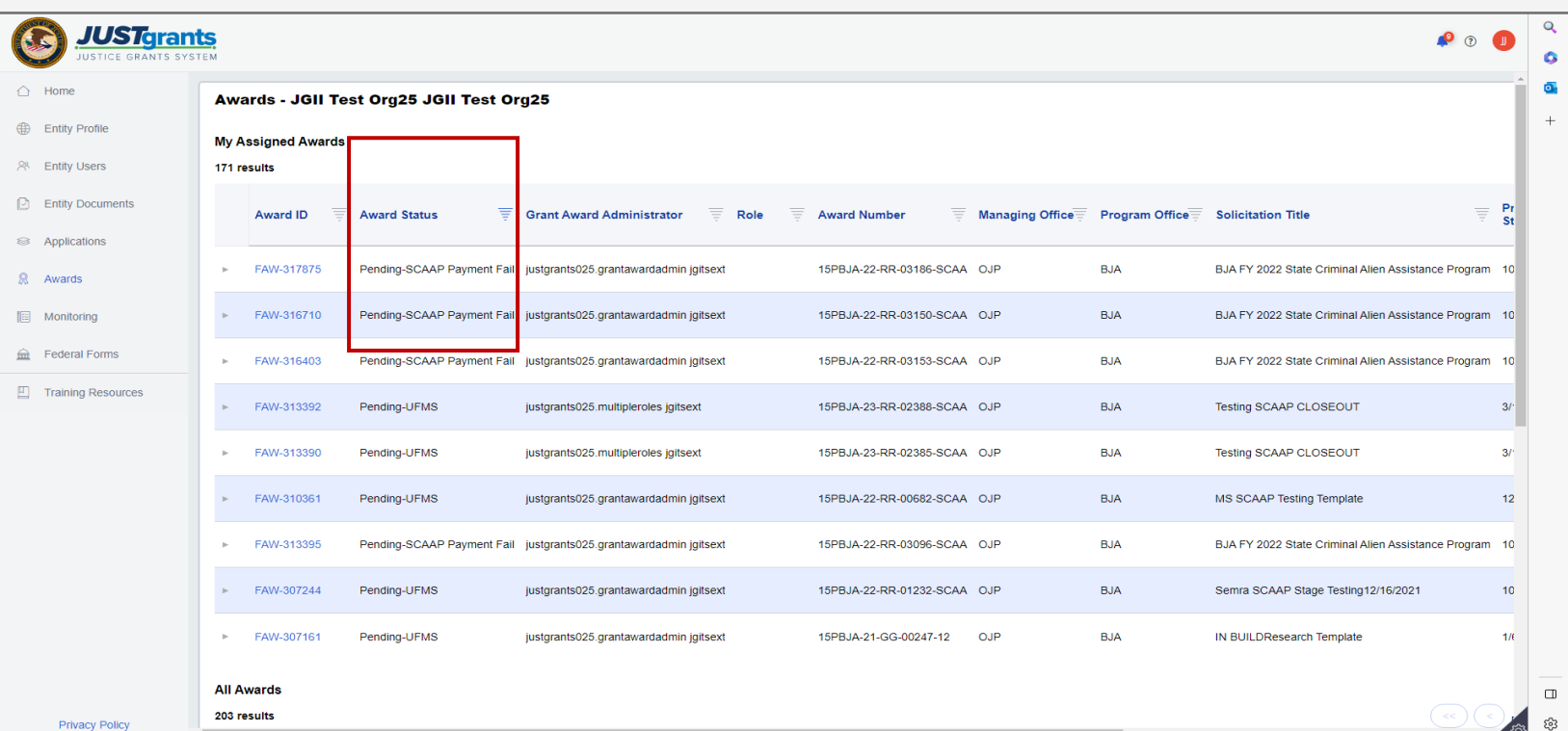
Last updated by Queue processor(pzStandardProcessor.RestartSCAAPProgr (1mo ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (3mo ago)

DOJ Grant Manager GrantManaReBJA.jgitsint
Phone

Regular Closeout Process

Pending-SCAAP
Payment Fail

- 1) If a SCAAP award has not drawn down **ALL** the funding and it is one day after the project period end date, the closeout will appear in the **Grant Award Administrator** worklist under the **Award Status** column.
- 2) Once the grantee draws down all the funding, the award will move to the automated closeout process from the **Grant Award Administrator** worklist.
- 3) If the grantee does not want to drawdown all the funds, the **Grant Award Administrator** can submit the closeout directly to the **Grant Manager**. Closeouts not submitted within 120 days will be automatically moved to DOJ for processing.



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JUSTICE GRANTS SYSTEM

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

Privacy Policy

Awards - JGII Test Org25 JGII Test Org25

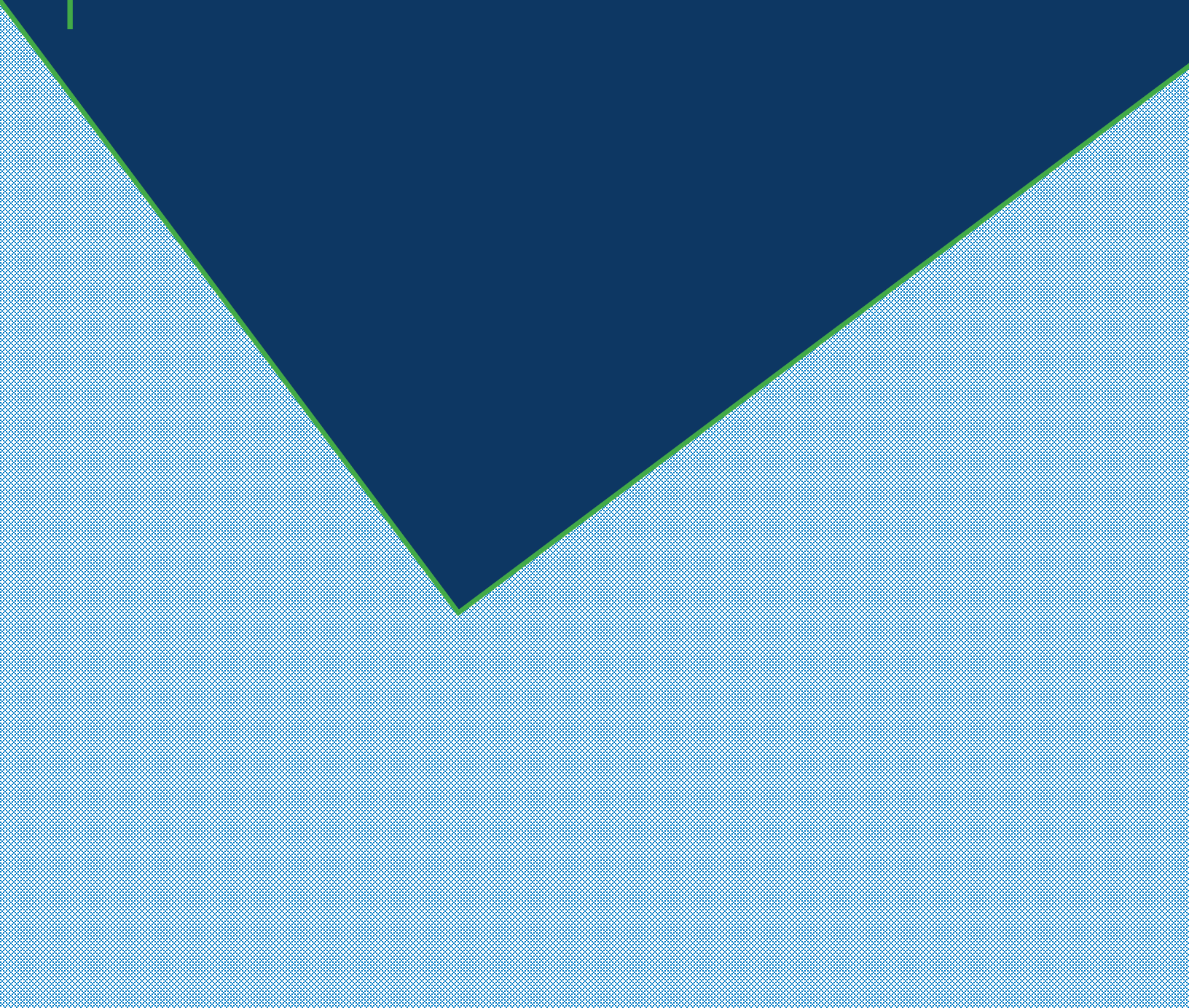
My Assigned Awards
171 results

Award ID	Award Status	Grant Award Administrator	Role	Award Number	Managing Office	Program Office	Solicitation Title	Pr St
FAW-317875	Pending-SCAAP Payment Fail	justgrants025.grantawardadmin.jgitsext		15PBJA-22-RR-03186-SCAA	OJP	BJA	BJA FY 2022 State Criminal Alien Assistance Program	10
FAW-316710	Pending-SCAAP Payment Fail	justgrants025.grantawardadmin.jgitsext		15PBJA-22-RR-03150-SCAA	OJP	BJA	BJA FY 2022 State Criminal Alien Assistance Program	10
FAW-316403	Pending-SCAAP Payment Fail	justgrants025.grantawardadmin.jgitsext		15PBJA-22-RR-03153-SCAA	OJP	BJA	BJA FY 2022 State Criminal Alien Assistance Program	10
FAW-313392	Pending-UFMS	justgrants025.multipieroles.jgitsext		15PBJA-23-RR-02388-SCAA	OJP	BJA	Testing SCAAP CLOSEOUT	3/
FAW-313390	Pending-UFMS	justgrants025.multipieroles.jgitsext		15PBJA-23-RR-02388-SCAA	OJP	BJA	Testing SCAAP CLOSEOUT	3/
FAW-310361	Pending-UFMS	justgrants025.grantawardadmin.jgitsext		15PBJA-22-RR-00682-SCAA	OJP	BJA	MS SCAAP Testing Template	12
FAW-313395	Pending-SCAAP Payment Fail	justgrants025.grantawardadmin.jgitsext		15PBJA-22-RR-03096-SCAA	OJP	BJA	BJA FY 2022 State Criminal Alien Assistance Program	10
FAW-307244	Pending-UFMS	justgrants025.grantawardadmin.jgitsext		15PBJA-22-RR-01232-SCAA	OJP	BJA	Semra SCAAP Stage Testing 12/16/2021	10
FAW-307161	Pending-UFMS	justgrants025.grantawardadmin.jgitsext		15PBJA-21-GG-00247-12	OJP	BJA	IN BUILDResearch Template	1/

All Awards
203 results



Appendix





Award Attachments

Award Attachments

Entity Administrators and Authorized Representatives can attach these items to awards

Attach the following items as required to award deliverables for DOJ review.



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	GAM-
Monitoring	M-
Performance Report	PR-
Solicitation Initiation	SI-
Solicitation Template	ST-
UFMS Obligation	UO-



Justice Grants Terminology



Justice Grants Terminology (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.

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 © Status (Nonprofit Organization Only).

Justice Grants Terminology (F - G)

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

This is the grantee role that manages many aspects of the grant. This role allows a grantee to view and submit performance reports, initiate 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 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.

Justice Grants Terminology (P - S)

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.

Survey Repository

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

Justice Grants Terminology (U)

UEI

A 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 items in JustGrants.

December 2023

Version 2.1



JUSTgrants
JUSTICE GRANTS SYSTEM