



# Application Submission

*Job Aid Reference Guide*



# Table of Contents

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

# 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: \_\_\_\_\_

Pg. 1 of 3

**SF-424**

Complete the required fields in SF-424.

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

**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.):  Add Attachment Delete Attachment View Attachment

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

Attach supporting documents as specified in agency instructions.  
Add Attachments Delete Attachments View Attachments

Pg. 2 of 3

**SF-424**

*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



Application for Federal Assistance SF-424

16. Congressional Districts Of:  
\* a. Applicant [redacted] \* b. Program/Project [redacted]

Attach an additional list of Program/Project Congressional Districts if needed.  
[redacted] Add Attachment Delete Attachment View Attachment

17. Proposed Project:  
\* a. Start Date: [redacted] \* b. End Date: [redacted]

18. Estimated Funding (\$):  
\* a. Federal [redacted]  
\* b. Applicant [redacted]  
\* c. State [redacted]  
\* d. Local [redacted]  
\* e. Other [redacted]  
\* f. Program Income [redacted]  
\* g. TOTAL [redacted]

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?  
a. This application was made available to the State under the Executive Order 12372 Process for review on [redacted].  
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.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)  
Yes [redacted] No [redacted]  
If "Yes", provide explanation and attach [redacted]  
[redacted] Add Attachment Delete Attachment View Attachment

21. "By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)"  
\*\* I AGREE [redacted]  
\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:  
Prefix: [redacted] \* First Name: [redacted]  
Middle Name: [redacted]  
\* Last Name: [redacted]  
Suffix: [redacted]  
\* Title: [redacted]  
\* Telephone Number: [redacted] Fax Number: [redacted]  
\* Email: [redacted]  
\* Signature of Authorized Representative: [redacted] \* Date Signed: [redacted]

Pg. 3 of 3

**SF-424**

*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.

GRANTS.GOV™  
FIND. APPLY. SUCCEED.

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Complete and Notify AOR Submit Agency Received

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 Workspace Status: In Progress  
AOR Status: Workspace has AOR Last Submitted Date: ---  
Workspace Owner: James Bond 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	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>

CONNECT WITH US: [Blog](#) [Twitter](#) [YouTube](#) [Alerts](#) [RSS](#) [XML Extract](#) [Get Adobe Reader](#)  
HEALTH & HUMAN SERVICES: [HHS.gov](#) | [EEOC / No Fear Act](#) | [Accessibility](#) | [Privacy](#) | [Disclaimers](#) | [Site Map](#)  
COMMUNITY: [USA.gov](#) | [WhiteHouse.gov](#) | [USA Spending.gov](#) | [SBA.gov](#) | [SAM.gov](#) | [Report Fraud](#)

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.

GRANTS.GOV™  
FIND. APPLY. SUCCEED.™

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Completed and Notified AOR Submitted Agency Received

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  
AOR Status: Workspace has AOR Last Submitted Date: Jan 16, 2025  
Workspace Owner: James Bond SAM Expiration Date: Jan 25, 2030  
Opening Date: Jan 07, 2025  
Closing Date: Jan 30, 2025  
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	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>

CONNECT WITH US: [Blog](#) [Twitter](#) [YouTube](#) [Alerts](#) [RSS](#) [XML Extract](#) [Get Adobe Reader](#)  
HEALTH & HUMAN SERVICES: [HHS.gov](#) | [EEOC / No Fear Act](#) | [Accessibility](#) | [Privacy](#) | [Disclaimers](#) | [Site Map](#)  
COMMUNITY: [USA.gov](#) | [WhiteHouse.gov](#) | [USA Spending.gov](#) | [SBA.gov](#) | [SAM.gov](#) | [Report Fraud](#)

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.

The screenshot shows the Grants.gov interface for managing a workspace. At the top, there are navigation links: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The top right corner has links for HELP, MY ACCOUNT, and LOGOUT.

The main content area is titled "MANAGE WORKSPACE" and shows the following details for the application:

- Application Filing Name:** PF DB1 1.16.24p [Edit Name]
- Workspace ID:** WS00066200
- Workspace Status:** Submitted
- Opening Date:** Jan 07, 2025
- Closing Date:** Jan 30, 2025
- GRANTS.GOV:** O-COPS-2024-335225-DEV - PKG00111328
- PF DB2 1.7.24 SVPP**
- United States Department of Justice**
- Office of Community Oriented Policing Services**
- AOR Status:** Workspace has AOR
- Last Submitted Date:** Jan 16, 2025
- Workspace Owner:** James Bond
- SAM Expiration Date:** Jan 25, 2030
- UEI:** RKV2V7M6FJ03

Below this, there are tabs for FORMS, VIEW APPLICATION, ATTACHMENTS, PARTICIPANTS, ACTIVITY, and DETAILS. The FORMS tab is selected. A "Workspace Actions" section contains buttons for Check Application, Sign and Submit, Reopen, and Delete.

A table titled "Application Package Forms" lists the forms included in the package:

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	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>

At the bottom, there are links for "CONNECT WITH US" (Blog, Twitter, YouTube, Alerts, RSS, XML Extract, Get Adobe Reader) and "HEALTH & HUMAN SERVICES" (HHS.gov, EEOC / No Fear Act, Accessibility, Privacy, Disclaimers, Site Map). There is also a "Frequently Asked Questions" link.

# 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.

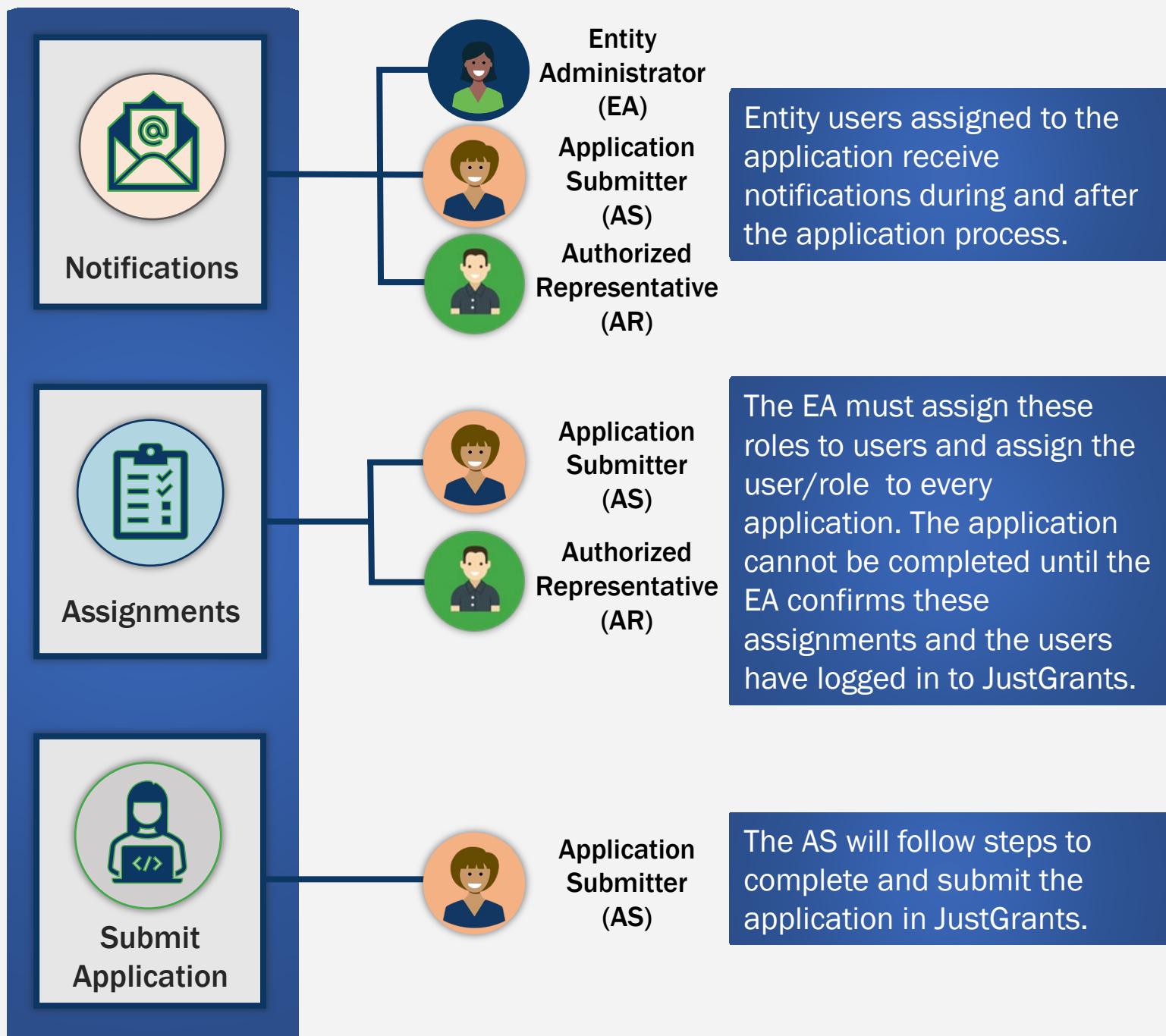
View a checklist, eLearning videos, reference guides, and other resources at <https://justicegrants.usdoj.gov/training/training-application-submission>.

# Application Submission Overview

## JustGrants



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



# Locate and Navigate Application

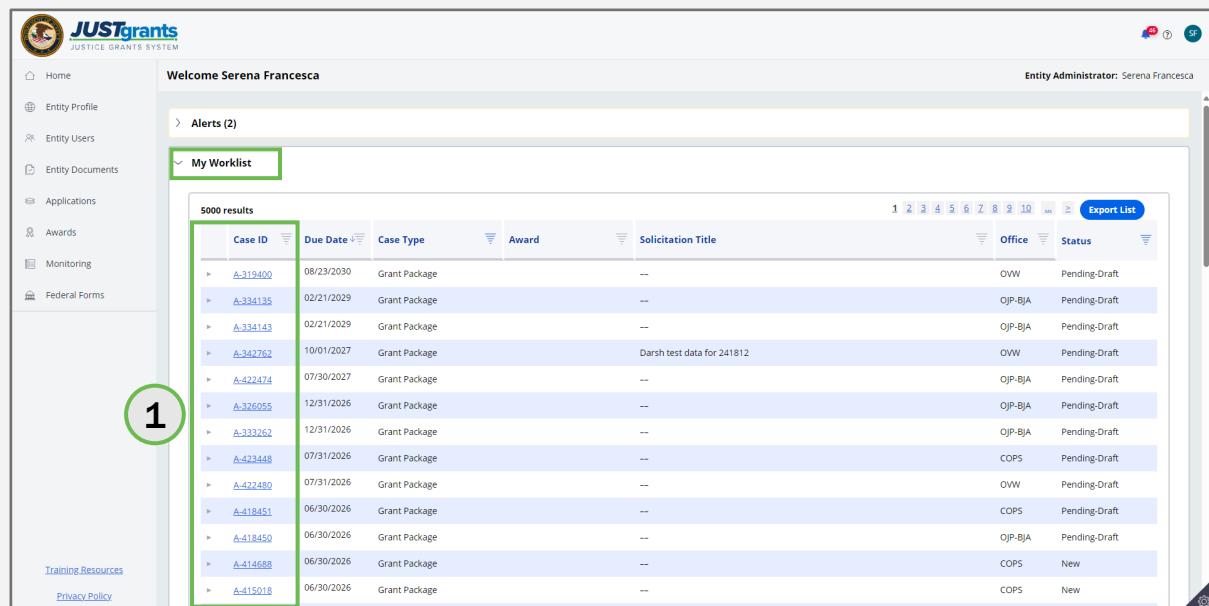
# Locate Application: My Worklist

## 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.



Welcome Serena Francesca

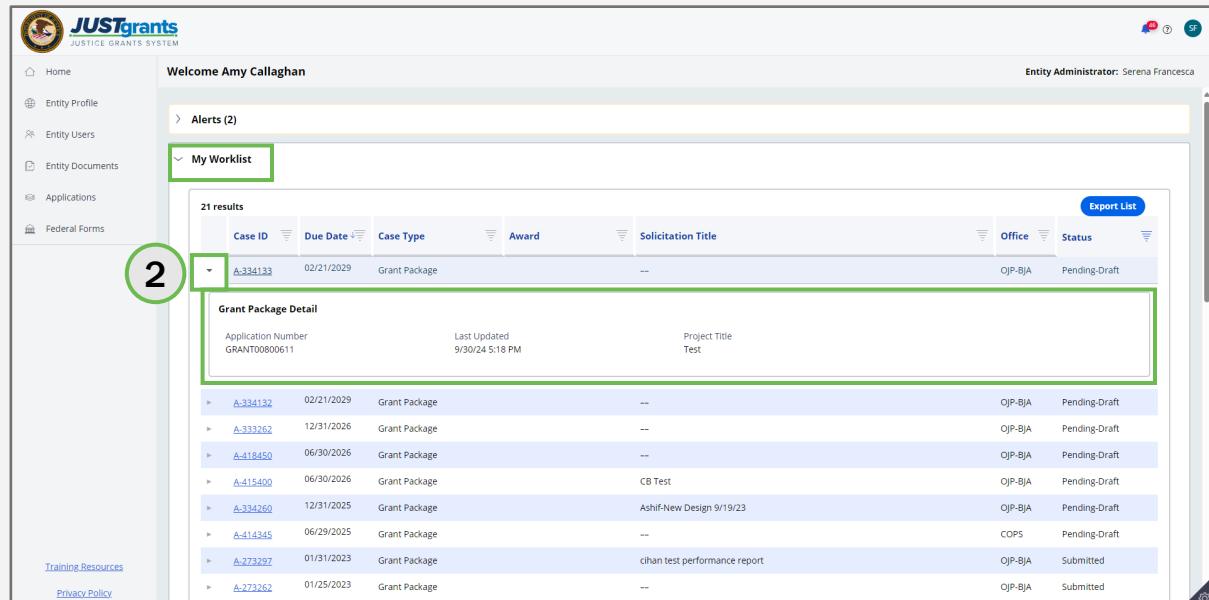
Entity Administrator: Serena Francesca

Alerts (2)

My Worklist

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
A-319400	08/23/2030	Grant Package	--		OJW	Pending-Draft
A-334133	02/21/2029	Grant Package	--		OJP-BJA	Pending-Draft
A-334143	02/21/2029	Grant Package	--		OJP-BJA	Pending-Draft
A-342762	10/01/2027	Grant Package	Darsh test data for 241812		OJW	Pending-Draft
A-422474	07/30/2027	Grant Package	--		OJP-BJA	Pending-Draft
A-326055	12/31/2026	Grant Package	--		OJP-BJA	Pending-Draft
A-333262	12/31/2026	Grant Package	--		OJP-BJA	Pending-Draft
A-423448	07/31/2026	Grant Package	--		COPS	Pending-Draft
A-422480	07/31/2026	Grant Package	--		OJW	Pending-Draft
A-418451	06/30/2026	Grant Package	--		COPS	Pending-Draft
A-418450	06/30/2026	Grant Package	--		OJP-BJA	Pending-Draft
A-414688	06/30/2026	Grant Package	--		COPS	New
A-415018	06/30/2026	Grant Package	--		COPS	New

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



Welcome Amy Callaghan

Entity Administrator: Serena Francesca

Alerts (2)

My Worklist

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
A-334133	02/21/2029	Grant Package	--		OJP-BJA	Pending-Draft

Grant Package Detail

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

A-334133 02/21/2029 Grant Package -- OJP-BJA Pending-Draft

A-333262 12/31/2026 Grant Package -- OJP-BJA Pending-Draft

A-418450 06/30/2026 Grant Package -- OJP-BJA Pending-Draft

A-415400 06/30/2026 Grant Package CB Test OJP-BJA Pending-Draft

A-334260 12/31/2025 Grant Package Ashif-New Design 9/19/23 OJP-BJA Pending-Draft

A-414345 06/29/2025 Grant Package -- COPS Pending-Draft

A-273297 01/31/2023 Grant Package cihan test performance report OJP-BJA Submitted

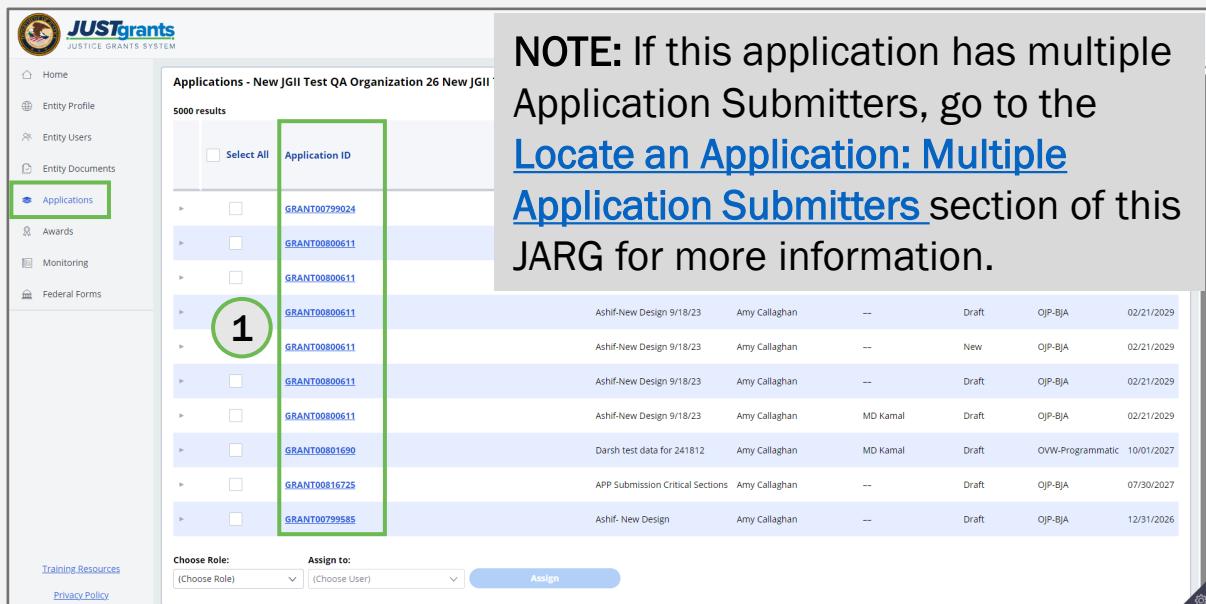
A-273262 01/25/2023 Grant Package -- OJP-BJA Submitted

# Locate Application: Applications Menu

## Steps 1 – 2

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

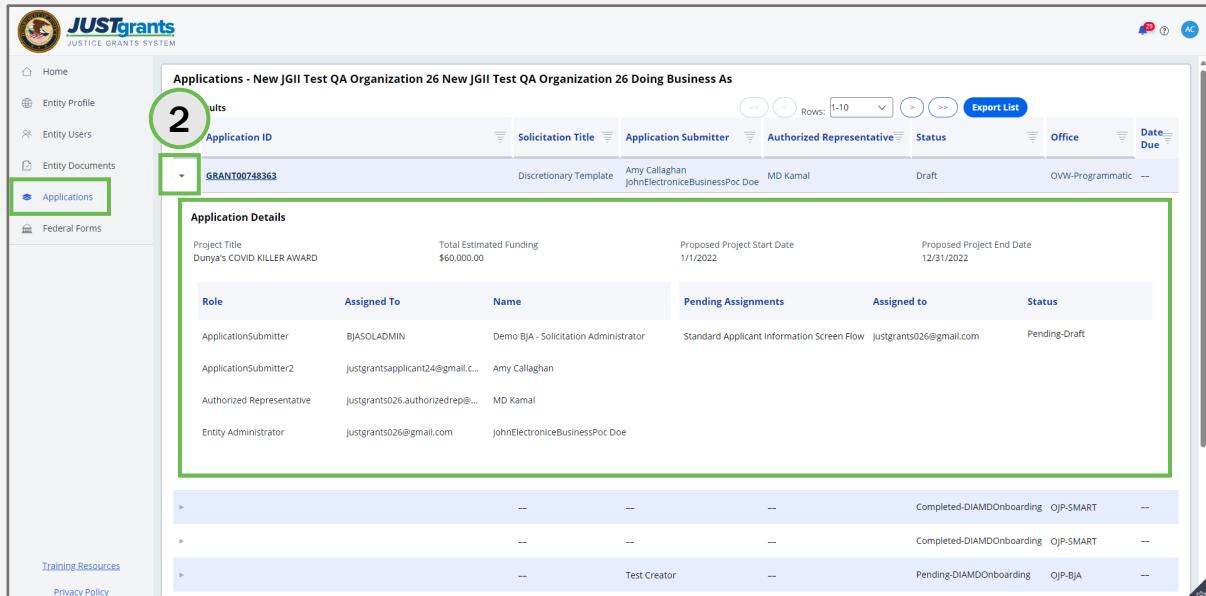
- 1) Select the **Application ID** link to open the application.



**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	Project Title	Discretionary Template	Application Submitter	Authorized Representative	Status	Office	Date Due
GRANT00799024	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	--	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	OWW-Programmatic	10/01/2027	
GRANT00816725	APP Submission Critical Sections	Amy Callaghan	--	Draft	OJP-BJA	07/30/2027	
GRANT00799585	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.com	Amy Callaghan			
Authorized Representative	justgrants026.authorizedrep@...	MD Kamal			
Entity Administrator	justgrants026@gmail.com	johnElectroniceBusinessPoc 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
  - 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)**

Serena Francesca Entity Administrator	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

# **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 Justice 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	Applicant Estimated Funding 0.00	Program Income Estimated Funding 0.00
Total Estimated Funding 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)**

 Serena Francesca Entity Administrator
 Amy Callaghan Application Subm

1 2

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

**3**

**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.**

**4**

**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):  
[Text input field]

**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 \*  
6/16/2022

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.

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

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)**

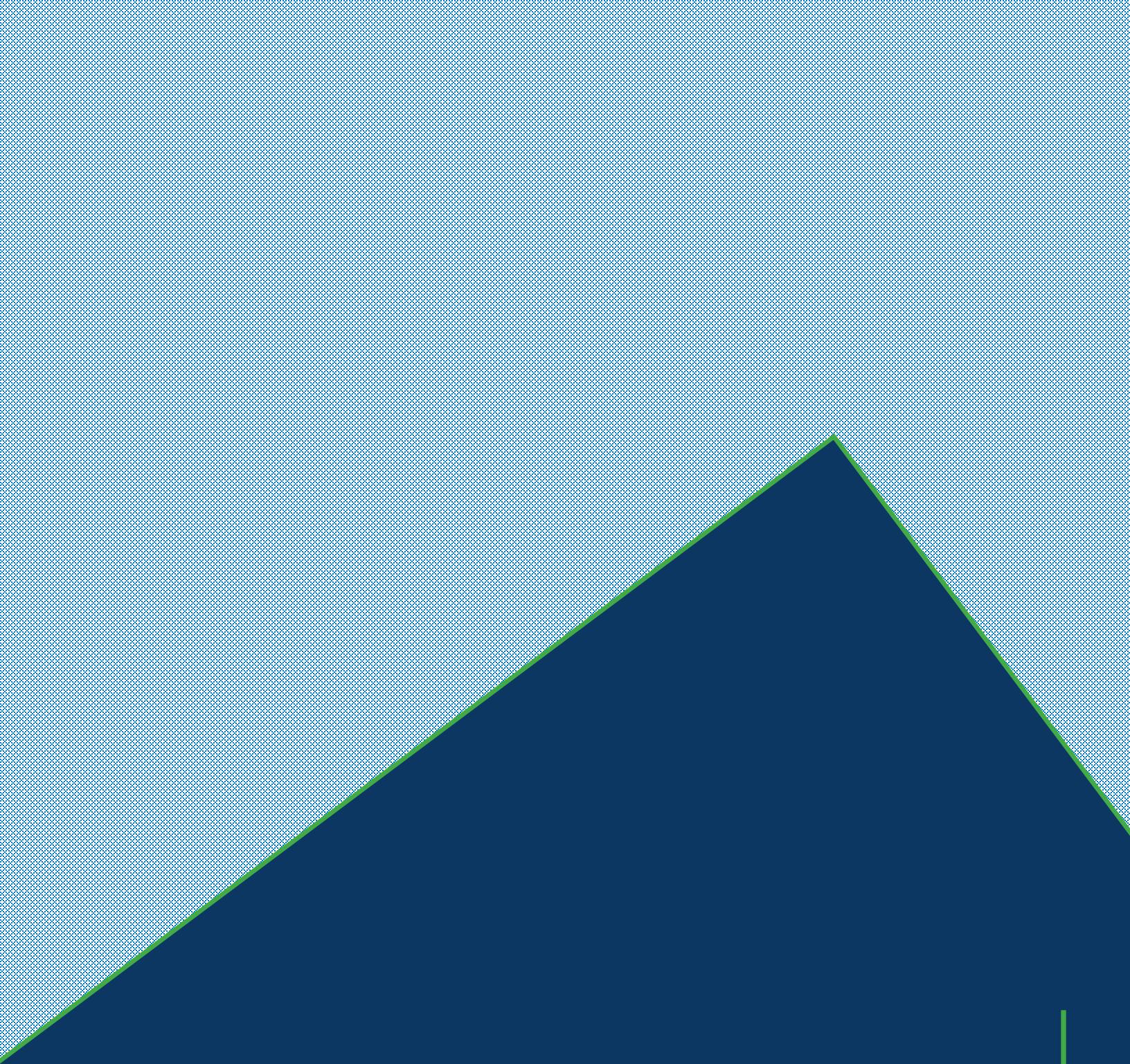
 Name <a href="#">Form SF424_4_0-V4.0.pdf</a>	Date Added 6/3/24
 Name <a href="#">Form SFLLL_2_0-V2.0.pdf</a>	Date Added 6/3/24
 Name <a href="#">GrantApplication.xml</a>	Date Added 6/3/24

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

Information Grant Package Application Versions

OpportunityID <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.

JUSTgrants  
JUSTICE GRANTS SYSTEM

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

1

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

(Select One)

MD Kamal  
Carl Zhang  
Carlos Gastelum  
Multiple Roles

Prefix Name  
First Name Middle Name Last Name  
Carlos -- Gastelum  
Suffix Name

Notice of Funding Opportunity Instructions

Standard Applicant Information

Standard Applicant Information

Confirm Authorized Representative

Verify Legal Name and Address  
SCAAP Applicant Information  
Disclosure And Assurances  
Certify and Submit

Participants (3)

SF Serena Francesca Entity Administrator  
CG Carlos Gastelum Authorized Representative  
AC Amy Callaghan Application Submitter

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

Back Save Continue

# 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 interface. On the left is a sidebar with links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a 'Grant Package (00800611)' with a 'PENDING-DRAFT' status, due on February 21, 2029, 4:34:00 PM EST. A 'Actions' dropdown is open. A 'Confirm Authorized Representative' dialog box is centered over the page, containing the message: '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.' with 'Cancel' and 'Confirm' buttons. The 'Confirm' button is highlighted with a green circle and the number '2'. To the right of the dialog, there are sections for 'Notice of Funding Opportunity Instructions', 'Standard Applicant Information' (with 'Confirm Authorized Representative' checked), 'Participants (3)' (listing SF, CG, and AC), and a bottom navigation bar with 'INITIATE', 'COMPLETE AND SUBMIT', 'REVIEW', 'BUDGET REVIEW', 'AWARD/PACKAGE READY', 'Save', and 'Continue' buttons.

# 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  
--

**3**

**Notice of Funding Opportunity Instructions**

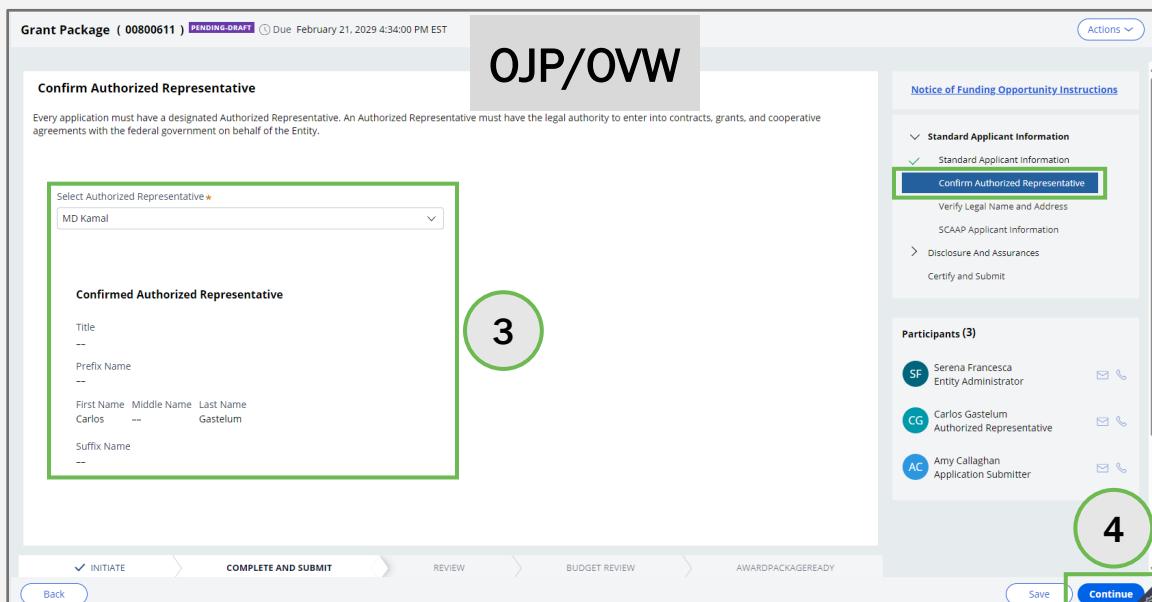
Standard Applicant Information  
✓ Standard Applicant Information  
Confirm Authorized Representative  
Verify Legal Name and Address  
SCAAP Applicant Information  
Disclosure And Assurances  
Certify and Submit

**Participants (3)**

SF Serena Francesca Entity Administrator  
CG Carlos Gastelum Authorized Representative  
AC Amy Callaghan Application Submitter

**4**

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD PACKAGE READY Back 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 for contracts, grants, and cooperative agreements with the federal government on behalf of the application 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 organization. These positions will ultimately be responsible for the programmatic and financial management of the award.

Select Law Enforcement Executive/Program Official\*  
MD Kamal

**Confirmed Law Enforcement Executive**

Title  
--  
Prefix Name  
--  
First Name Middle Name Last Name  
MD -- Kamal  
Suffix Name  
--

Select Government Executive/Financial Official\*  
Carlos Gastelum

**Confirmed Government Executive**

Title  
Government Executive  
Prefix Name  
Carlos Gastelum  
First Name Middle Name Last Name  
Carlos -- Gastelum  
Suffix Name  
--

**3**

**Notice of Funding Opportunity Instructions**

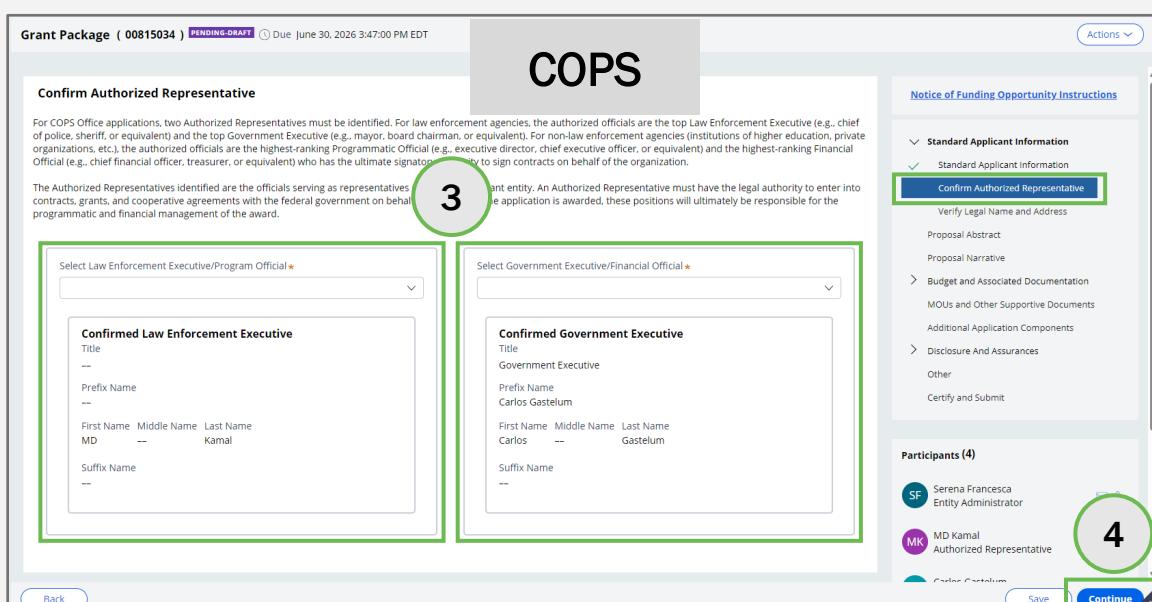
Standard Applicant Information  
✓ Standard Applicant Information  
Confirm Authorized Representative  
Verify Legal Name and Address  
Proposal Abstract  
Proposal Narrative  
Budget and Associated Documentation  
MOUs and Other Supportive Documents  
Additional Application Components  
Disclosure And Assurances  
Other  
Certify and Submit

**Participants (4)**

SF Serena Francesca Entity Administrator  
MK MD Kamal Authorized Representative

**4**

Back Save Continue





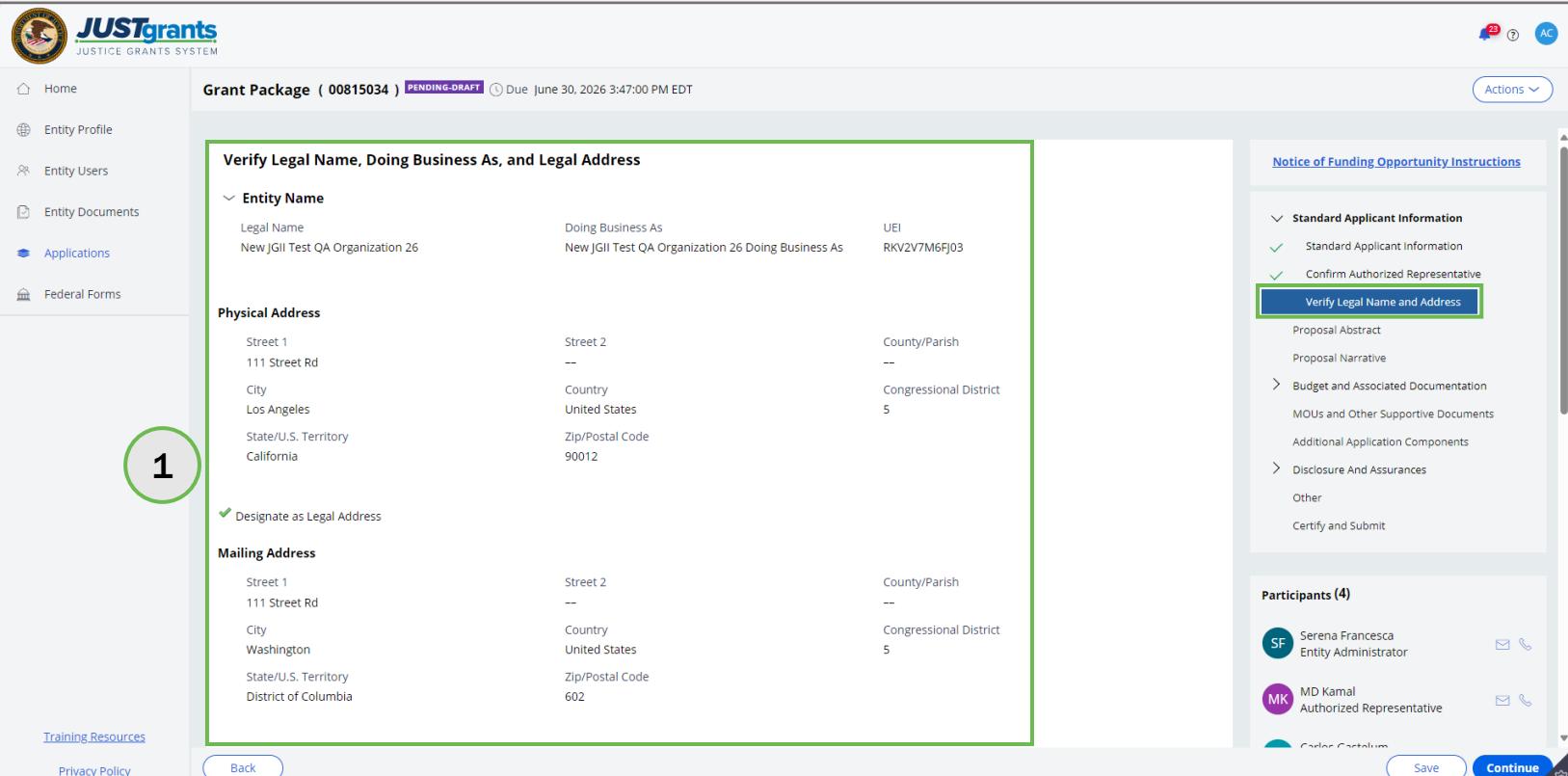
Verify Legal Name  
and Address

# 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.



JUSTgrants  
JUSTICE GRANTS SYSTEM

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

Verify Legal Name, Doing Business As, and Legal Address

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

Designate as Legal Address

**Mailing Address**

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

**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 (4)**

SF Serena Francesca Entity Administrator

MK MD Kamal Authorized Representative

CG Carlos Castellum

Back Save Continue

# 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.

 JUSTgrants  
JUSTICE GRANTS SYSTEM

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

Designate as Legal Address

**Mailing Address**

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

Designate as Legal Address

**Certification\***

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

**2**  Please Confirm \*  
 I confirm this is the correct entity.

Signer Name  
Amy Callaghan  
Certification Date / Time  
06/07/2024 10:49 AM

**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.

JUSTgrants  
JUSTICE GRANTS SYSTEM

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

Proposal Abstract \*

Format B I U

Participants (4)

SF Serena Francesca Entity Administrator

MK MD Kamal Authorized Representative

CG Carlos Gastelum AuthorizedRepresentative2

AC Amy Callaghan Application Submitter

COMPLETE AND SUBMIT

IN INITIATE

REVIEW

BUDGET REVIEW

AWARD/PACKAGE READY

Information Grant Package Application Versions

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

Back

Save

Continue

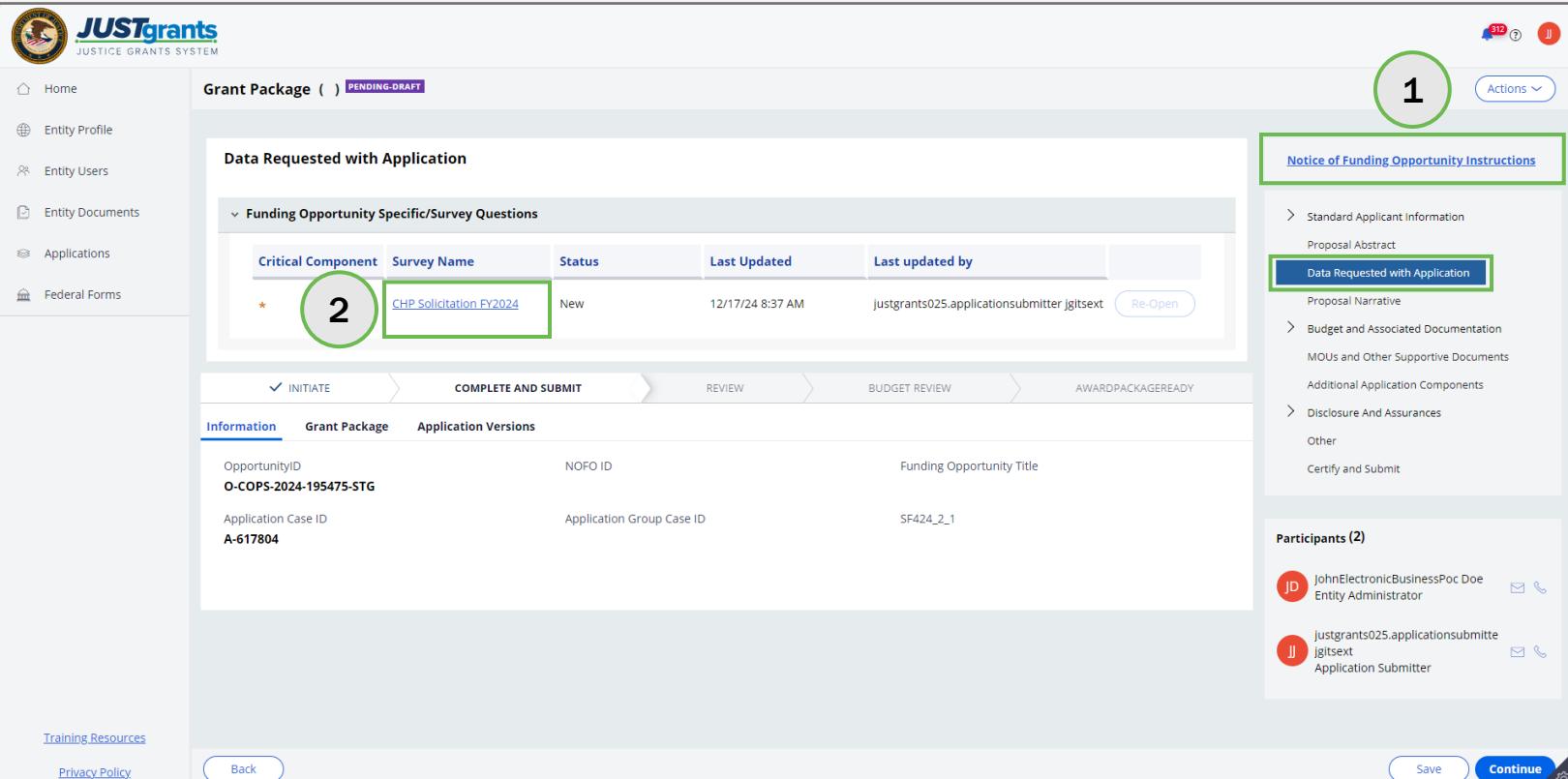
# Data Requested with Application

# 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.



JUSTgrants  
JUSTICE GRANTS SYSTEM

Grant Package ( ) PENDING-DRAFT

1 Actions

Data Requested with Application

Funding Opportunity Specific/Survey Questions

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

2 INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

Information Grant Package Application Versions

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

Notice of Funding Opportunity Instructions

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

Participants (2)

JD JohnElectronicBusinessPoc Doe	Entity Administrator
JL justgrants025.applicationsubmitter_jgitsext	Application Submitter

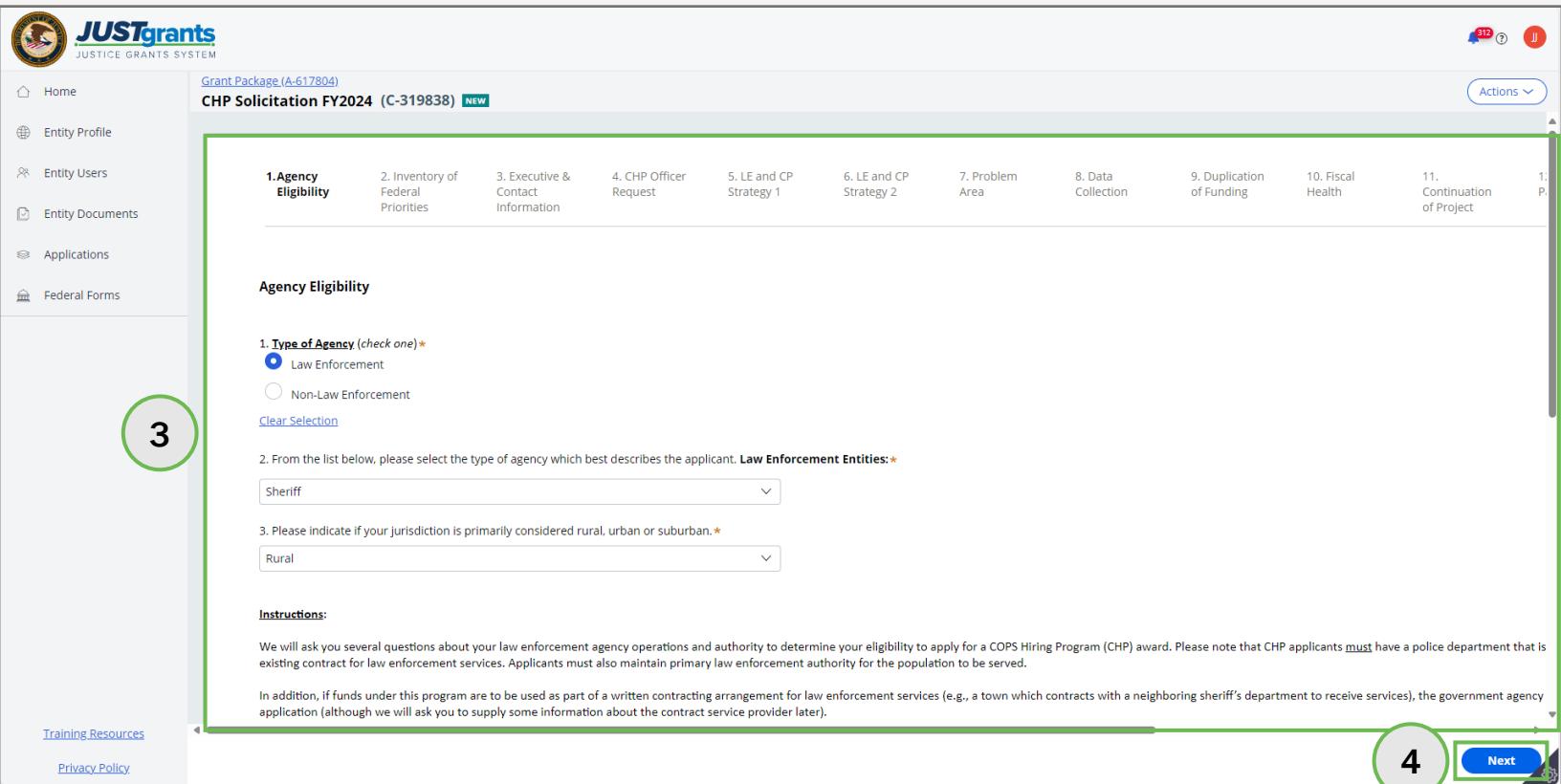
Training Resources Back Save Continue

# 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

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

Actions

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

**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: \***

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 existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served.

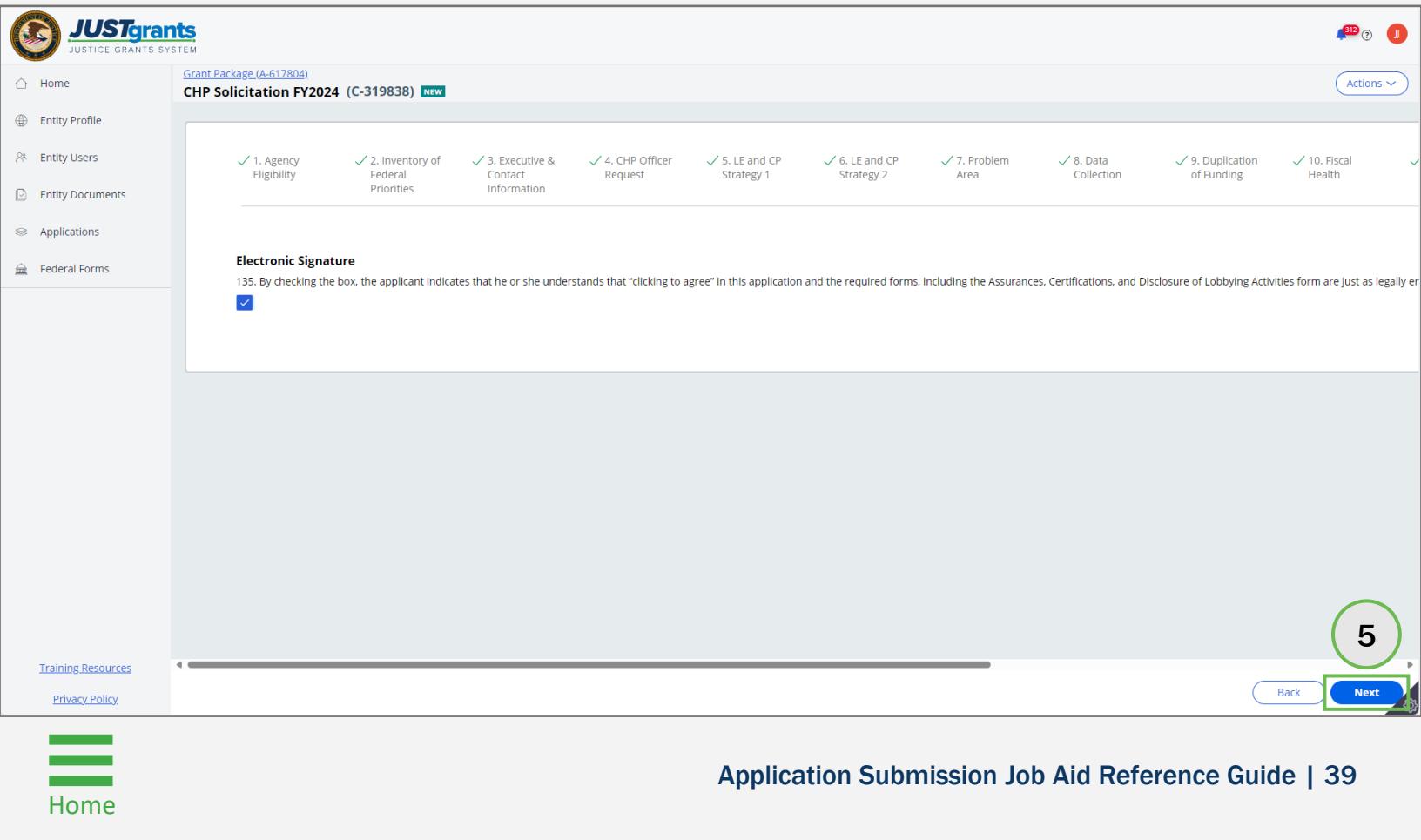
In addition, if funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the government agency application (although we will ask you to supply some information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

**Next**

# Data Requested with Application

## Step 5

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



The screenshot shows the JUSTgrants application interface. On the left is a sidebar with icons for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a list of survey steps, each with a green checkmark. Step 1: Agency Eligibility, Step 2: Inventory of Federal Priorities, Step 3: Executive & Contact Information, Step 4: CHP Officer Request, Step 5: LE and CP Strategy 1, Step 6: LE and CP Strategy 2, Step 7: Problem Area, Step 8: Data Collection, Step 9: Duplication of Funding, and Step 10: Fiscal Health. Below this is an 'Electronic Signature' section with a checkbox that is checked. At the bottom right, there is a large green circle with the number '5' in it, indicating the current step. There are 'Back' and 'Next' buttons at the bottom right, with 'Next' being highlighted in blue.

JUSTgrants  
JUSTICE GRANTS SYSTEM

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

Actions

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

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 enforceable as a handwritten signature.

Training Resources Privacy Policy

5

Back Next

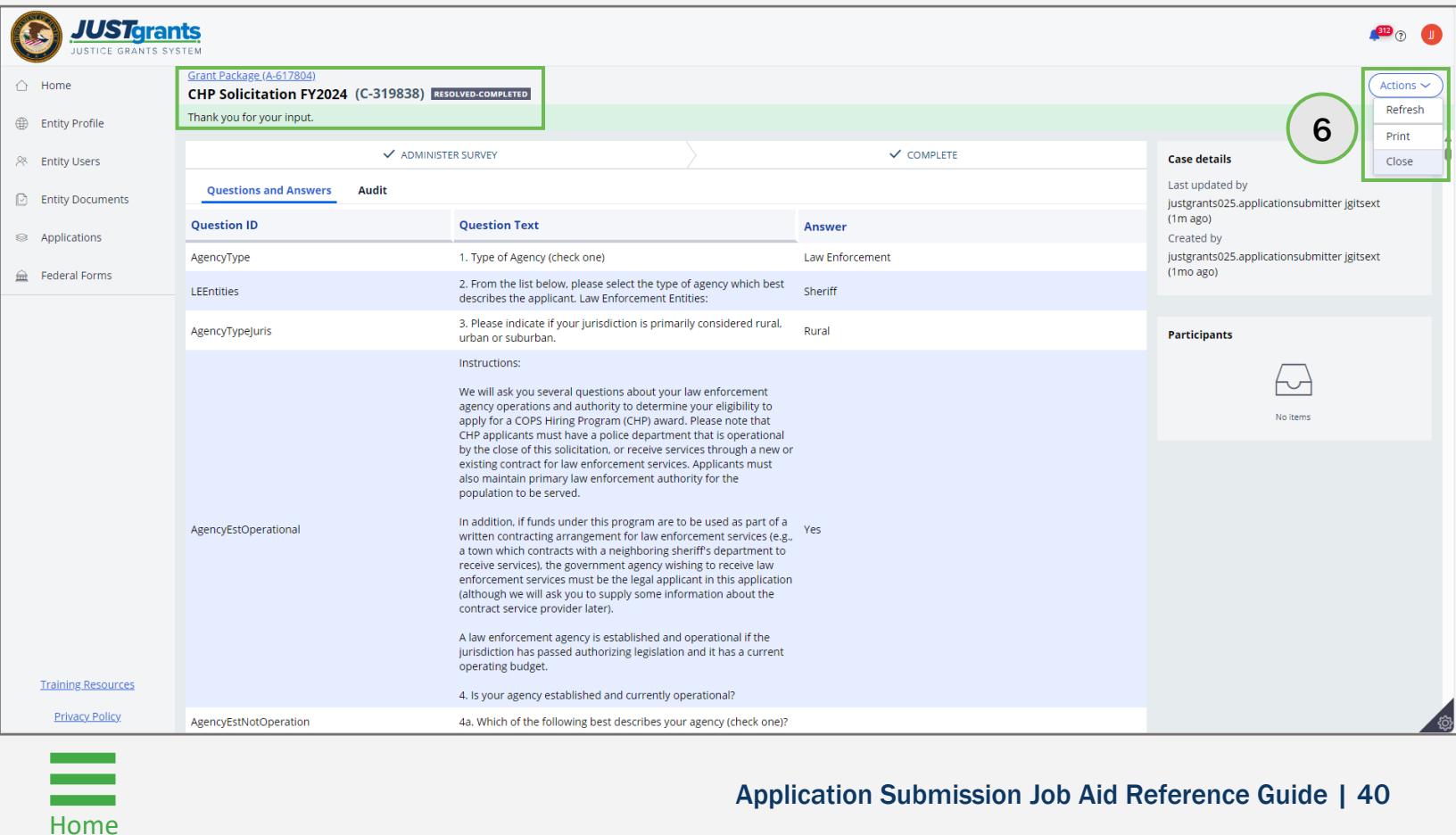
Home

# 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.

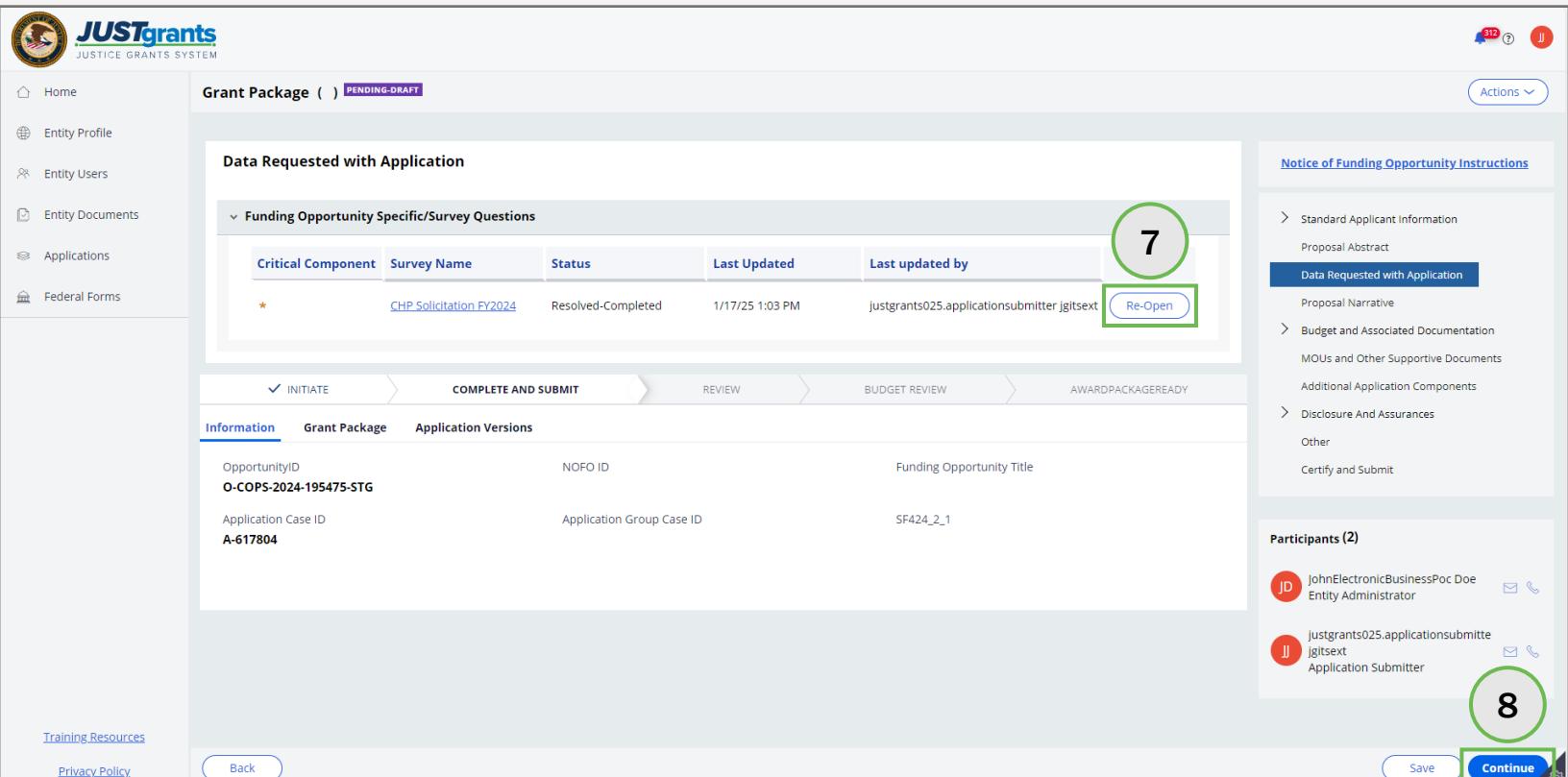


The screenshot shows the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo, a search bar, and links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. On the left, a sidebar provides links to Training Resources and Privacy Policy. The main content area displays a survey for 'Grant Package (A-617804) CHP Solicitation FY2024 (C-319838)'. The status is shown as 'RESOLVED-COMPLETED' with a green background. A message says 'Thank you for your input.' Below this, a progress bar shows 'ADMINISTER SURVEY' and 'COMPLETE'. The 'Questions and Answers' tab is selected, showing a table of survey questions and their answers. The table has columns for Question ID, Question Text, and Answer. Questions include 'AgencyType', 'LEEEntities', 'AgencyTypeJuris', 'AgencyEstOperational', and 'AgencyEstNotOperational'. The 'Audit' tab is also visible. To the right, a sidebar shows 'Case details' (last updated by 'justgrants025.applicationsubmitter jgitsext' 1m ago, created by 'justgrants025.applicationsubmitter jgitsext' 1mo ago) and 'Participants' (no items). A green circle with the number '6' is overlaid on the right side of the interface.

# 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.



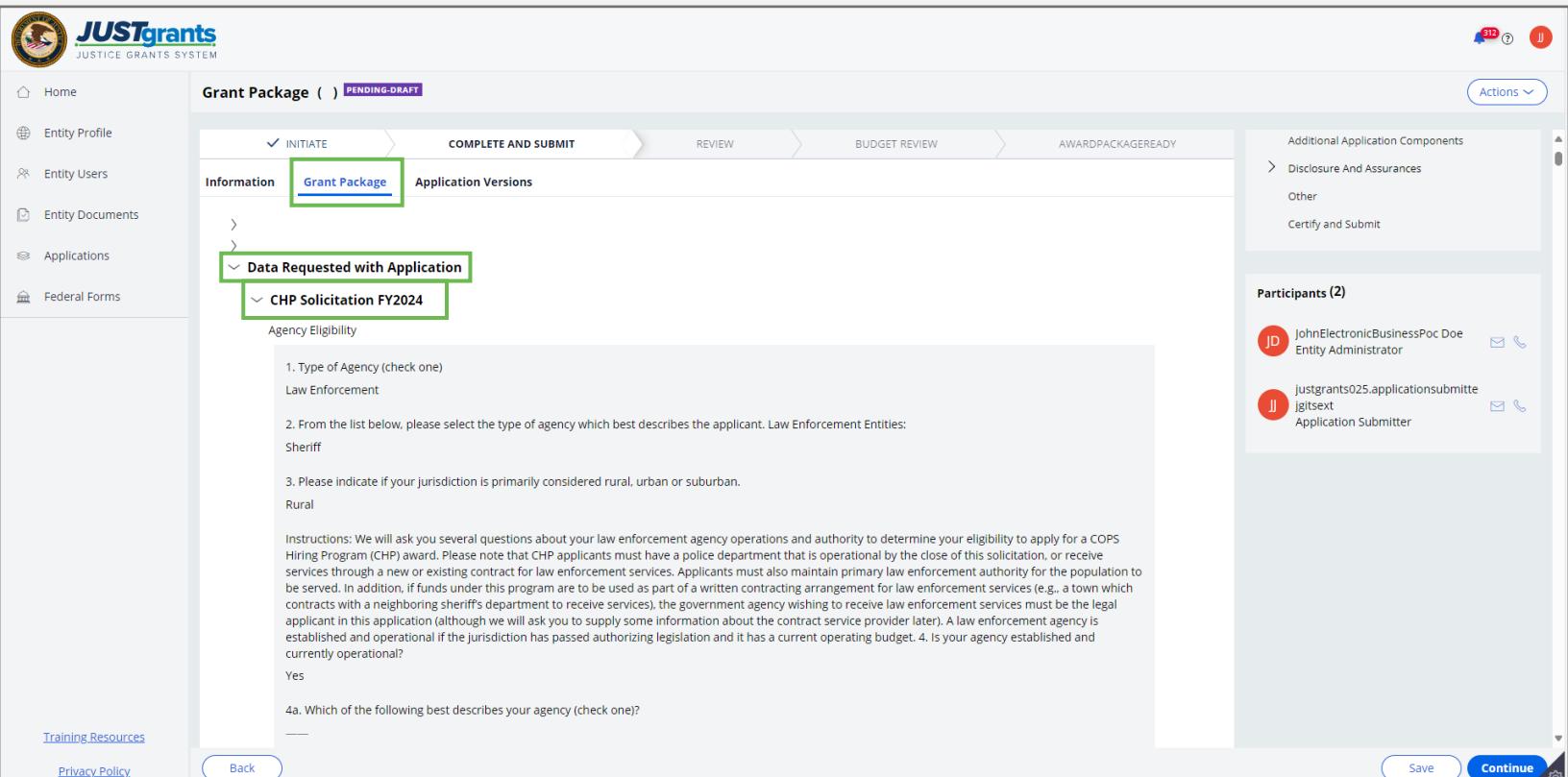
The screenshot shows the JUSTgrants Justice Grants System interface. The main page title is "Grant Package ( ) PENDING-DRAFT". The left sidebar includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area displays the "Data Requested with Application" section. A table lists survey information, with the last row showing a survey named "CHP Solicitation FY2024" in the "Survey Name" column. The "Status" is "Resolved-Completed", and the "Last updated by" is "justgrants025.applicationssubmitter jgitsext". A green circle with the number 7 highlights the "Re-Open" button in the "Last updated by" row. Below the table, a navigation bar shows steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE/READY. The "COMPLETE AND SUBMIT" step is highlighted. The right sidebar contains sections for "Notice of Funding Opportunity Instructions" (with links to Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, Certify and Submit) and "Participants (2)" (listing "JohnElectronicBusinessPoc Doe" and "justgrants025.applicationssubmitter jgitsext"). A green circle with the number 8 highlights the "Continue" button at the bottom right of the page.

# 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 shows the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo, a search bar, and an 'Actions' dropdown. The main content area is titled 'Grant Package ( ) PENDING-DRAFT'. The 'Information' tab is selected, showing the 'Grant Package' sub-section. Below this, the 'Data Requested with Application' section is expanded, revealing the 'CHP Solicitation FY2024' survey. The survey questions include:

1. Type of Agency (check one)  
Law Enforcement
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 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. 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. 4. Is your agency established and currently operational?  
Yes

4a. Which of the following best describes your agency (check one)?

# 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**.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Grant Package ( 314a35419c8199d844ab ) PENDING DRAFT Due November 8, 2024 2:00:00 PM EST

1 Actions

2

Upload

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

Notice of Funding Opportunity Instructions

Standard Applicant Information  
Proposal Abstract  
Data Requested with Application  
Proposal Narrative  
Budget and Associated Documentation  
MOUs and Other Supportive Documents  
Additional Application Components  
Disclosure And Assurances  
Other  
Certify and Submit

Participants (2)

JD JohnElectronicBusinessPoc Doe Entity Administrator

J justgrants025.applicationsubmitter gittext Application Submitter

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE/READY

Information Grant Package Application Versions

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

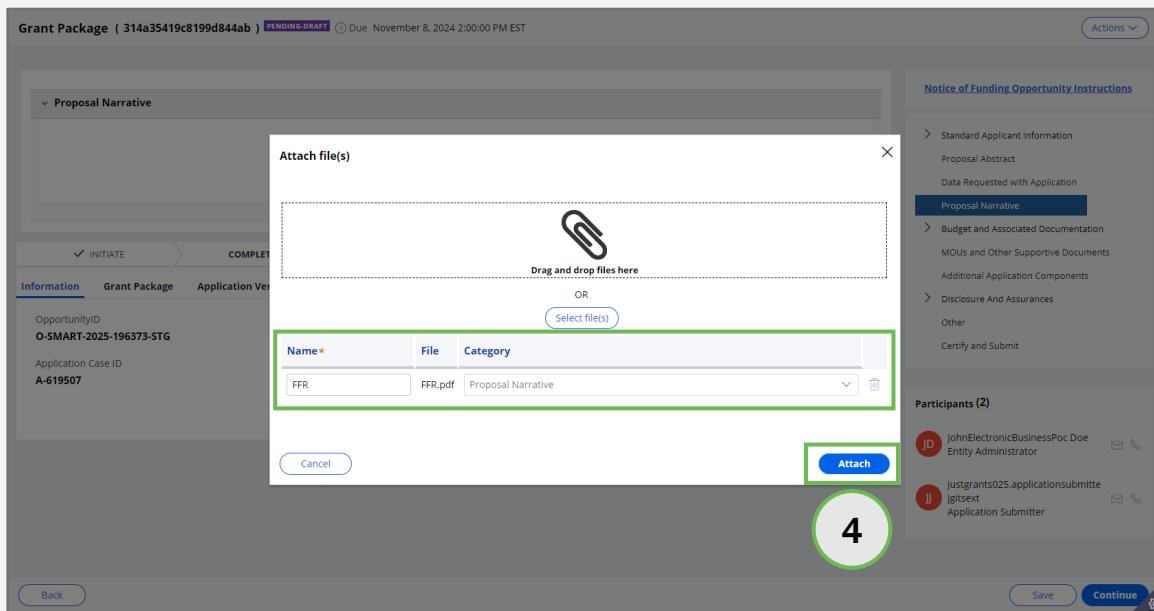
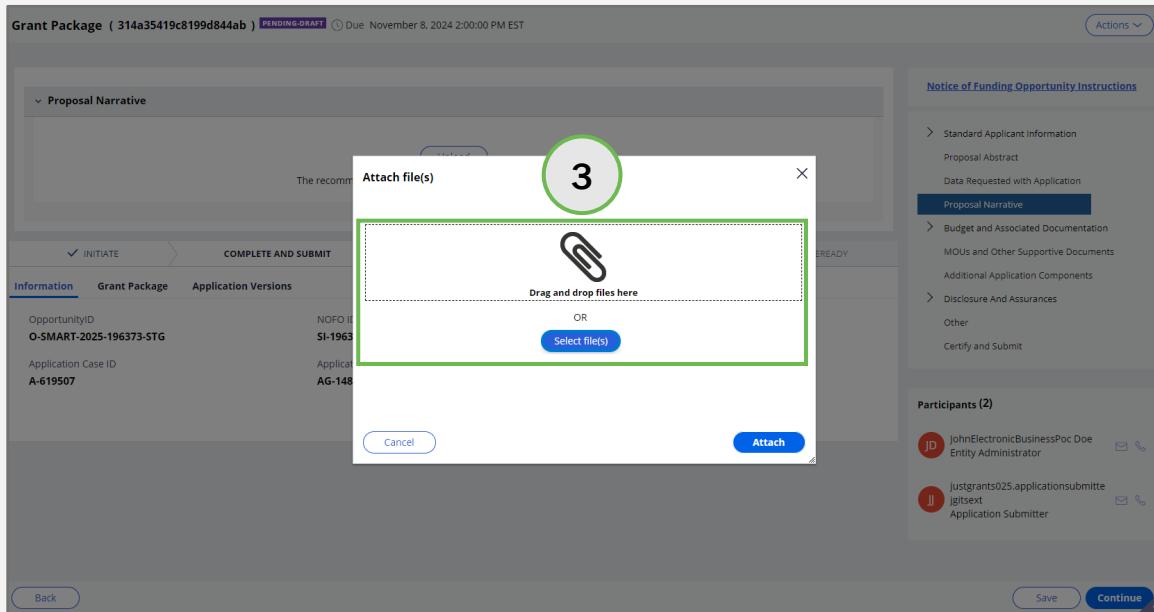
Application Case ID: A-619507 Application Group Case ID: AG-148759 SF424\_2\_1

Training Resources Privacy Policy Back Save Continue

# 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**.

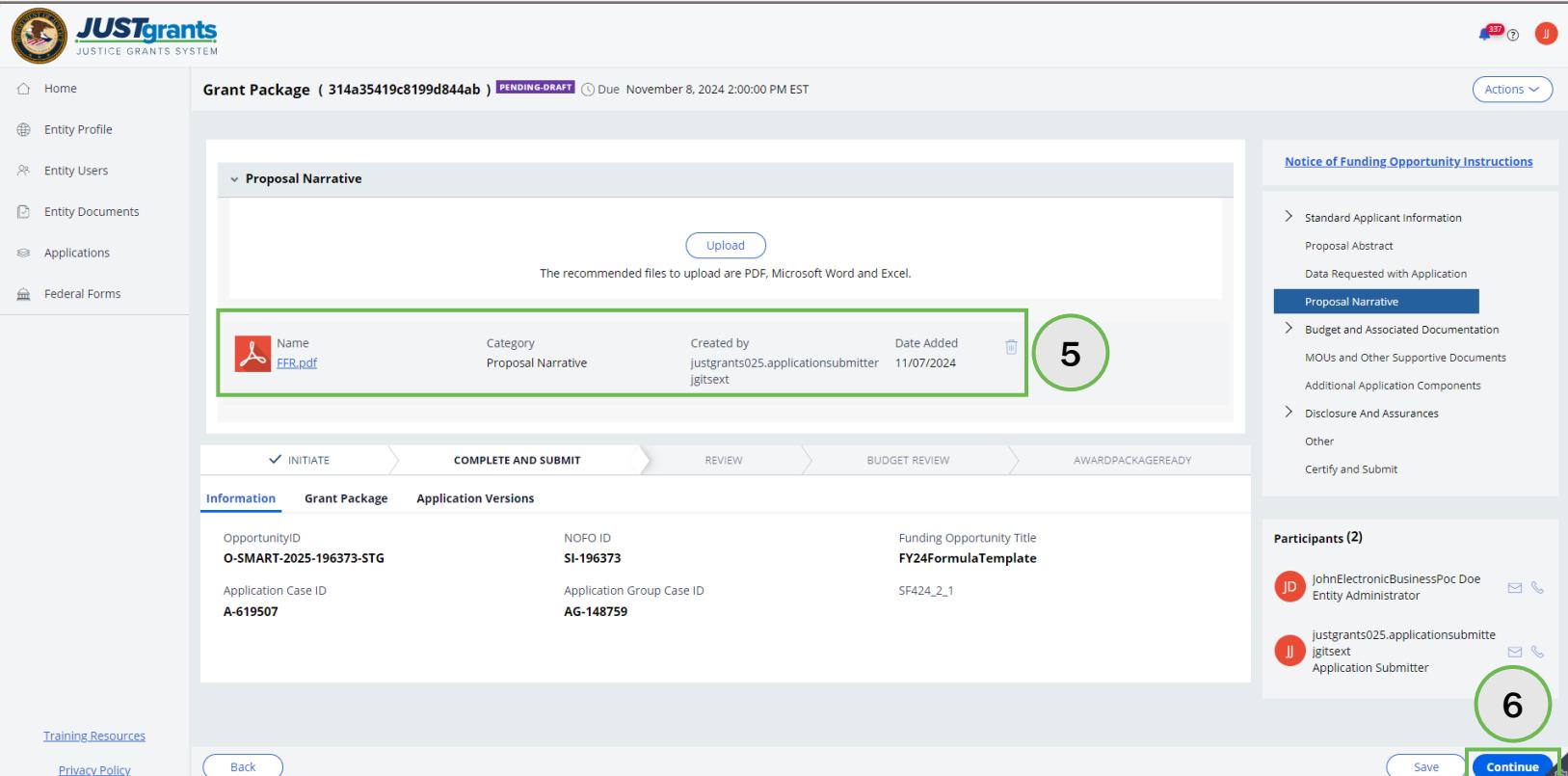


# Proposal Narrative

## 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 30 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 shows the JustGrants application interface for a grant package. The top navigation bar includes the JustGrants logo, a search bar, and a user menu with a red notification badge showing '337'. The main content area is titled 'Grant Package (314a35419c8199d844ab)' with a status of 'PENDING DRAFT' and a due date of 'November 8, 2024 2:00:00 PM EST'. The left sidebar lists navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The right sidebar contains a 'Notice of Funding Opportunity Instructions' section with links to Standard Applicant Information, Proposal Abstract, Data Requested with Application, **Proposal Narrative** (which is currently selected and highlighted in blue), Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. The main workspace shows a 'Proposal Narrative' section with an 'Upload' button and a note that recommended files are PDF, Microsoft Word and Excel. A file named 'FFR.pdf' is listed with a green border, showing its name, category (Proposal Narrative), created by (justgrants025.applicationsubmitter), and date added (11/07/2024). Below this is a circular progress bar with the number '5'. At the bottom, a navigation bar shows steps: INITIATE, COMPLETE AND SUBMIT (which is highlighted in blue), REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The 'COMPLETE AND SUBMIT' step has sub-links for Information, Grant Package, and Application Versions. The 'Information' tab displays Opportunity ID 'O-SMART-2025-196373-STG', NOFO ID 'SI-196373', and Funding Opportunity Title 'FY24FormulaTemplate'. The 'Grant Package' tab shows Application Case ID 'A-619507' and Application Group Case ID 'AG-148759', with a sub-link for SF424\_2\_1. The 'Application Versions' tab is currently empty. At the bottom right, there are 'Save' and 'Continue' buttons, with the 'Continue' button highlighted in green and circled with the number '6'.

# Budget and Associated Documentation

# Budget Overview

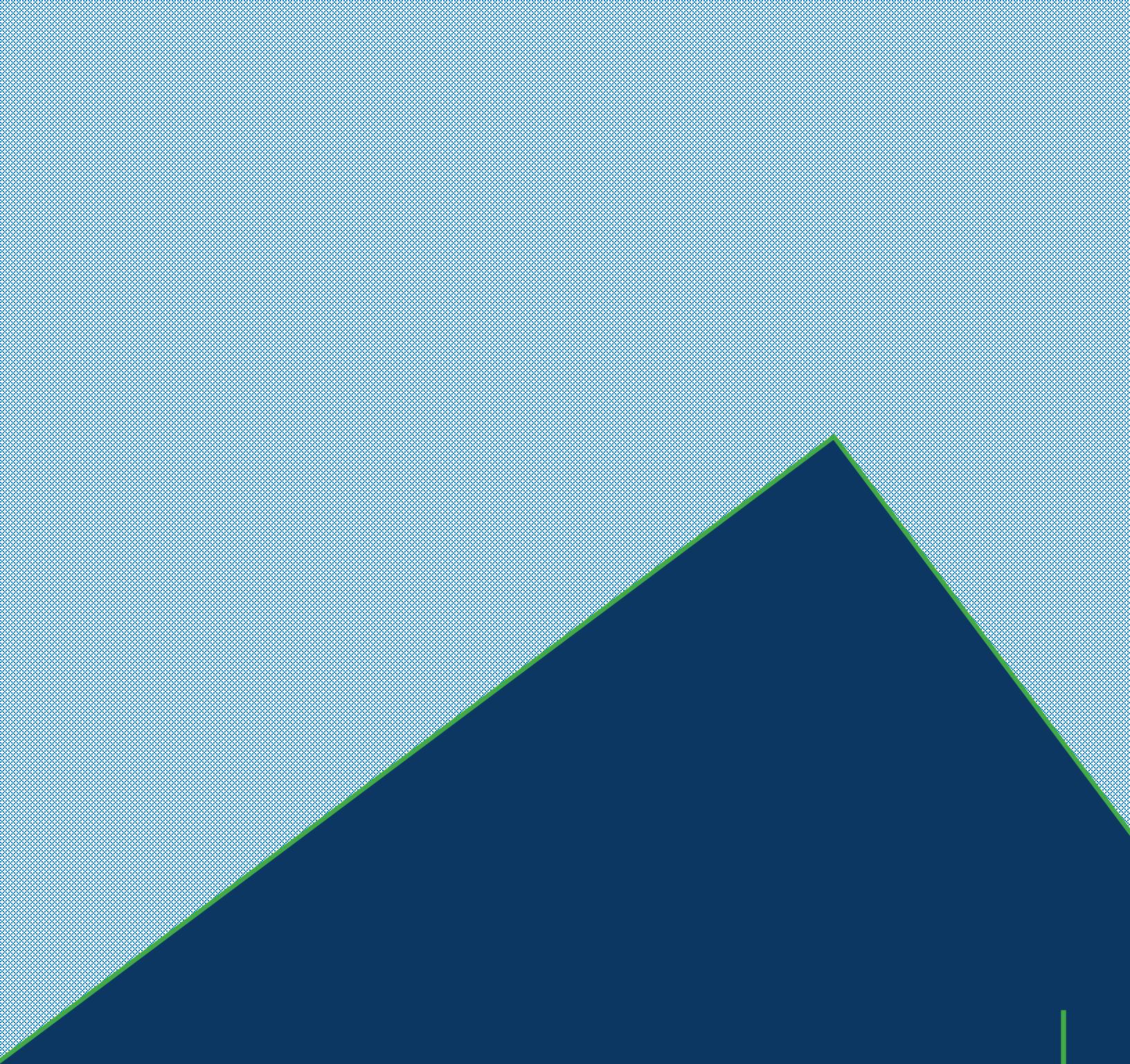
# Budget Methods

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

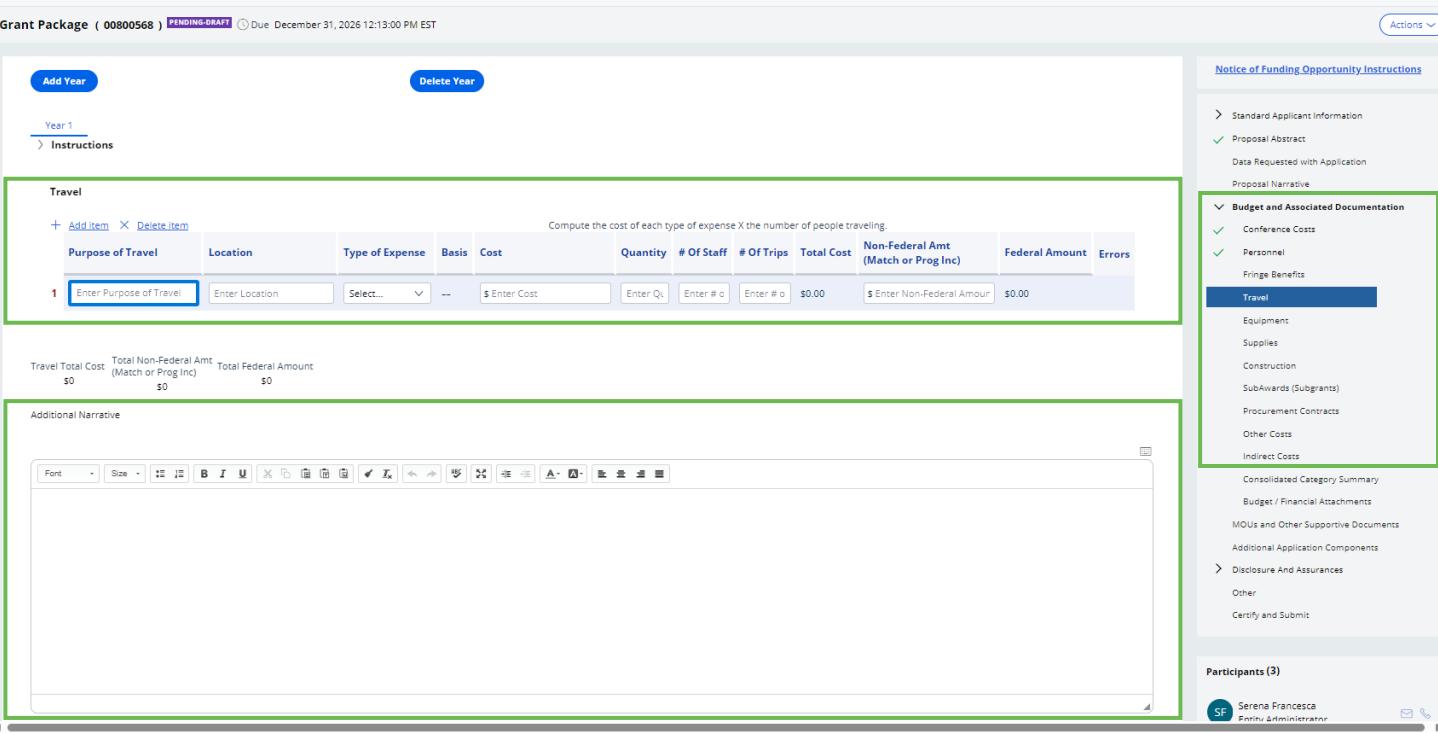
# Web-based Budget Documentation

## 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.



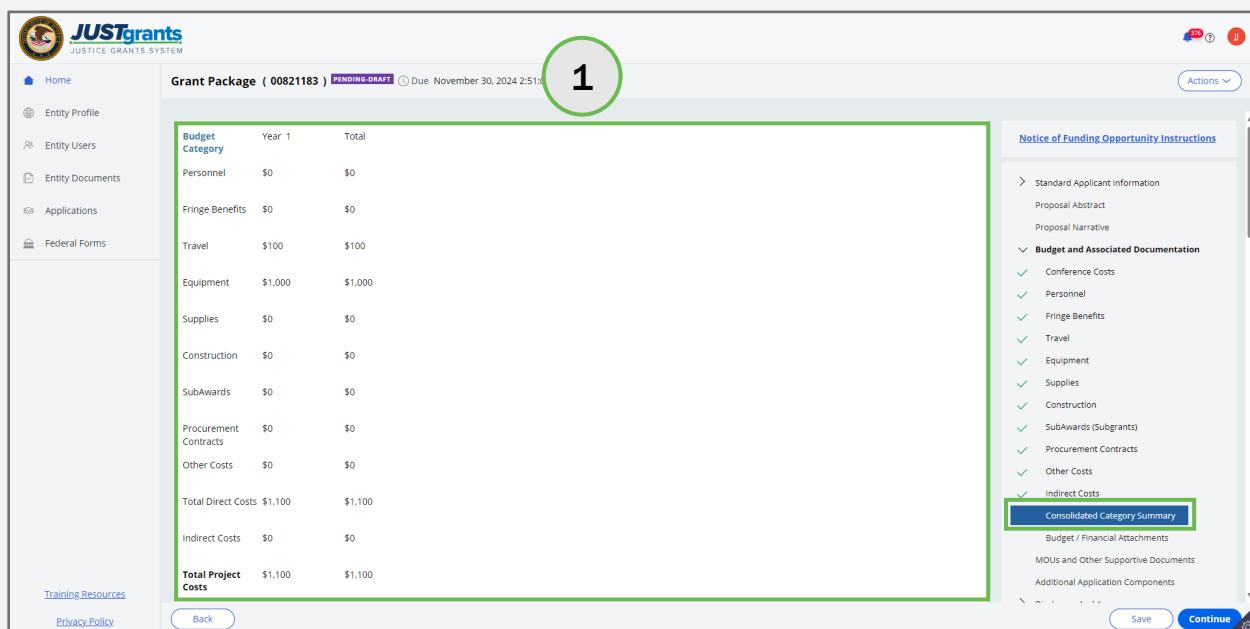
The screenshot shows the JUSTgrants web-based budget documentation interface. The top navigation bar includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area displays a 'Grant Package (00800568)' with a 'PENDING-DRAFT' status and a due date of December 31, 2026. The 'Travel' budget category is selected, showing a table for entering travel costs. The right sidebar contains a navigation menu with categories like Standard Applicant Information, Proposal Abstract, Budget and Associated Documentation (which is expanded to show Conference Costs, Personnel, Fringe Benefits, and Travel), Disclosure And Assurances, and Participants (3). The bottom of the page includes links for Training Resources, Privacy Policy, and a 'Save' button.

# 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.



JUSTgrants  
JUSTICE GRANTS SYSTEM

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

1

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
Total Direct Costs	\$1,100	\$1,100
Indirect Costs	\$0	\$0
<b>Total Project Costs</b>	<b>\$1,100</b>	<b>\$1,100</b>

Training Resources | Privacy Policy | Back

Actions

Notice of Funding Opportunity Instructions

Standard Applicant Information

Proposal Abstract

Proposal Narrative

✓ Budget and Associated Documentation

✓ Conference Costs

✓ Personnel

✓ Fringe Benefits

✓ Travel

✓ Equipment

✓ Supplies

✓ Construction

✓ SubAwards (Subgrants)

✓ Procurement Contracts

✓ Other Costs

✓ Indirect Costs

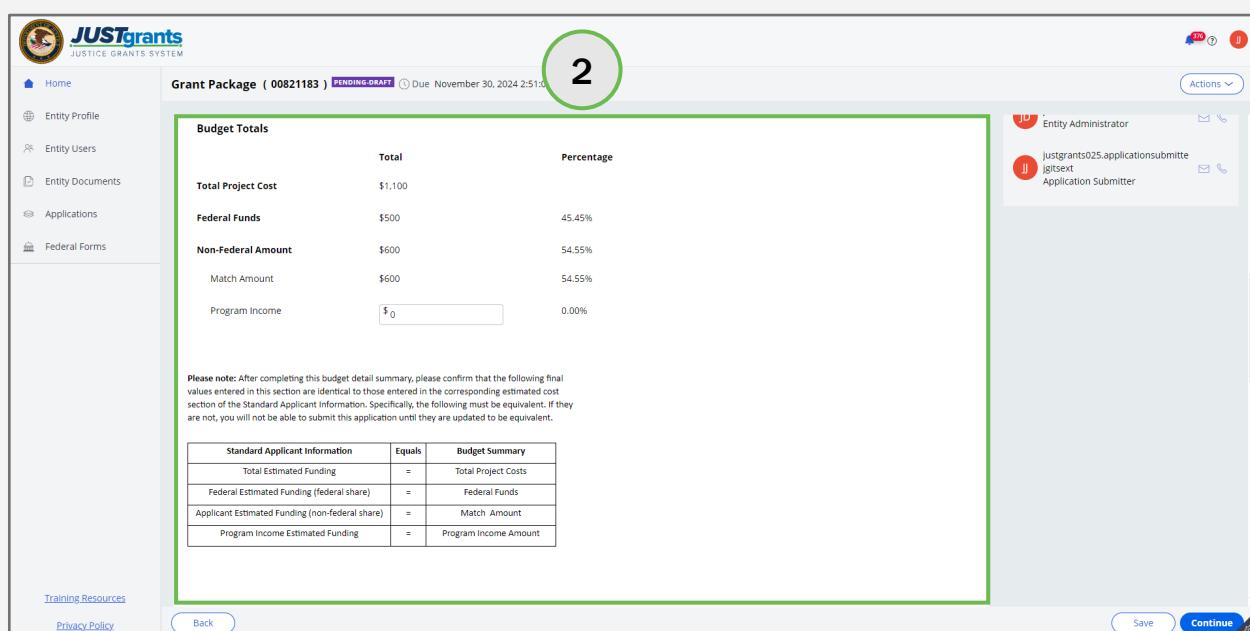
Consolidated Category Summary

Budget / Financial Attachments

MOUs and Other Supportive Documents

Additional Application Components

Save | Continue



JUSTgrants  
JUSTICE GRANTS SYSTEM

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

2

	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	\$0	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

Training Resources | Privacy Policy | Back

Actions

Entity Administrator

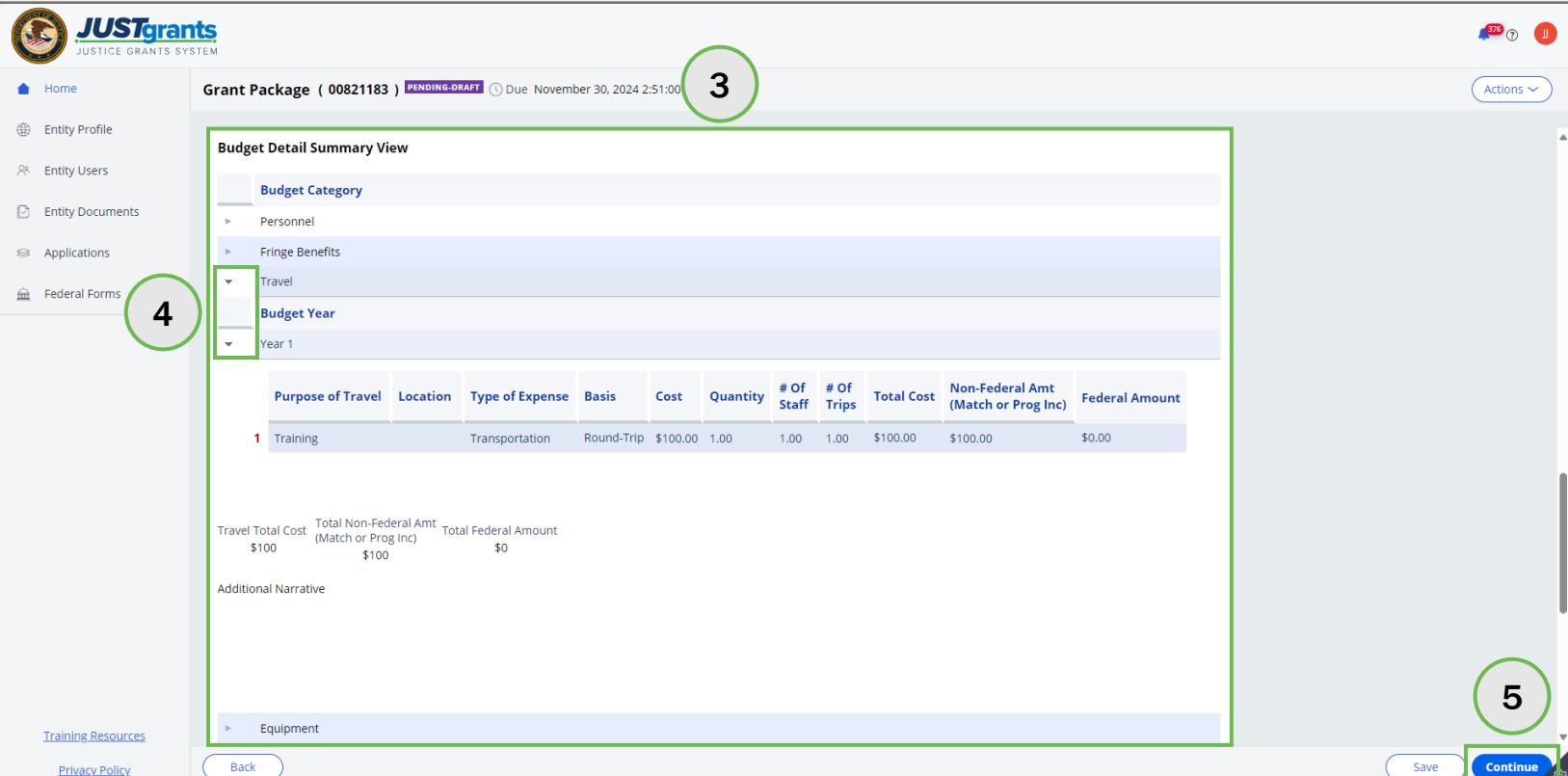
justgrants025.applicationsubmitter  
jigtext Application Submitter

Save | Continue

# 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**.



JUSTgrants  
JUSTICE GRANTS SYSTEM

Grant Package ( 00821183 ) PENDING-DRAFT Due November 30, 2024 25:00 Actions

**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	1.00	\$100.00	\$100.00	\$0.00

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

Additional Narrative

Equipment

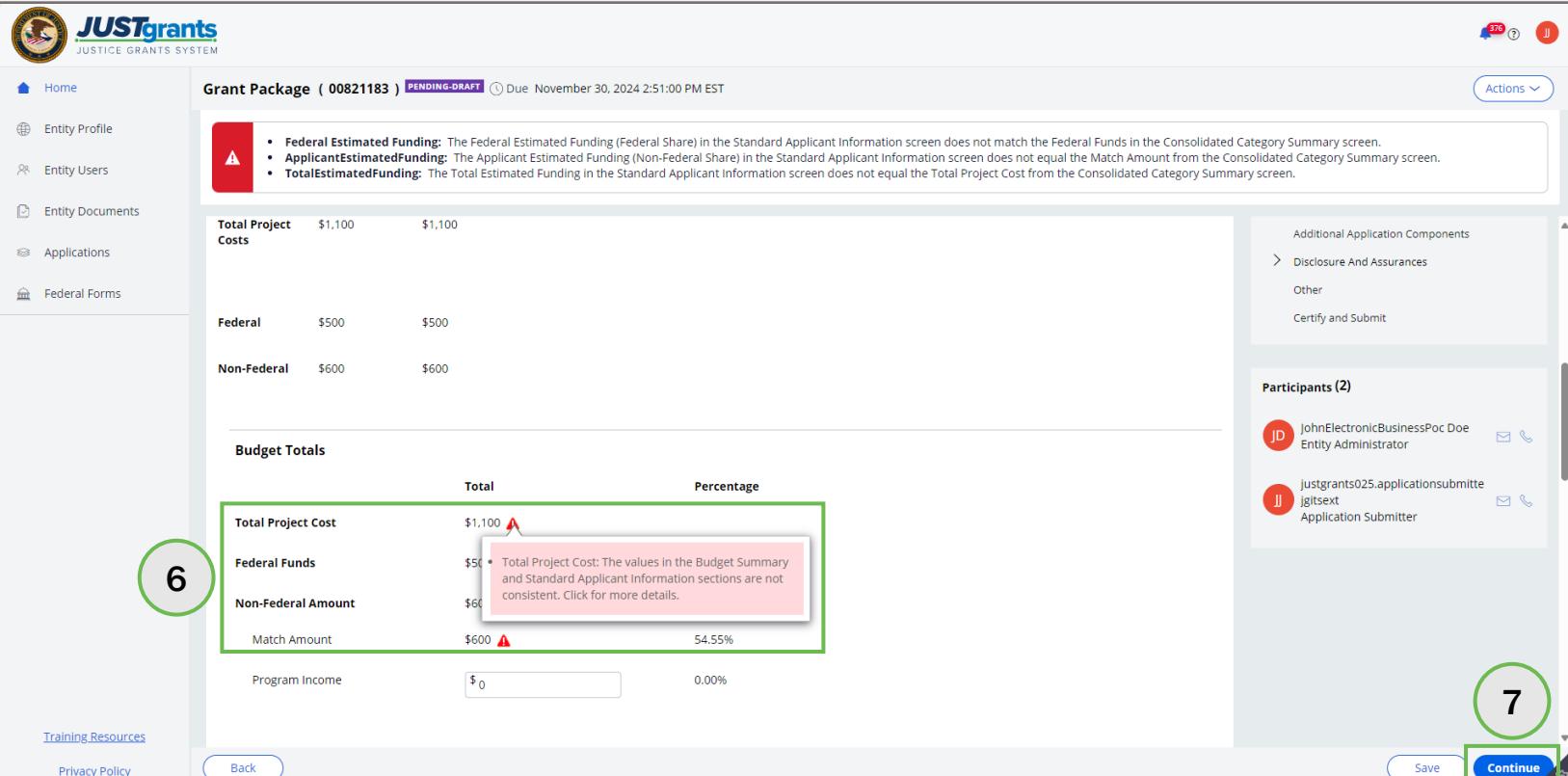
Save Continue

# 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 shows the JUSTgrants application interface for a grant package. The left sidebar includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area displays a budget summary table with columns for Total, Percentage, and various funding sources. A red alert icon is present in the top right corner of the table. A red box highlights the 'Total Project Cost' row, which contains a red alert icon next to the value '\$1,100'. A tooltip box appears over this cell with the text: 'Total Project Cost: The values in the Budget Summary and Standard Applicant Information sections are not consistent. Click for more details.' The right sidebar shows participant details and application components. The bottom right corner features a green circle with the number '6' and a blue 'Continue' button.

	Total	Percentage
Total Project Cost	\$1,100 <span style="color: red;">⚠</span>	
Federal Funds	\$500	
Non-Federal Amount	\$600	
Match Amount	\$600 <span style="color: red;">⚠</span>	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
Test Descriptive Title of Application's Project	1/1/2023	7/30/2024

Federal Estimated Funding	ApplicantEstimatedFunding	Program Income Estimated Funding
1,000.00	0.00	0.00

TotalEstimatedFunding	
1,000.00	

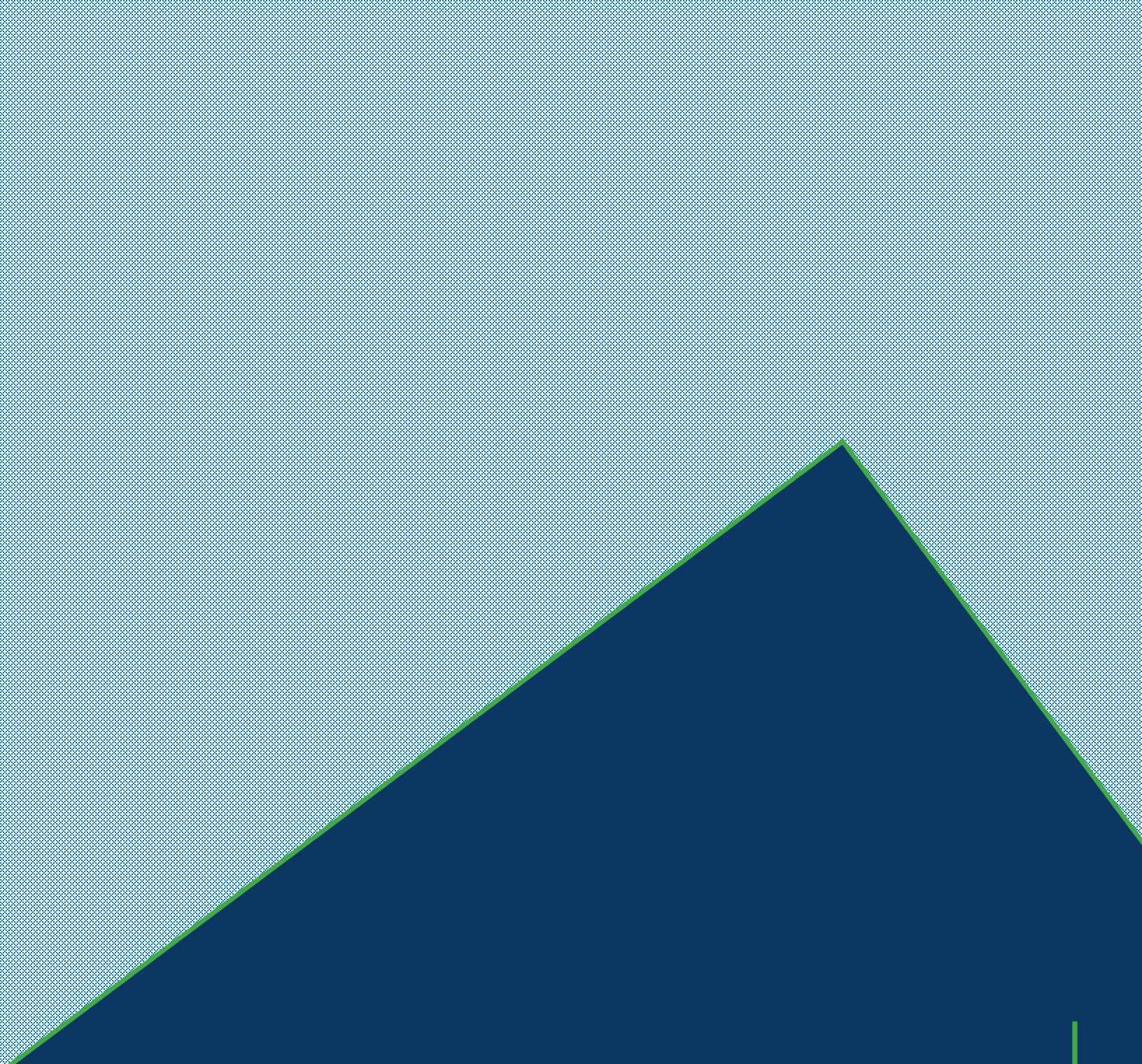
## Budget Summary

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
Total Direct Costs	\$67,876	\$58,075	\$125,951
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>	<b>\$125,951</b>	
<b>Federal Funds</b>	<b>\$125,824</b> <span style="color: red;">⚠</span>	99.90%
<b>Non-Federal Amount</b>	<b>\$127</b>	0.10%
Match Amount	\$127 <span style="color: red;">⚠</span>	0.10%
Program Income	\$ <span style="border: 1px solid black; padding: 2px;"> </span>	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.

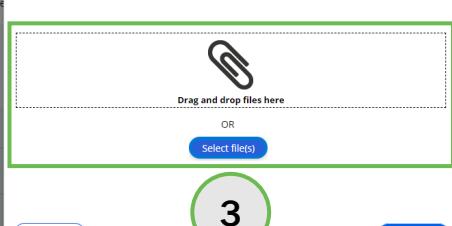
- 1) Open the **Budget/Financial Attachments** section.
- 2) Select **Upload** if the budget section of the application appears as a displayed image to upload a spreadsheet with the budget figures.

The screenshot shows the JUSTgrants application interface. On the left, a sidebar menu includes Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. At the bottom, there are links for Training Resources and Privacy Policy, along with a Home button. The main content area displays a grant package with the identifier 00815019, marked as PENDING-DRAFT, due June 29, 2025, at 11:22:00 AM. A green circle with the number 2 highlights the 'Budget Worksheet and Budget Narrative (attachment)\*' section, which contains an 'Upload' button and a note about supported file types (PDF, Microsoft Word and Excel). A green circle with the number 1 highlights the 'Budget / Financial Attachments' section in the 'Notice of Funding Opportunity Instructions' sidebar, which also lists 'Standard Applicant Information', 'Proposal Abstract', 'Proposal Narrative', and 'MOUs and Other Supportive Documents'. The sidebar also includes sections for 'Participants (3)' and 'Additional Application Components'.

# 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**.



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

Budget Worksheet and Budget Narrative (attachment)\*

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)\*

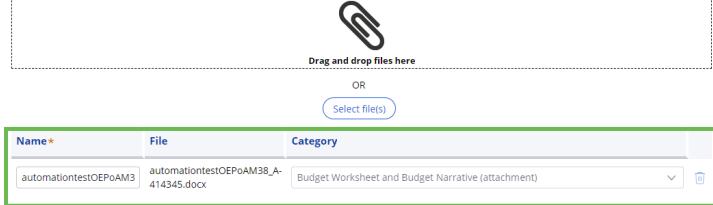
Notice of Funding Opportunity Instructions

- 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



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

Budget Worksheet and Budget Narrative (attachment)\*

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)\*

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

Name*	File	Category
automationtestOEPAAM3	automationtestOEPAAM3_414345.docx	Budget Worksheet and Budget Narrative (attachment)

Back Save Continue

# 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

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

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

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

	Name automatontestOEPoAM38_A: 414345.docx	Category Budget Worksheet and Budget Narrative (attachment)	Created by Amy Callaghan	Date Added 10/01/2024	
--	---	---	-----------------------------	--------------------------	--

**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)**

	Serena Francesca Entity Administrator
	Carl Zhang AuthorizedRepresentative2
	Amy Callaghan Application Submitter

Training Resources Back Save Continue

8

6

7

9

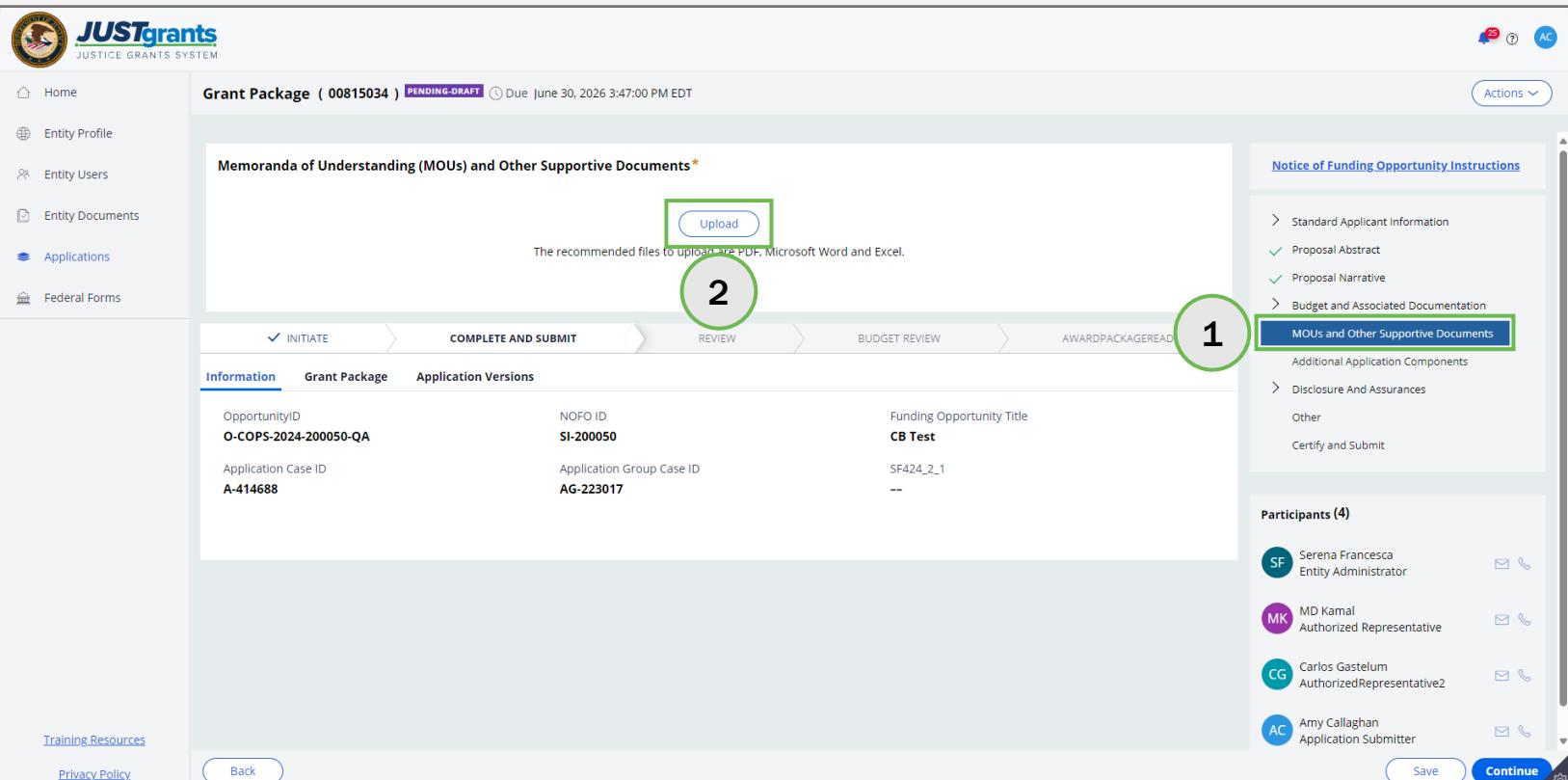
Application Submission Job Aid Reference Guide | 59

# 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.



JUSTgrants  
JUSTICE GRANTS SYSTEM

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

Memoranda of Understanding (MOUs) and Other Supportive Documents\*

Upload

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

2

1

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
- Other
- Certify and Submit

Participants (4)

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

Information Grant Package Application Versions

Opportunity ID: O-COPS-2024-200050-QA NOFO ID: SI-200050 Funding Opportunity Title: CB Test

Application Case ID: A-414688 Application Group Case ID: AG-223017 SF424\_2\_1

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE/READY

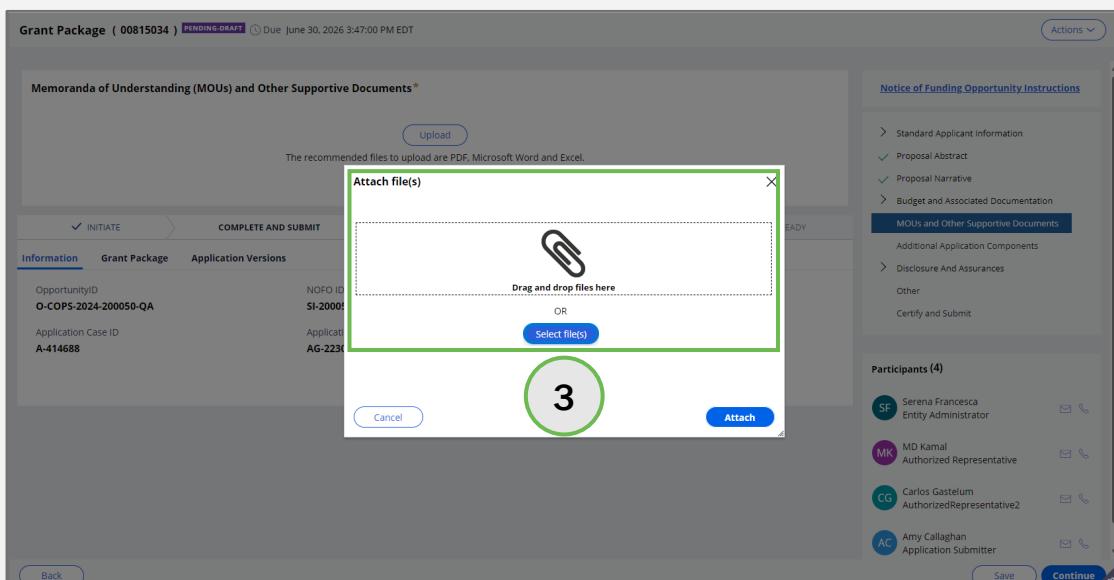
Back Save Continue



# 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**.



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

Memoranda of Understanding (MOUs) and Other Supportive Documents\*

Upload

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

INITIATE COMPLETE AND SUBMIT

Information Grant Package Application Versions

OpportunityID O-COPS-2024-200050-QA NOFO ID SI-200050-QA

Application Case ID A-414688

Applicant AG-223

Attach file(s)

Drag and drop files here

OR

Select file(s)

3

Cancel Attach

Actions

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
- Other
- Certify and Submit

Participants (4)

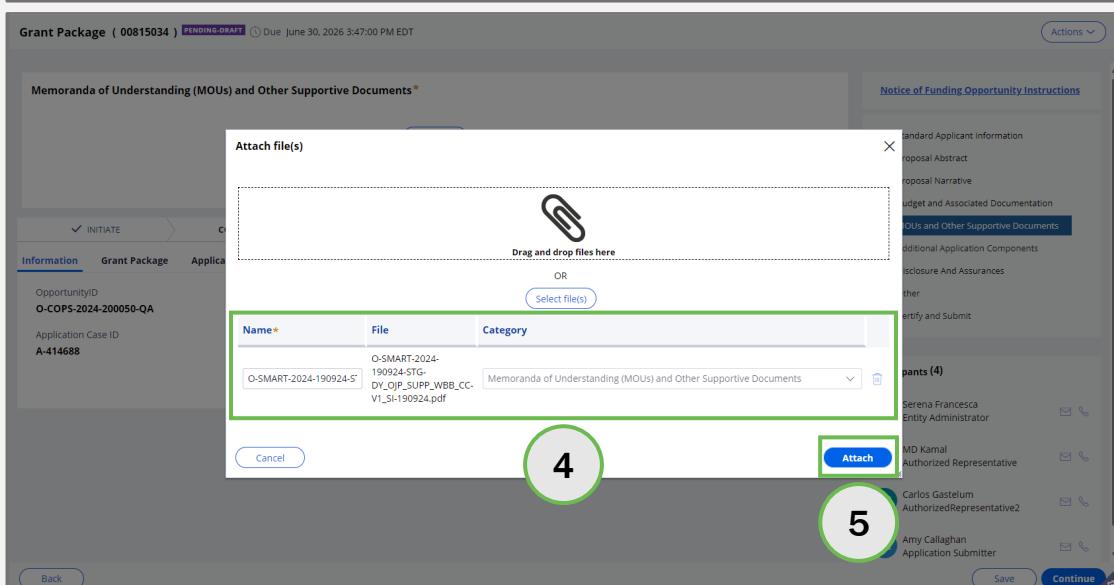
SF Serena Francesca Entity Administrator

MK MD Kamal Authorized Representative

CG Carlos Gastelum Authorized Representative2

AC Amy Callaghan Application Submitter

Save Continue



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

Memoranda of Understanding (MOUs) and Other Supportive Documents\*

Attach file(s)

Drag and drop files here

OR

Select file(s)

Name*	File	Category
O-SMART-2024-190924-STG-DV_OIP_SUPP_WBB_CC-V1_SI-190924.pdf	O-SMART-2024-190924-STG-DV_OIP_SUPP_WBB_CC-V1_SI-190924.pdf	Memoranda of Understanding (MOUs) and Other Supportive Documents

4

Cancel Attach

5

Actions

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
- Other
- Certify and Submit

Participants (4)

Serena Francesca Entity Administrator

MD Kamal Authorized Representative

Carlos Gastelum Authorized Representative2

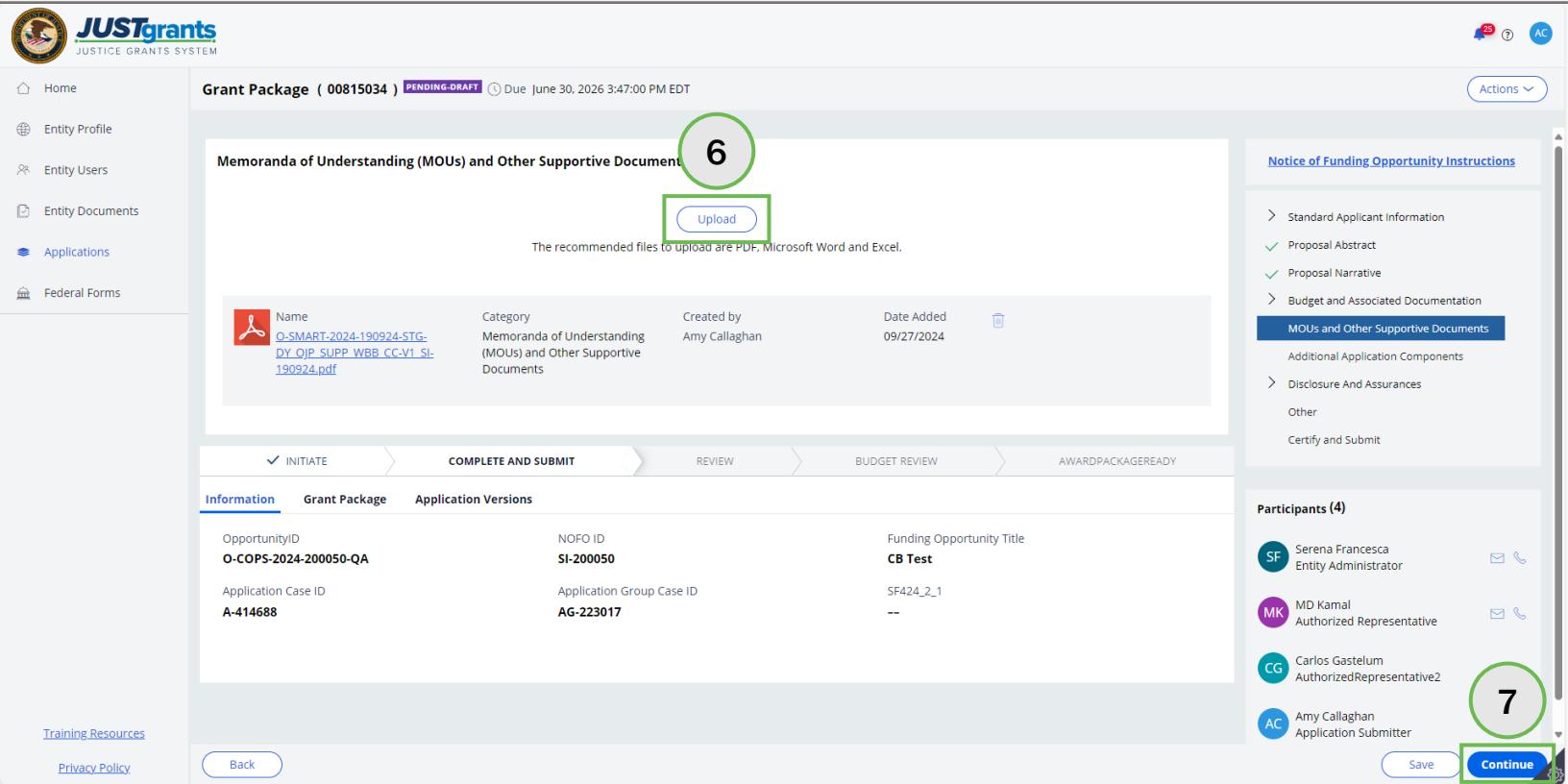
Amy Callaghan Application Submitter

Save Continue

# 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.



JUSTgrants  
JUSTICE GRANTS SYSTEM

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

Memoranda of Understanding (MOUs) and Other Supportive Document **6**

Upload

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

Name	Category	Created by	Date Added
O-SMART-2024-190924-STG-DY_QIP_SUPP_WBB_CC-V1_Sl-190924.pdf	Memoranda of Understanding (MOUs) and Other Supportive Documents	Amy Callaghan	09/27/2024

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD PACKAGE READY

Information Grant Package Application Versions

Opportunity ID: O-COPS-2024-200050-QA NOFO ID: SI-200050 Funding Opportunity Title: CB Test

Application Case ID: A-414688 Application Group Case ID: AG-223017 SF424\_2\_1 --

Participants (4)

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

Training Resources Back Continue

# 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.

JUSTgrants  
JUSTICE GRANTS SYSTEM

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

2

3

1

4

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
- Other
- Certify and Submit

Curriculum Vitae or Resumes\*

Upload

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

Tribal Authorizing Resolution\*

Timeline Form\*

Letters of Support\*

Additional Attachments

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

Information Grant Package Application Versions

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

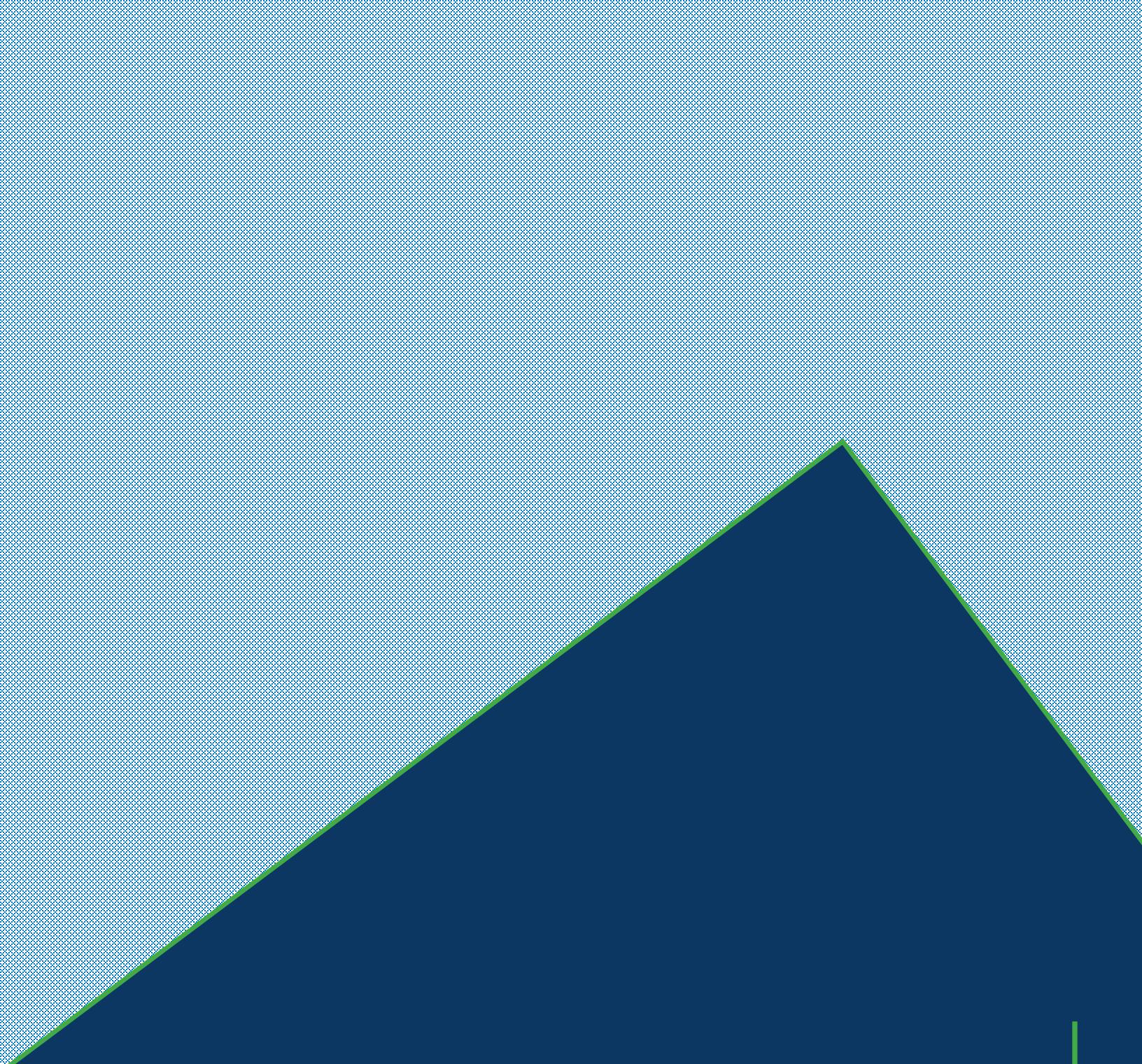
Participants (4)

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

Training Resources Privacy Policy

Back Save Continue

# Disclosures and Assurances



# Disclosure of Lobbying Activities

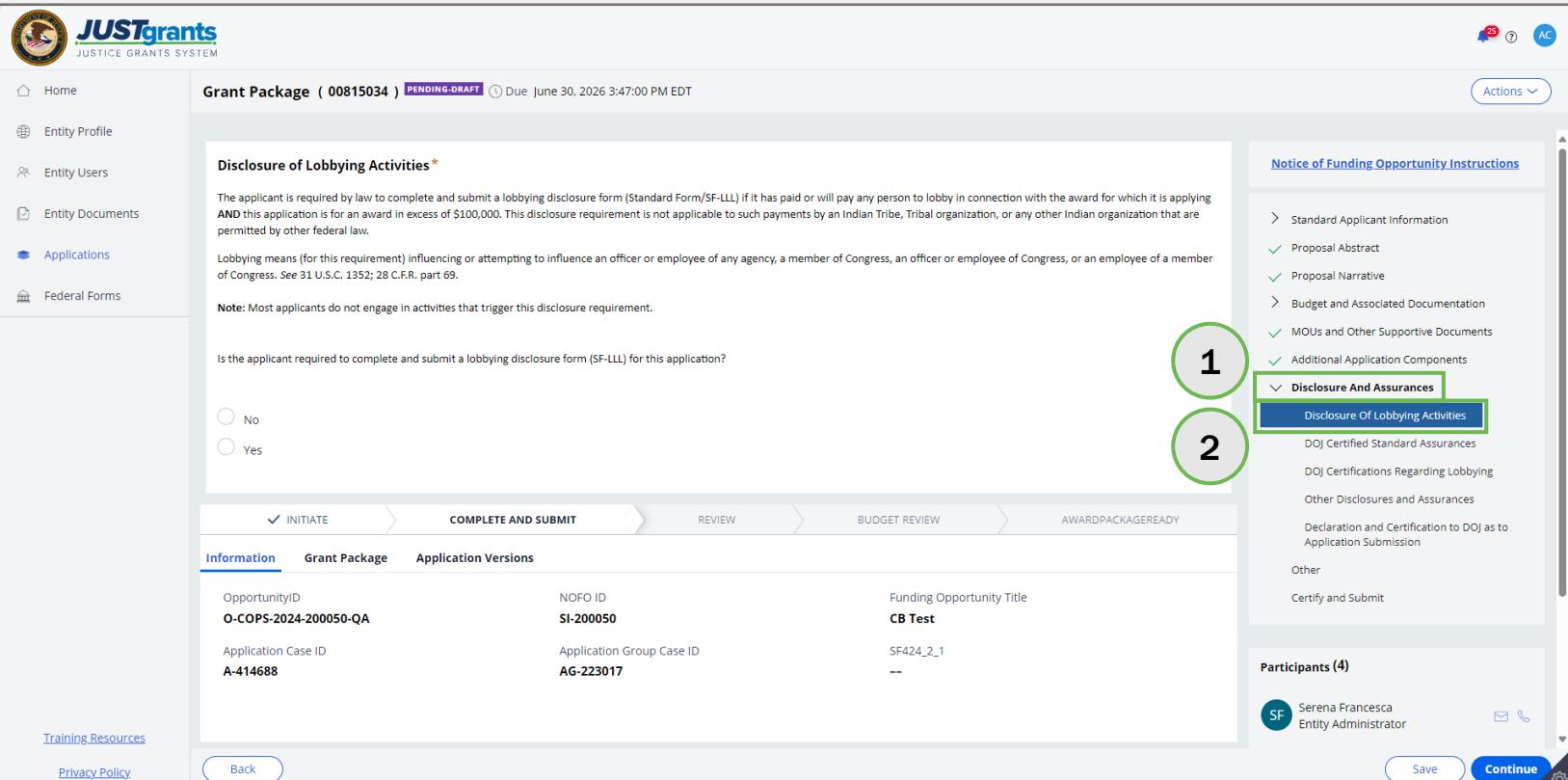
# Disclosure of Lobbying Activities

## 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 Actions

**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

Save Continue

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>	<b>SF424_2_1</b> --

Training Resources  
Privacy Policy

Back



# 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 Actions

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

Yes

✓ INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

**Information** Grant Package Application Versions

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

Back Save 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
    - 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

**Yes** Option

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

**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 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.

Yes

Upload

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

 Name Form SFLLL_2_0-V2.0.pdf	Category LobbyingActivitiesDisclosure	Created by --
---	--	------------------

✓ INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

Back Save 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
    - 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

# 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 act 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)?

No The applicant must [download the SF-LLL](#), complete it, and attach it to this application.

Yes

The recommended category for this file is **LobbyingActivitiesDisclosure**.

Attach file(s)

Drag and drop files here

OR

Select files

Cancel Attach

3

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

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD PACKAGE READY

Actions

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

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 act 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)?

No The applicant must [download the SF-LLL](#), complete it, and attach it to this application.

Yes

The recommended category for this file is **LobbyingActivitiesDisclosure**.

Attach file(s)

Drag and drop files here

OR

Select files

Name*	File	Category
Form SFLLL_2_0-V2.0.DOC	Form SFLLL_2_0-V2.0.DOC	LobbyingActivitiesDisclosure
Form SFLLL_2_0-V2.0.GMS-WORK-APPLICATIONTESTCASE	Form SFLLL_2_0-V2.0.GMS-WORK-APPLICATIONTESTCASE	LobbyingActivitiesDisclosure
A-414688.pdf	A-414688.pdf	LobbyingActivitiesDisclosure

Cancel Attach

4

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

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD PACKAGE READY

Actions

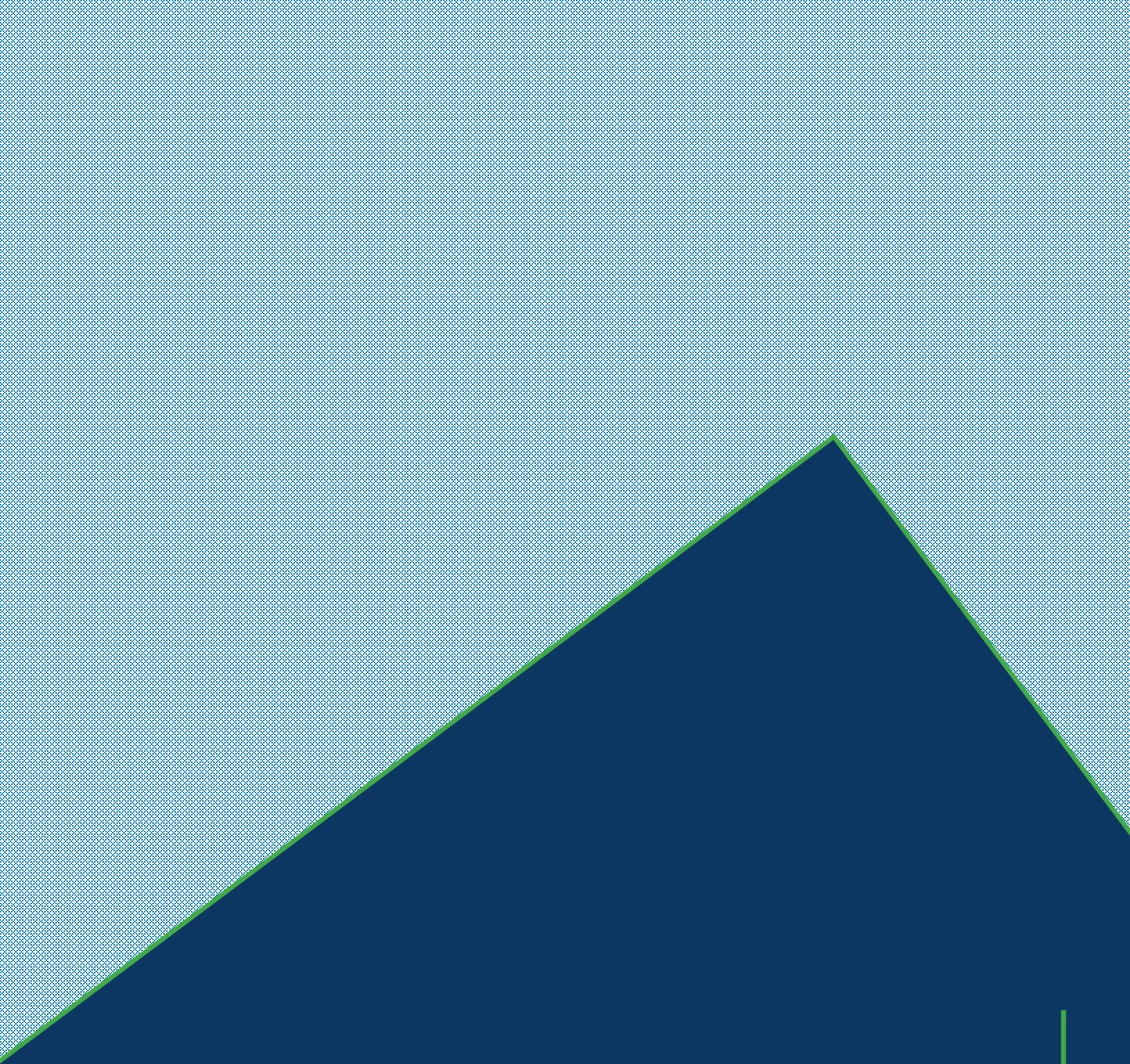
Notice of Funding Opportunity Instructions

- 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

Save Continue



# OJP Disclosure of Duplication in Cost Items

# OJP Disclosure of Duplication in Cost Items Overview

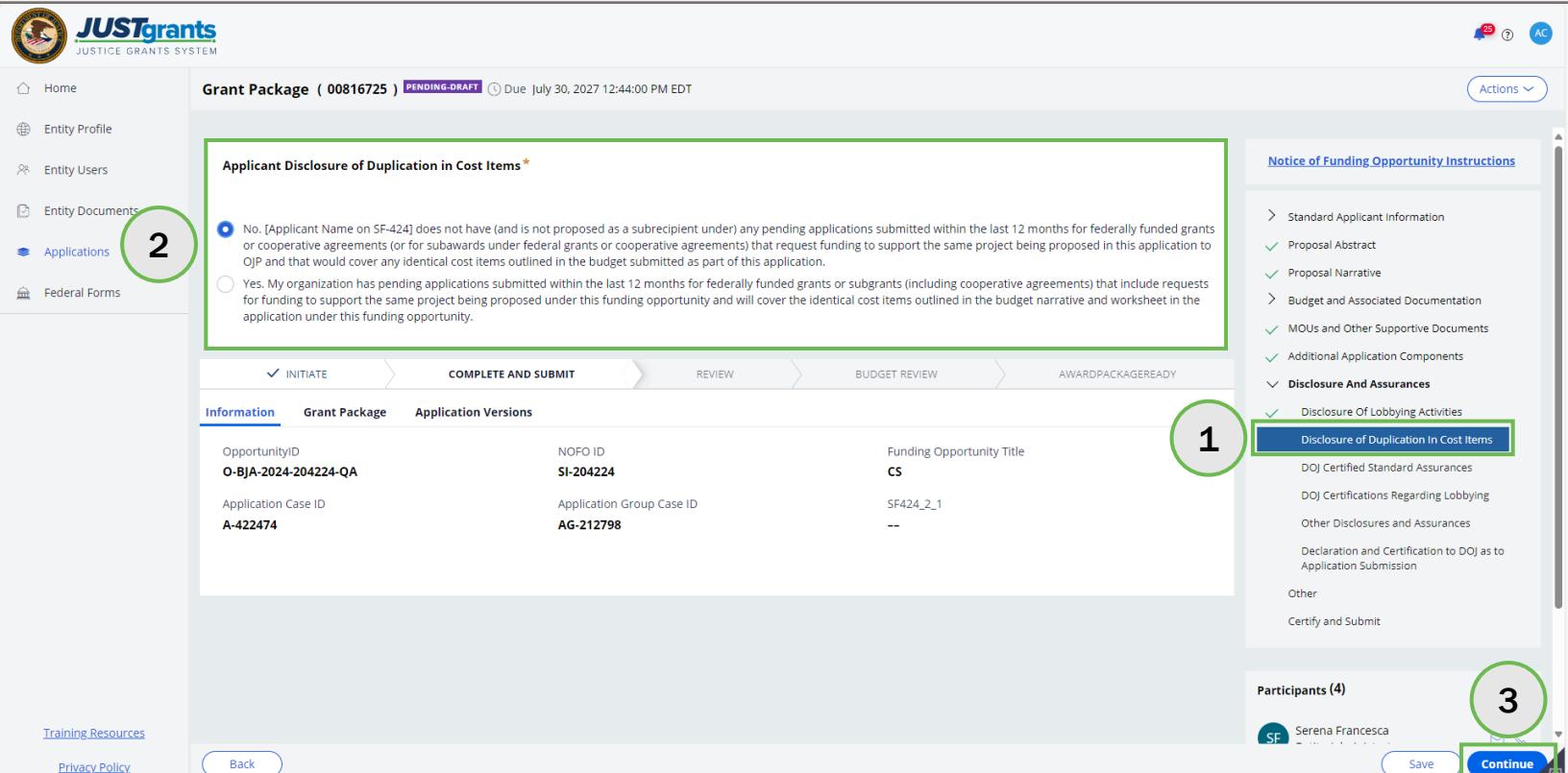
OJP applicants must disclose whether they have (or are proposed as a subrecipient under) any pending applications within the past 12 months for federally funded grants or cooperative agreements that:

- 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**.



JUSTgrants  
JUSTICE GRANTS SYSTEM

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

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 AWARD/PACKAGE READY

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>	--

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
- Certify and Submit

Participants (4)

SF Serena Francesca	Save	Continue
---------------------	------	----------

2

1

3

# 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 Actions

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"/>

4

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

Information Grant Package Application Versions

OpportunityID: O-BJA-2024-204224-QA NOFO ID: SI-204224 Funding Opportunity Title: CS

Application Case ID: A-422474 Application Group Case ID: AG-212798 SF424\_2\_1 --

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

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 Actions

**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** **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

**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)**

**7**

Serena Francesca

Save Continue

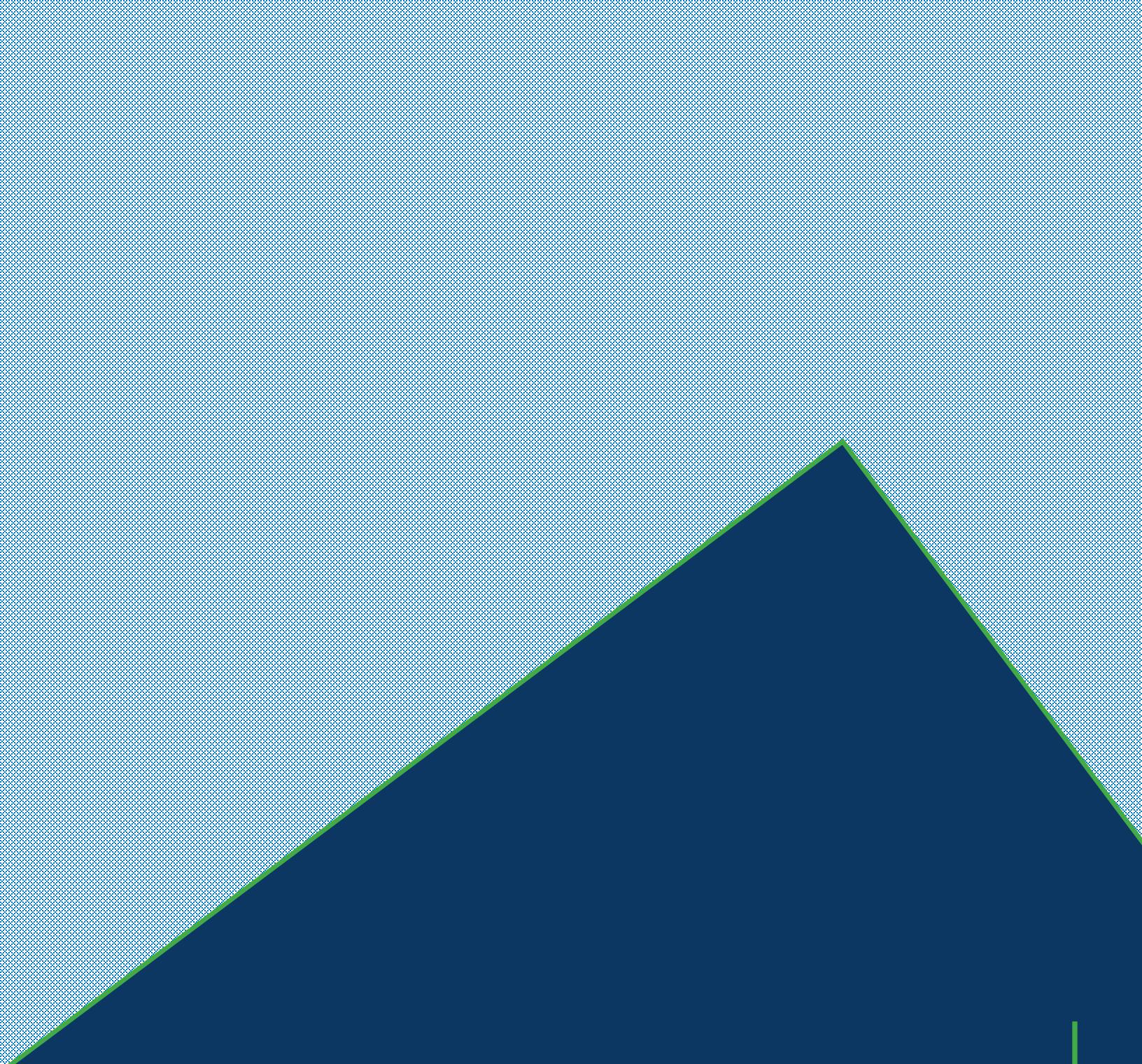
INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

Information Grant Package Application Versions

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

Training Resources  
Privacy Policy

Back



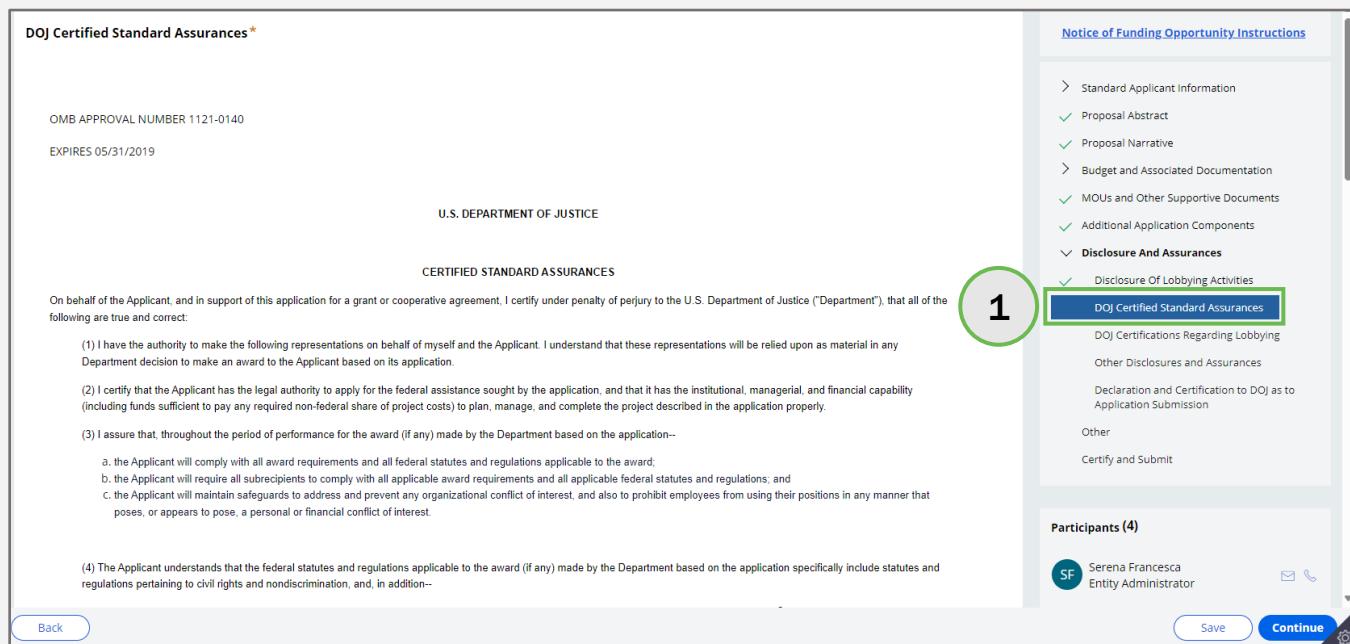
# DOJ Certified Standard Assurances

# 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--

1. Back 2. Save 3. Continue

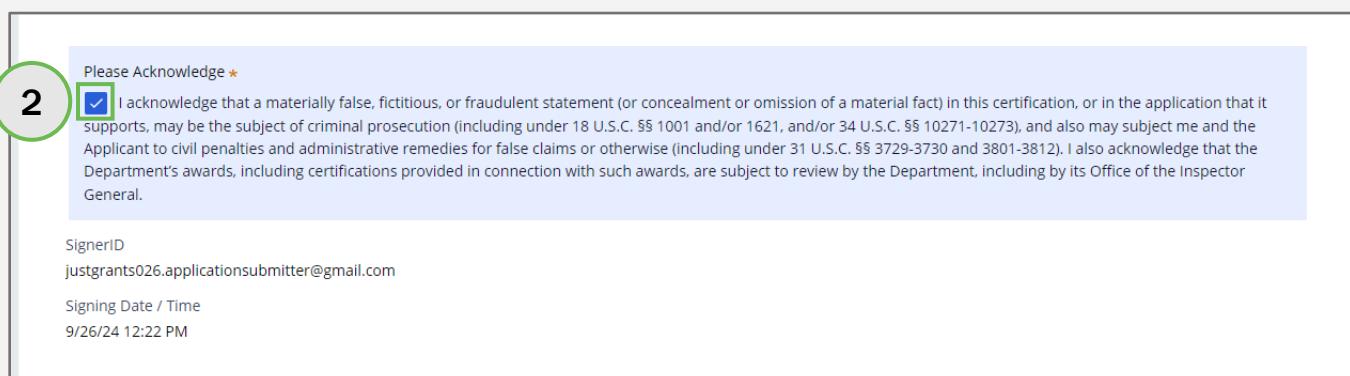
Notice of Funding Opportunity Instructions

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- 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 [Email](#) [Phone](#)

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

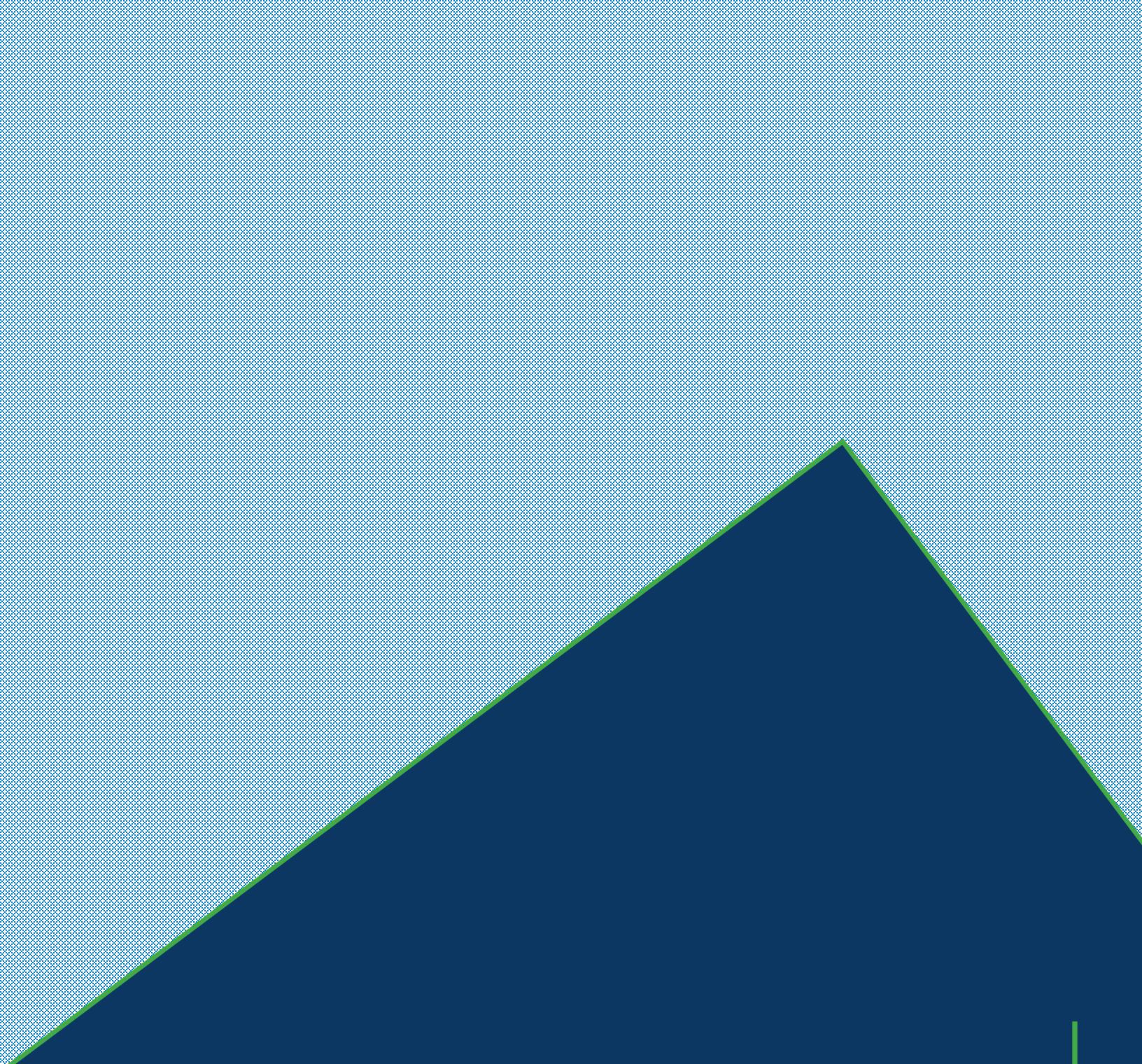


2. Please Acknowledge \*

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



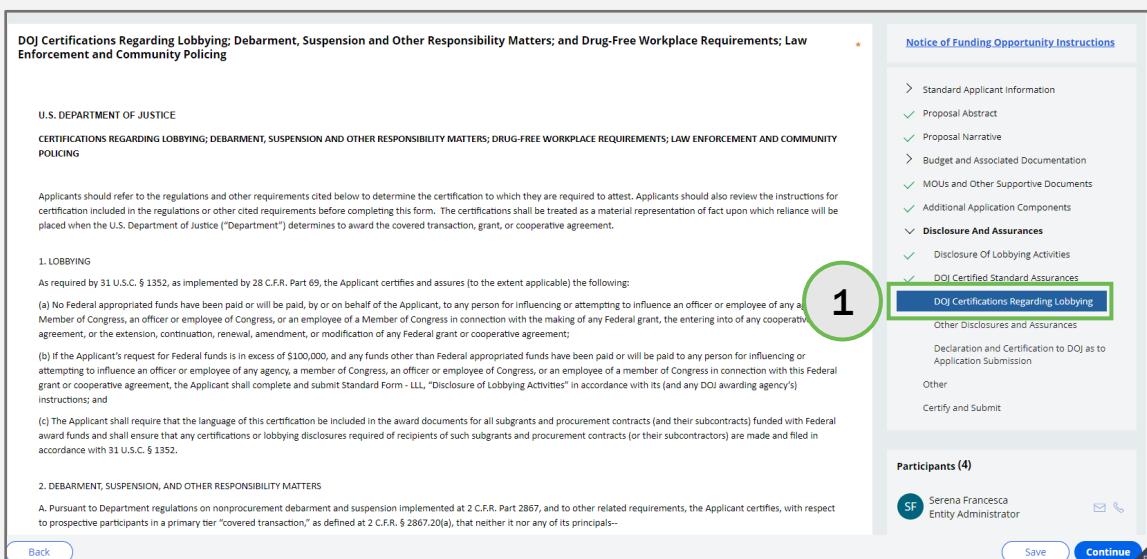
# DOJ Certifications Regarding Lobbying

# 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.



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

U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; LAW ENFORCEMENT AND COMMUNITY POLICING

Applicants should refer to the regulations and other requirements cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for 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 in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) Instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

1

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
- DOI Certified Standard Assurances

DOJ Certifications Regarding Lobbying

Other Disclosures and Assurances

Declaration and Certification to DOJ as to Application Submission

Other

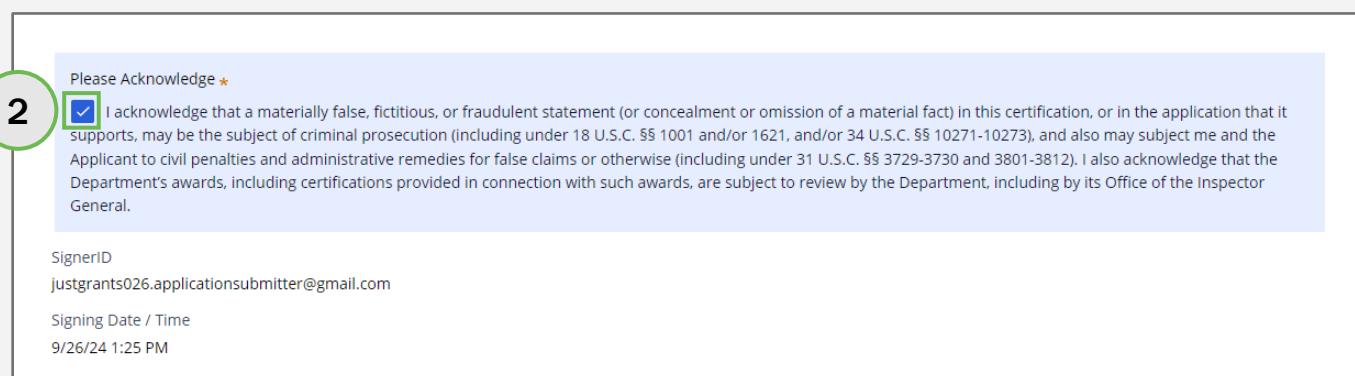
Certify and Submit

Participants (4)

SF Serena Francesca Entity Administrator

Save Continue

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

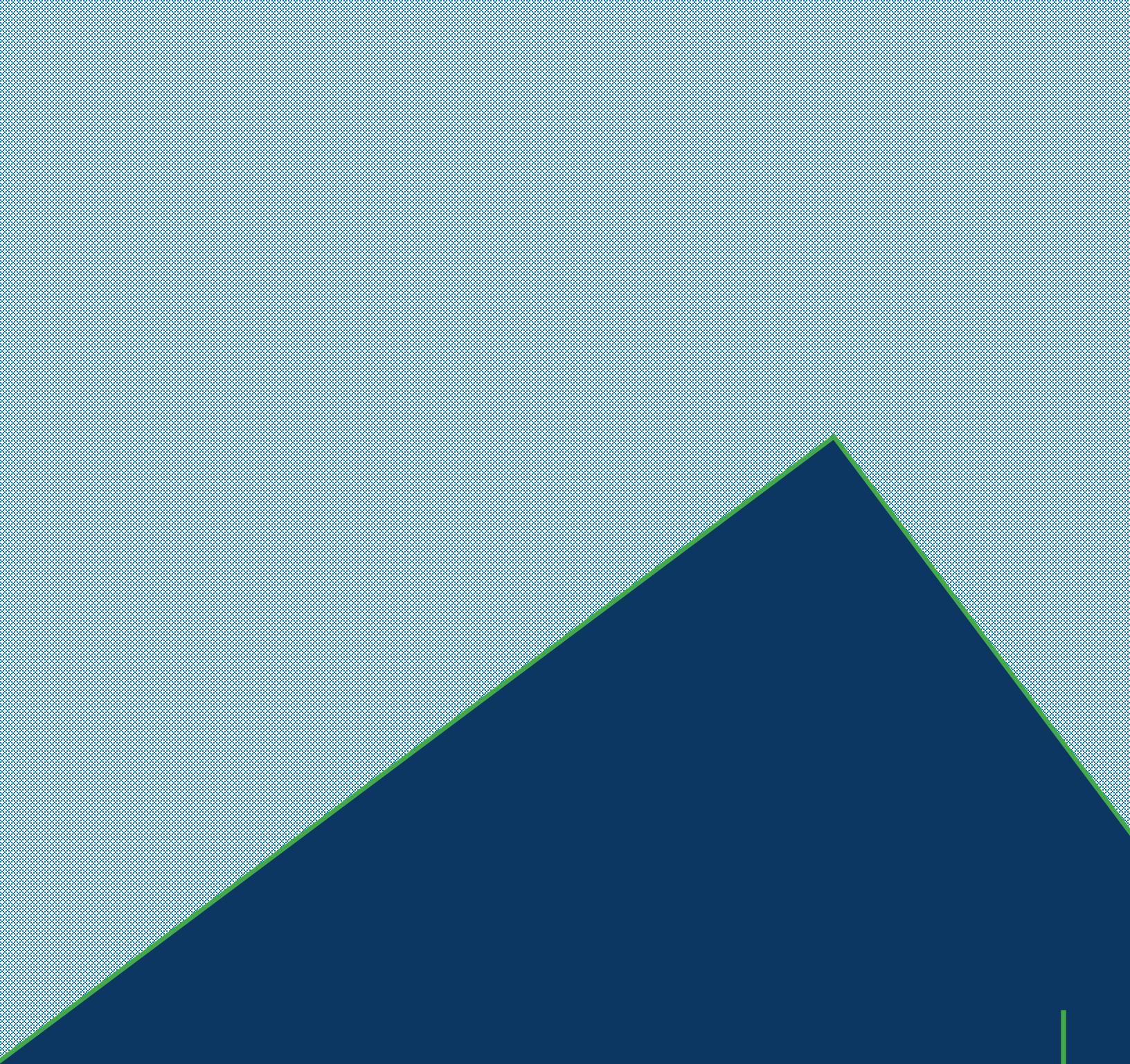


Please Acknowledge \*

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



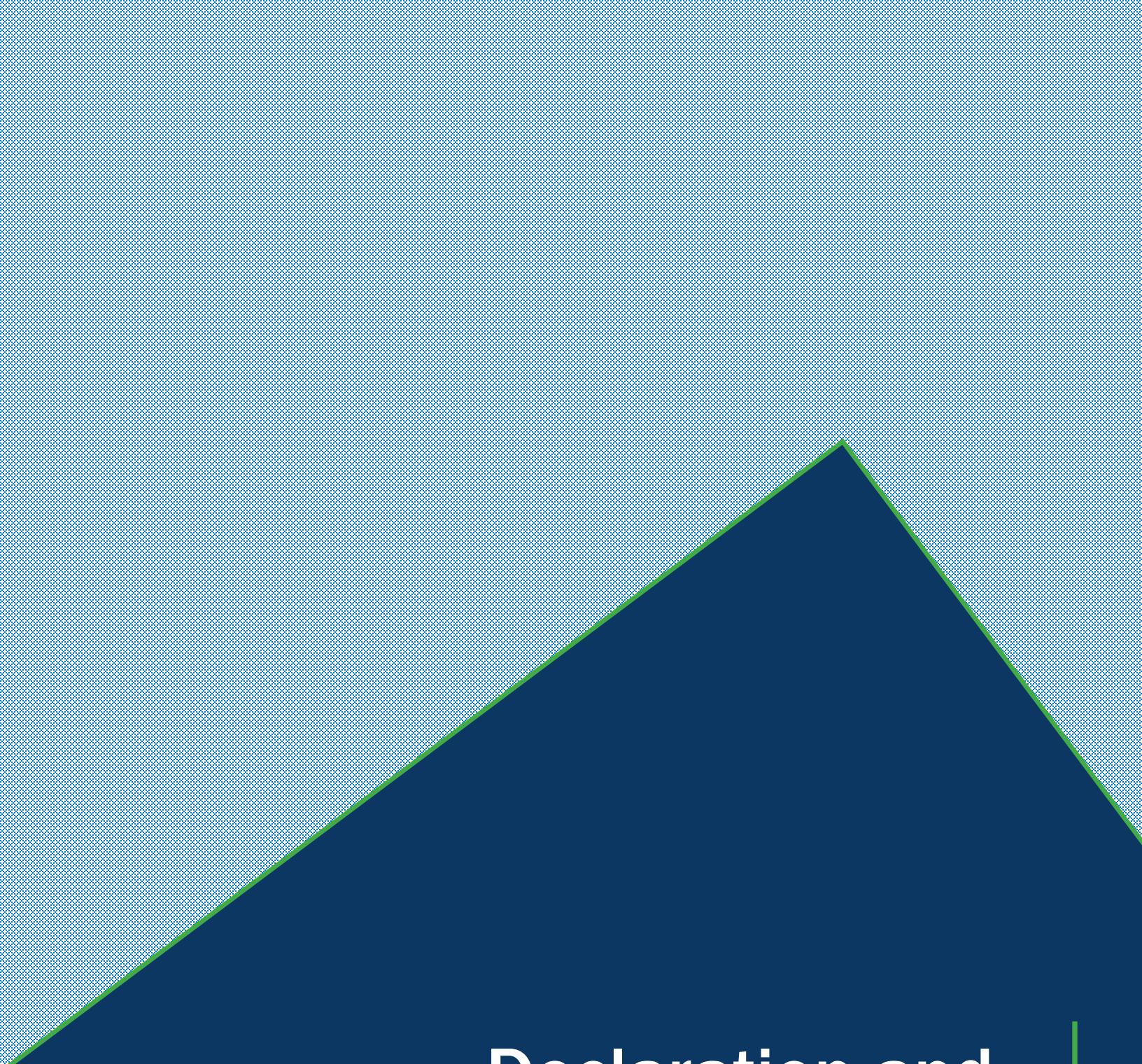
# Other Disclosures and Assurances

# 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.

The screenshot shows the JUSTgrants application interface. On the left, a sidebar lists navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. Below these are Training Resources and Privacy Policy links. At the bottom left is a Home icon. 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 progress bar at the top indicates the current step is 'COMPLETE AND SUBMIT'. The main section shows a table with application details: Opportunity ID O-COPS-2024-200050-QA, NOFO ID SI-200050, Funding Opportunity Title CB Test; Application Case ID A-414688, Application Group Case ID AG-223017, and Funding Opportunity ID SF424\_2\_1. To the right, a 'Notice of Funding Opportunity Instructions' sidebar is open, showing a list of required documents. A green box highlights the 'Other Disclosures and Assurances' section, which is circled with a green number '1'. Below this, a 'Participants (4)' section shows a user named Serena Francesca, Entity Administrator, with a green 'Save' and 'Continue' button. A green box highlights the 'Upload' button in the 'Other Disclosures and Assurances' section, which is circled with a green number '2'. A green box highlights the 'Other Disclosures and Assurances' section in the 'Notice of Funding Opportunity Instructions' sidebar, which is circled with a green number '3'.



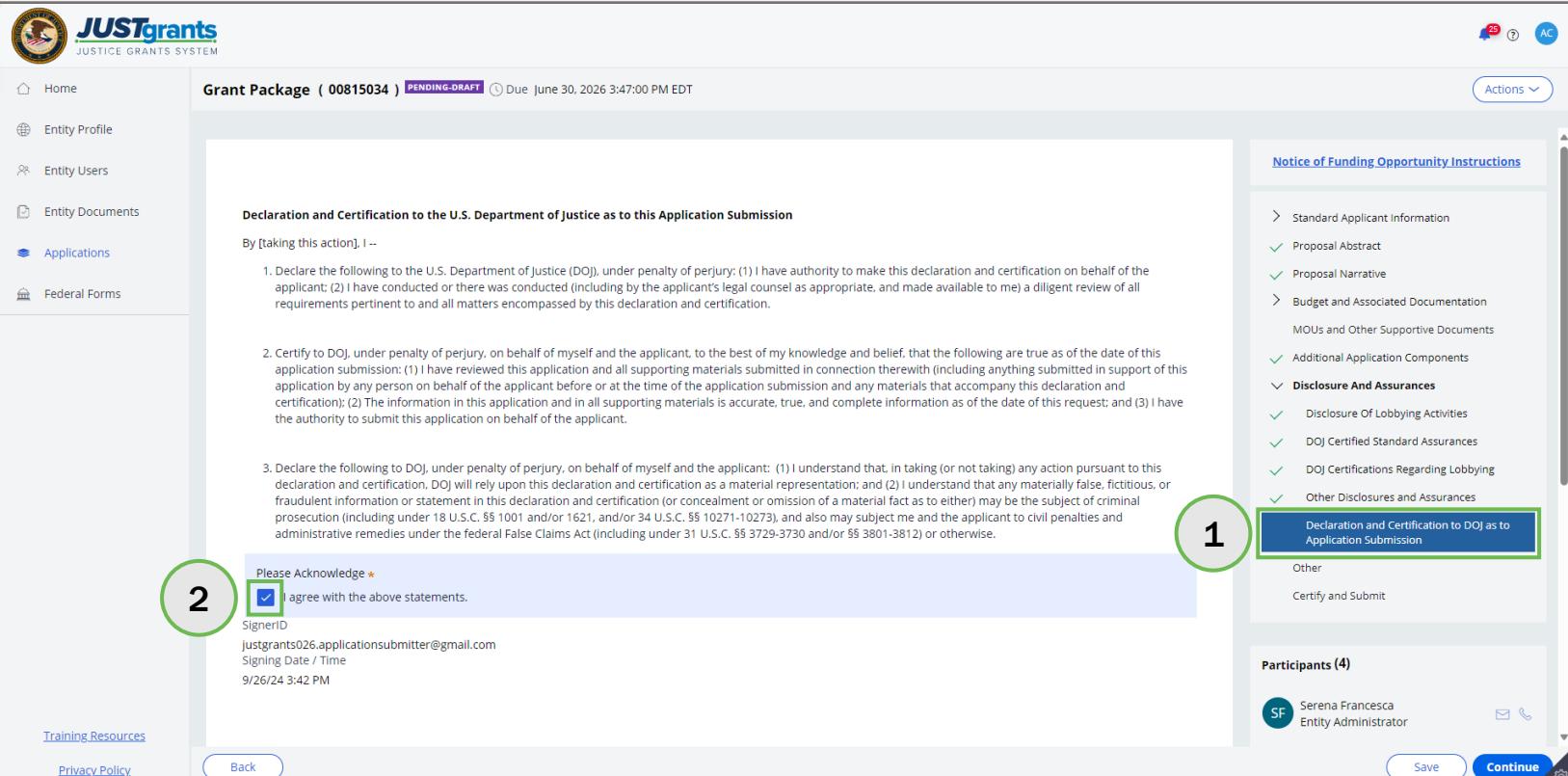
# Declaration and Certification to DOJ as to Application Submission

# Declaration/Certification to DOJ as to Application Submission

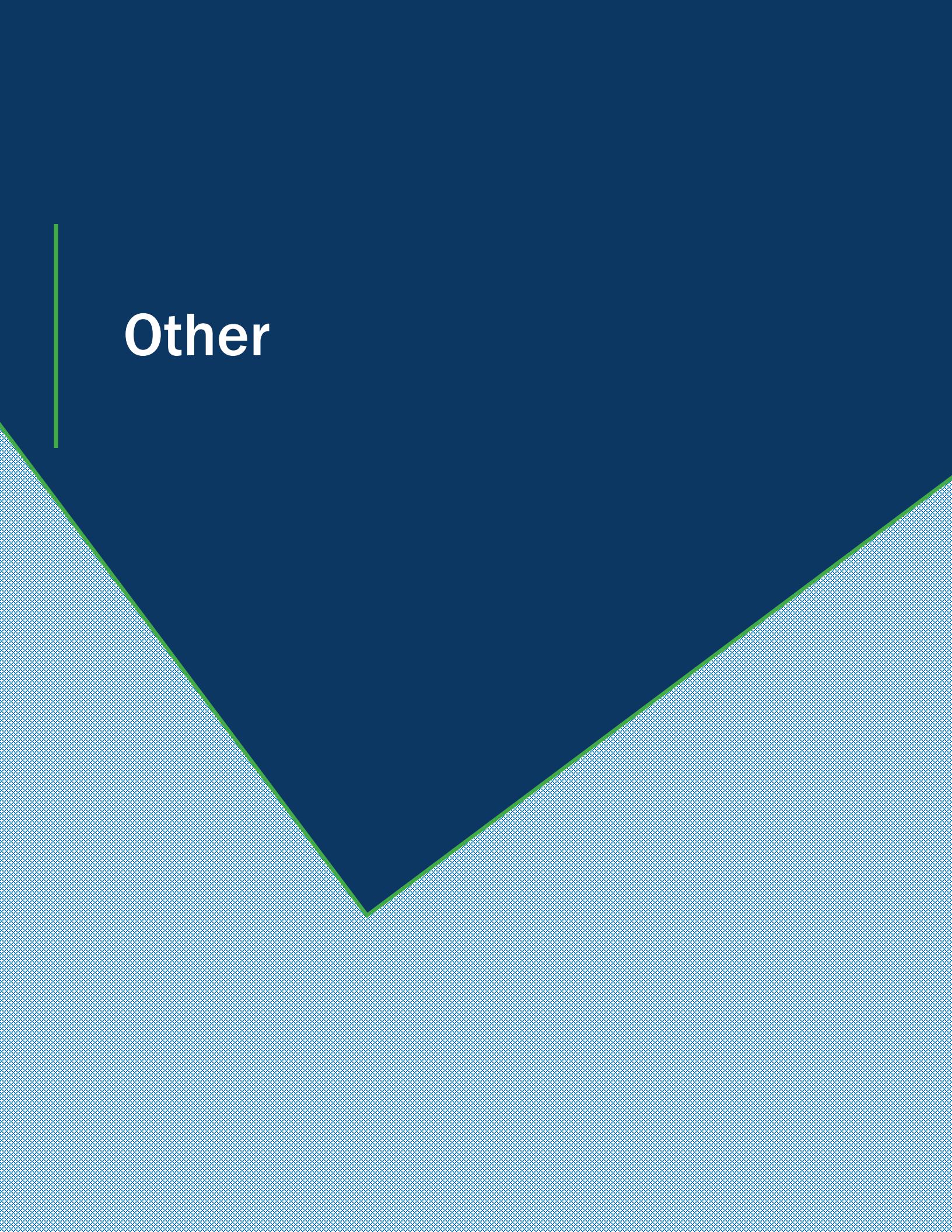
## Steps 1 - 2

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 shows the JUSTgrants Justice Grants System interface. On the left, a sidebar lists navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area displays a 'Grant Package (00815034)' with a 'PENDING-DRAFT' status and a due date of June 30, 2026, 3:47:00 PM EDT. A large central box contains the 'Declaration and Certification to the U.S. Department of Justice as to this Application Submission' text. To the right, a sidebar titled 'Notice of Funding Opportunity Instructions' lists various sections with checkboxes. A green circle with the number '1' highlights the 'Disclosure And Assurances' section, which includes 'DOJ Certified Standard Assurances' and 'DOJ Certifications Regarding Lobbying'. A green circle with the number '2' highlights the 'Please Acknowledge' section, which contains a checked checkbox labeled 'I agree with the above statements.' Below this are 'SignerID', 'justgrants026.applicationssubmitter@gmail.com', 'Signing Date / Time', and '9/26/24 3:42 PM'. At the bottom right, there are 'Save' and 'Continue' buttons.



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 shows the JUSTgrants application interface for a grant package. The main navigation bar includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. A sidebar on the left provides links to Training Resources and Privacy Policy. The main content area displays a grant package with ID 00815034, status PENDING-DRAFT, and a due date of June 30, 2026, 3:47:00 PM EDT. The 'COMPLETE AND SUBMIT' tab is active. A green circle with the number 1 highlights the 'Other' section in the 'Information' tab. A green circle with the number 2 highlights the 'Upload' button in the 'Other' section. A green circle with the number 3 highlights the 'Continue' button at the bottom right of the page. The 'Participants' section lists four individuals: Serena Francesca, MD Kamal, Carlos Gastelum, and Amy Callaghan, each with an email and phone icon. The 'Notice of Funding Opportunity Instructions' sidebar lists various document types, with 'Other' highlighted in a blue box.

# 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 shows the JUSTgrants Justice Grants System interface. On the left, a sidebar lists navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. At the bottom of the sidebar are links for Training Resources and Privacy Policy, and a Home button.

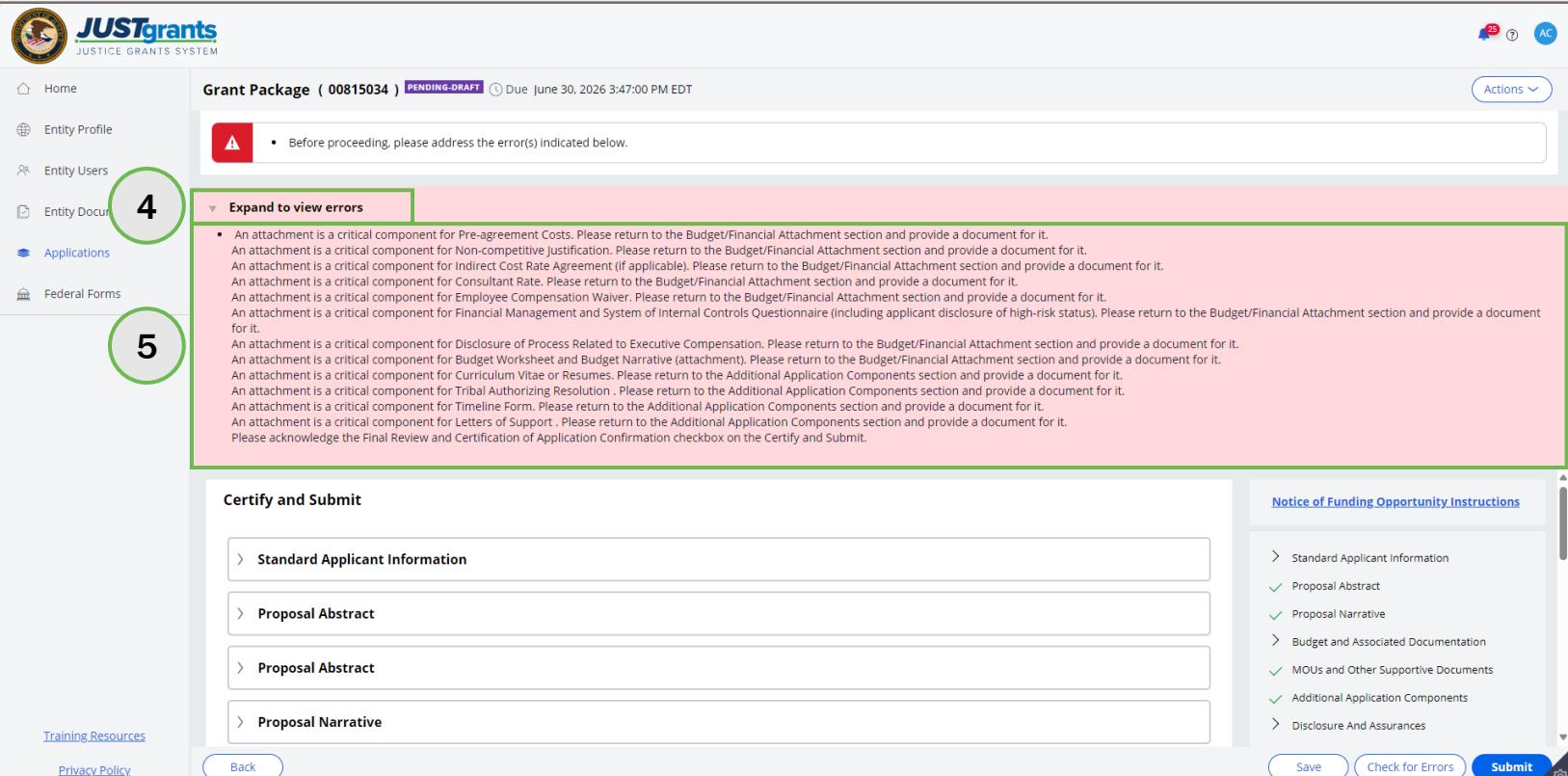
The main content area is titled "Grant Package (00821181) NEW Comp # (C-BJA-2024-195274-STG) Due November 30, 2024 2:37:00 PM EST". It includes a "Notice of Funding Opportunity Instructions" section with a list of items, some marked with green checkmarks and others with carets. A green circle with the number "1" highlights the "Certify and Submit" button in this section.

The central part of the screen shows a "Certify and Submit" section with an accordion menu. The menu items are: Standard Applicant Information, Proposal Abstract, Tribal Community and Justice Profile, Proposal Narrative, Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Application Components, and Disclosures and Assurances. A green circle with the number "2" highlights the "Disclosures and Assurances" section, and a green circle with the number "3" highlights the "Check for Errors" button at the bottom right of the screen.

# 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.



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

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

**4** **Expand to view errors**

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

**5**

- An attachment is a critical component for Pre-agreement Costs. Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Non-competitive Justification. Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Indirect Cost Rate Agreement (if applicable). Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Consultant Rate. Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Employee Compensation Waiver. Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status). Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Disclosure of Process Related to Executive Compensation. Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Budget Worksheet and Budget Narrative (attachment). Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Curriculum Vitae or Resumes. Please return to the Additional Application Components section and provide a document for it.
- An attachment is a critical component for Tribal Authorizing Resolution. Please return to the Additional Application Components section and provide a document for it.
- An attachment is a critical component for Timeline Form. Please return to the Additional Application Components section and provide a document for it.
- An attachment is a critical component for Letters of Support. Please return to the Additional Application Components section and provide a document for it.
- Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit.

**Certify and Submit**

Standard Applicant Information

Proposal Abstract

Proposal Abstract

Proposal Narrative

**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

Save Check for Errors Submit

# 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

Actions

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

6

7

Additional Application Components

Disclosure and Assurances

DOJ Certified Standard Assurance [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

Serena Francesca Entity Administrator

MD Kamal Authorized Representative

Carlos Gastelum Authorized Representative 2

Amy Callaghan Application Submitter

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 )

Actions ▾

9

10

Final Review and Certification of Application confirmation

Participants (4)

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

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

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

Training Resources  
Privacy Policy

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.

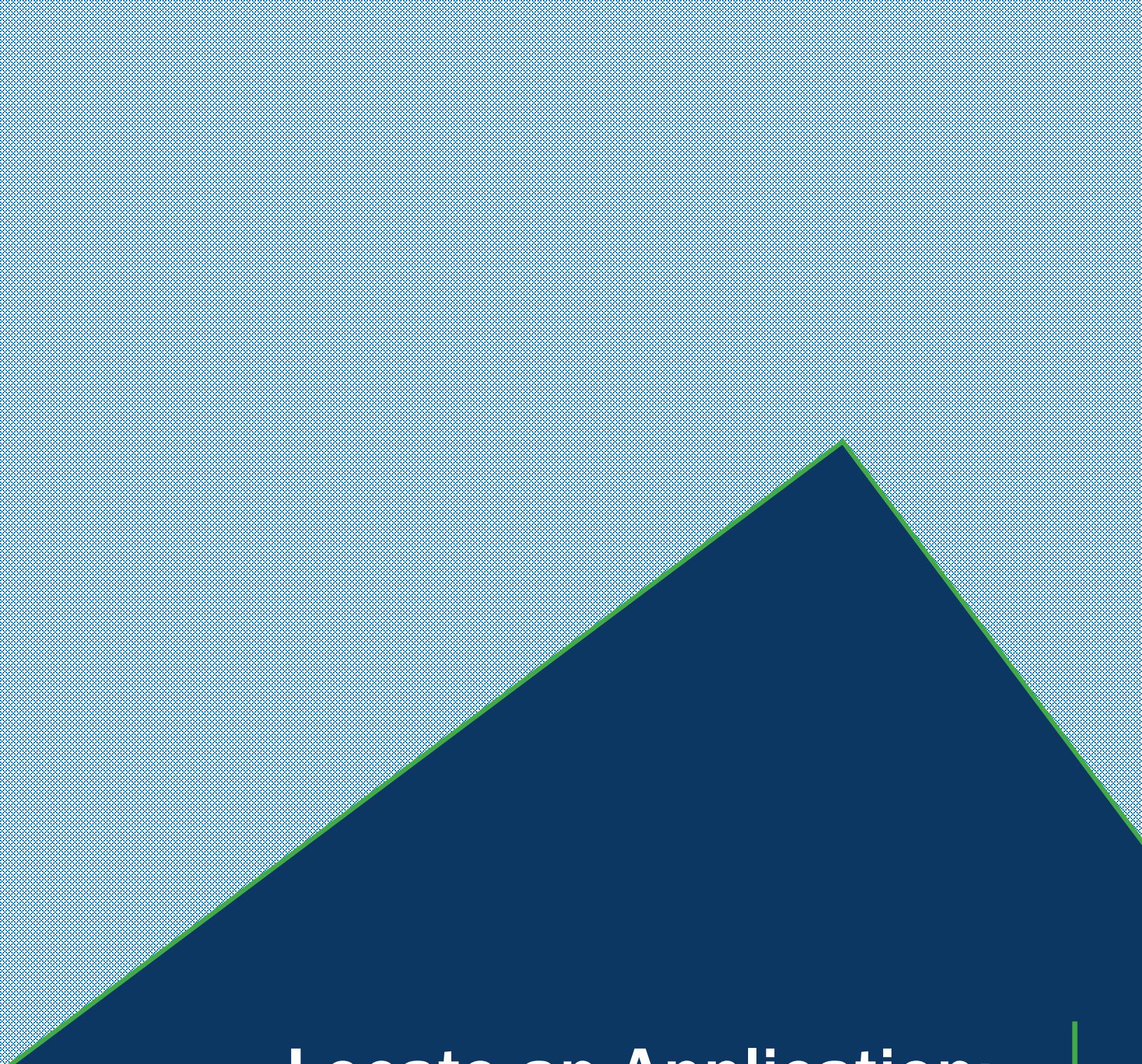
The screenshot shows the JUSTgrants application submission interface. On the left is a navigation sidebar with links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. At the bottom of the sidebar are links for Training Resources and Privacy Policy, and a Home button.

The main content area shows a 'Grant Package' with ID 00816725, status 'SUBMITTED', and a due date of July 30, 2027. A green circle with the number '11' is overlaid on the status bar. Below the status bar, a message says 'Thank you! The next step in this case has been routed appropriately.' A green circle with the number '12' is overlaid on the 'Actions' dropdown menu.

The 'Actions' dropdown menu is highlighted with a green border and contains the following options: Refresh, No Actions, Recall Application, Print, and Close. The 'Close' option is the last item in the list.

On the right, there is a 'Participants (4)' section listing four users: Serena Francesca (Entity Administrator), Multiple Roles (Authorized Representative), and Amy Callaghan (Application Submitter). Each participant has an email and phone icon next to their name.

# Additional Guidance



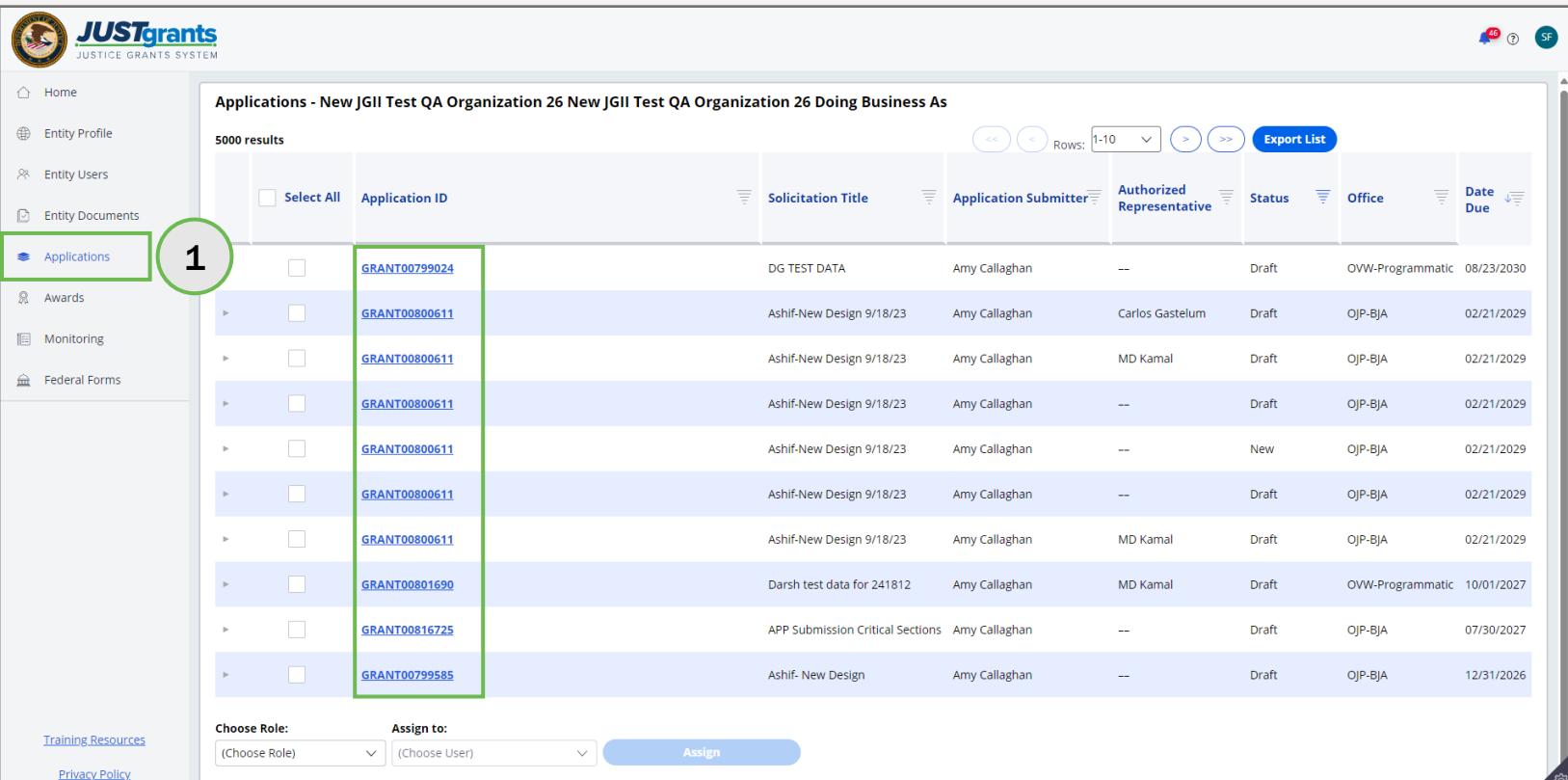
# Locate an Application: Multiple Application Submitters

# 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.



JUSTgrants  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications (1) Awards Monitoring Federal Forms

Training Resources Privacy Policy

Applications - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As

5000 results

<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

Choose Role: (Choose Role) Assign to: (Choose User) Assign

# 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.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Applications - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As

5000 results

Application ID	Solicitation Title	Application Submitter	Authorized Representative	Status	Office	Date Due
GRANT00748363	Discretionary Template	Amy Callaghan JohnElectroniceBusinessPoc Doe	MD Kamal	Draft	OVW-Programmatic	--
<b>Application Details</b>						
Project Title Dunya's COVID KILLER AWARD	Total Estimated Funding \$60,000.00	Proposed Project Start Date 1/1/2022	Proposed Project End Date 12/31/2022			
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				

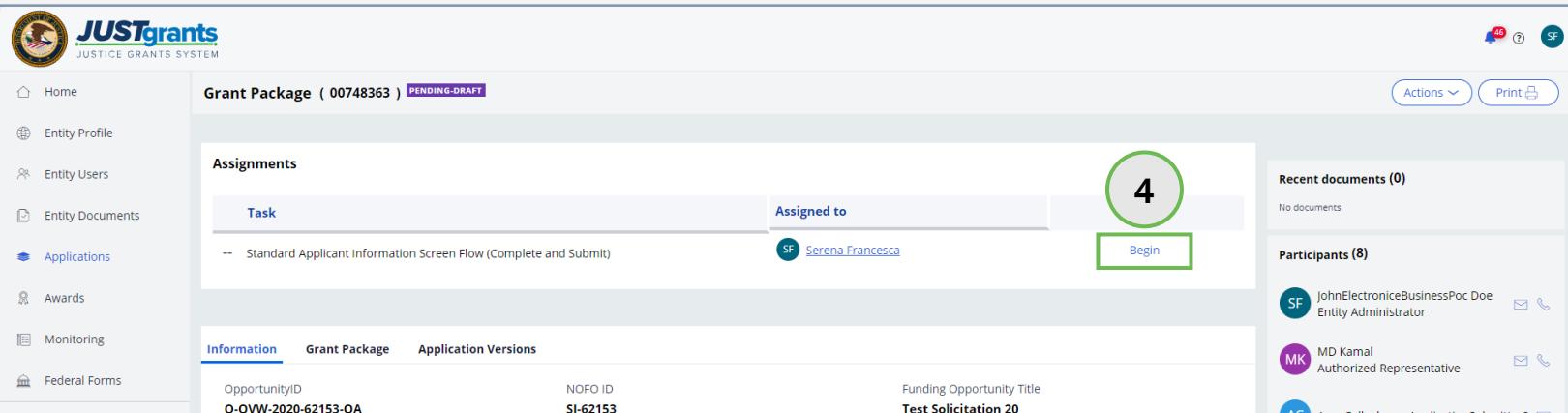
# Multiple Application Submitters

## Step 4

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

- Select the **Begin** link; or
- 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

Grant Package ( 00748363 ) PENDING-DRAFT

Assignments

Task	Assigned to	Actions
-- Standard Applicant Information Screen Flow (Complete and Submit)	SF Serena Francesca	<b>Begin</b>

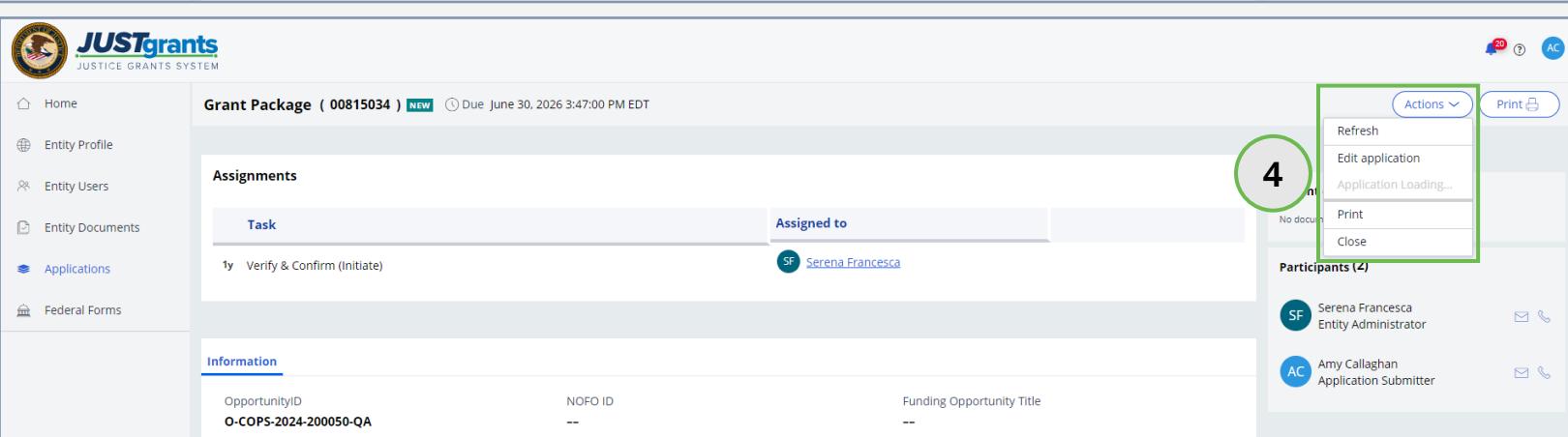
Information   Grant Package   Application Versions

OpportunityID: O-OVW-2020-62153-QA   NOFO ID: SI-62153   Funding Opportunity Title: 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

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

Assignments

Task	Assigned to	Actions
1y Verify & Confirm (Initiate)	SF Serena Francesca	<b>Actions</b>

Information

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

Recent documents (0)  
No documents

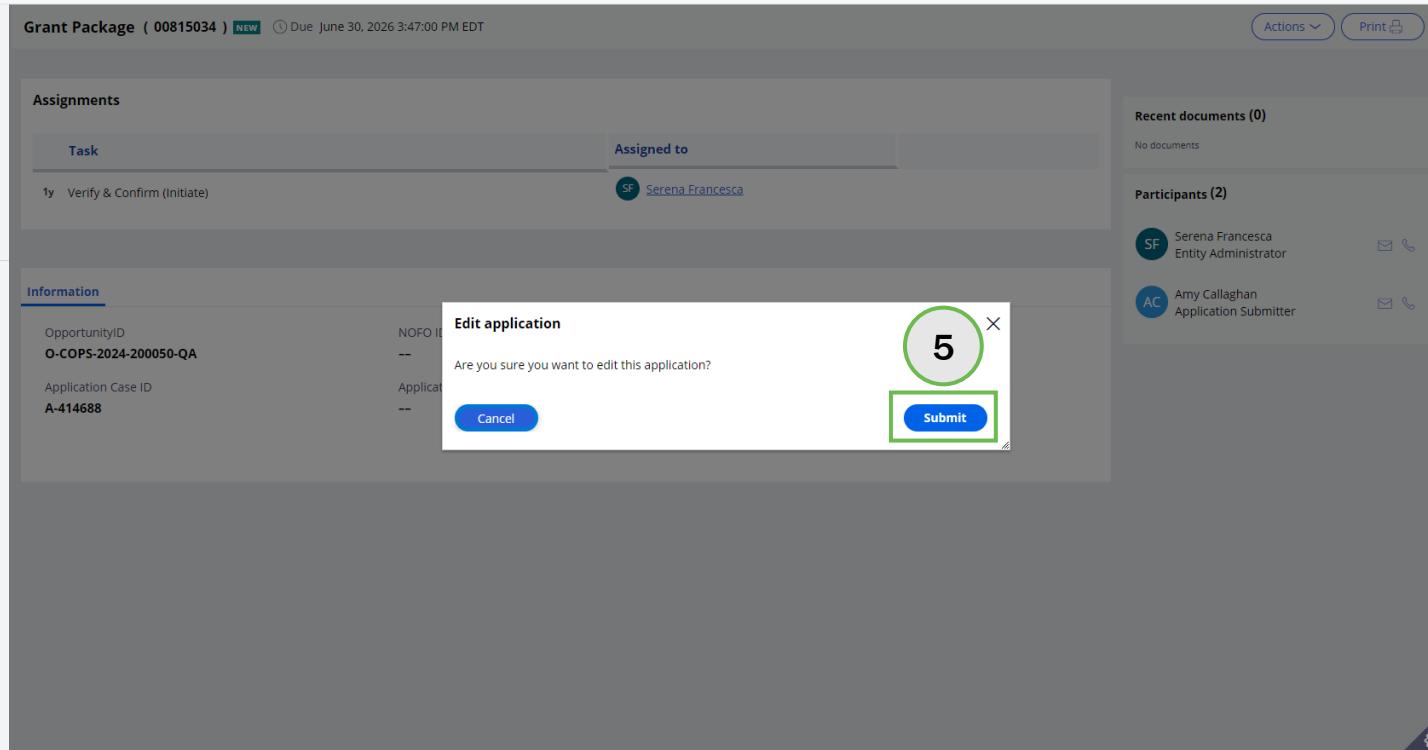
Participants (4)

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

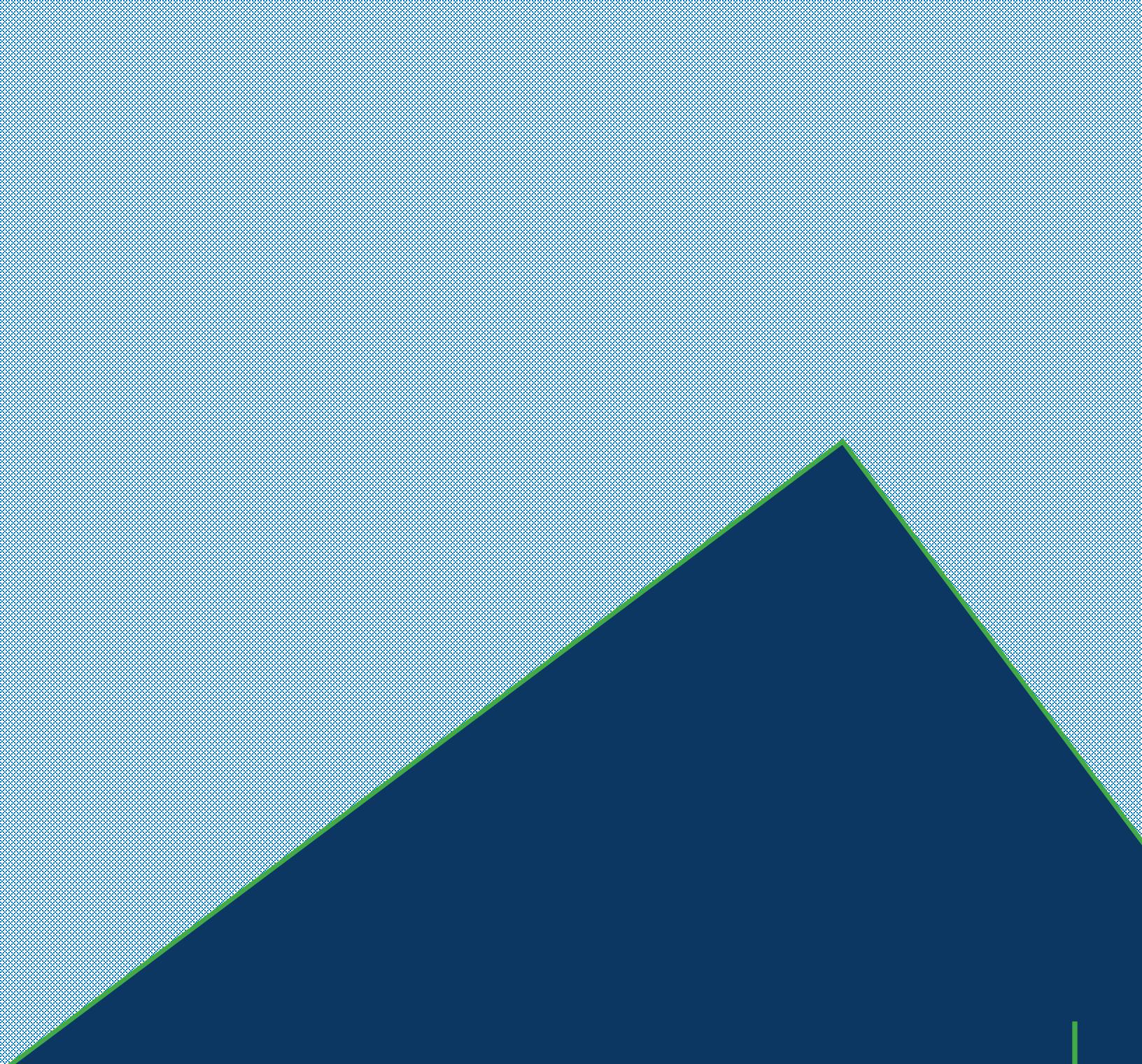
# Multiple Application Submitters

## 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 shows the JUSTgrants Justice Grants System interface. On the left, a sidebar navigation includes Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. At the top, a header shows a grant package with ID 00815034, a due date of June 30, 2026, and a 'NEW' status. The main content area displays 'Assignments' and 'Information' sections. An 'Edit application' pop-up window is centered, asking 'Are you sure you want to edit this application?' with 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a green border and a large green circle containing the number '5'. The right side of the screen shows 'Recent documents (0)' and 'Participants (2)' sections, each listing a user with their profile picture and role.



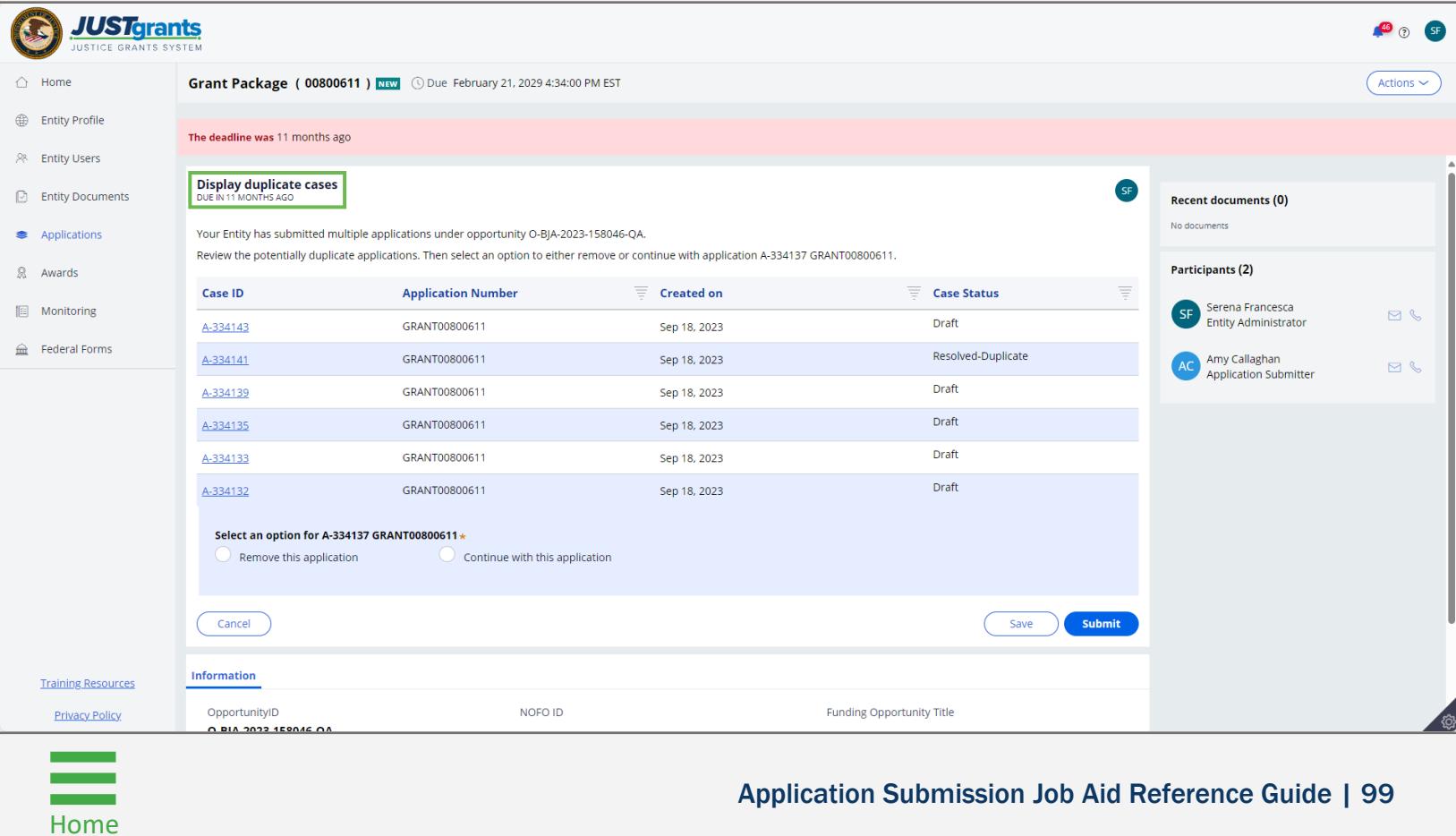
# Duplicate Application Submissions

# 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.

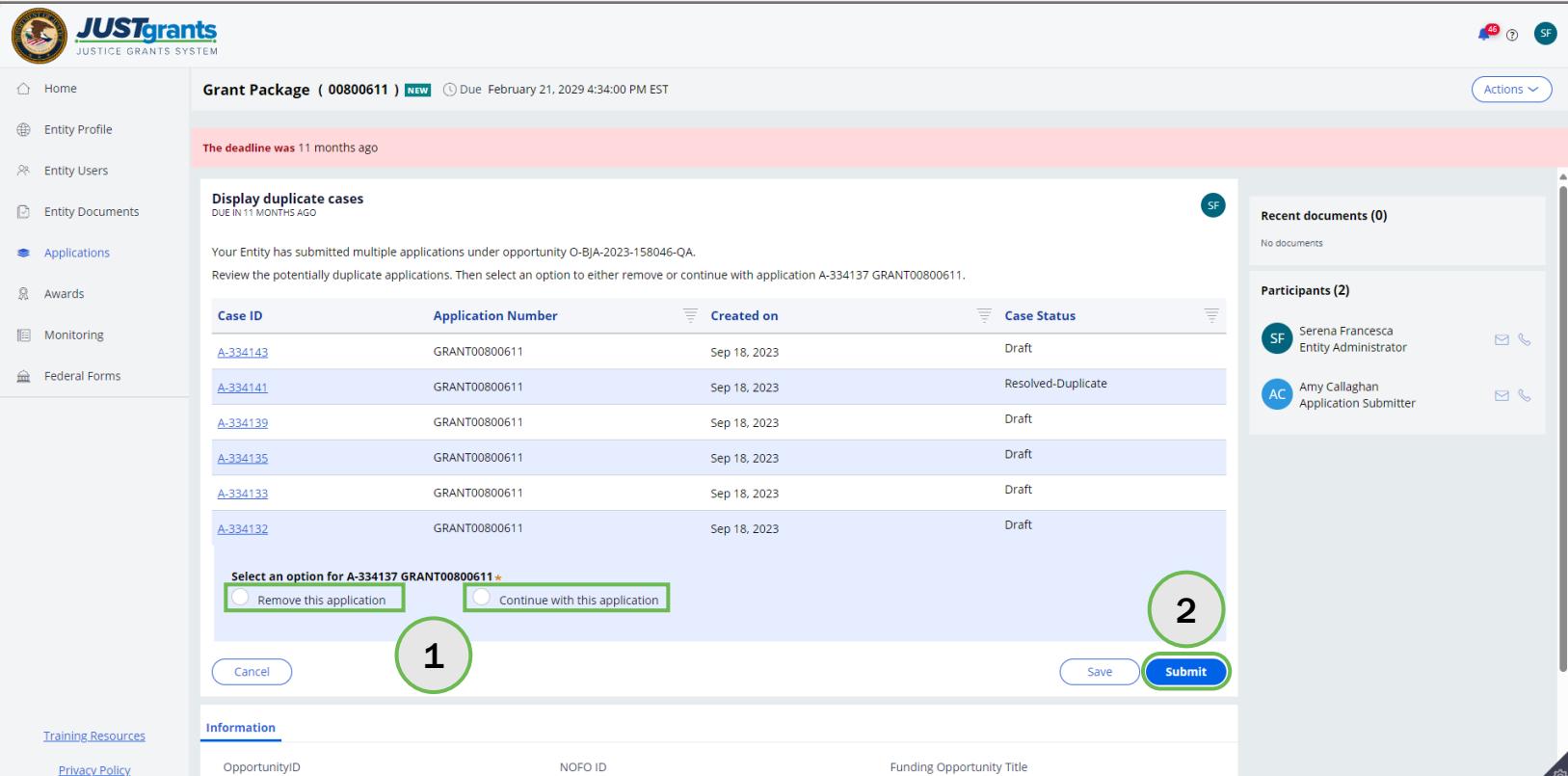


The screenshot shows the JUSTgrants system interface. On the left, a sidebar lists various navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, Training Resources, and Privacy Policy. The Home button is highlighted with a green bar. At the bottom left is a 'Home' button with a green bar. The main content area shows a 'Grant Package (00800611)' with a due date of February 21, 2029, 4:34:00 PM EST. A red banner at the top states 'The deadline was 11 months ago'. A green box highlights the 'Display duplicate cases' button, which is due in 11 months ago. Below this, a table lists six duplicate applications for the same NOFO ID (GRANT00800611) and Case ID (A-334137). The table columns are Case ID, Application Number, Created on, and Case Status. The applications are all Drafts. The 'Case Status' column shows 'Resolved-Duplicate' for the second application. Below the table, a message says 'Select an option for A-334137 GRANT00800611'. Two radio buttons are shown: 'Remove this application' and 'Continue with this application'. At the bottom of the main content area are 'Cancel', 'Save', and 'Submit' buttons. To the right, a sidebar shows 'Recent documents (0)' with 'No documents' and 'Participants (2)' with entries for Serena Francesca (Entity Administrator) and Amy Callaghan (Application Submitter). The footer contains the text 'Application Submission Job Aid Reference Guide | 99'.

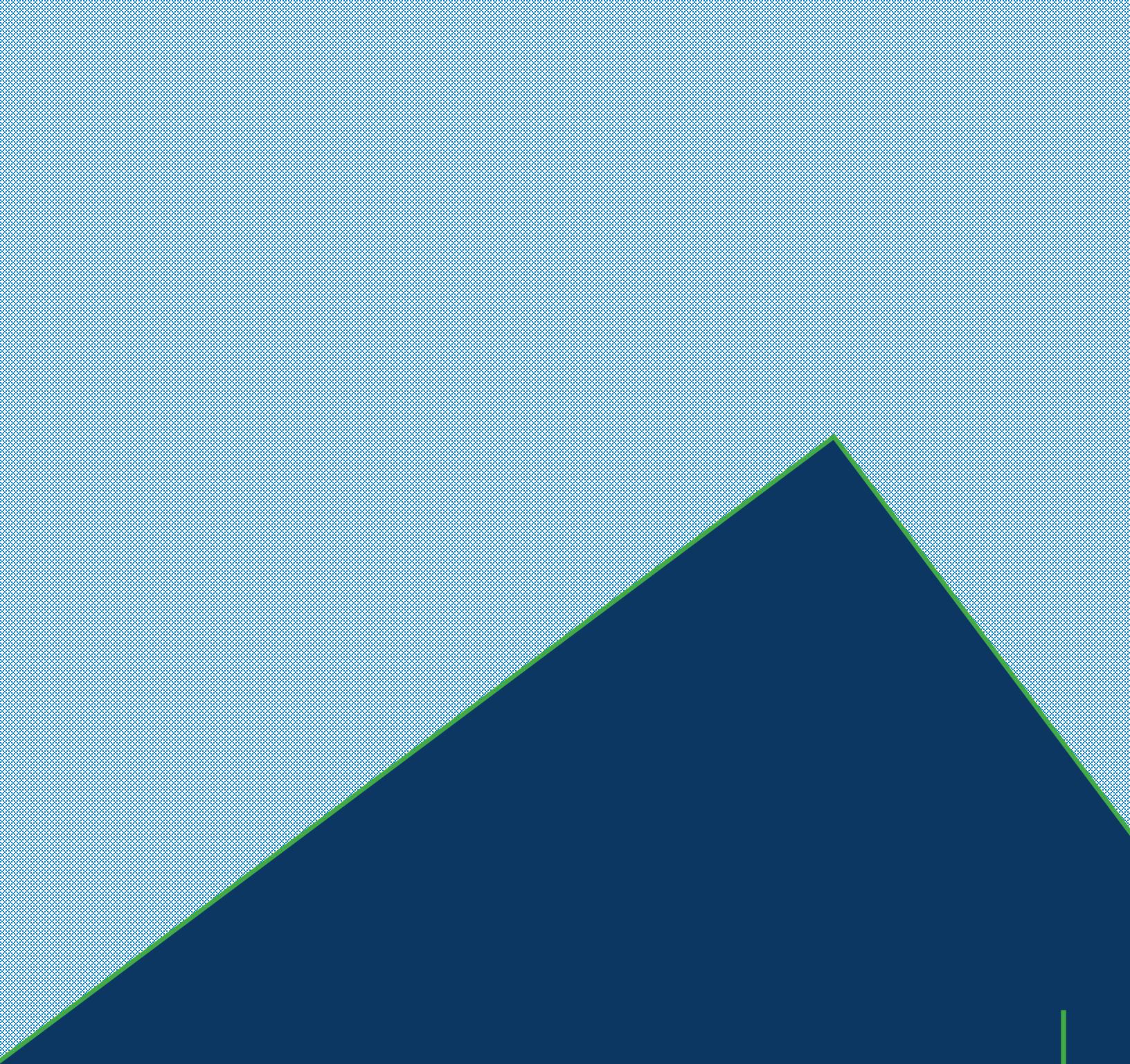
# Duplicate Application Submissions

## 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**.



The screenshot shows the JUSTgrants system interface. On the left, a sidebar lists various menu items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, Training Resources, and Privacy Policy. The main content area is titled "Grant Package ( 00800611 ) NEW" and shows a message: "The deadline was 11 months ago". A red box highlights the message "Display duplicate cases DUE IN 11 MONTHS AGO". Below this, a table lists six applications under opportunity O-BJA-2023-158046-QA, all created on Sep 18, 2023, and marked as Draft. Each row has a "Remove this application" and "Continue with this application" button. A callout box with a circled '1' highlights the "Continue with this application" button for the first row. A callout box with a circled '2' highlights the "Submit" button at the bottom right of the table. The right sidebar shows "Recent documents (0)" and "Participants (2)" with entries for Serena Francesca (Entity Administrator) and Amy Callaghan (Application Submitter).



# 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 shows the JUSTgrants system interface. On the left, a sidebar includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a 'Grant Package' (00815034) in PENDING-DRAFT status, due June 30, 2026, 3:47:00 PM EDT. The package contains Standard Applicant Information, CFDA Information, and Project Information. The Project Information section includes fields for Project Title, Proposed Project Start Date, Proposed Project End Date, Federal Estimated Funding, ApplicantEstimatedFunding, and Program Income Estimated Funding. On the right, a sidebar shows Participants (4) with users SF, MK, and CC. A green circle with the number 1 highlights the 'Actions' dropdown menu, which is open and shows options: Refresh, Cancel Application, Print, and Close. The 'Cancel Application' option is the selected item.

# 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 ) Actions

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.

2

✓ INITIATE → COMPLETE AND SUBMIT → REVIEW → BUDGET REVIEW → AWARD/PACKAGE READY

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 --

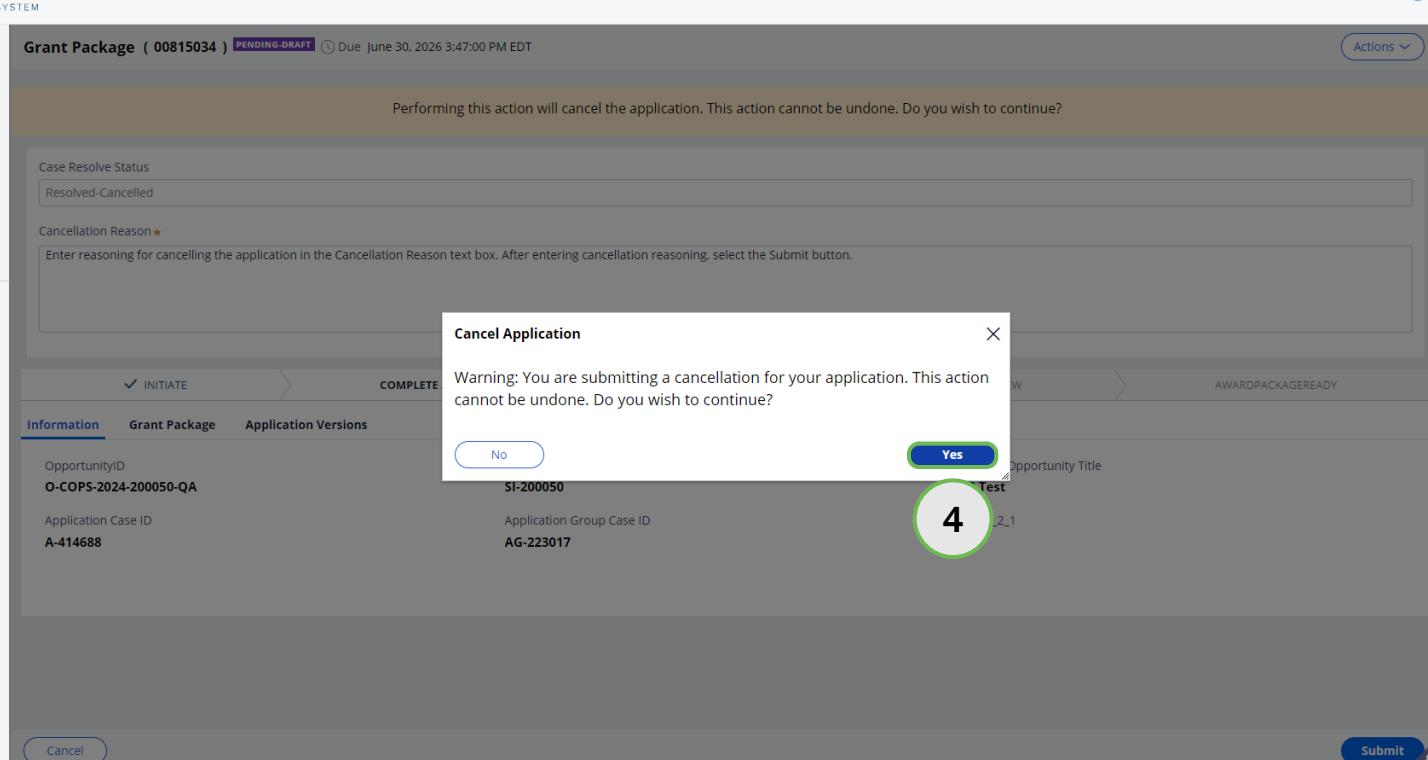
3

Cancel    Submit

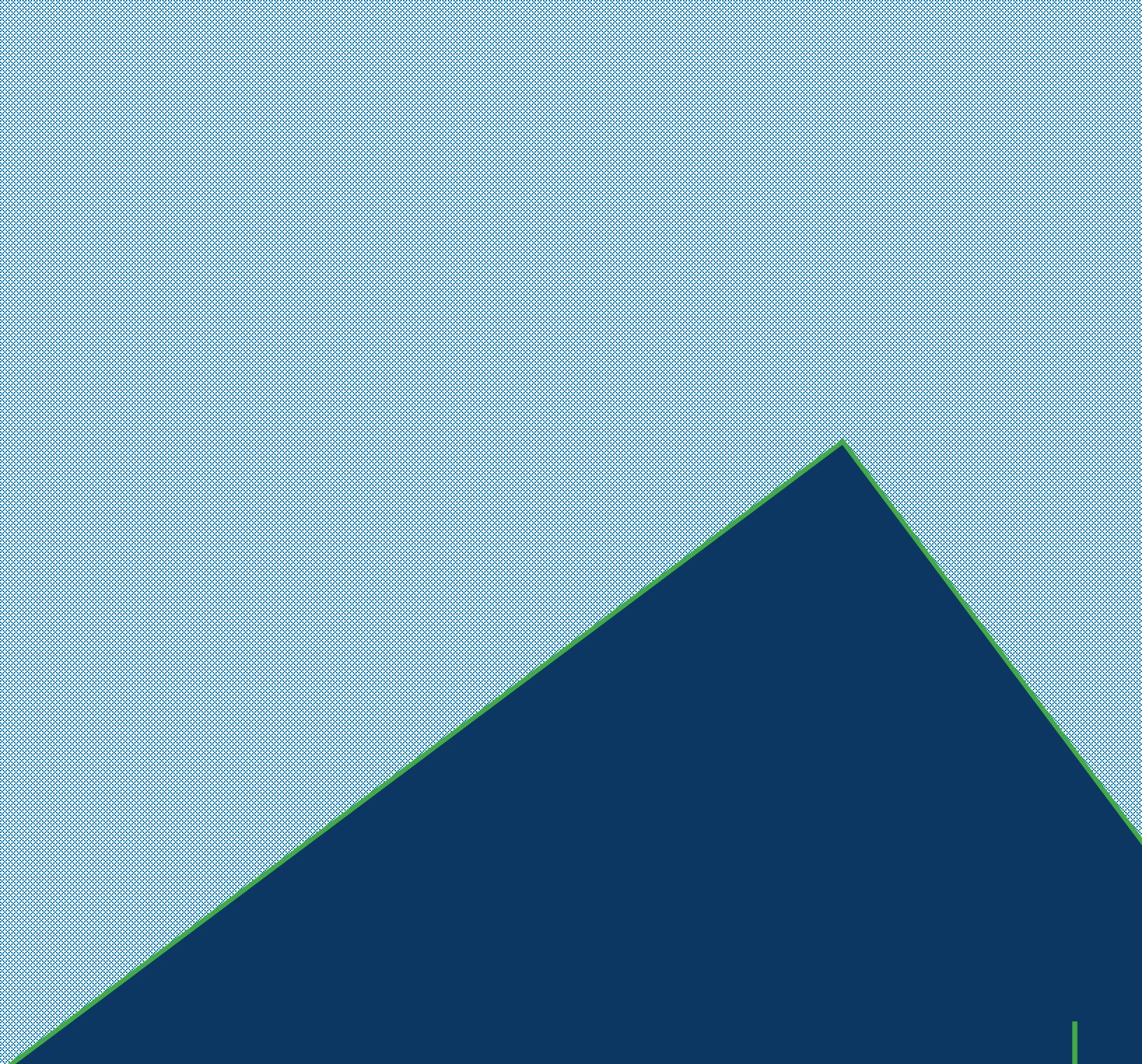
# Application Cancellation

## 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 Justice Grants System interface. A modal dialog box titled "Cancel Application" is centered on the screen. The dialog contains a warning message: "Warning: You are submitting a cancellation for your application. This action cannot be undone. Do you wish to continue?". Below the message are two buttons: "No" (in a blue box) and "Yes" (highlighted with a green circle and the number 4). The background of the page shows a "Grant Package" page with various fields and a timeline. The timeline shows the package is at the "INITIATE" stage. The "Information" tab is selected, showing details like Opportunity ID: O-COPS-2024-200050-QA, Application Case ID: A-414688, and Application Group Case ID: AG-223017. The "Grant Package" tab shows the package ID: SI-200050. The "Application Versions" tab is also visible. The page has a navigation bar with links like Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. A sidebar on the left provides links to Training Resources and Privacy Policy. A "Submit" button is located in the bottom right corner of the main content area.



# 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>	<b>SF424_2_1</b> --

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

# 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 shows the JUSTgrants Justice Grants System interface. On the left, a sidebar lists navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area displays a 'Grant Package ( 00815235 )' page. The package is marked as 'SUBMITTED' and due on June 30, 2026, at 9:28:00 AM EDT. The 'Information' tab is selected, showing details like OpportunityID (O-BJA-2024-200432-QA), NOFO ID (SI-200432), and Application Case ID (A-415400). A 'Recall Application Confirmation' pop-up window is centered over the page. The window contains instructions: '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.' and 'If you want to continue with the recall action, please enter a reason for the recall and click submit. Otherwise, click cancel.' A text input field labeled 'Reason \*' is present, with a placeholder: '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 are 'Cancel' and 'Submit' buttons. The number '2' is circled around the 'Cancel' button, and the number '3' is circled around the 'Submit' button. To the right of the pop-up, a sidebar shows 'Recent documents (0)', 'Participants (3)' (listing Serena Francesca, MD Kamal, and Amy Callaghan), and a 'Actions' dropdown.

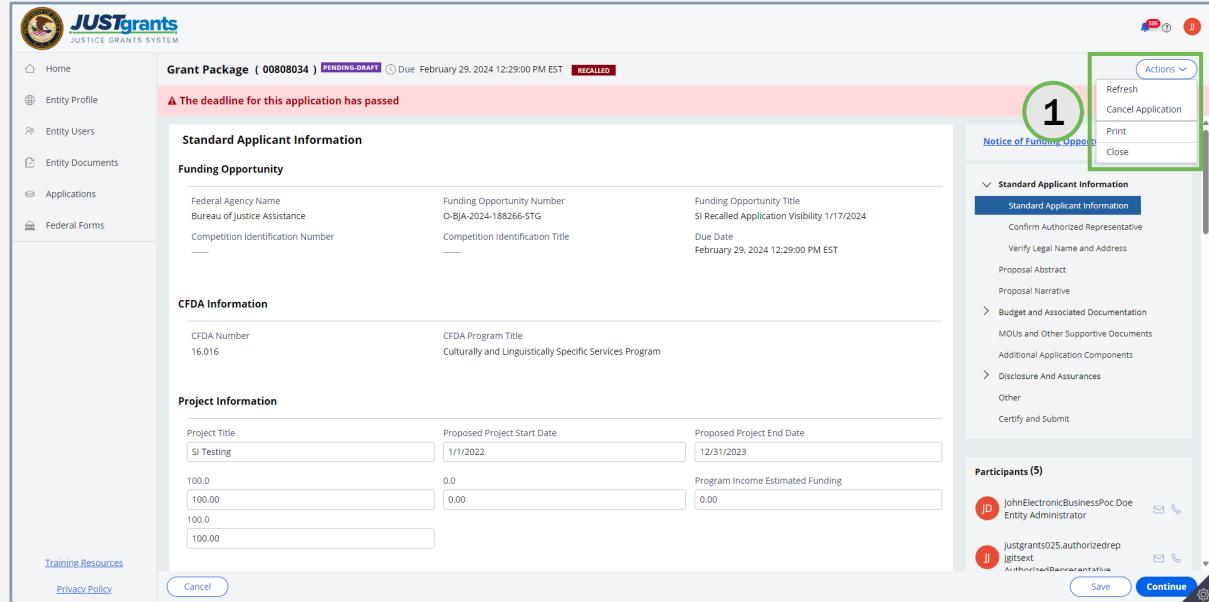


# Print Application

# Print Application

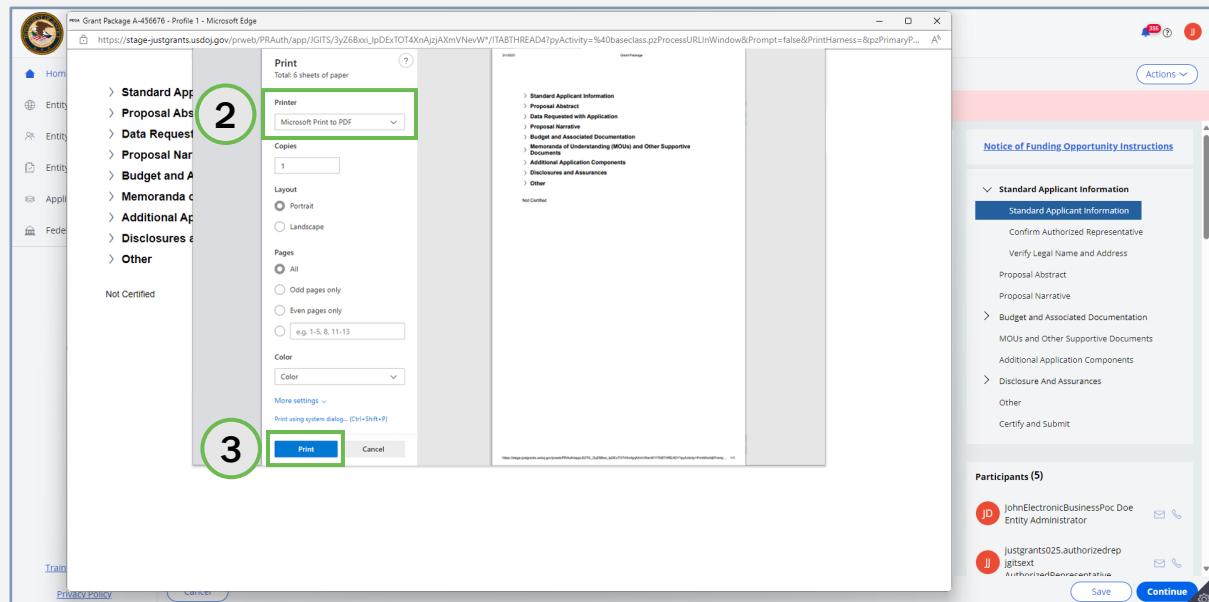
## Steps 1 - 3

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



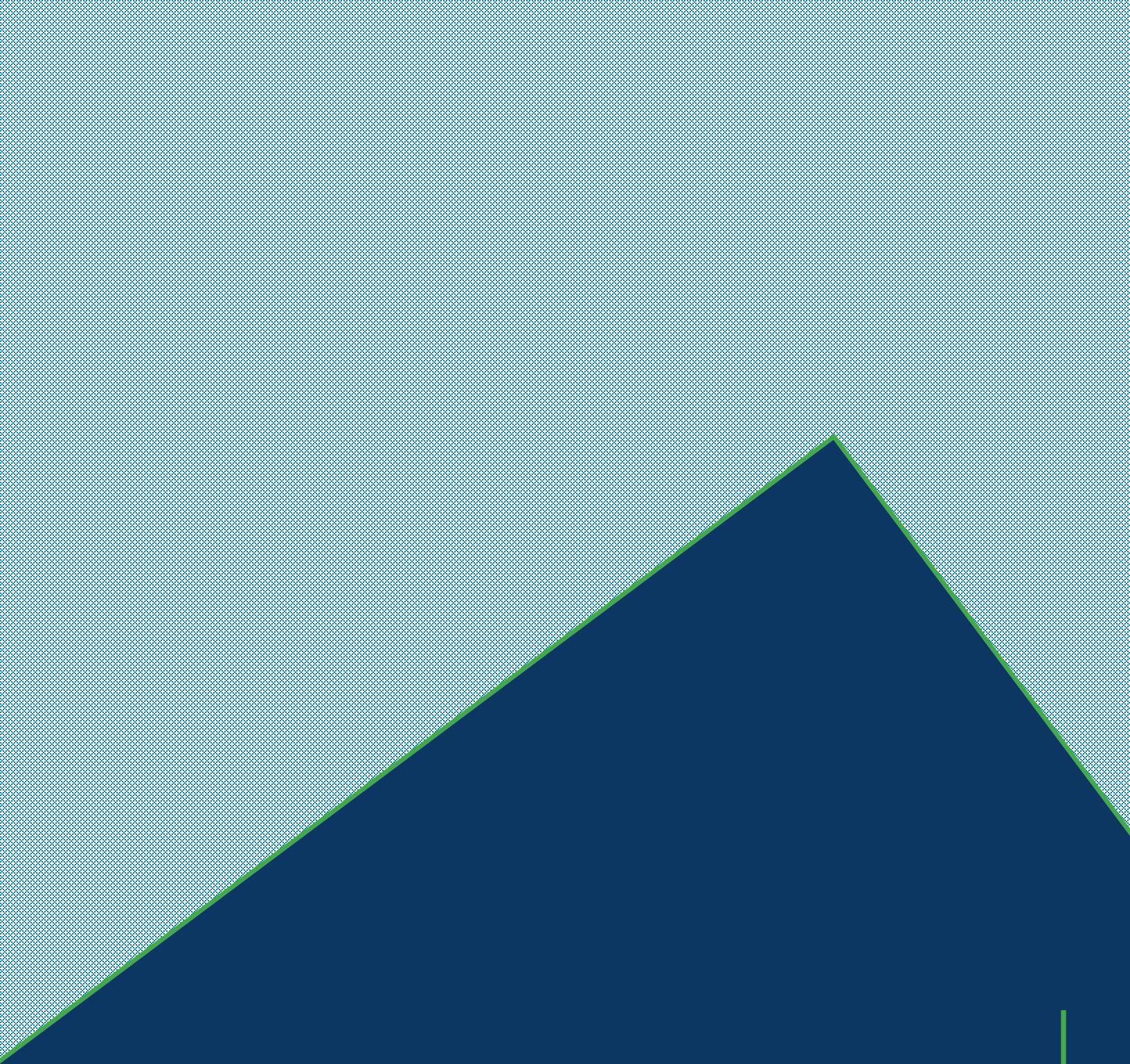
The screenshot shows the JUSTgrants system interface. On the left is a sidebar with links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Grant Package (00808034) PENDING DRAFT' with a due date of 'February 29, 2024 12:29:00 PM EST' and a status of 'RECALLED'. A red banner at the top says '⚠ The deadline for this application has passed'. Below this are sections for 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. On the right, a sidebar shows 'Actions' with 'Print' highlighted. The bottom right of the main area has 'Save' and 'Continue' buttons.

- 2) Select the printer from the drop-down menu.
- 3) Select Print.



The screenshot shows a Microsoft Edge browser window with a 'Print' dialog box open. The dialog box has 'Microsoft Print to PDF' selected as the printer. Step 2 is circled around the printer selection dropdown, and Step 3 is circled around the 'Print' button at the bottom of the dialog.

**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.

September 2025

Version 4.3



**JUSTgrants**  
JUSTICE GRANTS SYSTEM