



# Application Submission

*Job Aid Reference Guide*



# Table of Contents

<a href="#"><u>4</u></a>	<a href="#"><u>Application Submission Overview</u></a>
<a href="#"><u>6</u></a>	<a href="#"><u>Step 1: Grants.gov Application</u></a>
<a href="#"><u>15</u></a>	<a href="#"><u>Step 2: JustGrants Application</u></a>
<a href="#"><u>18</u></a>	<a href="#"><u>Locate and Navigate Application</u></a>
<a href="#"><u>22</u></a>	<a href="#"><u>Standard Applicant Information</u></a>
<a href="#"><u>27</u></a>	<a href="#"><u>Confirm Authorized Representative</u></a>
<a href="#"><u>31</u></a>	<a href="#"><u>Verify Legal Name and Address</u></a>
<a href="#"><u>34</u></a>	<a href="#"><u>Proposal Abstract</u></a>
<a href="#"><u>36</u></a>	<a href="#"><u>Data Requested with Application</u></a>
<a href="#"><u>43</u></a>	<a href="#"><u>Proposal Narrative</u></a>
<a href="#"><u>47</u></a>	<a href="#"><u>Budget and Associated Documentation</u></a>
<a href="#"><u>48</u></a>	<a href="#"><u>Budget Overview</u></a>
<a href="#"><u>50</u></a>	<a href="#"><u>Web-based Budget Documentation</u></a>
<a href="#"><u>56</u></a>	<a href="#"><u>Budget/Financial Attachments</u></a>
<a href="#"><u>60</u></a>	<a href="#"><u>Memoranda of Understanding (MOU) and Other Supportive Documents</u></a>
<a href="#"><u>64</u></a>	<a href="#"><u>Additional Application Components</u></a>

# Table of Contents (cont.)

## **66    Disclosures and Assurances**

67        Disclosure of Lobbying Activities

71        OJP Disclosure of Duplication in Cost Items

76        DOJ Certified Standard Assurances

78        DOJ Certifications Regarding Lobbying

80        Other Disclosures and Assurances

82        Declaration and Certification to DOJ as to  
Application Submission

## **84    Other**

## **86    Certify and Submit Application in JustGrants**

## **92    Additional Guidance**

93        Locate an Application: Multiple Application  
Submitters

98        Duplicate Application Submissions

101       Application Cancellation

105       Application Recall

108       Print Application

110       Application Process Status Codes



# Application Submission Overview





# Application Submission

## Process Overview



Department of Justice (DOJ) application submission is a two-step process.

The Notice of Funding Opportunity (NOFO) provides two deadlines: one for Grants.gov and one for JustGrants. NOFOs also detail specific program application requirements.



### Grants.gov

Submit the first part of the application in Grants.gov by its specified deadline.

Step 1



### JustGrants

Complete the rest of the application in JustGrants by its specific deadline.

Step 2

### IMPORTANT!

Prior to applying for federal funding, entities must register to do business with the federal government and obtain a Unique Entity Identifier (UEI) through SAM.gov. Entities must maintain an "active" status in SAM.gov.

An expired or incomplete SAM.gov registration will prevent application submissions in Grants.gov.



# Step 1: Grants.gov Application

# Step 1

## Grants.gov Application



### IMPORTANT!

Entities must have a Unique Entity Identifier (UEI) and active SAM.gov registration status to submit their application in Grants.gov. To register or renew, visit SAM.gov.

The DOJ application process begins in Grants.gov when an entity completes the required Application for Federal Assistance form (SF-424) and submits the application.

**NOTE:** New users should refer to the Grants.gov [Quick Start Guide](#).

Grants.gov is the central place to locate federal funding opportunities.

- ✓ Search Grants.gov for the Opportunity Number listed in the NOFO
- ✓ Complete the SF-424 form and submit the application to begin the process.

Only users with an Authorized Organization Representative (AOR) role can submit an application in Grants.gov.



# Step 1

## Grants.gov: SF-424 Page 1



View Burden Statement OMB Number: 4040-0004  
Expiration Date: 11/30/2025

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:  Preapplication  Application  Changed/Corrected Application

\* 2. Type of Application:  New  Continuation  Revision

\* If Revision, select appropriate letter(s):  
\* Other (Specify):

\* 3. Date Received:  4. Applicant Identifier:

5a. Federal Entity Identifier:  5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:  7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

\* b. Employer/Taxpayer Identification Number (EIN/TIN):  \* c. UEI:

**d. Address:**

\* Street1:   
\* Street2:   
\* City:   
\* County/Parish:   
\* State:   
\* Province:   
\* Country:  USA: UNITED STATES  
\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name:  Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:   
Title:   
Organizational Affiliation:   
\* Telephone Number:  Fax Number:   
\* Email:

*Complete the required fields in SF-424.*

If completing the form online, some fields may be prepopulated based on the user's entity profile.

### Pg. 1 of 3

## SF-424

**NOTE:** The user listed in Section 8F is automatically designated the Application Submitter (AS) in JustGrants (next step in the application process). Be sure to list the correct person and email address for this role since they will receive future notification from JustGrants.

If that person will be the contact for multiple entities (e.g., a grant writer who completes applications for multiple entities), they need to establish a unique email address for each entity and consistently use those email addresses.

# Step 1

## Grants.gov: SF-424 Page 2



**Application for Federal Assistance SF-424**

\* 9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

\* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

\* 12. Funding Opportunity Number:

\* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

\* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.

**SF-424** Pg. 2 of 3

*Continue completing required fields on page 2 of SF-424.*

If completing the form online, the Funding Opportunity fields (Section 12) may be prepopulated based on the NOFO selected.

Provide preliminary information in the Descriptive Title of Applicant's Project (Section 15). This information can be updated later in the JustGrants application, if needed.

# Step 1

## Grants.gov: SF-424 Page 3



Continue completing required fields on page 3 of SF-424.

Provide preliminary information in the following sections: Section 17, which includes project start and end dates, and Estimated Funding (Section 18).

Refer to the NOFO for guidance on how to complete Section 19 regarding State Review.

Section 21 must reflect a user with an AOR role in Grants.gov.

**NOTE:** After submitting the Grants.gov application, SF-424 cannot be changed. However, the corresponding data fields within the JustGrants application can be updated in the Standard Applicant Information (JustGrants 424 and General Agency Information) section, if changes are needed.



# Step 1

## Grants.gov: Sign and Submit Application



After saving and closing the SF-424, the Manage Workspace page under the Applicants tab will display.

Select the **Sign and Submit** button.

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GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Complete and Notify AOR Submit Agency Received «Back ?

Form successfully unlocked

O-OVW-2025-198084-STG - PKG00111183  
DY Formula - Tribal Reimbursement - no does not have a Disclosure of Lobbying - SF-LLL form  
United States Department of Justice  
Office on Violence Against Women

Application Filing Name: Training Team Application Submission [Edit Name]  
Workspace ID: WS00066010  
AOR Status: Workspace has AOR  
Workspace Owner: James Bond

Workspace Status: In Progress  
Last Submitted Date: ---  
SAM Expiration Date: Jan 25, 2030

Opening Date: Dec 11, 2024  
Closing Date: Aug 07, 2025  
UEI: QPN9Y8JGZ9PZ

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions » ?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	Passed	Jan 06, 2025 02:10:03 PM EST	---	Lock   Download   Upload   Reuse   Webform

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Frequently Asked Questions

**NOTE:** If the Sign and Submit button is disabled, this indicates the user does not have the Authorized Organization Representative (AOR) role. Only the AOR can sign and submit the application in Grants.gov.

# Step 1

## Grants.gov: Sign and Submit Application (cont.)



After the application is signed and submitted, Grants.gov sends a series of confirmation e-mails. Contact Grants.gov if these e-mails are not received within 24 hours.

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GRANTS.GOV > Applicants > Manage Workspace

### MANAGE WORKSPACE

Created Forms Passed Completed and Notified AOR Submitted Agency Received

«Back ?

O-COPS-2024-335225-DEV - PKG00111328  
PF DB2 1.7.24 SVPP  
United States Department of Justice  
Office of Community Oriented Policing  
Services

Application Filing Name: PF DB1 1.16.24p [Edit Name]  
Workspace ID: WS00066216  
Workspace Status: Submitted  
Opening Date: Jan 07, 2025  
AOR Status: Workspace has AOR  
Last Submitted Date: Jan 16, 2025  
Closing Date: Jan 30, 2025  
Workspace Owner: James Bond  
SAM Expiration Date: Jan 25, 2030  
UEI: QPN9Y8JGZ9PZ

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

Check Application Sign and Submit Reopen Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: [Download Instructions »](#) ?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	Passed	Jan 16, 2025 11:49:09 AM EST	---	Lock   Download   Upload   Reuse   Webform

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[Frequently Asked Questions](#)

# Moving into JustGrants



Grants.gov data automatically populates a new application in JustGrants. The Grants.gov portion of the application process is now complete.

The new JustGrants application is assigned to the person identified in Section 8F of the SF-424. This person becomes the Application Submitter in JustGrants.

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GRANTS.GOV > Applicants > Manage Workspace

## MANAGE WORKSPACE

Created | Forms Passed | Completed and Notified AOR | Submitted | Agency Received

**0-COPS-2024-335225-DEV - PKG00111328**  
PF DB2 1.7.24 SVPP  
United States Department of Justice  
Office of Community Oriented Policing  
Services

Application Filing Name: PF DB1 1.16.24p [Edit Name]  
Workspace ID: WS00066200  
Workspace Status: Submitted  
Opening Date: Jan 07, 2025  
AOR Status: Workspace has AOR  
Last Submitted Date: Jan 16, 2025  
Closing Date: Jan 30, 2025  
Workspace Owner: James Bond  
SAM Expiration Date: Jan 25, 2030  
UEI: RKV2V7M6FJ03

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | DETAILS

Workspace Actions:

Check Application | Sign and Submit | Reopen | Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: [Download Instructions](#)

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	Passed	Jan 16, 2025 09:56:08 AM EST	---	Lock   Download   Upload   Reuse   Webform

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Frequently Asked Questions

# Moving into JustGrants (cont.)



JustGrants will then:

- ❖ Create a JustGrants application with certain prepopulated data from the Grants.gov application.
- ❖ E-mail the person listed in Section 8f of the SF-424 as the Application Submitter.

**NOTE:** For entities that are new to JustGrants, the Grants.gov submission will initiate an Entity Onboarding process. The SAM E-Biz POC will be onboarded as the JustGrants Entity Administrator and will need to take actions to confirm the entity profile and manage users.

See the Entity Management website for additional instructions.

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

**Continue to Step 2: JustGrants Application.**



# Step 2: JustGrants Application

# JustGrants Overview

JustGrants is the Department of Justice's (DOJ's) web-based grants management system. It gives entities access to all their DOJ applications and awards.



DOJ provides training and resources to support entities in all stages of the Grants Lifecycle. Visit DOJ's full training and resource library online at [justicegrants.usdoj.gov](https://justicegrants.usdoj.gov).

## Training: Application Submission

Learn how to submit an application for DOJ funding by following a step-by-step breakdown of the application process.

View a checklist, eLearning videos, reference guides, and other resources at <https://justicegrants.usdoj.gov/training/training-application-submission>.

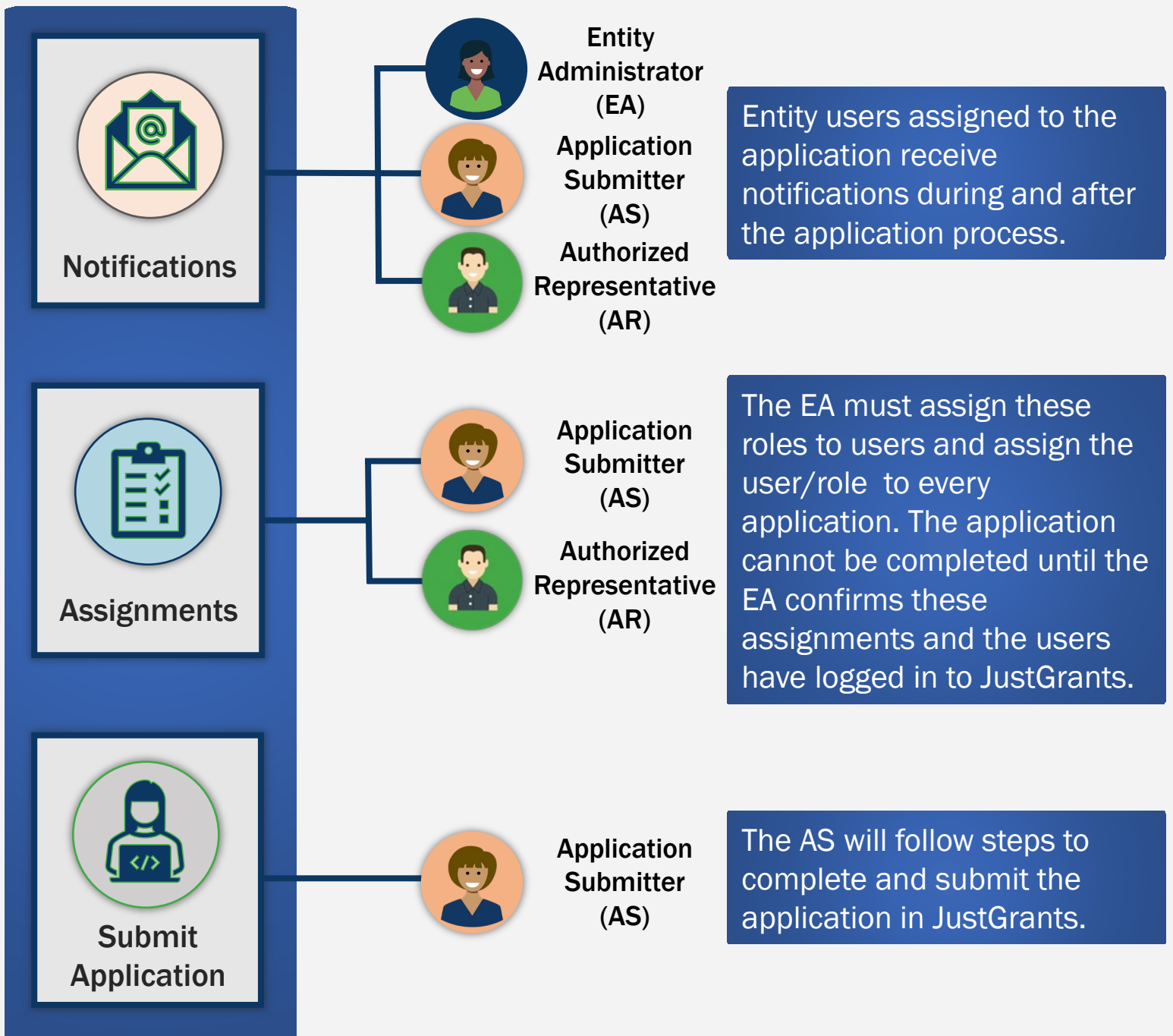


# Application Submission Overview

JustGrants



This chart shows the process, roles, and responsibilities involved in JustGrants Application Submission.





# Locate and Navigate Application

# Locate Application: My Worklist

## Steps 1 – 2

There are two ways to access an application in JustGrants.

If assigned as the Application Submitter (AS), access the application from **My Worklist**.

- 1) Select the **Case ID** link to open the application.

5000 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
<a href="#">A-319400</a>	08/23/2030	Grant Package	--	--	OYW	Pending-Draft
<a href="#">A-334135</a>	02/21/2029	Grant Package	--	--	OJP-BJA	Pending-Draft
<a href="#">A-334143</a>	02/21/2029	Grant Package	--	--	OJP-BJA	Pending-Draft
<a href="#">A-342762</a>	10/01/2027	Grant Package	--	Darsh test data for 241812	OYW	Pending-Draft
<a href="#">A-424274</a>	07/30/2027	Grant Package	--	--	OJP-BJA	Pending-Draft
<a href="#">A-326955</a>	12/31/2026	Grant Package	--	--	OJP-BJA	Pending-Draft
<a href="#">A-333262</a>	12/31/2026	Grant Package	--	--	OJP-BJA	Pending-Draft
<a href="#">A-423448</a>	07/31/2026	Grant Package	--	--	COPS	Pending-Draft
<a href="#">A-422480</a>	07/31/2026	Grant Package	--	--	OYW	Pending-Draft
<a href="#">A-418451</a>	06/30/2026	Grant Package	--	--	COPS	Pending-Draft
<a href="#">A-418450</a>	06/30/2026	Grant Package	--	--	OJP-BJA	Pending-Draft
<a href="#">A-414688</a>	06/30/2026	Grant Package	--	--	COPS	New
<a href="#">A-415018</a>	06/30/2026	Grant Package	--	--	COPS	New

- 2) Select the **Case ID** caret to expand and display the **Grant Package Detail**.

21 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
<a href="#">A-334133</a>	02/21/2029	Grant Package	--	--	OJP-BJA	Pending-Draft
<a href="#">A-334132</a>	02/21/2029	Grant Package	--	--	OJP-BJA	Pending-Draft
<a href="#">A-333262</a>	12/31/2026	Grant Package	--	--	OJP-BJA	Pending-Draft
<a href="#">A-418450</a>	06/30/2026	Grant Package	--	--	OJP-BJA	Pending-Draft
<a href="#">A-415400</a>	06/30/2026	Grant Package	--	CB Test	OJP-BJA	Pending-Draft
<a href="#">A-334260</a>	12/31/2025	Grant Package	--	Ashif-New Design 9/19/23	OJP-BJA	Pending-Draft
<a href="#">A-414345</a>	06/29/2025	Grant Package	--	--	COPS	Pending-Draft
<a href="#">A-273297</a>	01/31/2023	Grant Package	--	chhan test performance report	OJP-BJA	Submitted
<a href="#">A-273262</a>	01/25/2023	Grant Package	--	--	OJP-BJA	Submitted

**Grant Package Detail**

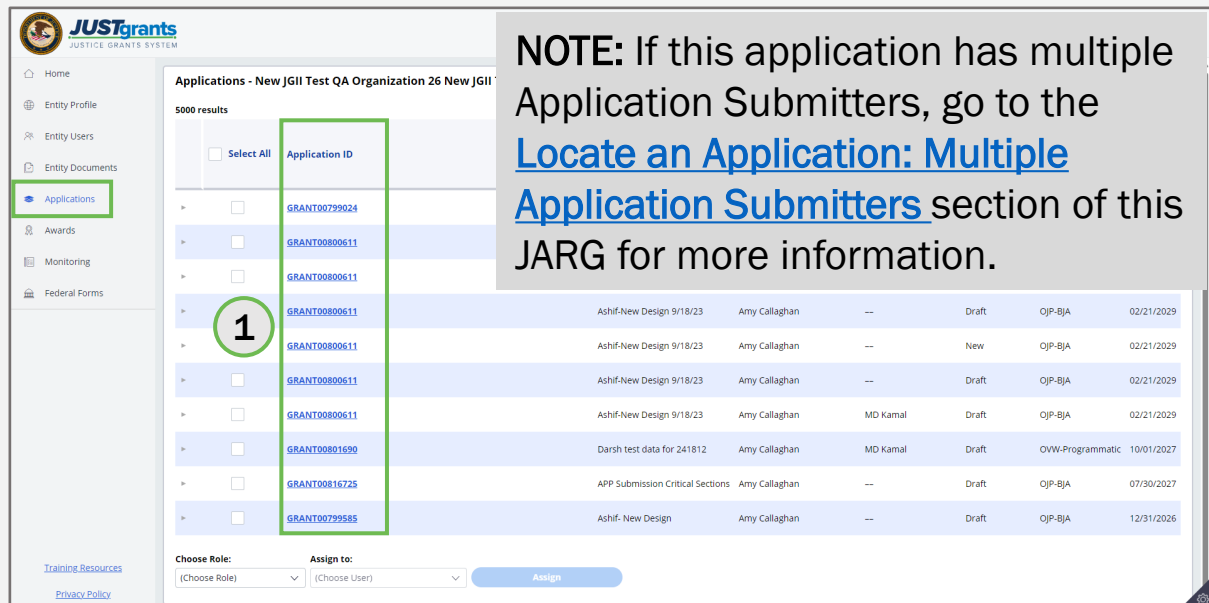
Application Number: GRANT00800611 | Last Updated: 9/30/24 5:18 PM | Project Title: Test

# Locate Application: Applications Menu

## Steps 1 – 2

Access the application from the **Applications** link in the JustGrants navigation menu.

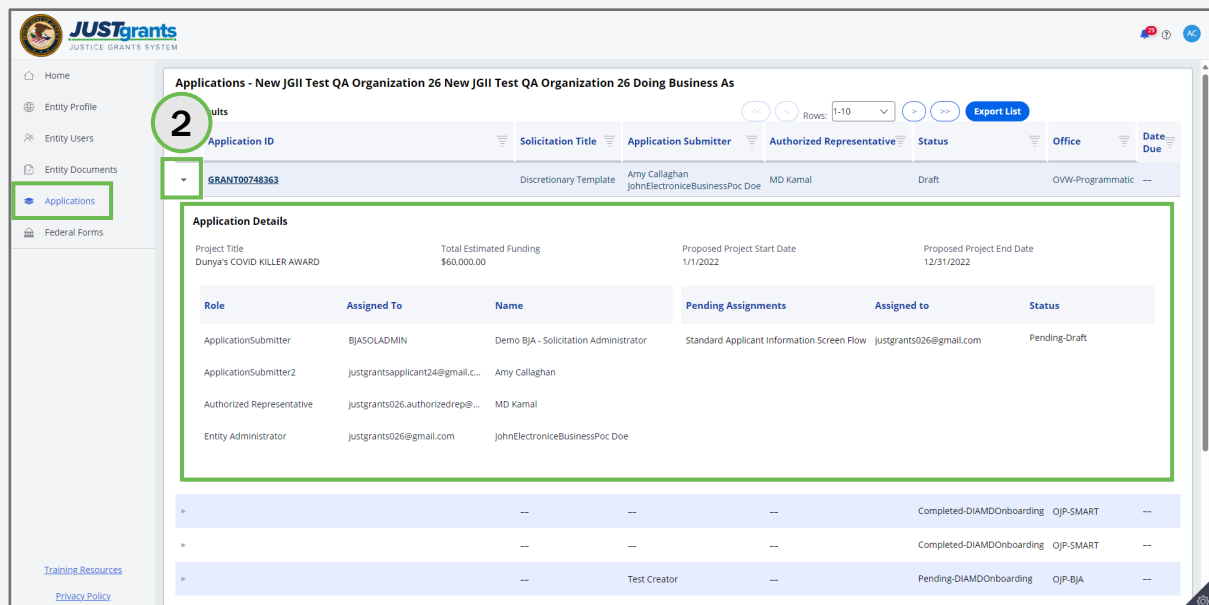
- 1) Select the **Application ID** link to open the application.



**NOTE:** If this application has multiple Application Submitters, go to the [Locate an Application: Multiple Application Submitters](#) section of this JARG for more information.

Application ID	Solicitation Title	Application Submitter	Authorized Representative	Status	Office	Date Due
GRANT00729024	Ashif-New Design 9/18/23	Amy Callaghan	--	Draft	OJP-BJA	02/21/2029
GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	--	New	OJP-BJA	02/21/2029
GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	--	Draft	OJP-BJA	02/21/2029
GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	MD Kamal	Draft	OJP-BJA	02/21/2029
GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	MD Kamal	Draft	OJP-BJA	02/21/2029
GRANT00801690	Darsh test data for 241812	Amy Callaghan	MD Kamal	Draft	OWV-Programmatic	10/01/2027
GRANT00816725	APP Submission Critical Sections	Amy Callaghan	--	Draft	OJP-BJA	07/30/2027
GRANT00729585	Ashif- New Design	Amy Callaghan	--	Draft	OJP-BJA	12/31/2026

- 2) Select the **Application ID** caret to expand and display all application roles, including all **Application Submitters**.



Role	Assigned To	Name	Pending Assignments	Assigned to	Status
ApplicationSubmitter	BJASOLADMIN	Demo BJA - Solicitation Administrator	Standard Applicant Information Screen Flow	justgrants026@gmail.com	Pending-Draft
ApplicationSubmitter2	justgrantsapplicant24@gmail.c...	Amy Callaghan			
Authorized Representative	justgrants026.authorizedrep@...	MD Kamal			
Entity Administrator	justgrants026@gmail.com	JohnElectronicBusinessPoc Doe			

# Navigate Application

There are two ways to navigate through an application or Grant Package.

- 1) The Application Submitter (AS) can progress through the application by completing each section and then selecting **Continue**. When the Continue button is selected, the system checks to confirm that all required fields (marked by a red asterisk) have been completed within that section. If required fields are missing, the system will display an error message at the top of the screen.
- 2) The AS can also use the right navigation menu to jump into different sections within the application. Note that using the right navigation menu will bypass the section-by-section error checks. There will be an opportunity to check for errors application-wide in the final section of the application.

Grant Package ( 00815034 ) **PENDING-DRAFT** ⌚ Due June 30, 2026 3:47:00 PM EDT Actions

**Standard Applicant Information**

**Funding Opportunity**

Federal Agency Name Office of Community Oriented Policing Services	Funding Opportunity Number O-COPS-2024-200050-QA	Funding Opportunity Title Test Solicitation
Competition Identification Number --	Competition Identification Title --	Due Date June 30, 2026 3:47:00 PM EDT

**CFDA Information**

CFDA Number 16.031	CFDA Program Title Emmett Till Cold Case Investigations Program
-----------------------	--

**Project Information**

Project Title Test Descriptive Title of Application's Project	Proposed Project Start Date 1/1/2023	Proposed Project End Date 7/30/2024
Federal Estimated Funding 1,000.00	ApplicantEstimatedFunding	Program Income Estimated Funding
TotalEstimatedFunding 1,000.00		

**Notice of Funding Opportunity Instructions**

- Standard Applicant Information
  - 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 (2)**

- SF Serena Francesca Entity Administrator
- AC Amy Callaghan Application Submitter

**NOTE: Use the Save button to ensure work is saved. Always save and logout before taking a break.**

Cancel Save Continue

The background features a dark blue field with a large, downward-pointing chevron shape in the center. The chevron is filled with a light blue halftone dot pattern and is outlined in a vibrant green. A thin, solid green vertical line is positioned to the left of the text.

# Standard Applicant Information



# Standard Applicant Information

## Steps 1 – 2

Review the information displayed to ensure accuracy. The data is prepopulated with information from the Application for Federal Assistance form (SF-424).

- 1) Update **Project Information** fields if needed.
- 2) Select **Save** and then scroll down the page to see more.

**NOTE:** The **Funding Opportunity** subsection is prepopulated and not editable.

Grant Package ( 00815034 ) PENDING-DRAFT ⌚ Due June 30, 2026 3:47:00 PM EDT Actions

### Standard Applicant Information

#### Funding Opportunity

Federal Agency Name Office of Community Oriented Policing Services	Funding Opportunity Number O-COPS-2024-200050-QA	Funding Opportunity Title Test Solicitation
Competition Identification Number --	Competition Identification Title --	Due Date June 30, 2026 3:47:00 PM EDT

#### CFDA Information

CFDA Number 16.031	CFDA Program Title Emmett Till Cold Case <b>1</b> s Program
-----------------------	--

#### Project Information

Project Title Test Descriptive Title of Application's Project	Proposed Project Start Date 1/1/2023	Proposed Project End Date 7/30/2024
Federal Estimated Funding 1,000.00	ApplicantEstimatedFunding 0.00	Program Income Estimated Funding 0.00
TotalEstimatedFunding 1,000.00		

#### Notice of Funding Opportunity 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 (2)

- SF Serena Francesca Entity Administrator
- AC Amy Callaghan Application Subm **2**

Cancel Save Continue

# Standard Applicant Information

## Steps 3 – 4

- 3) Update the **Areas Affected by Project** and **Application Type** fields if needed.
- 4) Select **Save** and then scroll down the page to see more.

**NOTE:** **Areas Affected by Project** allows applicants to add impacted geographic areas. Select **Add** to include up to ten entries (zip codes, states, precincts, or any other geographical area).

Grant Package ( 00815019 ) **PENDING-DRAFT** ⌚ Due June 29, 2025 11:22:00 AM EDT Actions ▾

**Areas Affected by Project (Cities, Counties, States, etc.)** ⓘ

20111 🗑️

[Add](#)

**Application Type**

Application Type: Initial Date Received: 06/03/2024

**Application Submitter Contact Information**

Application POC Prefix Name Mr.	Application POC Middle Name --	Application POC Last Name Dutta
Application POC First Name Alak		
Application POC Suffix Name --		
Organizational Affiliation --	Title Please do not use this data	Email ID justgrants026.applicationsubmitter@gmail.com
Phone Number	Fax Number	

**NOTE: Application Submitter Contact Info is prepopulated from SF-424 and is not editable.**

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

# Standard Applicant Information

## Steps 5 – 6

- 5) Update the **Type of Applicant** and **Executive Order and Delinquent Debt Information** fields if needed.
- 6) Select **Save** and then scroll down the page to see more.

Grant Package ( 00815019 ) **PENDING-DRAFT** ⌚ Due June 29, 2025 11:22:00 AM EDT Actions ▾

### Type of Applicant

Type of Applicant 1: Select Applicant Type:★  
A: State Government ▾

Type of Applicant 2: Select Applicant Type:  
Select ▾

Type of Applicant 3: Select Applicant Type:  
Select ▾

Other (specify):

### Executive Order and Delinquent Debt Information

Is Application Subject to Review by State Under Executive Order 12372? ★

a. This application was made available to the State under the Executive Order 12372 Process for review on: State Review Available Date ★  
 b. Program is subject to E.O. 12372 but has not been selected by the State for review  
 c. Program is not covered by E.O. 12372.

6/16/2022

Is the Applicant Delinquent on Federal Debt?  
No ▾

**NOTE: Type of Applicant is prepopulated from SF-424 and can be edited by selecting a different option from the dropdown list.**

**NOTE: Executive Order and Delinquent Debt Information is prepopulated from SF-424 and is editable by selecting a different radio button.**

5

6

Cancel Save Continue ⚙️

# Standard Applicant Information




## Step 7

- 7) Select **Continue** and resolve any errors that display. Progress to the next section of the application.

Grant Package ( 00815019 ) **PENDING-DRAFT** ⌚ Due June 29, 2025 11:22:00 AM EDT Actions

Is the Applicant Delinquent on Federal Debt?

**SF424 Attachments (3)**

Name	Date Added
 <a href="#">Form SF424 4 0-V4.0.pdf</a>	6/3/24
 <a href="#">Form SFLLL 2 0-V2.0.pdf</a>	6/3/24
 <a href="#">GrantApplication.xml</a>	6/3/24

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

Information	Grant Package	Application Versions
Opportunity ID <b>O-COPS-2024-199870-QA</b>	NOFO ID <b>SI-199870</b>	Funding Opportunity Title <b>CB Test</b>
Application Case ID <b>A-414345</b>	Application Group Case ID <b>AG-208415</b>	SF424_2_1 --

7



**Confirm Authorized  
Representative**

# Confirm Authorized Representative

## Step 1

- 1) Use the **Select Authorized Representative** dropdown menu to choose an Authorized Representative (AR). After choosing an AR, a confirmation message will display in a pop-up window.

**NOTE:** If a name is missing from this list, check with the Entity Administrator (EA) to confirm whether that user has been added, assigned the AR role, and logged into JustGrants to activate their account.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Confirm Authorized Representative" and includes a dropdown menu labeled "Select Authorized Representative". The dropdown menu is open, showing a list of options: "(Select One)", "MD Kamal", "Carl Zhang", "Carlos Gastelum", and "Multiple Roles". A green box highlights the dropdown menu, and a circled "1" is placed next to it. The interface also shows a navigation sidebar on the left, a progress bar at the bottom, and a right-hand panel with "Standard Applicant Information" and "Participants (3)".



# Confirm Authorized Representative

## Step 2

- 2) Review the **Confirm AR** message in the pop-up window and select **Cancel** or **Confirm**.

**NOTE:** Individuals assigned to the AR role must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

The screenshot shows the JUSTgrants application submission interface. The main content area displays the 'Confirm Authorized Representative' step for a grant package (00800611) in a 'PENDING-DRAFT' state. A pop-up window is open, titled 'Confirm Authorized Representative', with the following text: '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. Please confirm the individual being selected has the authority to do so.' The pop-up window has two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a green circle containing the number '2'. The background interface shows a sidebar with navigation options (Home, Entity Profile, Entity Users, Entity Documents, Applications, Federal Forms) and a main content area with a progress bar (INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, AWARDPACKAGEREADY) and a list of participants (Serena Francesca, Carlos Gastelum, Amy Callaghan).

# Confirm Authorized Representative

## Steps 3 – 4

- 3) View the information for the selected AR(s).
  - Office of Justice Programs (OJP) and Office on Violence Against Women (OVW) applicants will see one AR.
  - Office of Community Oriented Policing Services (COPS) applicants will see two AR.
- 4) Select **Continue**.

Grant Package ( 00800611 ) PENDING-DRAFT Due: February 21, 2029 4:34:00 PM EST

### OJP/OVW

#### 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 \*

MD Kamal

**Confirmed Authorized Representative**

Title  
--

Prefix Name  
--

First Name Middle Name Last Name  
Carlos -- Gastelum

Suffix Name  
--

Participants (3)

- Serena Francesca Entity Administrator
- Carlos Gastelum Authorized Representative
- Amy Callaghan Application Submitter

Back

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Save Continue

Grant Package ( 00815034 ) PENDING-DRAFT Due: June 30, 2026 3:47:00 PM EDT

### COPS

#### Confirm Authorized Representative

For COPS Office applications, two Authorized Representatives must be identified. For law enforcement agencies, the authorized officials are the top Law Enforcement Executive (e.g., chief of police, sheriff, or equivalent) and the top Government Executive (e.g., mayor, board chairman, or equivalent). For non-law enforcement agencies (institutions of higher education, private organizations, etc.), the authorized officials are the highest-ranking Programmatic Official (e.g., executive director, chief executive officer, or equivalent) and the highest-ranking Financial Official (e.g., chief financial officer, treasurer, or equivalent) who has the ultimate signatory authority to sign contracts on behalf of the organization.

The Authorized Representatives identified are the officials serving as representatives of the applicant entity. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the applicant. If the application is awarded, these positions will ultimately be responsible for the programmatic and financial management of the award.

Select Law Enforcement Executive/Program Official \*

Select Government Executive/Financial Official \*

**Confirmed Law Enforcement Executive**

Title  
--

Prefix Name  
--

First Name Middle Name Last Name  
MD -- Kamal

Suffix Name  
--

**Confirmed Government Executive**

Title  
Government Executive

Prefix Name  
Carlos Gastelum

First Name Middle Name Last Name  
Carlos -- Gastelum

Suffix Name  
--

Participants (4)

- Serena Francesca Entity Administrator
- MD Kamal Authorized Representative
- Carlos Gastelum

Back

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Save Continue



# Verify Legal Name and Address

# Verify Legal Name and Address

## Step 1

- 1) Review the information in the **Verify Legal Name, Doing Business As, and Legal Address** section.

**NOTE:** This information is pulled directly from SAM.gov. If information is incorrect, the entity must update SAM.gov.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00815034 ) PENDING-DRAFT" with a due date of "June 30, 2026 3:47:00 PM EDT". The "Verify Legal Name, Doing Business As, and Legal Address" section is highlighted with a green border and a circled "1". This section contains the following information:

Entity Name		
Legal Name	Doing Business As	UEI
New JGII Test QA Organization 26	New JGII Test QA Organization 26 Doing Business As	RKV2V7M6FJ03

Physical Address		
Street 1	Street 2	County/Parish
111 Street Rd	--	--
City	Country	Congressional District
Los Angeles	United States	5
State/U.S. Territory	Zip/Postal Code	
California	90012	

Designate as Legal Address

Mailing Address		
Street 1	Street 2	County/Parish
111 Street Rd	--	--
City	Country	Congressional District
Washington	United States	5
State/U.S. Territory	Zip/Postal Code	
District of Columbia	602	

The right sidebar shows a list of sections: "Standard Applicant Information", "Confirm Authorized Representative", "Verify Legal Name and Address" (highlighted), "Proposal Abstract", "Proposal Narrative", "Budget and Associated Documentation", "MOUs and Other Supportive Documents", "Additional Application Components", "Disclosure And Assurances", "Other", and "Certify and Submit". Below this is a "Participants (4)" section listing Serena Francesca (Entity Administrator), MD Kamal (Authorized Representative), and Cader Castelum.

# Verify Legal Name and Address

## Steps 2 – 3

- 2) Check the box next to **Please Confirm** to indicate correct entity.
- 3) Select **Continue**.

**NOTE:** If the **Please Confirm** checkbox is grayed out, the Entity Administrator (EA) needs to log into JustGrants and designate a legal address on the entity's profile.

The screenshot displays the JustGrants system interface. The top navigation bar includes the JustGrants logo and a user profile icon. The main content area shows a 'Grant Package (00815019)' in a 'PENDING-DRAFT' status, due on June 29, 2025. The 'Mailing Address' section is highlighted with a green box and a circled '2'. It contains a table with the following information:

Street 1	Street 2	County/Parish
111 Street Rd	--	--
City	Country	Congressional District
Washington	United States	5
State/U.S. Territory	Zip/Postal Code	
District of Columbia	602	

Below the table, there is a 'Please Confirm' section with a checked checkbox and the text 'I confirm this is the correct entity.' This section is also highlighted with a green box and a circled '2'. Below this, there is a 'Signer Name' field with the name 'Amy Callaghan' and a 'Certification Date / Time' field with the value '06/07/2024 10:49 AM'. A 'Back' button is located at the bottom left of the form. On the right side of the interface, there is a 'Participants (3)' list with three entries: 'Serena Francesca Entity Administrator', 'Carl Zhang AuthorizedRepresentative2', and 'Amy Callaghan Application Submitter'. A 'Continue' button is located at the bottom right of the interface, highlighted with a green box and a circled '3'.



# Proposal Abstract



# Proposal Abstract

## Steps 1 – 3

A **Proposal Abstract** is a high-level summary of a proposed project.

- 1) If needed, check the **Notice of Funding Opportunity (NOFO)** for requirements. A quick link to the NOFO is displayed in the upper right corner of the screen.
- 2) Enter the text directly into the **Proposal Abstract** text field. Use available formatting options. The text field is limited to 2,000 characters.
- 3) Select **Continue**.

**NOTE:** To copy and paste text from another source, first remove embedded formatting.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00815034 ) PENDING-DRAFT" with a due date of "June 30, 2026 3:47:00 PM EDT". A large text field labeled "Proposal Abstract" is highlighted with a green box and a circled "2", indicating where the user should enter the abstract text. A "Notice of Funding Opportunity Instructions" link is highlighted with a green box and a circled "1" in the top right corner. Below the text field is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "COMPLETE AND SUBMIT" step is active. Below the progress bar is a table with application details:

Information	Grant Package	Application Versions
OpportunityID <b>O-COPS-2024-200050-QA</b>	NOFO ID <b>SI-200050</b>	Funding Opportunity Title <b>CB Test</b>
Application Case ID <b>A-414688</b>	Application Group Case ID <b>AG-223017</b>	SF424_2_1 <b>--</b>

On the right side, there is a "Participants (4)" list with user avatars and names: Serena Francesca (Entity Administrator), MD Kamal (Authorized Representative), Carlos Gastelum (Authorized Representative 2), and Amy Callaghan (Application Submitter). A "Continue" button is highlighted with a green box and a circled "3" at the bottom right.



# Data Requested with Application



# Data Requested with Application

## Steps 1 – 2

Oftentimes there may be required surveys included in an application. These surveys will display in the **Data Requested with Application** section.

- 1) If needed, check the **Notice of Funding Opportunity (NOFO)** for requirements. A quick link to the NOFO is displayed in the upper right corner of the screen.
- 2) Select a survey link to view the survey. Required surveys are marked by an asterisk.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled "Grant Package ( ) PENDING-DRAFT". Below this, the "Data Requested with Application" section is visible, containing a table of survey questions. A green box highlights the "Notice of Funding Opportunity Instructions" link in the top right corner. Another green box highlights a survey row with an asterisk in the "Critical Component" column. A green circle with the number "1" is around the "Actions" dropdown, and a green circle with the number "2" is around the asterisk in the survey row.

Critical Component	Survey Name	Status	Last Updated	Last updated by	
*	CHP Solicitation FY2024	New	12/17/24 8:37 AM	justgrants025.applicationsubmitter jgitsext	Re-Open

Information Grant Package Application Versions

OpportunityID	NOFO ID	Funding Opportunity Title
O-COPS-2024-195475-STG		
Application Case ID	Application Group Case ID	
A-617804		SF424_2_1

Participants (2)

- JD JohnElectronicBusinessPoc Doe Entity Administrator
- JJ justgrants025.applicationsubmitter jgitsext Application Submitter

# Data Requested with Application

## Steps 3 – 4

The surveys opens to the first page. Multiple-page surveys will have page topics listed across the top of the survey.

- 3) Scroll through each survey page and answer all questions after the survey opens.
- 4) Select **Next**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Federal Forms

Grant Package (A-617804)  
CHP Solicitation FY2024 (C-319838) **NEW**

1. Agency Eligibility	2. Inventory of Federal Priorities	3. Executive & Contact Information	4. CHP Officer Request	5. LE and CP Strategy 1	6. LE and CP Strategy 2	7. Problem Area	8. Data Collection	9. Duplication of Funding	10. Fiscal Health	11. Continuation of Project	12. Project Summary
-----------------------	------------------------------------	------------------------------------	------------------------	-------------------------	-------------------------	-----------------	--------------------	---------------------------	-------------------	-----------------------------	---------------------

**Agency Eligibility**

1. **Type of Agency** (check one) \*

Law Enforcement  
 Non-Law Enforcement

[Clear Selection](#)

2. From the list below, please select the type of agency which best describes the applicant. **Law Enforcement Entities:** \*

Sheriff

3. Please indicate if your jurisdiction is primarily considered rural, urban or suburban. \*

Rural

**Instructions:**

We will ask you several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) award. Please note that CHP applicants must have a police department that is existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served.

In addition, if funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the government agency application (although we will ask you to supply some information about the contract service provider later).

[Training Resources](#)  
[Privacy Policy](#)

**Next**

# Data Requested with Application

## Step 5

- 5) Select **Next** on the final survey page after all survey questions are answered.

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and a notification bell icon. The main content area shows a progress bar with 10 steps, all marked with green checkmarks. The current step is 5, which is highlighted with a green circle and the number 5. Below the progress bar, there is an 'Electronic Signature' section with a checked box. At the bottom right, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a green box.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Grant Package (A-617804)  
CHP Solicitation FY2024 (C-319838) NEW

1. Agency Eligibility ✓ 2. Inventory of Federal Priorities ✓ 3. Executive & Contact Information ✓ 4. CHP Officer Request ✓ 5. LE and CP Strategy 1 ✓ 6. LE and CP Strategy 2 ✓ 7. Problem Area ✓ 8. Data Collection ✓ 9. Duplication of Funding ✓ 10. Fiscal Health ✓

**Electronic Signature**  
135. By checking the box, the applicant indicates that he or she understands that "clicking to agree" in this application and the required forms, including the Assurances, Certifications, and Disclosure of Lobbying Activities form are just as legally er

Back Next

# Data Requested with Application

## Step 6

A thank you message displays at the top of the page and the survey status changes from **NEW** to **RESOLVED-COMPLETED**. The completed survey questions and answers are displayed in read-only format.

- 6) Select **Close** from the **Actions** dropdown menu to close the survey and return to the **Funding Opportunity Specific/Survey Questions** page.

The screenshot shows the JUSTgrants Justice Grants System interface. At the top, a notification bar displays 'Grant Package (A-617804) CHP Solicitation FY2024 (C-319838) RESOLVED-COMPLETED' with a 'Thank you for your input.' message. Below this, the survey progress is shown as 'ADMINISTER SURVEY' and 'COMPLETE'. The main content area displays a table of survey questions and answers. The table has three columns: Question ID, Question Text, and Answer. The questions are: 1. Type of Agency (check one), 2. From the list below, please select the type of agency which best describes the applicant, 3. Please indicate if your jurisdiction is primarily considered rural, urban or suburban, and 4. Is your agency established and currently operational? The answers are: Law Enforcement, Sheriff, Rural, and Yes. A green box highlights the 'Actions' dropdown menu in the top right corner, with the number '6' next to it. The dropdown menu contains 'Refresh', 'Print', and 'Close' options.

Question ID	Question Text	Answer
AgencyType	1. Type of Agency (check one)	Law Enforcement
LEEntities	2. From the list below, please select the type of agency which best describes the applicant. Law Enforcement Entities:	Sheriff
AgencyTypeJuris	3. Please indicate if your jurisdiction is primarily considered rural, urban or suburban. Instructions: We will ask you several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) award. Please note that CHP applicants must have a police department that is operational by the close of this solicitation, or receive services through a new or existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served.	Rural
AgencyEstOperational	In addition, if funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the government agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider later). A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation and it has a current operating budget.	Yes
AgencyEstNotOperation	4. Is your agency established and currently operational? 4a. Which of the following best describes your agency (check one)?	

# Data Requested with Application

## Steps 7 – 8

- 7) As each survey is completed and closed, **Re-Open** becomes enabled. This allows users to re-open the survey and edit their saved answers.
  - Users may need to select **Refresh** from the **Actions** dropdown menu to display **Re-Open** as enabled.
- 8) Select **Continue** to move on to the next section.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Data Requested with Application" and shows a table of "Funding Opportunity Specific/Survey Questions". The table has columns for "Critical Component", "Survey Name", "Status", "Last Updated", and "Last updated by". A row is visible with "CHP Solicitation FY2024" as the Survey Name and "Resolved-Completed" as the Status. A "Re-Open" button is highlighted with a green box, and a green circle with the number "7" is placed over it. Below the table is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "COMPLETE AND SUBMIT" step is currently active. Below the progress bar is an "Information" section with tabs for "Grant Package" and "Application Versions". The "Grant Package" tab is selected, showing fields for "OpportunityID" (O-COPS-2024-195475-STG), "NOFO ID", "Funding Opportunity Title", "Application Case ID" (A-617804), "Application Group Case ID", and "SF424\_2\_1". On the right side, there is a "Notice of Funding Opportunity Instructions" section with a list of instructions, and a "Participants (2)" section listing "JohnElectronicBusinessPoc Doe" (Entity Administrator) and "justgrants025.applicationsubmitter jgltsext" (Application Submitter). At the bottom right, a "Continue" button is highlighted with a green box, and a green circle with the number "8" is placed over it. A "Back" button is visible at the bottom left, and a "Save" button is visible at the bottom right.

# Data Requested with Application

## Reviewing Surveys

Users have the capability to review all surveys in a read-only mode.

- Scroll down the **Financial Management and System of Internal Controls** page and select **Grant Package**.
- Select the caret to expand the **Data Requested with Application** section.
- Select each caret to expand the associated surveys.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled 'Grant Package ( ) PENDING-DRAFT'. A progress bar shows stages: INITIATE (checked), COMPLETE AND SUBMIT (active), REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. Below the progress bar, the 'Information' tab is selected, and the 'Grant Package' sub-tab is highlighted. The 'Data Requested with Application' section is expanded, showing 'CHP Solicitation FY2024'. The form content includes questions about agency eligibility, such as '1. Type of Agency (check one)' with 'Law Enforcement' selected, and '2. From the list below, please select the type of agency which best describes the applicant. Law Enforcement Entities: Sheriff'. A 'Back' button is at the bottom left, and 'Save' and 'Continue' buttons are at the bottom right. The right sidebar shows 'Additional Application Components' (Disclosure And Assurances, Other, Certify and Submit) and 'Participants (2)' (JohnElectronicBusinessPoc Doe, Entity Administrator; justgrants025.applicationsubmitte, Application Submitter).



# Proposal Narrative

# Proposal Narrative

## Steps 1 – 2

A **Proposal Narrative** is a document that describes an applicant's plans to carry out a proposed project.

- 1) If needed, check the **Notice of Funding Opportunity (NOFO)** for requirements. A quick link to the NOFO is displayed in the upper right corner of the screen.
- 2) Select **Upload**.

The screenshot displays the JUSTgrants system interface. At the top left is the JUSTgrants logo. The main header shows 'Grant Package ( 314a35419c8199d844ab )' with a 'PENDING-DRAFT' status and a due date of 'November 8, 2024 2:00:00 PM EST'. A navigation sidebar on the left includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The central content area features a 'Proposal Narrative' section with an 'Upload' button highlighted by a green circle labeled '2'. Below this is a progress bar with stages: INITIATE, COMPLETE AND SUBMIT (current), REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. A table below the progress bar provides details for the Opportunity ID (O-SMART-2025-196373-STG), NOFO ID (SI-196373), Funding Opportunity Title (FY24FormulaTemplate), Application Case ID (A-619507), Application Group Case ID (AG-148759), and SF424\_2\_1. On the right, a sidebar contains a 'Notice of Funding Opportunity Instructions' link (circled with a green '1') and a list of application components, with 'Proposal Narrative' highlighted. Below this is a 'Participants (2)' section listing JohnElectronicBusinessPoc Doe (Entity Administrator) and Justgrants025.applicationsubmitte (Application Submitter). At the bottom, there are 'Back', 'Save', and 'Continue' buttons.

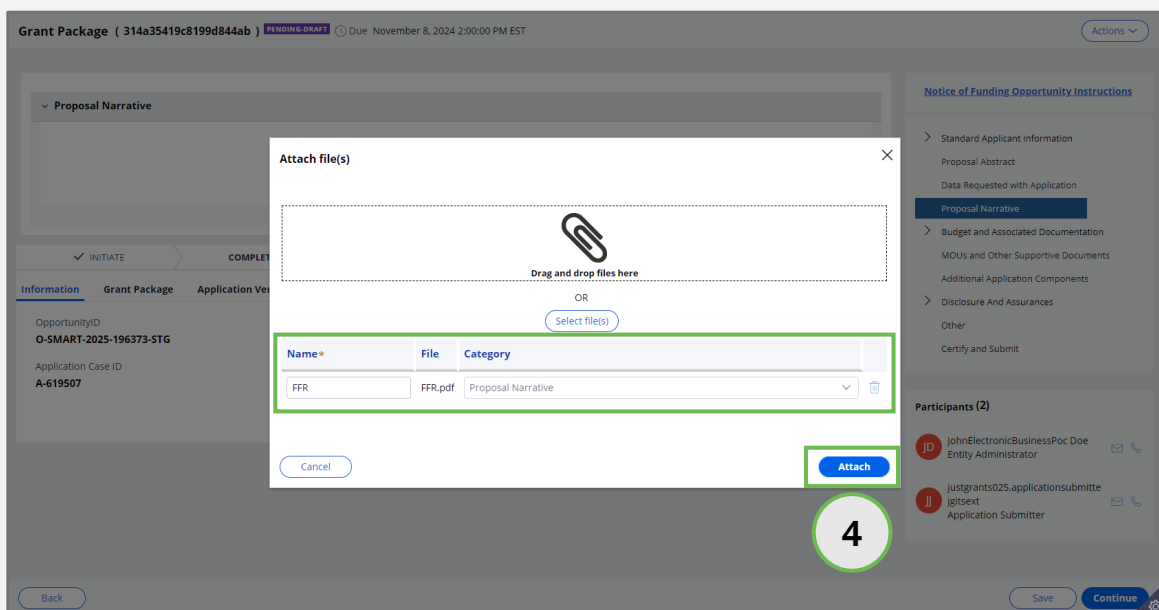
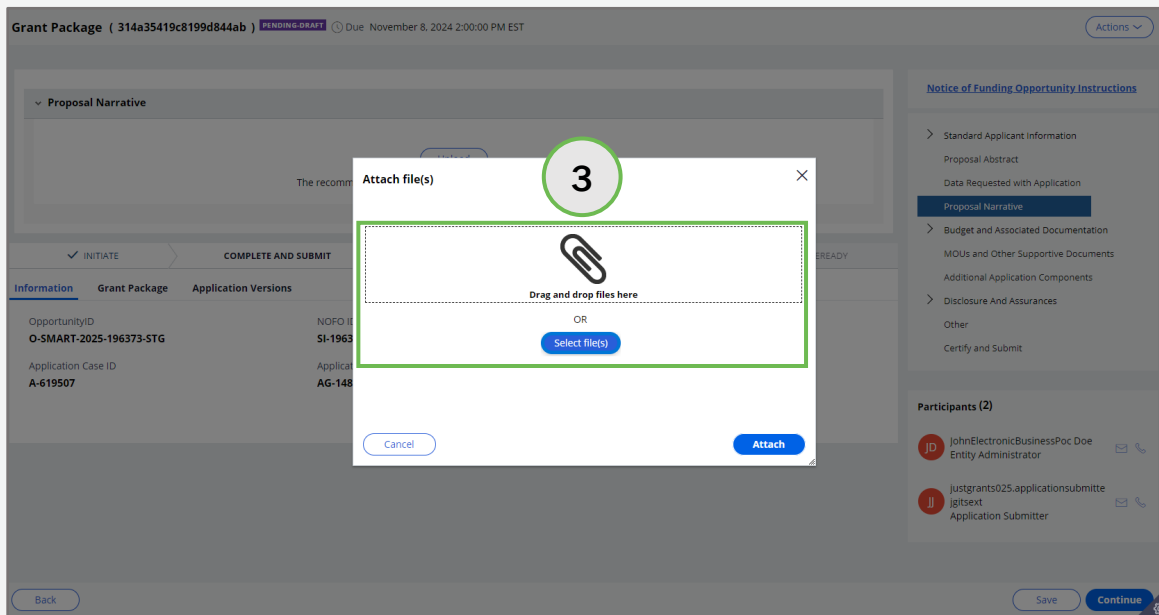
Information	Grant Package	Application Versions
OpportunityID <b>O-SMART-2025-196373-STG</b>	NOFO ID <b>SI-196373</b>	Funding Opportunity Title <b>FY24FormulaTemplate</b>
Application Case ID <b>A-619507</b>	Application Group Case ID <b>AG-148759</b>	SF424_2_1



# Proposal Narrative

## Steps 3 – 4

- 3) Attach file(s) within the pop-up window. Either drag and drop the file or use **Select file(s)**.
- 4) Verify the name of the file in the pop-up window and then select **Attach**.



# Proposal Narrative

## Steps 5 – 6

- 5) Verify the correct attachment was uploaded or select the **trash can** icon to remove.
- 6) Select **Continue** to progress to the next section of the application.

**NOTE:** For all uploads, file names are limited to 59 characters. If a file name is too long, a red-alert indicator appears on the file name. File sizes are limited to 25 mb. If a file was uploaded previously, JustGrants will not allow a second file to be uploaded with the same name. Change the name slightly to upload a second time.

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled "Grant Package ( 314a35419c8199d844ab ) PENDING-DRAFT" with a due date of "November 8, 2024 2:00:00 PM EST". The "Proposal Narrative" section is highlighted, showing an "Upload" button and a table of uploaded files. A green box highlights the first file, "FFR.pdf", with a circled "5" next to it. The table has the following columns: Name, Category, Created by, Date Added, and a trash icon. Below the table is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT (current), REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "Information" tab is active, showing details for the Opportunity ID (O-SMART-2025-196373-STG), Application Case ID (A-619507), NOFO ID (SI-196373), Application Group Case ID (AG-148759), and Funding Opportunity Title (FY24FormulaTemplate). The "Participants (2)" section lists "JohnElectronicBusinessPoc Doe" (Entity Administrator) and "justgrants025.applicationsubmitter" (Application Submitter). A circled "6" is next to the "Continue" button at the bottom right.

Name	Category	Created by	Date Added	
FFR.pdf	Proposal Narrative	justgrants025.applicationsubmitter jgltsext	11/07/2024	5

OpportunityID	NOFO ID	Funding Opportunity Title
O-SMART-2025-196373-STG	SI-196373	FY24FormulaTemplate

Application Case ID	Application Group Case ID	
A-619507	AG-148759	SF424_2_1



# Budget and Associated Documentation



# Budget Overview

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# Budget Methods

There are three options for entering a budget. Refer to the Notice of Funding Opportunity document to verify which type of budget is required:

- **Web-based** – Budget entries are made by line item in fields presented within a JustGrants application.
- **Attachment** – Budget entries are made on a separate spread sheet and uploaded into a JustGrants application.
- **None** – In some specific circumstances (e.g., some formula programs) a budget may not be required for a JustGrants application.

COPS Office, OJP, and OVW present different budget methods in their applications. Locate the DOJ office offering funding for the application. Refer to the table below for additional budget guidance.

DOJ Office	Budget Quick Reference Guide
Office of Community Oriented Policing Services (COPS)	<a href="#">COPS Web-based Budget</a>
Office of Justice Programs (OJP)	<a href="#">OJP Web-based Budget</a> or <a href="#">OJP Attached Budget</a>
Office on Violence Against Women (OVW)	<a href="#">OVW Attached Budget</a>



# Web-based Budget Documentation

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# Web-based Budget Documentation

## Overview

When a funding opportunity requires a web-based budget, the system will display a list of budget categories in the right navigation menu. The applicant must enter proposed costs within each applicable category.

As the applicant views each category, prompts are displayed to guide the applicant through the required information in the budget category line-item list.

The additional narrative text field below the line-item list can be used to provide additional information about proposed expenses.

JUSTgrants JUSTICE GRANTS SYSTEM

Grant Package ( 00800568 ) PENDING-DRAFT Due December 31, 2026 12:13:00 PM EST

Home Entry Profile Entry Users Entry Documents Applications Federal Forms

Year 1

Instructions

Travel

+ Add Item X Delete Item

Compute the cost of each type of expense X the number of people traveling.

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1 Enter Purpose of Travel	Enter Location	Select...	--	\$ Enter Cost	Enter Ql	Enter # o	Enter # o	\$0.00	\$ Enter Non-Federal Amount	\$0.00	

Travel Total Cost Total Non-Federal Amt Total Federal Amount  
\$0 (Match or Prog Inc) \$0 \$0

Additional Narrative

Font Size Bold Italic Underline Link Unlink Bulleted List Numbered List Indent Outdent Undo Redo

Notice of Funding Opportunity Instructions

- Standard Applicant Information
- Proposal Abstract
- Data Requested with Application
- Proposal Narrative
- Budget and Associated Documentation
  - Conference Costs
  - Personnel
  - Fringe Benefits
  - Travel
  - Equipment
  - Supplies
  - Construction
  - SubAwards (Subgrants)
  - Procurement Contracts
  - Other Costs
  - Indirect Costs
- Consolidated Category Summary
- Budget / Financial Attachments
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

Participants (3)

SF Serena Francesca Entity Administrator

Back Save Continue

# Web-based Budget Documentation

## Steps 1 – 2

After all proposed budget amounts have been entered, the totals will display in the Budget Totals section of the Consolidated Category Summary.

- 1) Open the **Consolidated Category Summary** section.
- 2) Scroll down to find the budget totals.

**Grant Package ( 00821183 )** PENDING-DRAFT ⌚ Due November 30, 2024 2:51:00 PM

Budget Category	Year 1	Total
Personnel	\$0	\$0
Fringe Benefits	\$0	\$0
Travel	\$100	\$100
Equipment	\$1,000	\$1,000
Supplies	\$0	\$0
Construction	\$0	\$0
SubAwards	\$0	\$0
Procurement Contracts	\$0	\$0
Other Costs	\$0	\$0
<b>Total Direct Costs</b>	<b>\$1,100</b>	<b>\$1,100</b>
Indirect Costs	\$0	\$0
<b>Total Project Costs</b>	<b>\$1,100</b>	<b>\$1,100</b>

**Consolidated Category Summary**

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

**Grant Package ( 00821183 )** PENDING-DRAFT ⌚ Due November 30, 2024 2:51:00 PM

	Total	Percentage
<b>Total Project Cost</b>	<b>\$1,100</b>	
<b>Federal Funds</b>	<b>\$500</b>	<b>45.45%</b>
<b>Non-Federal Amount</b>	<b>\$600</b>	<b>54.55%</b>
Match Amount	\$600	54.55%
Program Income	<input type="text" value="\$0"/>	0.00%

**Budget Totals**

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount



# Web-based Budget Documentation

## Steps 3 – 5

- 3) Scroll down to find the **Budget Detail Summary View** section.
- 4) Select carets to expand and view budget categories.
- 5) Select **Continue**.

**Grant Package ( 00821183 )** PENDING-DRAFT Due: November 30, 2024 2:51:00

### Budget Detail Summary View

**Budget Category**

- Personnel
- Fringe Benefits
- Travel

**Budget Year**

- Year 1

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1 Training		Transportation	Round-Trip	\$100.00	1.00	1.00	1.00	\$100.00	\$100.00	\$0.00

Travel Total Cost: \$100    Total Non-Federal Amt (Match or Prog Inc): \$100    Total Federal Amount: \$0

Additional Narrative

Equipment

Back    Save    **Continue**

# Web-based Budget Documentation

## Steps 6 – 7

When the **Continue** button is selected, the system checks for budget errors. Budget errors are displayed in a banner at the top of the page. Additionally, corresponding red-alert indicators are displayed within the page. If red-alert indicators appear next to value(s), hover over the indicator to review further instructions.

- 6) Correct all errors.
- 7) Select **Continue** to proceed.

The screenshot displays the JUSTgrants web application interface. At the top, the JUSTgrants logo and navigation menu are visible. The main content area shows a 'Grant Package (00821183)' in a 'PENDING-DRAFT' status, with a due date of November 30, 2024, at 2:51:00 PM EST. A red alert banner at the top lists three errors: 'Federal Estimated Funding' (mismatch with Consolidated Category Summary), 'Applicant Estimated Funding' (mismatch with Match Amount), and 'Total Estimated Funding' (mismatch with Total Project Cost). Below this, a table shows 'Total Project Costs' with values of \$1,100 for both 'Federal' and 'Non-Federal' categories. A 'Budget Totals' table follows, with a red alert next to the 'Total Project Cost' of \$1,100. A tooltip explains that the values in the Budget Summary and Standard Applicant Information sections are inconsistent. The 'Match Amount' is \$600 (54.55%), and 'Program Income' is \$0 (0.00%). On the right, there are sections for 'Additional Application Components' and 'Participants (2)'. At the bottom, a 'Back' button is on the left, and 'Save' and 'Continue' buttons are on the right. A green circle with the number '6' is overlaid on the left side, and another green circle with the number '7' is overlaid on the 'Continue' button.

	Total	Percentage
Total Project Cost	\$1,100	
Federal Funds	\$500	
Non-Federal Amount	\$600	
Match Amount	\$600	54.55%
Program Income	\$0	0.00%

# Web-based Budget Detail Comparison

Web-based budget summary totals must be identical to the information entered in the [Standard Applicant Information](#) section to successfully submit the application. If the numbers do not align, a red-alert indicator will display.

Verify entered values correspond with values entered in the [Standard Applicant Information](#) section of the application. If a red-alert indicator appears next to the number(s), hover over the indicator to review further instructions and correct any discrepancies.

## Standard Application Information

**Project Information**

Project Title:  Proposed Project Start Date:  Proposed Project End Date:

Federal Estimated Funding:  Applicant Estimated Funding:  Program Income Estimated Funding:

Total Estimated Funding:

## Budget Summary

Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Construction	\$0	\$0	\$0
SubAwards	\$0	\$0	\$0
Procurement Contracts	\$0	\$0	\$0
Other Costs	\$0	\$0	\$0
<b>Total Direct Costs</b>	<b>\$67,876</b>	<b>\$58,075</b>	<b>\$125,951</b>
Indirect Costs	\$0	\$0	\$0
<b>Total Project Costs</b>	<b>\$67,876</b>	<b>\$58,075</b>	<b>\$125,951</b>
<b>Federal</b>	<b>\$67,796</b>	<b>\$58,028</b>	<b>\$125,824</b>

Budget Totals		
	Total	Percentage
<b>Total Project Cost</b>	\$125,951	
<b>Federal Funds</b>	\$125,824 <span style="color:red">▲</span>	99.90%
<b>Non-Federal Amount</b>	\$127	0.10%
Match Amount	\$127 <span style="color:red">▲</span>	0.10%
Program Income	<input type="text" value="\$"/>	0.00%

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount



# Budget/Financial Attachments

---

# Budget/Financial Attachments

## Steps 1 – 2

In some cases, applications require the budget to be uploaded as an attachment or series of attachments. Notice that there is a separate **Upload** button for each section.

- 1) Open the **Budget/Financial Attachments** section.
- 2) Select **Upload** if the budget section of the application appears as a displayed image to upload a spreadsheet with the budget figures.

The screenshot displays the JUSTgrants application submission interface. The main content area shows a section titled "Budget Worksheet and Budget Narrative (attachment)\*" with an "Upload" button. A green box highlights this section, and a circled "2" is placed above it. The right sidebar contains a navigation menu with "Budget / Financial Attachments" highlighted, and a circled "1" is placed next to it. Below the navigation menu, there are sections for "Participants (3)" and "Save" and "Continue" buttons at the bottom right.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Grant Package ( 00815019 ) **PENDING-DRAFT** Due June 29, 2025 11:22:00 AM

2

Upload

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

1

Notice of Funding Opportunity Instructions

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

Participants (3)

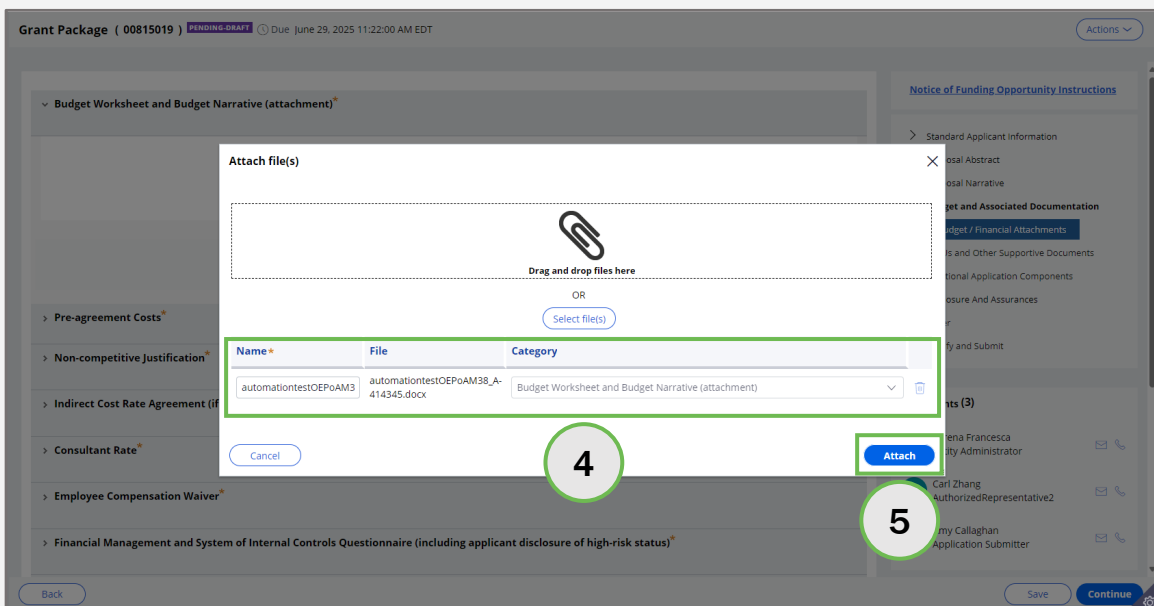
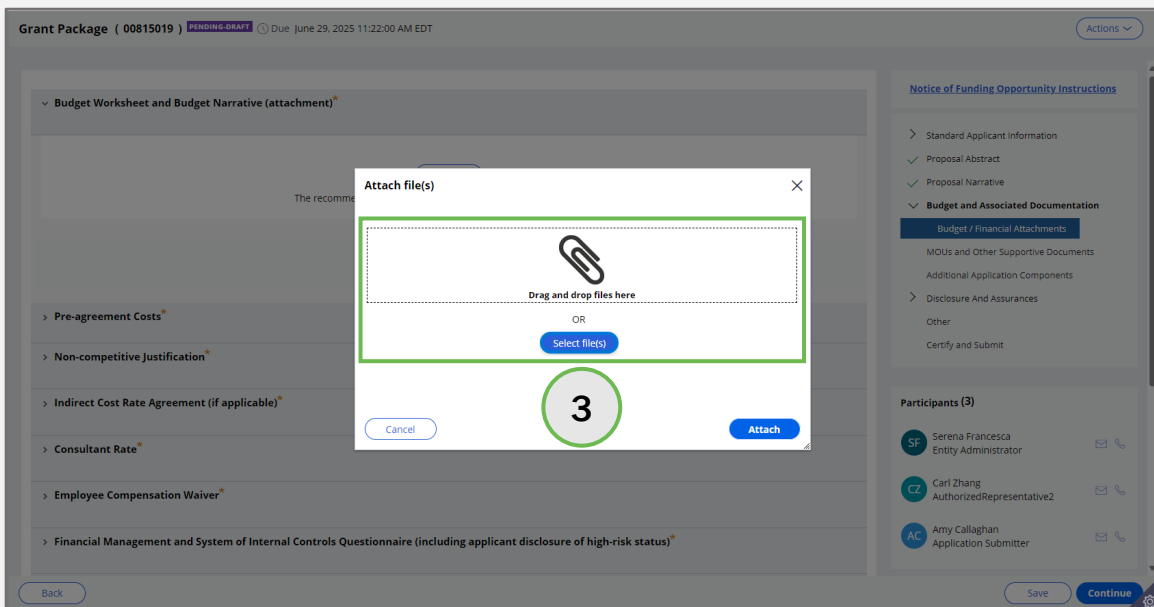
- SF Serena Francesca Entity Administrator
- CZ Carl Zhang AuthorizedRepresentative2
- AC Amy Callaghan Application Submitter

Back Save Continue

# Budget/Financial Attachments

## Steps 3 – 5

- 3) Drag and drop the budget file or use the **Select file(s)** button to upload the budget spreadsheet.
- 4) Change the file name if needed. The file is stored in the **Budget Worksheet and Budget Narrative** (attachment) category.
- 5) Select **Attach**.



# Budget/Financial Attachments

## Steps 6 – 9

- 6) The file is attached in the section of the application that corresponds with the file category selected upon upload.
- 7) Select the **trash can** icon to delete attached file, if needed.
- 8) Continue uploading all budget and financial files as required in the application.
- 9) Select **Continue** to progress to the next section of the application.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Federal Forms

Grant Package ( 00815019 ) **PENDING-DRAFT** Due June 29, 2025 11:22:00 AM EDT

**Budget Worksheet and Budget Narrative (attachment)\***

Upload

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

Name	Category	Created by	Date Added
automationtestOEPoAM38_A-414345.docx	Budget Worksheet and Budget Narrative (attachment)	Amy Callaghan	10/01/2024

**Pre-agreement Costs\***

**Non-competitive Justification\***

**Indirect Cost Rate Agreement (if applicable)\***

**Consultant Rate\***

**Employee Compensation Waiver\***

**Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)\***

Back

**Notice of Funding Opportunity Instructions**

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

**Participants (3)**

- SF Serena Francesca Entity Administrator
- CZ Carl Zhang AuthorizedRepresentative2
- AC Amy Callaghan Application Submitter

Save **Continue**



**Memoranda of Understanding  
(MOU) and Other Supportive  
Documents**



# MOU and Other Supportive Documents

## Steps 1 – 2

- 1) Open the **MOUs and Other Supportive Documents** section.
- 2) Select **Upload**.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Memoranda of Understanding (MOUs) and Other Supportive Documents" and features an "Upload" button highlighted with a green box and a circled "2". Below the upload area is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREAD. The "REVIEW" step is highlighted with a green box and a circled "1".

The right sidebar contains a "Notice of Funding Opportunity Instructions" section with a list of items: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents (highlighted with a green box and a circled "1"), Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below this is a "Participants (4)" section listing four individuals: Serena Francesca (Entity Administrator), MD Kamal (Authorized Representative), Carlos Gastelum (Authorized Representative 2), and Amy Callaghan (Application Submitter).

The bottom of the interface includes a "Back" button, a "Save" button, and a "Continue" button.

# MOU and Other Supportive Documents

## Steps 3 – 5

- 3) Drag and drop MOUs or other documentation into the white field or use **Select file(s)** to locate the file on the computer.
- 4) Change the name of the file if needed. The category will display as "Memoranda of Understanding (MOUs) and Other Supportive Documents."
- 5) Select **Attach**.

The top screenshot shows the 'Attach file(s)' dialog box with a '3' circled around the 'Select file(s)' button. The bottom screenshot shows the same dialog box with a table of files and a '5' circled around the 'Attach' button.

Name *	File	Category
O-SMART-2024-190924-S	O-SMART-2024-190924-STG-DY_SJP_SUPP_WBB_CC-V1_S1-190924.pdf	Memoranda of Understanding (MOUs) and Other Supportive Documents

# MOU and Other Supportive Documents

## Steps 6 – 7

- 6) Continue uploading all relevant documentation as required in the funding opportunity.
- 7) Select **Continue** to progress to the next section of the application.

The screenshot displays the JUSTgrants application interface. The main content area is titled "Memoranda of Understanding (MOUs) and Other Supportive Documents" and features an "Upload" button highlighted with a green circle and the number 6. Below the upload area, a table lists a document with the following details:

Name	Category	Created by	Date Added
<a href="#">O-SMART-2024-190924-STG-DY_OJP_SUPP_WBB_CC-V1_SL-190924.pdf</a>	Memoranda of Understanding (MOUs) and Other Supportive Documents	Amy Callaghan	09/27/2024

The interface also shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "COMPLETE AND SUBMIT" step is currently active. On the right side, there is a "Participants (4)" list with the following members:

- SF: Serena Francesca, Entity Administrator
- MK: MD Kamal, Authorized Representative
- CG: Carlos Gastelum, AuthorizedRepresentative2
- AC: Amy Callaghan, Application Submitter

The "Continue" button is highlighted with a green circle and the number 7. The "Save" button is also visible.



# Additional Application Components

# Additional Application Components

## Steps 1 – 4


- 1) Open the **Additional Application Components** section.
- 2) Expand the appropriate caret(s) to display the **Upload** button. Required components are marked with a red asterisk.
- 3) Select **Upload** and follow the prompts to attach a file.
- 4) Select **Continue** to proceed.

The screenshot displays the JUSTgrants application submission interface. The main content area shows a list of application components, with 'Curriculum Vitae or Resumes\*' selected and expanded. The 'Upload' button is highlighted with a red box and a red circle labeled '3'. The 'Additional Application Components' section in the right-hand sidebar is highlighted with a red box and a red circle labeled '1'. The 'Continue' button at the bottom right is highlighted with a red box and a red circle labeled '4'. The 'Applications' link in the left-hand sidebar is highlighted with a red box and a red circle labeled '2'. The 'Grant Package (00815034) PENDING-DRAFT' status is shown at the top. The 'Participants (4)' list includes Serena Francesca (Entity Administrator), MD Kamal (Authorized Representative), Carlos Gastelum (Authorized Representative 2), and Amy Callaghan (Application Submitter).

Information	Grant Package	Application Versions
OpportunityID <b>O-COPS-2024-200050-QA</b>	NOFO ID <b>SI-200050</b>	Funding Opportunity Title <b>CB Test</b>
Application Case ID <b>A-414688</b>	Application Group Case ID <b>AG-223017</b>	SF424_2_1 --

The background is a solid dark blue. On the left side, there is a thin vertical light green line. A large, downward-pointing chevron shape is formed by two light blue areas with a fine halftone dot pattern, meeting at a point at the bottom center. The text 'Disclosures and Assurances' is positioned in the upper left quadrant of the dark blue area.

# Disclosures and Assurances



# Disclosure of Lobbying Activities

# Disclosure of Lobbying Activities

## Steps 1 – 2

Applicants are required by law to complete and submit a lobbying disclosure form (**Standard Form [SF-LLL]**) if they have paid or will pay any person to lobby in connection with the award for which they are applying, **and** the application is for an award value of more than \$100,000.

**NOTE:** This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organizations, that are permitted by other federal law.

- 1) Open **Disclosures and Assurances.**
- 2) Open **Disclosure of Lobbying Activities.**

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00815034 ) **PENDING-DRAFT** Due June 30, 2026 3:47:00 PM EDT

### Disclosure of Lobbying Activities\*

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying **AND** this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69.

**Note:** Most applicants do not engage in activities that trigger this disclosure requirement.

Is the applicant required to complete and submit a lobbying disclosure form (SF-LLL) for this application?

No  
 Yes

**1**  
**2**

**Notice of Funding Opportunity Instructions**

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- ✓ Additional Application Components
- ▼ **Disclosure And Assurances**
  - Disclosure Of Lobbying Activities**
  - DOJ Certified Standard Assurances
  - DOJ Certifications Regarding Lobbying
  - Other Disclosures and Assurances
  - Declaration and Certification to DOJ as to Application Submission
  - Other
  - Certify and Submit

**Participants (4)**

- SF Serena Francesca  
Entity Administrator

Back Save Continue

Information Grant Package Application Versions

OpportunityID	NOFO ID	Funding Opportunity Title
O-COPS-2024-200050-QA	SI-200050	CB Test
Application Case ID	Application Group Case ID	SF424_2_1
A-414688	AG-223017	--

Training Resources  
Privacy Policy



# Disclosure of Lobbying Activities

Select Yes or No

- If the applicant selects **No**, they are not required to complete or submit an SF-LLL.
- If the applicant selects **Yes**, they are required to complete and submit an SL-LLL.

**“No”  
Option**

**Grant Package ( 00815034 )** PENDING-DRAFT Due June 30, 2026 3:47:00 PM EDT

### Disclosure of Lobbying Activities\*

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69.

**Note:** Most applicants do not engage in activities that trigger this disclosure requirement.

Is the applicant required to complete and submit a lobbying disclosure form (SF-LLL) for this application?

No  Yes

The applicant is not required to submit a lobbying disclosure under 31 U.S.C. 1352 for this application.

**Information** Grant Package Application Versions

OpportunityID <b>O-COPS-2024-200050-QA</b>	NOFO ID <b>SI-200050</b>	Funding Opportunity Title <b>CB Test</b>
Application Case ID <b>A-414688</b>	Application Group Case ID <b>AG-223017</b>	SF424_2_1 <b>--</b>

Back Save Continue

**“Yes”  
Option**

**Grant Package ( 00815034 )** PENDING-DRAFT Due June 30, 2026 3:47:00 PM EDT

### Disclosure of Lobbying Activities\*

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69.

**Note:** Most applicants do not engage in activities that trigger this disclosure requirement.

Is the applicant required to complete and submit a lobbying disclosure form (SF-LLL) for this application?

No  Yes

The applicant must [download the SF-LLL](#), complete it, and upload it to the application package. The application cannot be submitted until this form is uploaded.

Upload

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

Name	Category	Created by
Form SFLLL 2 0-32.0.pdf	LobbyingActivitiesDisclosure	--

Back Save Continue

**NOTE: A link is provided to download and complete the SF-LLL.**

# Disclosure of Lobbying Activities

## Steps 3 – 4

- 3) If yes, drag and drop the completed SF-LLL into the white field or use **Select file(s)** to locate the file on the computer. The completed SF-LLL is visible and is automatically assigned to the **Lobbying Activities Disclosure** category
- 4) Select **Attach** and then **Continue** to move to the next application section.

Grant Package ( 00815034 ) PENDING-DRAFT Due: June 30, 2026 3:47:00 PM EDT

### Disclosure of Lobbying Activities \*

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an official action of a member of Congress, or other employee of a member of Congress, or any other official or employee of the Federal Government, or any other official or employee of a member of Congress.

Note: Most applicants do not engage in activities that trigger this disclosure requirement.

Is the applicant required to complete and submit a lobbying disclosure form (SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000?

No  Yes

The applicant must download the SF-LLL, complete it, and upload it to this application.

The recommender must complete and submit a lobbying disclosure form (SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000.

Attach file(s)

Drag and drop files here

OR

Select file(s)

Cancel Attach

3

Name: Form SFLLL\_2\_0-V2.0.pdf Category: LobbyingActivitiesDisclosure Created by: --

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Back Save Continue

Grant Package ( 00815034 ) PENDING-DRAFT Due: June 30, 2026 3:47:00 PM EDT

### Disclosure of Lobbying Activities \*

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an official action of a member of Congress, or other employee of a member of Congress, or any other official or employee of the Federal Government, or any other official or employee of a member of Congress.

Note: Most applicants do not engage in activities that trigger this disclosure requirement.

Is the applicant required to complete and submit a lobbying disclosure form (SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000?

No  Yes

The applicant must download the SF-LLL, complete it, and upload it to this application.

The recommender must complete and submit a lobbying disclosure form (SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000.

Attach file(s)

Drag and drop files here

OR

Select file(s)

Name *	File	Category
Form SFLLL_2_0-V2.0_DDOJ	Form SFLLL_2_0-V2.0_DDOJ-FW-GMS-WORK-APPLICATIONTESTCASE-A414688.pdf	LobbyingActivitiesDisclosure

Cancel Attach

4

Name: Form SFLLL\_2\_0-V2.0.pdf Category: LobbyingActivitiesDisclosure Created by: --

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Back Save Continue



# OJP Disclosure of Duplication in Cost Items

# OJP Disclosure of Duplication in Cost Items Overview

OJP applicants must disclose whether they have (or are proposed as a subrecipient under) any pending applications within the past 12 months for federally funded grants or cooperative agreements that:

- Include requests for funding to support the same project being proposed in the application under this solicitation;
- Would cover any identical cost items outlined in the budget as part of the application under this funding opportunity. The applicant must disclose applications made directly to federal awarding agencies, plus applications for subawards of federal funds.

# OJP Disclosure of Duplication in Cost Items

## Steps 1 – 3

- 1) Open the **Disclosure of Duplication In Cost Items** section.
- 2) Select either **No** or **Yes** to the question whether the applicant has any pending applications in the past 12 months.
- 3) If **No**, select **Continue**.

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package ( 00816725 )" and is in a "PENDING-DRAFT" state, due on July 30, 2027. The interface includes a left sidebar with navigation options like Home, Entity Profile, and Applications. The main content area features a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "COMPLETE AND SUBMIT" step is active, and the "Disclosure of Duplication in Cost Items" section is highlighted with a green box and a circled "1". This section contains a question about pending applications in the last 12 months, with radio buttons for "No" (selected) and "Yes". A "Back" button is located at the bottom left of the main content area. On the right side, there is a "Notice of Funding Opportunity Instructions" panel with a list of sections, including "Disclosure of Duplication in Cost Items" which is highlighted with a blue box and a circled "1". Below this panel is a "Participants (4)" section with a user profile for Serena Francesca. At the bottom right, there are "Save" and "Continue" buttons, with "Continue" highlighted by a green box and a circled "3". A circled "2" is placed over the "Applications" link in the left sidebar.

**Grant Package ( 00816725 )** PENDING-DRAFT Due July 30, 2027 12:44:00 PM EDT

**Applicant Disclosure of Duplication in Cost Items\***

No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this funding opportunity and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this funding opportunity.

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

**Information** Grant Package Application Versions

OpportunityID	NOFO ID	Funding Opportunity Title
O-BJA-2024-204224-QA	SI-204224	CS
Application Case ID	Application Group Case ID	SF424_2_1
A-422474	AG-212798	--

**Notice of Funding Opportunity Instructions**

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
  - Disclosure Of Lobbying Activities
  - Disclosure of Duplication in Cost Items**
  - DOJ Certified Standard Assurances
  - DOJ Certifications Regarding Lobbying
  - Other Disclosures and Assurances
  - Declaration and Certification to DOJ as to Application Submission
  - Other
  - Certify and Submit

Participants (4)

SF Serena Francesca

Back Save Continue

# OJP Disclosure of Duplication in Cost Items

## Step 4

4) If **Yes**, add the duplicate cost item by selecting **Add Item** and inserting the following:

- Federal or State Funding Agency
- Solicitation (NOFO) Name/Project Name
- Grantor POC Name
- Grantor POC Phone
- Grantor POC Email

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00816725 ) **PENDING-DRAFT** ⌚ Due July 30, 2027 12:44:00 PM EDT

### Applicant Disclosure of Duplication in Cost Items\*

No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this funding opportunity and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this funding opportunity.

[+ Add Item](#) [X Delete](#)

Federal or State Funding Agency	Solicitation Name/Project Name	Grantor POC Name	Grantor POC Phone	Grantor POC Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Information	Grant Package	Application Versions
Opportunity ID <b>O-BJA-2024-204224-QA</b>	NOFO ID <b>SI-204224</b>	Funding Opportunity Title <b>CS</b>
Application Case ID <b>A-422474</b>	Application Group Case ID <b>AG-212798</b>	SF424_2_1 <b>--</b>

Participants (4)  
SF Serena Francesca

Back Save Continue

# OJP Disclosure of Duplication in Cost Items

## Steps 5 – 7

- 5) Select **Add Item** to add additional duplicate cost items and complete applicable text boxes.
- 6) Select **Delete** after highlighting items or rows to delete items or rows.
- 7) Select **Continue**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00816725 ) **PENDING-DRAFT** Due July 30, 2027 12:44:00 PM EDT

### Applicant Disclosure of Duplication in Cost Items\*

No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this funding opportunity and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this funding opportunity.

**5** [+ Add Item](#) [X Delete](#) **6**

Federal or State Funding Agency	Solicitation Name/Project Name	Grantor POC Name	Grantor POC Phone	Grantor POC Email
Health and Human Services	Drug Free Community	John Doe	123-234-3456	JDoe@gmail.com

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

Information	Grant Package	Application Versions
OpportunityID <b>O-BJA-2024-204224-QA</b>	NOFO ID <b>SI-204224</b>	Funding Opportunity Title <b>CS</b>
Application Case ID <b>A-422474</b>	Application Group Case ID <b>AG-212798</b>	SF424_2_1 <b>--</b>

[Back](#) [Save](#) **7** [Continue](#)

**Notice of Funding Opportunity Instructions**

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- ✓ Additional Application Components
- > **Disclosure And Assurances**
- ✓ Disclosure Of Lobbying Activities
- Disclosure of Duplication in Cost Items**
- DOJ Certified Standard Assurances
- DOJ Certifications Regarding Lobbying
- Other Disclosures and Assurances
- Declaration and Certification to DOJ as to Application Submission
- Other
- Certify and Submit

**Participants (4)**

SF Serena Francesca



**DOJ Certified  
Standard Assurances**



# DOJ Certified Standard Assurances

## Steps 1 - 2

Applicants are required to review and accept the **U.S. Department of Justice Certified Standard Assurances** by selecting the checkbox at the bottom of each notice.

### 1) Select DOJ Certified Standard Assurances.

DOJ Certified Standard Assurances\*

OMB APPROVAL NUMBER 1121-0140  
EXPIRES 05/31/2019

U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award,  
b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and  
c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

Back

Notice of Funding Opportunity Instructions

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- ✓ Additional Application Components
- ✓ Disclosure And Assurances
  - DOJ Certified Standard Assurances
  - DOJ Certifications Regarding Lobbying
  - Other Disclosures and Assurances
  - Declaration and Certification to DOJ as to Application Submission
  - Other
  - Certify and Submit

Participants (4)

SF Serena Francesca  
Entity Administrator

Save Continue

### 2) Select the checkbox after reading each notice. The applicant's Signer ID and Signing Date/Time are displayed below the acknowledgement checkbox.

2

Please Acknowledge \*

I 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. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

SignerID  
justgrants026.applicationssubmitter@gmail.com

Signing Date / Time  
9/26/24 12:22 PM



# **DOJ Certifications Regarding Lobbying**

# DOJ Certifications Regarding Lobbying

## Steps 1 - 2

Applicants must review and accept the U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-free Workplace Requirements; or Coordination with Affected Agencies by selecting the checkbox at the bottom of the notice.

### 1) Select DOJ Certifications Regarding Lobbying.

The screenshot shows a web form titled "DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing". The form is divided into two main sections: "1. LOBBYING" and "2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS". The "1. LOBBYING" section contains text regarding federal funding and lobbying activities. The "2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS" section contains text regarding nonprocurement debarment and suspension. On the right side of the form, there is a navigation menu with a list of sections. The "DOJ Certified Standard Assurances" checkbox is highlighted with a green circle and the number "1". Below the navigation menu, there is a "Participants (4)" section with a profile card for Serena Francesca Enty Administrator. At the bottom of the form, there are "Back", "Save", and "Continue" buttons.

### 2) Select the checkbox after reading the notice. The applicant's Signer ID and Signing Date/Time are displayed below the acknowledgement checkbox.

The screenshot shows the "Please Acknowledge" section of the form. A green circle with the number "2" highlights the acknowledgement checkbox. Below the checkbox, the Signer ID and Signing Date/Time are displayed.

Please Acknowledge \*

I 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. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

SignerID  
justgrants026.applicationssubmitter@gmail.com

Signing Date / Time  
9/26/24 1:25 PM



# Other Disclosures and Assurances

---

# Other Disclosures and Assurances

## Steps 1 – 3

- 1) Select **Other Disclosures and Assurances**.
- 2) Select **Upload** to add any files believed to be helpful to the Application. The following document types can be uploaded:
  - PDF;
  - Microsoft Word (.docx);
  - Excel (.xlsx).
- 3) Follow the prompts to upload a file from the computer and select **Continue** once done uploading files.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00815034 ) **PENDING-DRAFT** Due June 30, 2026 3:47:00 PM EDT

**Other Disclosures and Assurances**

[Upload](#)

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

**2**

Information	Grant Package	Application Versions
OpportunityID <b>O-COPS-2024-200050-QA</b>	NOFO ID <b>SI-200050</b>	Funding Opportunity Title <b>CB Test</b>
Application Case ID <b>A-414688</b>	Application Group Case ID <b>AG-223017</b>	SF424_2_1 --

**1**

**Other Disclosures and Assurances**

Declaration and Certification to DOJ as to Application Submission

Other

Certify and Submit

**Participants (4)**

SF Serena Francesca  
Entity Administrator

**3**

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



**Declaration and  
Certification to DOJ as to  
Application Submission**

---

# Declaration/Certification to DOJ as to Application Submission

## Steps 1 – 2

Applicants are required to review and accept the **Declaration and Certification to DOJ as to this Application Submission** by selecting the checkbox at the bottom of the notice.

- 1) Select **Declaration and Certification to DOJ as to Application Submission**.
- 2) Select the checkbox after reading the **Declaration and Certification to DOJ as to this Application Submission** notice. The applicant's Signer ID and Signing Date/Time are displayed below the acknowledgement checkbox.

The screenshot displays the JUSTgrants application submission interface. The main content area shows the "Declaration and Certification to the U.S. Department of Justice as to this Application Submission" notice. The notice text includes three numbered points regarding the declaration and certification process. Below the notice, there is a "Please Acknowledge" section with a checkbox labeled "I agree with the above statements." which is checked. The signer information is displayed below the checkbox, including the SignerID, email address, and signing date/time. A green circle with the number "1" highlights the "Declaration and Certification to DOJ as to Application Submission" option in the right-hand sidebar. Another green circle with the number "2" highlights the "I agree with the above statements." checkbox. The interface also shows a navigation menu on the left, a top navigation bar with the JUSTgrants logo, and a bottom navigation bar with a "Home" button.



Other



# Other

## Steps 1 – 3


The **Other** section is for file attachments that are not required in other application sections but may be needed for the application.

- 1) Select **Other**.
- 2) Select **Upload** and follow the prompts to upload a file. File names can be updated/changed, but the category will display as **Other** in the attachments category.
- 3) Select **Continue** to move to the next application section.

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and user information. The main content area is titled "Grant Package ( 00815034 ) PENDING-DRAFT" with a due date of June 30, 2026. The "Other" section is highlighted with a green circle labeled "2", and an "Upload" button is also highlighted with a green circle labeled "2". Below the "Other" section, a progress bar shows the current step as "COMPLETE AND SUBMIT". A table below the progress bar displays application details:

Information	Grant Package	Application Versions
OpportunityID <b>O-COPS-2024-200050-QA</b>	NOFO ID <b>SI-200050</b>	Funding Opportunity Title <b>CB Test</b>
Application Case ID <b>A-414688</b>	Application Group Case ID <b>AG-223017</b>	SF424_2_1 --

On the right side, the "Notice of Funding Opportunity Instructions" section is visible, with the "Other" category highlighted by a green circle labeled "1". Below this, the "Participants (4)" section lists four individuals: Serena Francesca (Entity Administrator), MD Kamal (Authorized Representative), Carlos Gastelum (Authorized Representative 2), and Amy Callaghan (Application Submitter). The "Continue" button at the bottom right is highlighted with a green circle labeled "3".



# **Certify and Submit Application in JustGrants**

# Certify and Submit

## Steps 1 – 3

- 1) Select **Certify and Submit**.
- 2) Select the carets to expand in the section accordion file to review the application.
- 3) Select **Check for Errors**.

**NOTE:** This check will confirm that required fields (marked with a red asterisk) were completed throughout the application.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package ( 00821181 )" and includes a "NEW" badge, a "Comp # (C-BJA-2024-195274-STG)", and a "Due" date of November 30, 2024 2:37:00 PM EST. Below this, it states "This CTAS application is applying for: PA#1, PA#2, PA#4." The "Certify and Submit" section is expanded, showing a list of application components with carets (chevrons) next to them. A green circle with the number "2" highlights the first five carets. A green circle with the number "1" highlights the "Certify and Submit" button in the right-hand sidebar. A green circle with the number "3" highlights the "Check for Errors" button at the bottom right of the interface. The sidebar also shows a "Participants (2)" section with two entries: "JohnElectronicBusinessPoc Doe" and "justgrants025 jgitsex Application Su".

# Certify and Submit

## Steps 4 – 5

- 4) Select the caret next to **Expand to view errors** to expand the accordion.
- 5) Review the error messages.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and user information. The main content area shows a 'Grant Package (00815034)' in a 'PENDING-DRAFT' status, with a due date of June 30, 2026. A red warning icon and message state: 'Before proceeding, please address the error(s) indicated below.' Below this, an accordion labeled 'Expand to view errors' is expanded, revealing a list of error messages. A green circle with the number '4' highlights the 'Expand to view errors' button, and another green circle with the number '5' highlights the error messages. The 'Certify and Submit' section is visible below the error messages, with expandable items for 'Standard Applicant Information', 'Proposal Abstract', and 'Proposal Narrative'. A 'Notice of Funding Opportunity Instructions' sidebar is also present on the right. At the bottom, there are 'Back', 'Save', 'Check for Errors', and 'Submit' buttons.

# Certify and Submit

## Steps 6 – 8

- 6) To fix errors in the application, expand the section(s) with the red alert indicator.
- 7) Select the **Edit application** link to go directly to that part of the application.
- 8) Correct the error and then return to the **Certify and Submit** section.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Grant Package ( 00815034 ) **PENDING-DRAFT** ⌚ Due June 30, 2026 3:47:00 PM EDT

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

Additional Application Components

Disclosure and Assurances ⚠

Disclosure of Lobbying Activities

DOJ Certified Standard Assurances ⚠ [Edit application](#)

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Other Disclosures and Assurances

Declaration and Certification to the DOJ as to this Application Submission

Other

Final Review and Certification of Application confirmation

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Back Save Check for Errors Submit

# Certify and Submit

Steps 9 – 10

9) Select the **Final Review and Certification of Application Confirmation** check box.

10) Select **Submit**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00816725 ) **PENDING-DRAFT** Due July 30, 2027 12:44:00 PM EDT

- > Budget and Associated Documentation
- > Memoranda of Understanding (MOUs) and Other Supportive Documents
- > Additional Application Components Requested Documentation
- > Disclosures and Assurances UPDATE
- > Other
- Final Review and Certification of Application confirmation

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

Information	Grant Package	Application Versions
OpportunityID <b>O-BJA-2024-204224-QA</b>	NOFO ID <b>SI-204224</b>	Funding Opportunity Title <b>CS</b>
Application Case ID <b>A-422474</b>	Application Group Case ID <b>AG-212798</b>	SF424_2_1 <b>--</b>

Participants (4)

- SF Serena Francesca Entity Administrator
- MR Multiple Roles AuthorizedRepresentative
- AC Amy Callaghan Application Submitter

Back Save Check for Errors **Submit**

# Certify and Submit

## Steps 11 - 12

- 11) View the confirmation message and note that the application status changes to **Submitted**.
- 12) Select **Close** from the **Actions** dropdown menu to close the application.

**NOTE:** Once the application is submitted, the Application Submitter(s), Authorized Representative, and Entity Administrator will receive an email confirming the application was submitted.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon labeled 'AC'. A left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a 'Grant Package (00816725)' with a 'SUBMITTED' status and a due date of 'July 30, 2027 12:44:00 PM EDT'. A green box highlights the 'SUBMITTED' status and the number '11'. Below this, a message states: 'Thank you! The next step in this case has been routed appropriately.' A table with three columns (OpportunityID, NOFO ID, and Funding Opportunity Title) is visible. A green box highlights the 'Actions' dropdown menu, which contains options: Refresh, No Actions, Recall Application, Print, and Close. The number '12' is placed next to the 'Close' option. A 'Participants (4)' list is shown on the right, including Serena Francesca (Entity Administrator), Multiple Roles (Authorized Representative), and Amy Callaghan (Application Submitter).

OpportunityID	NOFO ID	Funding Opportunity Title
O-BJA-2024-204224-QA	SI-204224	CS
Application Case ID	Application Group Case ID	SF424_2_1
A-422474	AG-212798	--



# Additional Guidance





**Locate an Application:  
Multiple Application  
Submitters**

# Multiple Application Submitters

## Step 1

Up to three (3) Application Submitters (AS) can be assigned to an application. However, only one AS can work on the application at a time.

- 1) Select **Applications** link from the JustGrants left navigation menu to see all applications associated with the entity.

The screenshot displays the JustGrants system interface. On the left, the navigation menu has the 'Applications' link highlighted with a green box and a circled '1'. The main content area shows a table of applications for 'New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As'. The table has columns for Application ID, Solicitation Title, Application Submitter, Authorized Representative, Status, Office, and Date Due. A green box highlights the first three columns of the first row. Below the table, there are fields for 'Choose Role' and 'Assign to' with a dropdown menu, and an 'Assign' button.

<input type="checkbox"/> Select All	Application ID	Solicitation Title	Application Submitter	Authorized Representative	Status	Office	Date Due
<input type="checkbox"/>	<a href="#">GRANT00799024</a>	DG TEST DATA	Amy Callaghan	--	Draft	OVW-Programmatic	08/23/2030
<input type="checkbox"/>	<a href="#">GRANT00800611</a>	Ashif-New Design 9/18/23	Amy Callaghan	Carlos Gastelum	Draft	OJP-BJA	02/21/2029
<input type="checkbox"/>	<a href="#">GRANT00800611</a>	Ashif-New Design 9/18/23	Amy Callaghan	MD Kamal	Draft	OJP-BJA	02/21/2029
<input type="checkbox"/>	<a href="#">GRANT00800611</a>	Ashif-New Design 9/18/23	Amy Callaghan	--	Draft	OJP-BJA	02/21/2029
<input type="checkbox"/>	<a href="#">GRANT00800611</a>	Ashif-New Design 9/18/23	Amy Callaghan	--	New	OJP-BJA	02/21/2029
<input type="checkbox"/>	<a href="#">GRANT00800611</a>	Ashif-New Design 9/18/23	Amy Callaghan	--	Draft	OJP-BJA	02/21/2029
<input type="checkbox"/>	<a href="#">GRANT00800611</a>	Ashif-New Design 9/18/23	Amy Callaghan	MD Kamal	Draft	OJP-BJA	02/21/2029
<input type="checkbox"/>	<a href="#">GRANT00801690</a>	Darsh test data for 241812	Amy Callaghan	MD Kamal	Draft	OVW-Programmatic	10/01/2027
<input type="checkbox"/>	<a href="#">GRANT00816725</a>	APP Submission Critical Sections	Amy Callaghan	--	Draft	OJP-BJA	07/30/2027
<input type="checkbox"/>	<a href="#">GRANT00799585</a>	Ashif- New Design	Amy Callaghan	--	Draft	OJP-BJA	12/31/2026

# Multiple Application Submitters

## Steps 2 – 3

- 2) Select the **Application ID** caret to expand and view all entity users associated with the application, including all Application Submitters.
- 3) Select the **Application ID** link to open the application.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a list of applications under the heading "Applications - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As". The first application, with ID "GRANT00748363", is highlighted. A green circle labeled "2" is around the dropdown arrow next to the Application ID, and another green circle labeled "3" is around the Application ID text itself. Below the application list, the "Application Details" section is visible, showing project information and a table of users.

Role	Assigned To	Name	Pending Assignments	Assigned to	Status
ApplicationSubmitter	BJASOLADMIN	Demo BJA - Solicitation Administrator	Standard Applicant Information Screen Flow	justgrants026@gmail.com	Pending-Draft
ApplicationSubmitter2	justgrantsapplicant24@gmail.c...	Amy Callaghan			
Authorized Representative	justgrants026.authorizedrep@...	MD Kamal			
Entity Administrator	justgrants026@gmail.com	JohnElectroniceBusinessPoc Doe			

# Multiple Application Submitters

## Step 4

4) To edit an application, the AS will either:

- Select the **Begin** link;
- Select **Edit Application** from the **Actions** dropdown menu if the **Begin** link is not visible.

**NOTE:** Only one AS can edit an application at a time. If another AS is currently working on the application, a message displays that reads: “User {Username} is currently editing the application. You cannot edit until {Username} closes the application.”

JUSTgrants JUSTICE GRANTS SYSTEM

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

Grant Package ( 00748363 ) PENDING-DRAFT Actions Print

Assignments

Task	Assigned to	
-- Standard Applicant Information Screen Flow (Complete and Submit)	SF Serena Francesca	4 Begin

Information Grant Package Application Versions

OpportunityID	NOFO ID	Funding Opportunity Title
O-OVW-2020-62153-QA	SI-62153	Test Solicitation 20

Recent documents (0)  
No documents

Participants (8)

- SF JohnElectronicBusinessPoc Doe Entity Administrator
- MK MD Kamal Authorized Representative
- AC Amy Callaghan ApplicationSubmitter2

JUSTgrants JUSTICE GRANTS SYSTEM

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

Grant Package ( 00815034 ) NEW Due June 30, 2026 3:47:00 PM EDT Actions Print

Assignments

Task	Assigned to	
1y Verify & Confirm (Initiate)	SF Serena Francesca	4 Edit application

Information

OpportunityID	NOFO ID	Funding Opportunity Title
O-COPS-2024-200050-QA	--	--

Participants (4)

- SF Serena Francesca Entity Administrator
- AC Amy Callaghan Application Submitter

# Multiple Application Submitters

## Step 5

- 5) Select **Submit** in the pop-up window to proceed with editing the application or **Cancel** to return without saving changes.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00815034)' with a 'NEW' status and a due date of 'June 30, 2026 3:47:00 PM EDT'. Below this, there is an 'Assignments' table with one entry: '1y Verify & Confirm (Initiate)' assigned to 'Serena Francesca'. To the right, there are sections for 'Recent documents (0)' and 'Participants (2)', listing 'Serena Francesca Entity Administrator' and 'Amy Callaghan Application Submitter'. A pop-up window titled 'Edit application' is overlaid on the screen, asking 'Are you sure you want to edit this application?' and providing 'Cancel' and 'Submit' buttons. A green circle with the number '5' is positioned in the top right corner of the pop-up window. The left sidebar contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The bottom left corner has links for Training Resources and Privacy Policy.



# Duplicate Application Submissions

# Duplicate Application Submissions

## Overview

Applicants can create multiple applications for unique projects under a single funding opportunity when the NOFO allows it.

The **Display duplicate cases** list identifies possible duplicate applications received from Grants.gov based on the entity identifier and NOFO title.

The screenshot shows the JUSTgrants Justice Grants System interface. The main content area displays a modal titled "Display duplicate cases" for grant package 00800611. The modal indicates that the deadline was 11 months ago and that the entity has submitted multiple applications under opportunity O-BJA-2023-158046-QA. A table lists the duplicate cases, and a form allows the user to select an option for application A-334137.

Case ID	Application Number	Created on	Case Status
<a href="#">A-334143</a>	GRANT00800611	Sep 18, 2023	Draft
<a href="#">A-334141</a>	GRANT00800611	Sep 18, 2023	Resolved-Duplicate
<a href="#">A-334139</a>	GRANT00800611	Sep 18, 2023	Draft
<a href="#">A-334135</a>	GRANT00800611	Sep 18, 2023	Draft
<a href="#">A-334133</a>	GRANT00800611	Sep 18, 2023	Draft
<a href="#">A-334132</a>	GRANT00800611	Sep 18, 2023	Draft

Select an option for A-334137 GRANT00800611 \*

Remove this application  Continue with this application

Buttons: Cancel, Save, Submit

Information section: OpportunityID: O-BJA-2023-158046-QA, NOFO ID, Funding Opportunity Title

Right sidebar: Recent documents (0), Participants (2) including Serena Francesca (Entity Administrator) and Amy Callaghan (Application Submitter).

# Duplicate Application Submissions

## Steps 1 – 2

- 1) Review the details of each application by selecting **Case ID**.
  - If the application represents a unique project, select **Continue with this application**.
  - If the application is a duplicate, select **Remove this application**. The case status will change to Duplicate-Resolved.
- 2) Select **Submit**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

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

Grant Package ( 00800611 ) **NEW** Due February 21, 2029 4:34:00 PM EST

The deadline was 11 months ago

**Display duplicate cases**  
DUE IN 11 MONTHS AGO

Your Entity has submitted multiple applications under opportunity O-BJA-2023-158046-QA.  
Review the potentially duplicate applications. Then select an option to either remove or continue with application A-334137 GRANT00800611.

Case ID	Application Number	Created on	Case Status
<a href="#">A-334143</a>	GRANT00800611	Sep 18, 2023	Draft
<a href="#">A-334141</a>	GRANT00800611	Sep 18, 2023	Resolved-Duplicate
<a href="#">A-334139</a>	GRANT00800611	Sep 18, 2023	Draft
<a href="#">A-334135</a>	GRANT00800611	Sep 18, 2023	Draft
<a href="#">A-334133</a>	GRANT00800611	Sep 18, 2023	Draft
<a href="#">A-334132</a>	GRANT00800611	Sep 18, 2023	Draft

Select an option for **A-334137 GRANT00800611** \*

Remove this application  Continue with this application

Cancel Save **Submit**

**Recent documents (0)**  
No documents

**Participants (2)**

- SF Serena Francesca Entity Administrator
- AC Amy Callaghan Application Submitter

Information

OpportunityID: O\_BJA\_2023\_158046\_QA NOFO ID Funding Opportunity Title





# Application Cancellation

# Application Cancellation

## Step 1

### IMPORTANT!

Cancelling an application is not reversible. Once an application is cancelled, it may not be reopened by an applicant. Grants.gov requires a *new* application submission for the NOFO if a previous application for that NOFO was cancelled.

- 1) After opening the application to be cancelled, select **Cancel Application** from the Actions dropdown menu.

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area shows a 'Grant Package (00815034)' in a 'PENDING-DRAFT' status, with a due date of June 30, 2026. The interface is divided into several sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. On the right side, there is a sidebar with a list of application components and a 'Participants (4)' section. A green box highlights the 'Actions' dropdown menu, which is open and shows the following options: Refresh, Cancel Application, Print, and Close. A large green circle with the number '1' is placed over the 'Cancel Application' option, indicating the step to be taken.

Standard Applicant Information		
Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
Office of Community Oriented Policing Services	O-COPS-2024-200050-QA	Test Solicitation
Competition Identification Number	Competition Identification Title	Due Date
--	--	June 30, 2026 3:47:00 PM EDT

CFDA Information	
CFDA Number	CFDA Program Title
16.031	Emmett Till Cold Case Investigations Program

Project Information		
Project Title	Proposed Project Start Date	Proposed Project End Date
Test Descriptive Title of Application's Project	1/1/2023	7/30/2024
Federal Estimated Funding	Applicant Estimated Funding	Program Income Estimated Funding
1,000.00	0.00	0.00
Total Estimated Funding		
1,000.00		

# Application Cancellation

## Steps 2 – 3

- 2) Enter a justification in the **Cancellation Reason** text box.
- 3) Select **Submit**.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00815034 ) **PENDING-DRAFT** Due June 30, 2026 3:47:00 PM EDT

Performing this action will cancel the application. This action cannot be undone. Do you wish to continue?

Case Resolve Status  
Resolved-Cancelled

Cancellation Reason \*

Enter reasoning for cancelling the application in the Cancellation Reason text box. After entering cancellation reasoning, select the Submit button.

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

Information	Grant Package	Application Versions
OpportunityID <b>O-COPS-2024-200050-QA</b>	NOFO ID <b>SI-200050</b>	Funding Opportunity Title <b>CB Test</b>
Application Case ID <b>A-414688</b>	Application Group Case ID <b>AG-223017</b>	SF424_2_1 --

Cancel

Submit

# Application Cancellation

## Step 4

- 4) Confirm application cancellation in the confirmation pop-up window.
  - Select **Yes** to cancel the application. The application status will become Resolved-Cancelled on the home page.
  - Select **No** to stop the application cancellation. JustGrants will return to the home page.

The screenshot shows the JUSTgrants interface with a confirmation pop-up window. The pop-up window is titled "Cancel Application" and contains the following text: "Warning: You are submitting a cancellation for your application. This action cannot be undone. Do you wish to continue?". There are two buttons: "No" and "Yes". The "Yes" button is highlighted with a green circle and the number "4". The background shows the application details for "Grant Package (00815034)" with a status of "PENDING-DRAFT". The "Case Resolve Status" is "Resolved-Cancelled". The "Cancellation Reason" field is empty. The "Submit" button is visible at the bottom right of the page.



# Application Recall

---

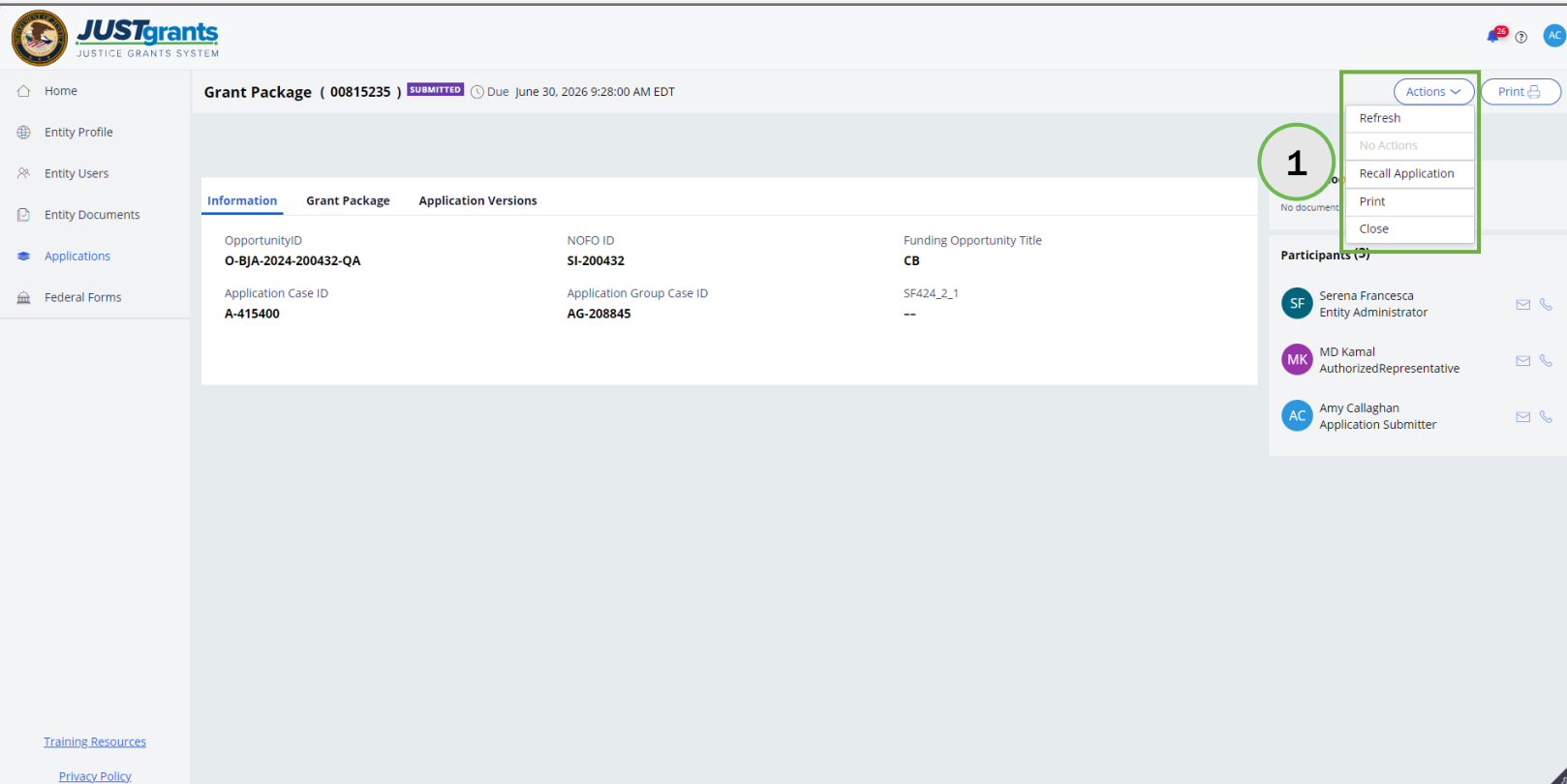
# Application Recall

## Step 1

### IMPORTANT!

The assigned Application Submitter can recall a submitted application before the JustGrants deadline. A recalled application must be resubmitted before the deadline, or the application will not be considered for award.

- 1) Once the application to be recalled has been selected, select **Recall Application** from the **Actions** menu.



JUSTgrants  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
Federal Forms

Grant Package ( 00815235 ) **SUBMITTED** ⌚ Due: June 30, 2026 9:28:00 AM EDT

Information	Grant Package	Application Versions
OpportunityID <b>O-BJA-2024-200432-QA</b>	NOFO ID <b>SI-200432</b>	Funding Opportunity Title <b>CB</b>
Application Case ID <b>A-415400</b>	Application Group Case ID <b>AG-208845</b>	SF424_2_1 --

Actions  
Refresh  
No Actions  
**Recall Application**  
Print  
Close

Participants (3)

- SF Serena Francesca  
Entity Administrator
- MK MD Kamal  
Authorized Representative
- AC Amy Callaghan  
Application Submitter

Training Resources  
Privacy Policy

# Application Recall

## Steps 2 – 3

- 2) Enter a reason for recalling the application in the **Recall Application Confirmation** pop-up window.
  - If you do not want to recall the application, select **Cancel** or **X**.
- 3) Select **Submit**. The application status will become **Pending-Draft**.

The screenshot displays the JUSTgrants Justice Grants System interface. A pop-up window titled "Recall Application Confirmation" is centered on the screen. The window contains the following text:

**Recall Application Confirmation**

If you recall this application, it will change to "Pending-Draft" status. The application will then become editable and will need to be submitted before the deadline.

If you want to continue with the recall action, please enter a reason for the recall and click submit. Otherwise, click cancel.

Reason \*

Enter a reason for the application recall in the Recall Application Confirmation text box. Then select Submit button. Selecting the Cancel button returns user to Home page.

At the bottom of the pop-up window, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a green circle and the number 3, and the "Cancel" button is highlighted with a green circle and the number 2.



# Print Application

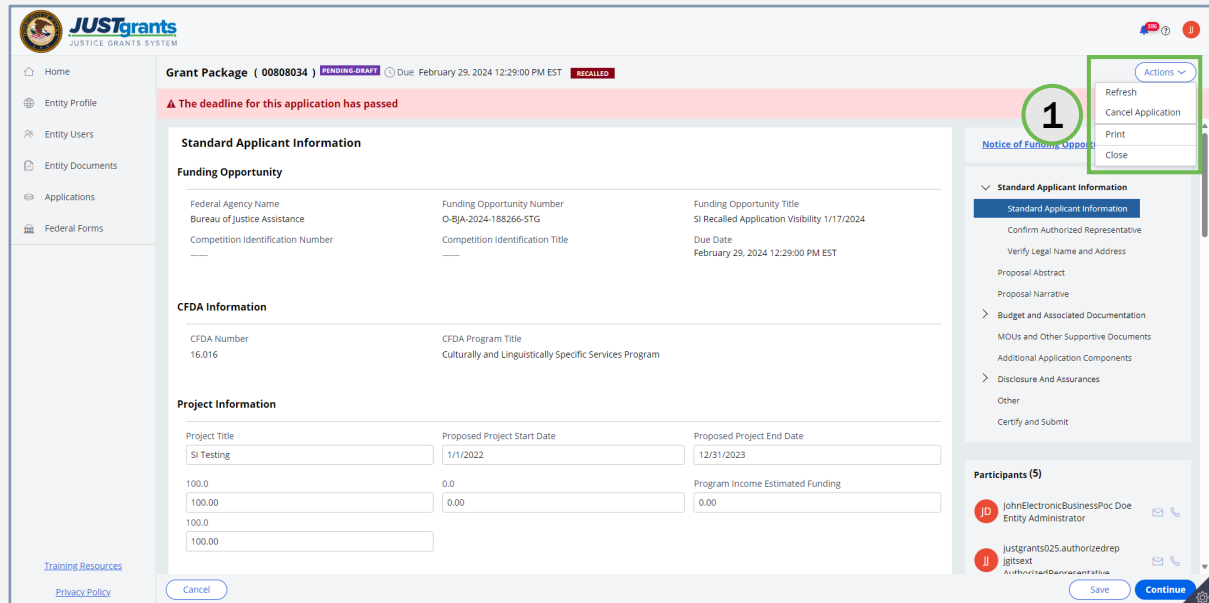
---



# Print Application

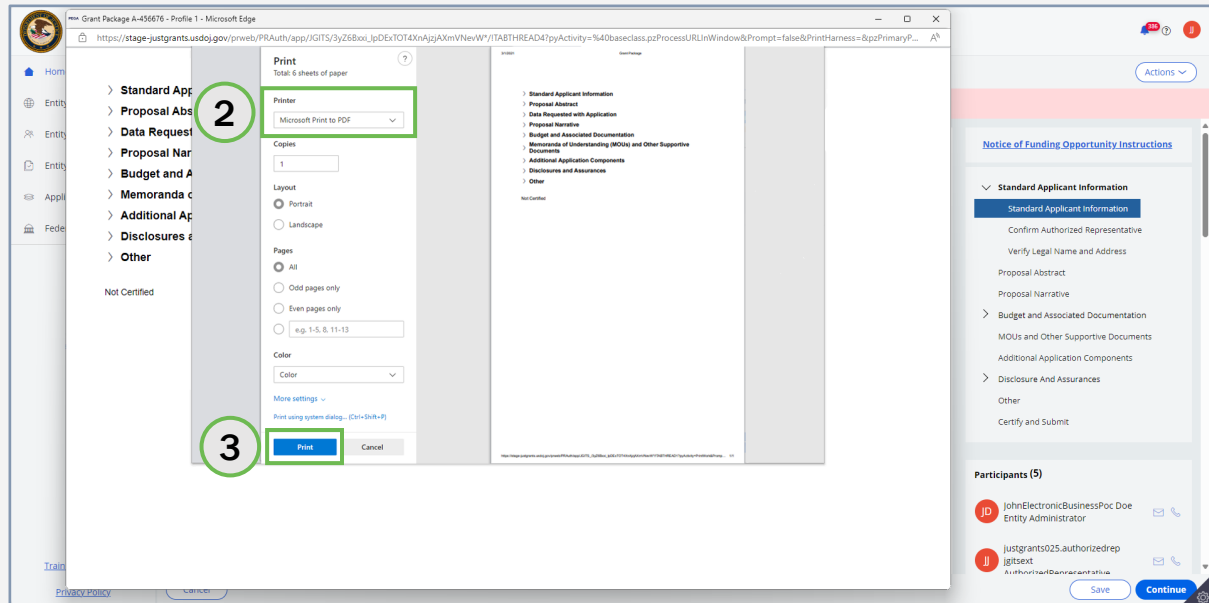
## Steps 1 - 3

1) Select the **Print** option from the **Actions** dropdown menu.

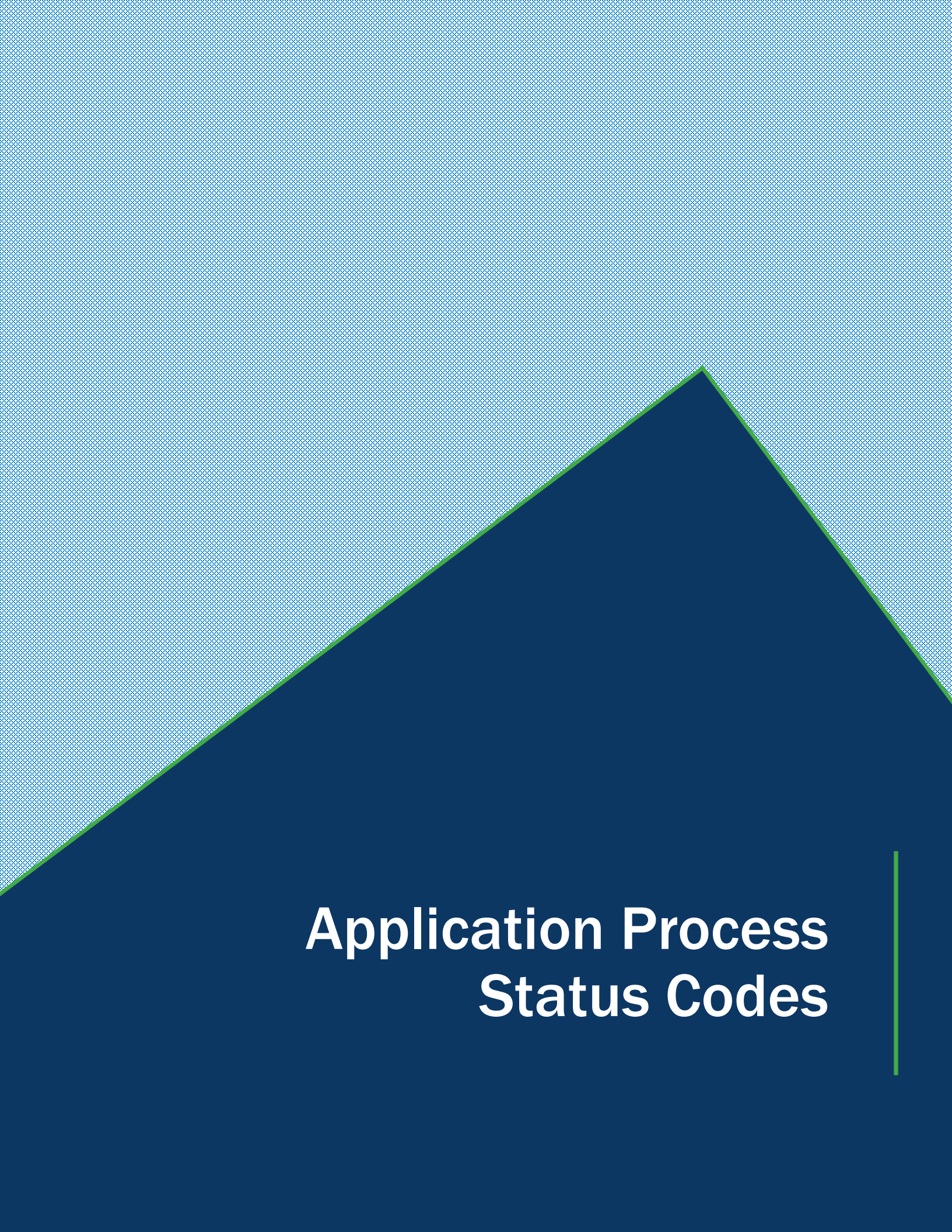


2) Select the printer from the dropdown menu.

3) Select **Print**.



**NOTE:** Application attachments must be printed individually. Attachments are located within their corresponding application section.



# Application Process Status Codes

# Status Codes

The following status codes will be displayed during the application process:

**Pending - New**

Application has been assigned.

**Pending - Draft**

Application has been opened, and work has begun.

**Submitted**

Application has been submitted to DOJ for review.

**Pending-Change Requested**

Grant Manager has returned the application for additional changes.

**Pending-Financial Change Requested**

Application has been returned to the Application Submitter for financial changes.

February 2025

Version 4.2



**JUST**grants

JUSTICE GRANTS SYSTEM