



Application Submission

Job Aid Reference Guide

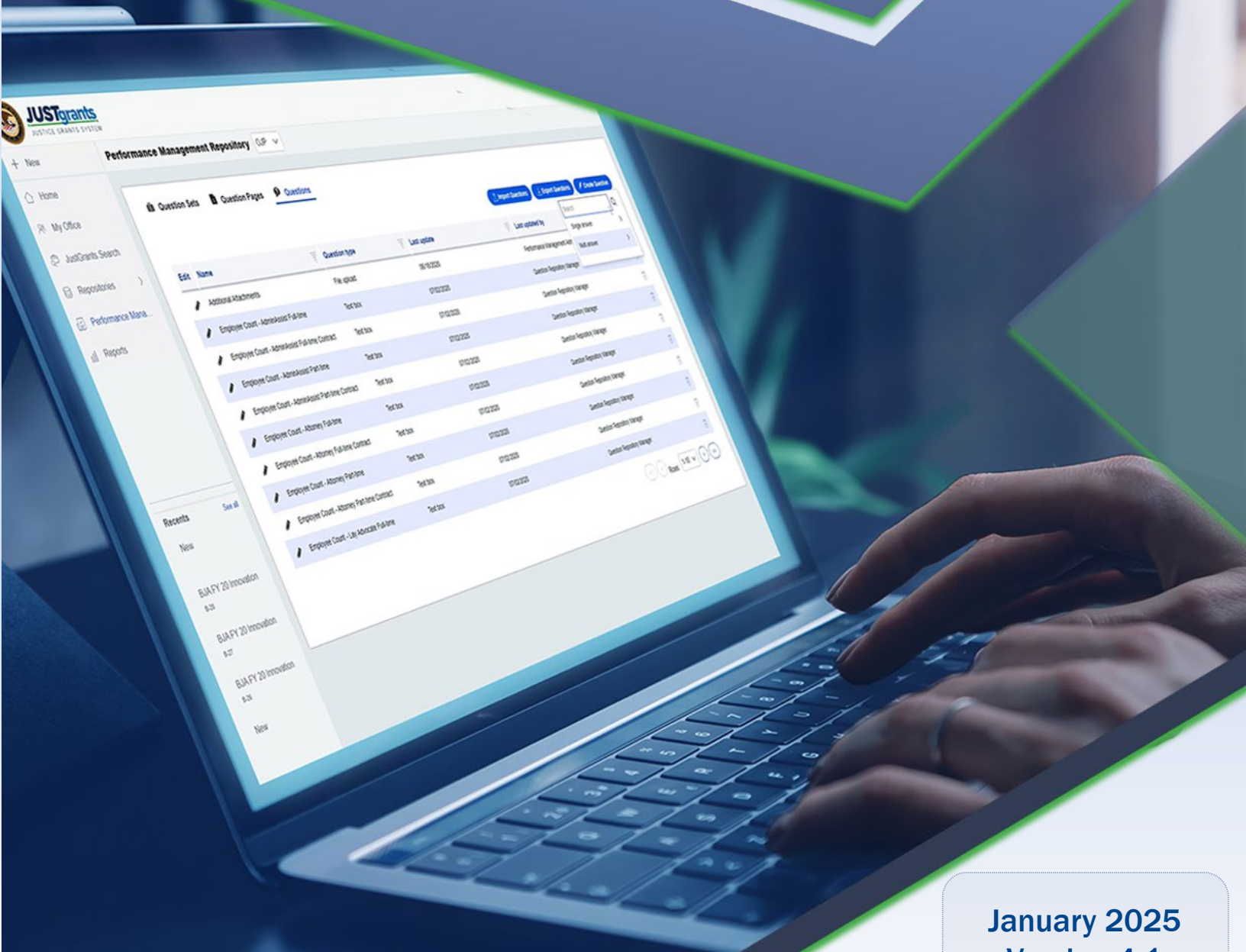


Table of Contents

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

105 Application Recall

108 Print Application

110 Application Process Status Codes



Application Submission Overview

Application Submission

Process Overview



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

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



Grants.gov

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

Step 1



JustGrants

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

Step 2

IMPORTANT!

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

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



Step 1: Grants.gov Application

Step 1

Grants.gov Application



IMPORTANT!

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

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

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

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

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

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



Step 1

Grants.gov: SF-424 Page 1



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

Application for Federal Assistance SF-424

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

* 2. Type of Application: New Continuation Revision

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

* 3. Date Received: 4. Applicant Identifier:

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

State Use Only:

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

8. APPLICANT INFORMATION:

* a. Legal Name:

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

d. Address:

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

e. Organizational Unit:

Department Name: Division Name:

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

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

Complete the required fields in SF-424.

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

Pg. 1 of 3

SF-424

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

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

Step 1

Grants.gov: SF-424 Page 2



Application for Federal Assistance SF-424

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

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

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

* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.

SF-424 Pg. 2 of 3

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

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

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

Step 1

Grants.gov: SF-424 Page 3



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 «Back ?

Form successfully unlocked

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

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

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

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

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

Workspace Actions:

Check Application **Sign and Submit** Delete

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

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

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 | USASpending.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

«Back ?

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

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

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

Check Application Sign and Submit Reopen Delete

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

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

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](#) | [USAspending.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.

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

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

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

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

Workspace Actions:

Check Application | Sign and Submit | Reopen | Delete

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

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

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](#) | [USAspending.gov](#) | [SBA.gov](#) | [SAM.gov](#) | [Report Fraud](#)

[Frequently Asked Questions](#)

Moving into JustGrants (cont.)



JustGrants will then:

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

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

See the Entity Management website for additional instructions.

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

Continue to Step 2: JustGrants Application.



Step 2: JustGrants Application

JustGrants Overview

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



DOJ provides training and resources to support entities in all stages of the Grants Lifecycle. Visit DOJ's full training and resource library online at justicegrants.usdoj.gov.

Training: Application Submission

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

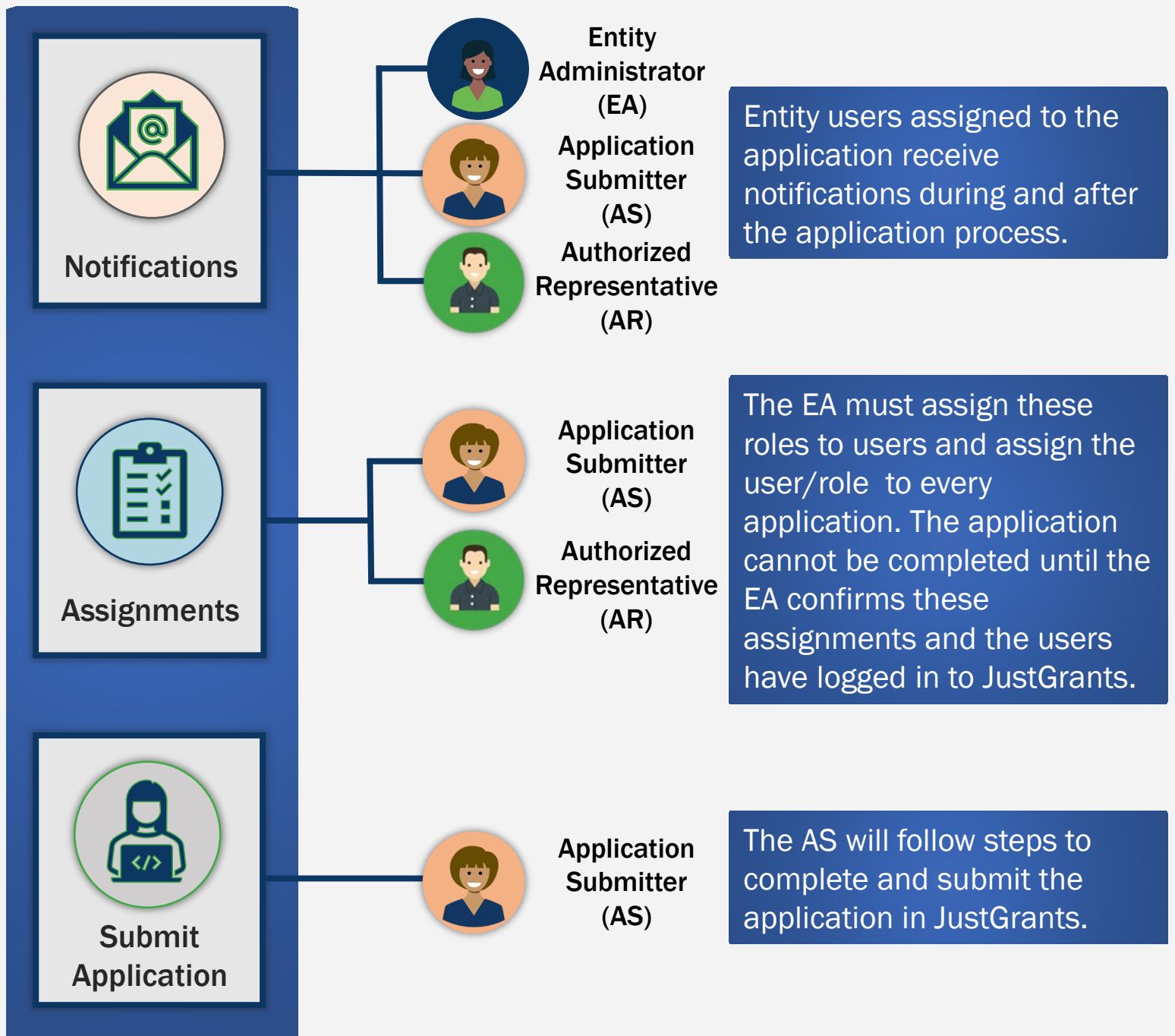
View a checklist, eLearning videos, reference guides, and other resources at <https://justicegrants.usdoj.gov/training/training-application-submission>.

Application Submission Overview

JustGrants



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





Locate and Navigate Application

Locate Application: My Worklist

Steps 1 – 2

There are two ways to access an application in JustGrants.

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

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

5000 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
A-319400	08/23/2030	Grant Package	--	--	OYW	Pending-Draft
A-334135	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	OYW	Pending-Draft
A-422474	07/30/2027	Grant Package	--	--	OJP-BJA	Pending-Draft
A-326955	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	--	--	OYW	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**.

21 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
A-334133	02/21/2029	Grant Package	--	--	OJP-BJA	Pending-Draft
A-334132	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	--	chhan test performance report	OJP-BJA	Submitted
A-273262	01/25/2023	Grant Package	--	--	OJP-BJA	Submitted

Grant Package Detail

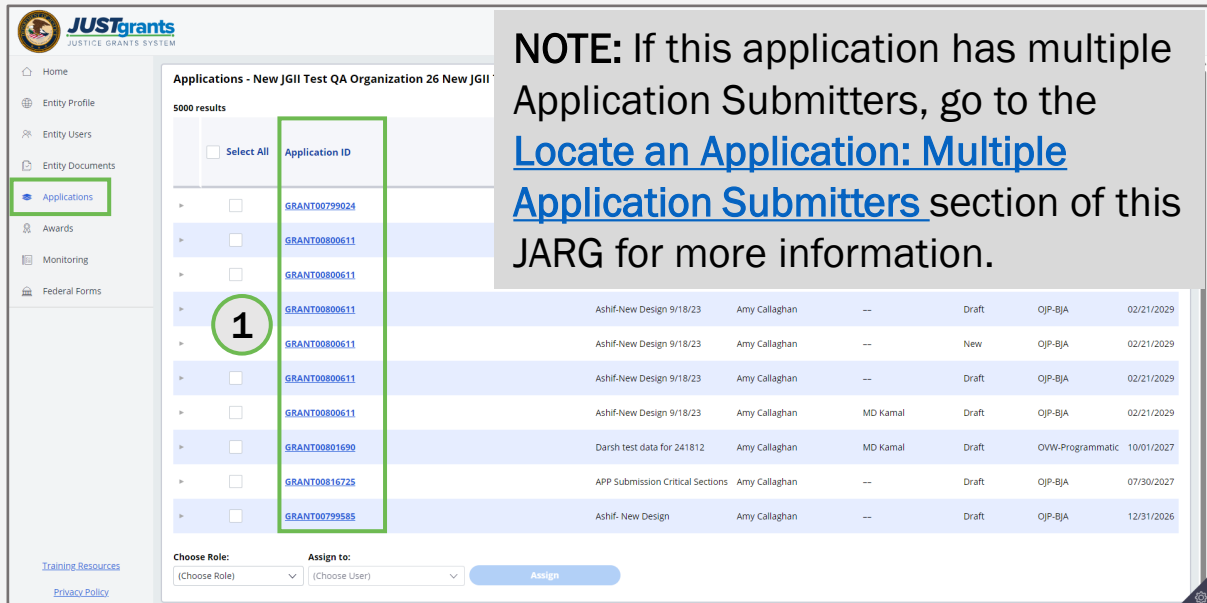
Application Number: GRANT00800611 | Last Updated: 9/30/24 5:18 PM | Project Title: Test

Locate Application: Applications Menu

Steps 1 - 2

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

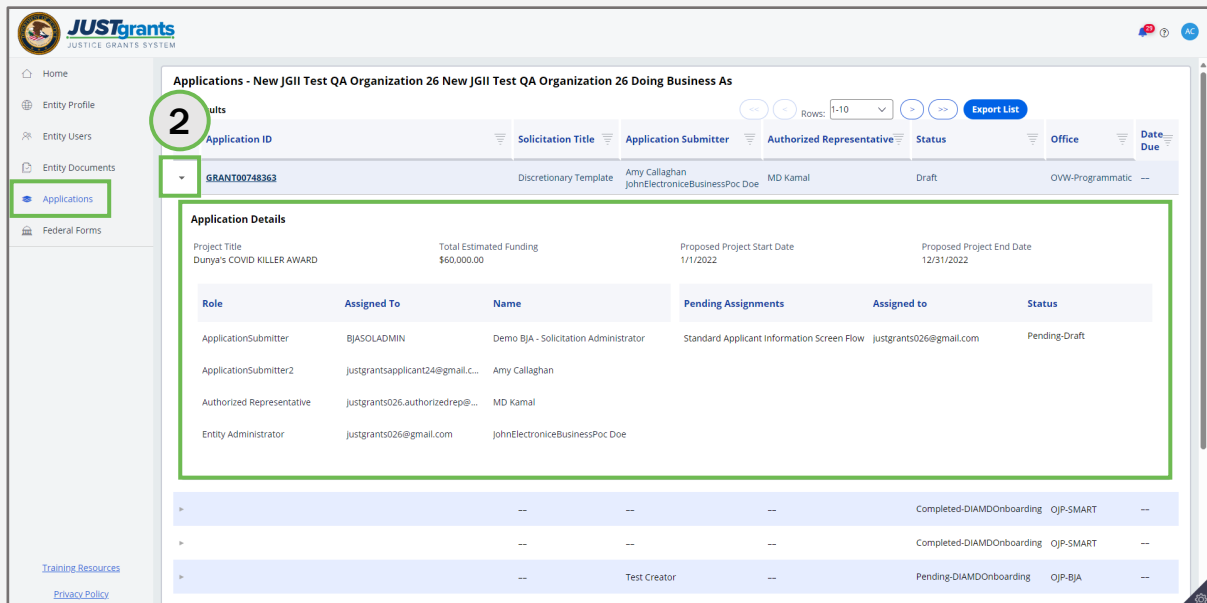
- 1) Select the **Application ID** link to open the application.



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

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

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



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

Navigate Application

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

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

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

Standard Applicant Information

Funding Opportunity

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

CFDA Information

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

Project Information

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

Notice of Funding Opportunity Instructions

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

Participants (2)

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

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

Cancel Save Continue

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

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 [1] s Program
-----------------------	---

Project Information

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

Notice of Funding Opportunity Instructions

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

Participants (2)

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

Cancel Save Continue

Standard Applicant Information

Steps 3 – 4

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

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

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

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

20111 🗑️

[Add](#)

Application Type

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

Application Submitter Contact Information

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

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

Cancel Save Continue

Standard Applicant Information

Steps 5 – 6

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

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

Type of Applicant

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

Type of Applicant 2: Select Applicant Type:
Select

Type of Applicant 3: Select Applicant Type:
Select

Other (specify):

Executive Order and Delinquent Debt Information

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

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

6/16/2022

Is the Applicant Delinquent on Federal Debt?
No

Cancel Save Continue

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.

Standard Applicant Information




Step 7

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

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

Is the Applicant Delinquent on Federal Debt?

SF424 Attachments (3)

Name	Date Added
 Form SF424 4 0-V4.0.pdf	6/3/24
 Form SFLLL 2 0-V2.0.pdf	6/3/24
 GrantApplication.xml	6/3/24

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

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

7

**Confirm Authorized
Representative**



Confirm Authorized Representative

Step 1

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

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

The screenshot displays the JustGrants system interface. The top navigation bar includes the JustGrants logo and a user profile icon. The left sidebar contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package (00800611) PENDING-DRAFT" and shows the "Confirm Authorized Representative" step. A dropdown menu is open, showing a list of authorized representatives: MD Kamal, Carl Zhang, Carlos Gastelum, and Multiple Roles. A red circle with the number "1" highlights the dropdown menu. The right sidebar contains a checklist of application steps, with "Confirm Authorized Representative" highlighted. Below the checklist is a "Participants (3)" section listing Serena Francesca (Entity Administrator), Carlos Gastelum (Authorized Representative), and Amy Callaghan (Application Submitter). The bottom of the interface features a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. A "Back" button is visible on the left, and "Save" and "Continue" buttons are on the right.

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 displays the JUSTgrants application submission interface. The main content area shows the 'Confirm Authorized Representative' step for a grant package (00800611) in a 'PENDING-DRAFT' status. A pop-up window is overlaid on the main form, titled 'Confirm Authorized Representative'. The pop-up contains the following text: 'An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. Please confirm the individual being selected has the authority to do so.' Below the text are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a green circle and the number '2'. The background form shows a dropdown menu with 'Carlos Gastelum' selected, and a table of 'Confirmed Authorized Representative' information. The table has columns for Title, Prefix Name, First Name, Middle Name, Last Name, and Suffix Name. The first row shows 'Carlos' as the first name and 'Gastelum' as the last name. The right sidebar shows a list of participants: Serena Francesca (Entity Administrator), Carlos Gastelum (Authorized Representative), and Amy Callaghan (Application Submitter). The bottom navigation bar includes buttons for 'Back', 'INITIATE', 'COMPLETE AND SUBMIT', 'REVIEW', 'BUDGET REVIEW', 'AWARDPACKAGEREADY', 'Save', and 'Continue'.

Confirm Authorized Representative

Steps 3 – 4

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

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

OJP/OVW

Confirm Authorized Representative

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

Select Authorized Representative *
MD Kamal

Confirmed Authorized Representative

Title
--

Prefix Name
--

First Name Middle Name Last Name
Carlos -- Gastelum

Suffix Name
--

Participants (3)

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

Back INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY Save **Continue**

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

COPS

Confirm Authorized Representative

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

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

Select Law Enforcement Executive/Program Official *
MD Kamal

Confirmed Law Enforcement Executive

Title
--

Prefix Name
--

First Name Middle Name Last Name
MD -- Kamal

Suffix Name
--

Select Government Executive/Financial Official *
MD Kamal

Confirmed Government Executive

Title
Government Executive

Prefix Name
Carlos Gastelum

First Name Middle Name Last Name
Carlos -- Gastelum

Suffix Name
--

Participants (4)

- SF Serena Francesca Entity Administrator
- MK MD Kamal Authorized Representative
- CG Carlos Gastelum

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.

The screenshot displays the JUSTgrants application interface. The main content area is titled "Grant Package (00815034) PENDING-DRAFT" and shows a "Verify Legal Name, Doing Business As, and Legal Address" section highlighted with a green border. A circled "1" is placed to the left of this section. The section contains the following information:

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

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

Designate as Legal Address

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

The interface also includes a sidebar with navigation options (Home, Entity Profile, Entity Users, Entity Documents, Applications, Federal Forms), a top navigation bar with the JUSTgrants logo and user profile, and a right-hand sidebar with a "Notice of Funding Opportunity Instructions" list and a "Participants (4)" list. A "Back" button is located at the bottom left of the main content area, and "Save" and "Continue" buttons are at the bottom right.

Verify Legal Name and Address

Steps 2 – 3

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

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

The screenshot displays the JustGrants system interface. The top navigation bar includes the JustGrants logo and a user profile icon labeled 'AC'. The main content area is titled 'Grant Package (00815019)' with a 'PENDING-DRAFT' status and a due date of 'June 29, 2025 11:22:00 AM EDT'. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is divided into sections: 'Designate as Legal Address' (checked), 'Mailing Address' (with fields for Street 1, Street 2, County/Parish, City, Country, Congressional District, State/U.S. Territory, and Zip/Postal Code), 'Designate as Legal Address' (unchecked), and 'Certification*'. The 'Certification*' section includes a text box with the instruction: '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.' Below this is a numbered list item: '1. If this information is correct confirm/acknowledge to continue with completion of this application.' A blue box highlights the 'Please Confirm*' section, which contains a checked checkbox and the text 'I confirm this is the correct entity.' Below this is a 'Signer Name' field with the name 'Amy Callaghan' and a 'Certification Date / Time' field with the value '06/07/2024 10:49 AM'. A 'Back' button is located at the bottom left of the form. The right sidebar contains sections for 'Disclosure And Assurances' (with 'Other' and 'Certify and Submit' options) and 'Participants (3)' (listing Serena Francesca as Entity Administrator, Carl Zhang as Authorized Representative 2, and Amy Callaghan as Application Submitter). At the bottom right, there are 'Save' and 'Continue' buttons. A green circle with the number '2' is placed over the 'Please Confirm*' section, and another green circle with the number '3' is placed over the 'Continue' button.



Proposal Abstract



Proposal Abstract

Steps 1 – 3

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

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

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00815034) PENDING-DRAFT" with a due date of "June 30, 2026 3:47:00 PM EDT". A large text field labeled "Proposal Abstract" is highlighted with a green box and a circled "2", indicating where the user should enter the abstract. To the right, a sidebar contains a "Notice of Funding Opportunity Instructions" link (circled "1") and a list of application components, with "Proposal Abstract" selected. Below the sidebar, a "Participants (4)" list shows users like Serena Francesca and MD Kamal. At the bottom, a progress bar shows the current step as "COMPLETE AND SUBMIT". A table below the progress bar provides details for the Opportunity ID (O-COPS-2024-200050-QA), Application Case ID (A-414688), NOFO ID (SI-200050), Application Group Case ID (AG-223017), and Funding Opportunity Title (CB Test). A "Continue" button is highlighted with a green box and a circled "3".

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 --



Data Requested with Application

Data Requested with Application

Steps 1 – 2

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

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

The screenshot shows the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area is titled "Grant Package () PENDING-DRAFT". Below this, the "Data Requested with Application" section is visible, containing a table of survey questions. The table has columns for "Critical Component", "Survey Name", "Status", "Last Updated", and "Last updated by". A survey row is highlighted with a green box, and a green circle with the number "2" is placed over the asterisk in the "Critical Component" column. In the top right corner, a green box highlights the "Notice of Funding Opportunity Instructions" link, and a green circle with the number "1" is placed over the "Actions" dropdown menu. The bottom of the screen shows a "Back" button and a "Continue" button.

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

Data Requested with Application

Steps 3 – 4

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

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

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Federal Forms

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

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

Agency Eligibility

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

Law Enforcement
 Non-Law Enforcement

[Clear Selection](#)

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

Sheriff

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

Rural

Instructions:

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

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

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

4 **Next**

Data Requested with Application

Step 5

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

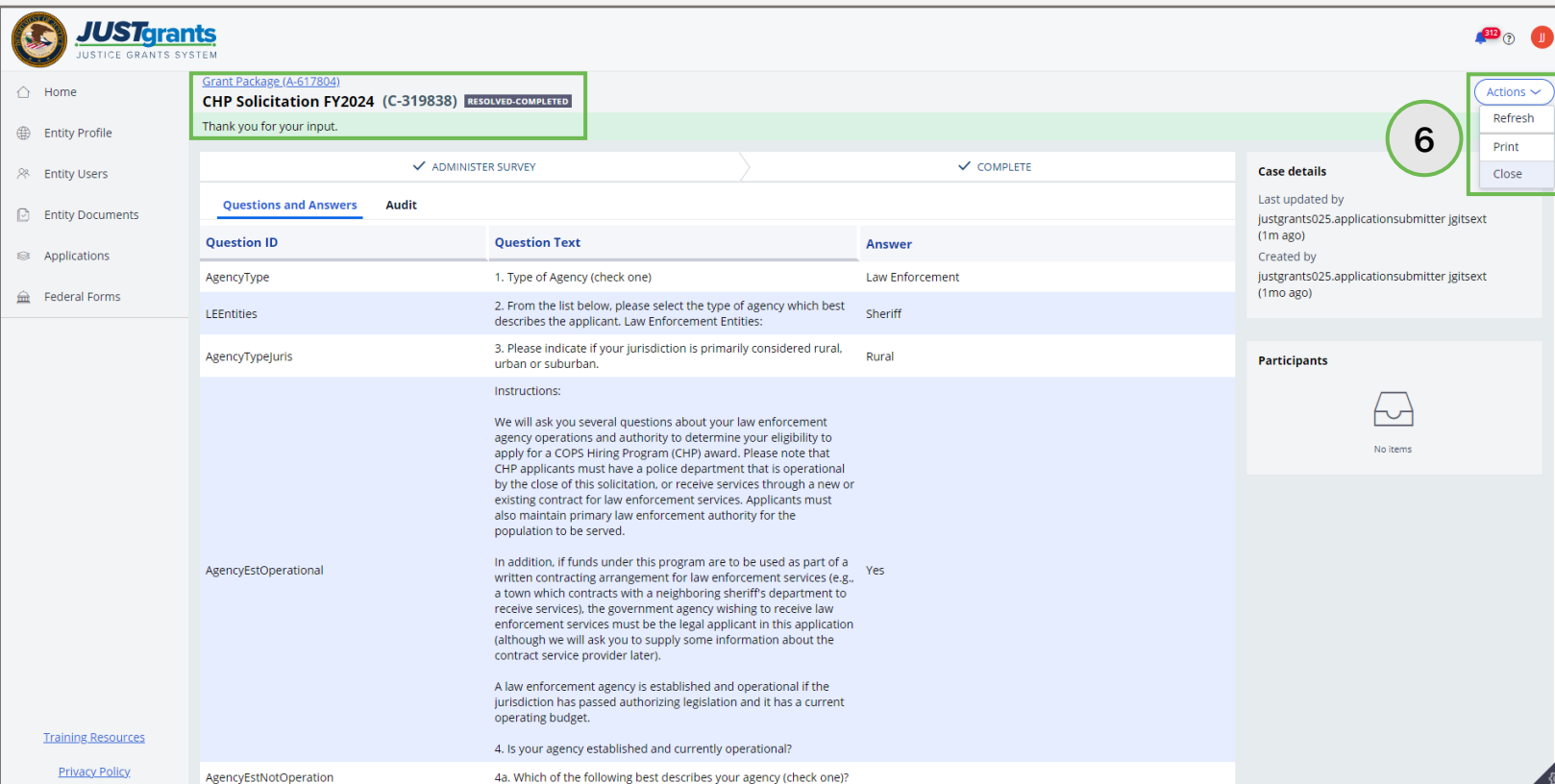
The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and a notification bell icon. The main content area shows a progress bar with 10 steps, all marked with green checkmarks. The steps are: 1. Agency Eligibility, 2. Inventory of 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, and 10. Fiscal Health. Below the progress bar, there is an 'Electronic Signature' section with a checked box and a text area containing the number 135. At the bottom right, there are 'Back' and 'Next' buttons. A green circle with the number 5 is overlaid on the 'Next' button, indicating the current step.

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.



Grant Package (A-617804)
CHP Solicitation FY2024 (C-319838) RESOLVED-COMPLETED
Thank you for your input.

ADMINISTER SURVEY COMPLETE

Question ID	Question Text	Answer
AgencyType	1. Type of Agency (check one)	Law Enforcement
LEEntities	2. From the list below, please select the type of agency which best describes the applicant. Law Enforcement Entities:	Sheriff
AgencyTypeJuris	3. Please indicate if your jurisdiction is primarily considered rural, urban or suburban.	Rural
AgencyEstOperational	In addition, if funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the government agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider later).	Yes
AgencyEstNotOperation	4. Is your agency established and currently operational? 4a. Which of the following best describes your agency (check one)?	

Case details
Last updated by justgrants025.applicationsubmitter jgitsext (1m ago)
Created by justgrants025.applicationsubmitter jgitsext (1mo ago)

Participants
No items

Actions
Refresh
Print
Close

Data Requested with Application

Steps 7 – 8

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Data Requested with Application" and shows a table of survey questions. The table has columns for Critical Component, Survey Name, Status, Last Updated, and Last updated by. A row is visible with the survey name "CHP Solicitation FY2024" and status "Resolved-Completed". A "Re-Open" button is highlighted with a green circle and the number 7. Below the table is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "COMPLETE AND SUBMIT" step is currently active. Below the progress bar is an "Information" section with fields for OpportunityID (O-COPS-2024-195475-STG), NOFO ID, Funding Opportunity Title, Application Case ID (A-617804), Application Group Case ID, and SF424_2_1. On the right side, there is a "Notice of Funding Opportunity Instructions" section with a list of instructions, and a "Participants (2)" section listing JohnElectronicBusinessPoc Doe (Entity Administrator) and justgrants025.applicationsubmitter (Application Submitter). At the bottom right, a "Continue" button is highlighted with a green circle and the number 8. A "Back" button is also visible at the bottom left.

Data Requested with Application

Reviewing Surveys

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

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

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a '312' notification badge. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Grant Package () PENDING-DRAFT' and features a progress bar with stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. Below the progress bar, the 'Information' tab is active, showing 'Grant Package' and 'Application Versions'. The 'Data Requested with Application' section is expanded, revealing 'CHP Solicitation FY2024'. Under this section, the 'Agency Eligibility' form is visible, containing questions about agency type and jurisdiction. The right sidebar shows 'Additional Application Components' (Disclosure And Assurances, Other, Certify and Submit) and 'Participants (2)' (JohnElectronicBusinessPoc Doe, Entity Administrator; justgrants025.applicationsubmitte, Application Submitter). A 'Back' button is at the bottom left, and 'Save' and 'Continue' buttons are at the bottom right.



Proposal Narrative

Proposal Narrative

Steps 1 – 2

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

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

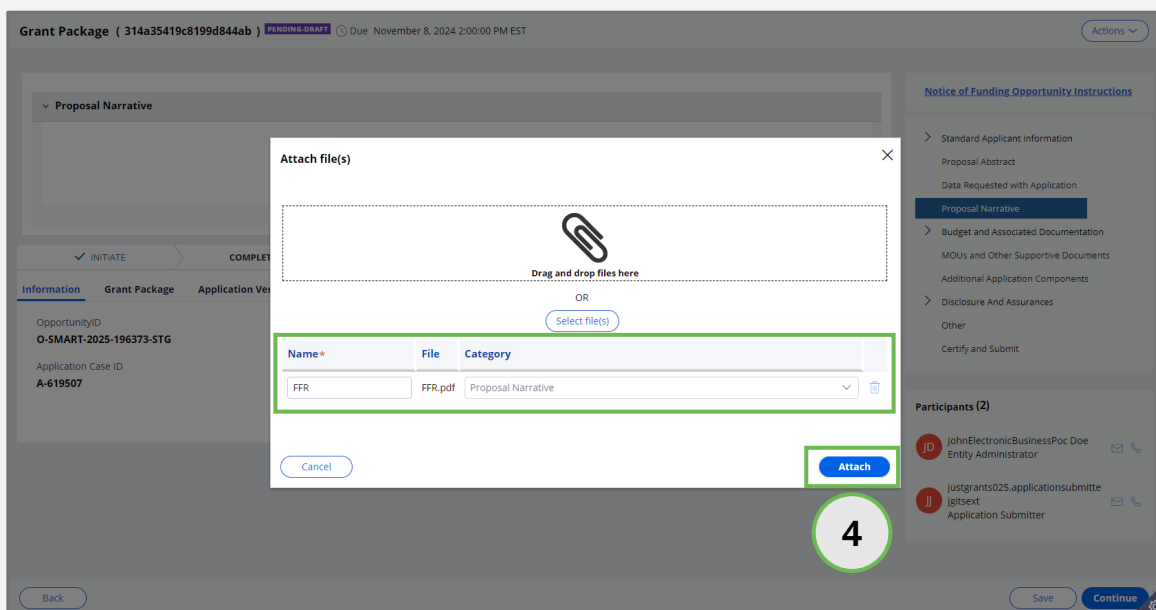
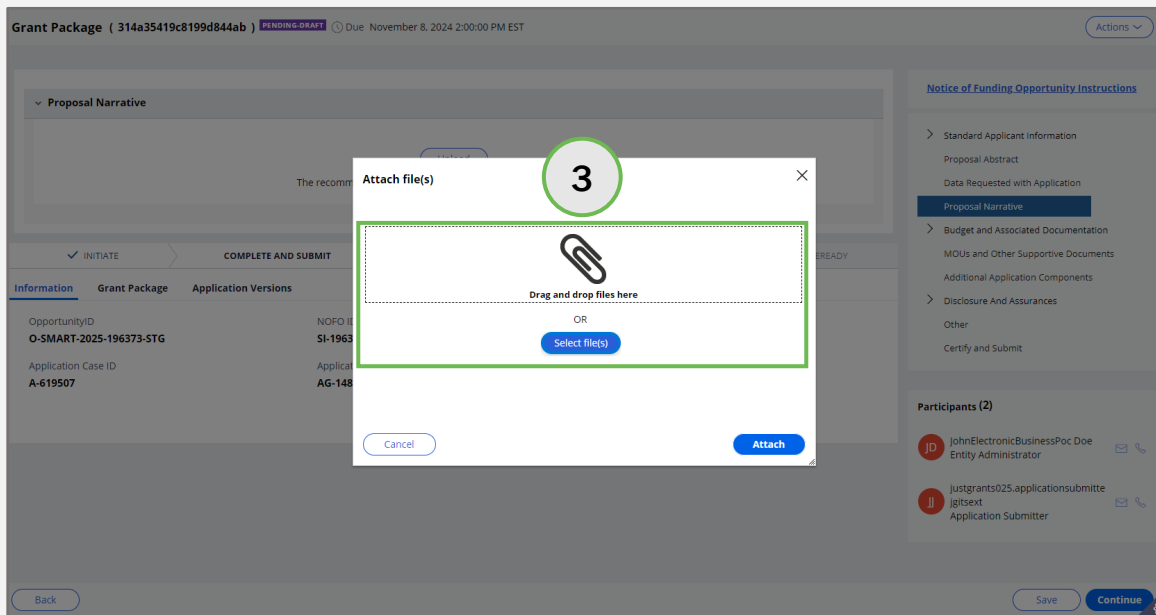
The screenshot displays the JUSTgrants system interface. At the top left is the JUSTgrants logo. The main header shows 'Grant Package (314a35419c8199d844ab)' with a 'PENDING-DRAFT' status and a due date of 'November 8, 2024 2:00:00 PM EST'. A navigation sidebar on the left includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area features a 'Proposal Narrative' section with an 'Upload' button highlighted by a green circle labeled '2'. Below this is a progress bar with stages: INITIATE, COMPLETE AND SUBMIT (current), REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. A table below the progress bar provides details for the Opportunity ID (O-SMART-2025-196373-STG), NOFO ID (SI-196373), Funding Opportunity Title (FY24FormulaTemplate), Application Case ID (A-619507), Application Group Case ID (AG-148759), and SF424_2_1. On the right, a 'Notice of Funding Opportunity Instructions' sidebar is visible, with a green circle labeled '1' pointing to the 'Proposal Narrative' link. Below this sidebar is a 'Participants (2)' section listing JohnElectronicBusinessPoc Doe (Entity Administrator) and Justgrants025.applicationssubmitte (Application Submitter). At the bottom, there are 'Back', 'Save', and 'Continue' buttons.

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

Proposal Narrative

Steps 3 – 4

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



Proposal Narrative

Steps 5 – 6

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

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

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

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

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

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



Budget and Associated Documentation





Budget Overview

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 spreadsheet 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)	COPS Web-based Budget
Office of Justice Programs (OJP)	OJP Web-based Budget or OJP Attached Budget
Office on Violence Against Women (OVW)	OVW Attached Budget



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 the JUSTgrants logo, a home icon, and user information. The main content area is titled "Grant Package (00800568) PENDING-DRAFT" and shows a "Year 1" section with "Add Year" and "Delete Year" buttons. Below this is a table for "Travel" expenses. The table has columns for 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, and Errors. A summary row shows "Travel Total Cost", "Total Non-Federal Amt (Match or Prog Inc)", and "Total Federal Amount", all currently at \$0. Below the table is an "Additional Narrative" text area with a rich text editor. On the right side, there is a "Notice of Funding Opportunity Instructions" sidebar with a list of items, including "Budget and Associated Documentation" which is expanded to show "Travel" selected. At the bottom, there are "Back", "Save", and "Continue" buttons.

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount	Errors
1 Enter Purpose of Travel	Enter Location	Select...	--	\$ Enter Cost	Enter Ql	Enter # o	Enter # o	\$0.00	\$ Enter Non-Federal Amount	\$0.00	
Travel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount									
\$0	\$0	\$0									

Web-based Budget Documentation

Steps 1 – 2

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

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

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

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

Consolidated Category Summary

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

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

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

Web-based Budget Documentation

Steps 3 – 5

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

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

Budget Detail Summary View

Budget Category

- Personnel
- Fringe Benefits
- Travel

Budget Year

- Year 1

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

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

Additional Narrative

Equipment

Back Save **Continue**

Web-based Budget Documentation

Steps 6 – 7

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

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

The screenshot displays the JUSTgrants web application interface. The top navigation bar includes the JUSTgrants logo and a 'Home' button. The main content area is titled 'Grant Package (00821183)' and shows a 'PENDING-DRAFT' status with a due date of November 30, 2024. A red alert banner at the top lists three errors: 'Federal Estimated Funding', 'Applicant Estimated Funding', and 'Total Estimated Funding'. Below this, a table shows 'Total Project Costs' with values for Federal (\$500) and Non-Federal (\$600). A 'Budget Totals' section is highlighted with a green box and contains a red alert icon next to the 'Total Project Cost' of \$1,100. A tooltip explains that the values in the Budget Summary and Standard Applicant Information sections are inconsistent. The 'Match Amount' is \$600 (54.55%). A 'Program Income' field is set to \$0 (0.00%). On the right, there are sections for 'Additional Application Components' and 'Participants (2)'. At the bottom right, a 'Continue' button is highlighted with a green circle and the number 7.

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

Web-based Budget Detail Comparison

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

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

Standard Application Information

Project Information

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

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

Total Estimated Funding:

Budget Summary

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

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

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

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



Budget/Financial Attachments

Budget/Financial Attachments

Steps 1 – 2

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

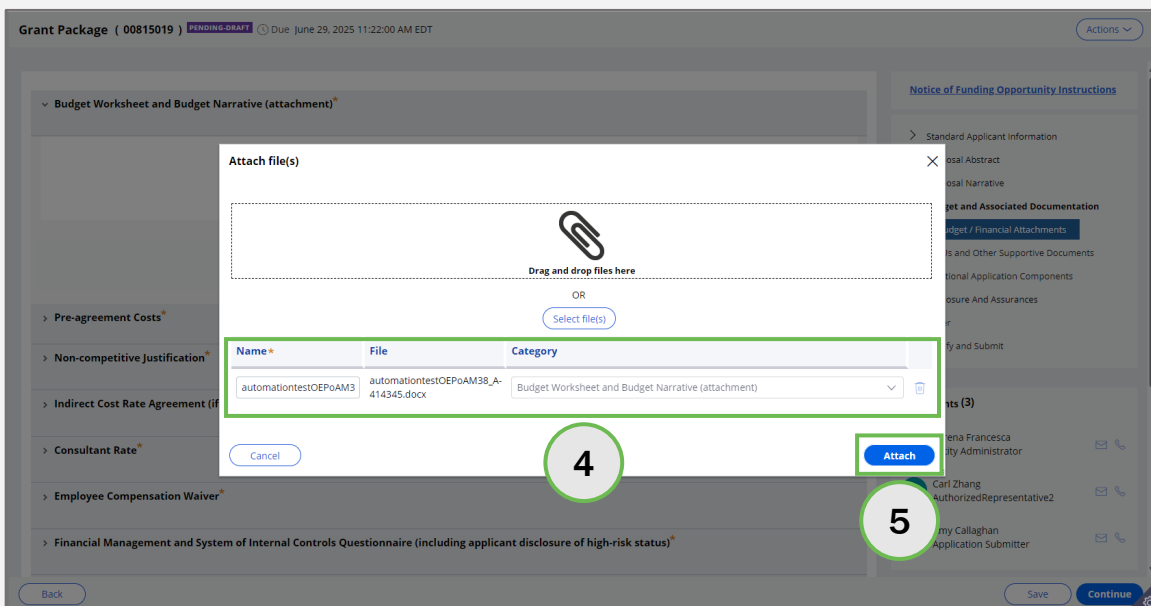
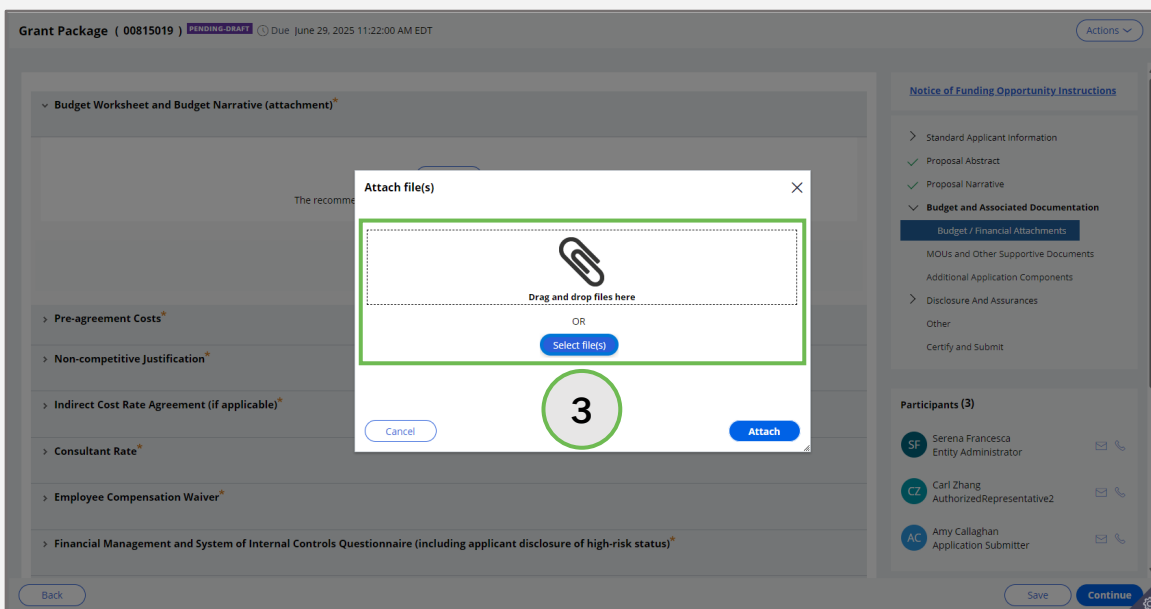
- 1) Open the **Budget/Financial Attachments** section.
- 2) Select **Upload** if the budget section of the application appears as a displayed image to upload a spreadsheet with the budget figures.

The screenshot displays the JUSTgrants application submission interface. The main content area shows a section titled "Budget Worksheet and Budget Narrative (attachment)*" with an "Upload" button. A green box highlights this section, and a circled "2" is placed above it. The right sidebar contains a "Notice of Funding Opportunity Instructions" section with a "Budget and Associated Documentation" sub-section. The "Budget / Financial Attachments" option is highlighted in blue, and a circled "1" is placed next to it. Below this, there are links for "MOUs and Other Supportive Documents", "Additional Application Components", "Disclosure And Assurances", "Other", and "Certify and Submit". The "Participants (3)" section lists three users: Serena Francesca (Entity Administrator), Carl Zhang (Authorized Representative 2), and Amy Callaghan (Application Submitter). The bottom of the interface includes a "Back" button, a "Save" button, and a "Continue" button.

Budget/Financial Attachments

Steps 3 – 5

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



Budget/Financial Attachments

Steps 6 – 9

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

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

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

Budget Worksheet and Budget Narrative (attachment)*

Upload

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

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

Pre-agreement Costs*

Non-competitive Justification*

Indirect Cost Rate Agreement (if applicable)*

Consultant Rate*

Employee Compensation Waiver*

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

Back

Notice of Funding Opportunity Instructions

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

Participants (3)

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

Save **Continue**



Memoranda of Understanding (MOU) and Other Supportive Documents

MOU and Other Supportive Documents

Steps 1 – 2

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

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

Memoranda of Understanding (MOUs) and Other Supportive Documents*

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

Upload

2

1

MOUs and Other Supportive Documents

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

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**.

The screenshots illustrate the process of attaching files to a grant package. The first screenshot shows the 'Attach file(s)' dialog box with a '3' in a circle. The second screenshot shows the same dialog box with a table of files and a '5' in a circle.

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

MOU and Other Supportive Documents

Steps 6 – 7

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Memoranda of Understanding (MOUs) and Other Supportive Documents

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_OJP_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 > AWARDPACKAGEREADY

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**

Participants (4)

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

7



Additional Application Components



Additional Application Components

Steps 1 – 4

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

The screenshot displays the JUSTgrants application submission interface. The main content area shows a list of application components, with 'Curriculum Vitae or Resumes*' selected and expanded. The 'Upload' button is highlighted with a red box and the number 3. The 'Additional Application Components' section is highlighted with a red box and the number 1. The 'Continue' button is highlighted with a red box and the number 4. The 'Tribal Authorizing Resolution*' component is highlighted with a red box and the number 2.

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

Curriculum Vitae or Resumes* **3**

Upload

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

Tribal Authorizing Resolution*

Timeline Form*

Letters of Support*

Additional Attachments

Additional Application Components **1**

Participants (4)

- SF Serena Francesca Entity Administrator
- MK MD Kamal Authorized Representative
- CG Carlos Gastelum AuthorizedRepresentative2
- AC Amy Callaghan Application Submitter **4**


Information Grant Package Application Versions

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

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

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

INITIATE | COMPLETE AND SUBMIT | REVIEW | BUDGET REVIEW | AWARDPACKAGEREADY

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

Participants (4)

- SF Serena Francesca
Entity Administrator

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

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

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

Participants (4)
SF Serena Francesca Entity Administrator

**“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

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

Upload

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

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

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

Back Save Continue

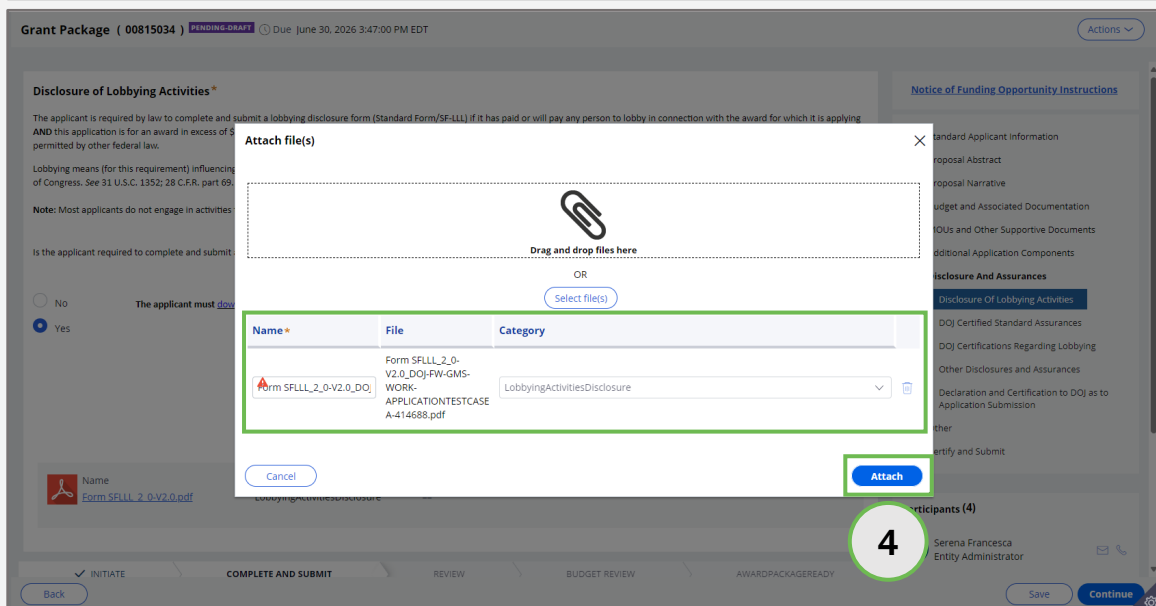
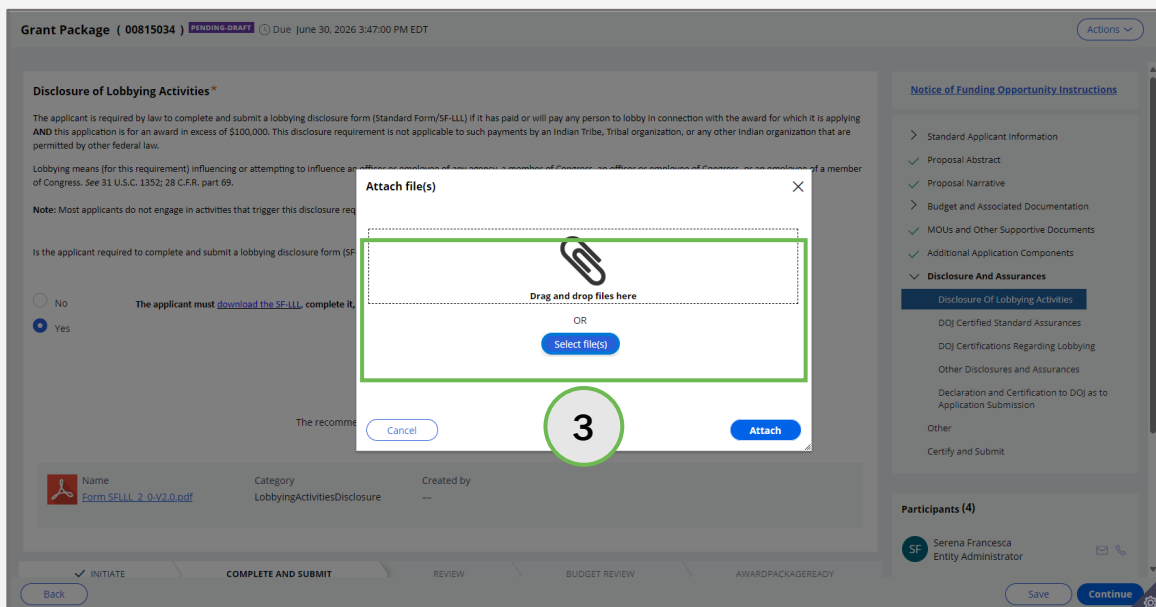
Participants (4)
SF Serena Francesca Entity Administrator

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

Disclosure of Lobbying Activities

Steps 3 – 4

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





OJP Disclosure of Duplication in Cost Items

OJP Disclosure of Duplication in Cost Items Overview

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

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

OJP Disclosure of Duplication in Cost Items

Steps 1 – 3

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

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

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.

Information Grant Package Application Versions

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

Notice of Funding Opportunity Instructions

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

Participants (4)

SF Serena Francesca

Back Save Continue

OJP Disclosure of Duplication in Cost Items

Step 4

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

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Applicant Disclosure of Duplication in Cost Items*

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

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

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

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

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

Information Grant Package Application Versions

Opportunity ID 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

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

Home
Entity Profile
Entity Users
Entity Documents
Applications
Federal Forms

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

Applicant Disclosure of Duplication in Cost Items*

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

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

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

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

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

Information Grant Package Application Versions

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

[Back](#)

Notice of Funding Opportunity Instructions

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

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

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



**DOJ Certified
Standard Assurances**

DOJ Certified Standard Assurances

Steps 1 - 2

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

1) Select DOJ Certified Standard Assurances.

DOJ Certified Standard Assurances*

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

U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

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

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

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

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

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

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

Back 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
 - 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

2) Select the checkbox after reading each 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 12:22 PM



DOJ Certifications Regarding Lobbying

DOJ Certifications Regarding Lobbying

Steps 1 - 2

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

1) Select DOJ Certifications Regarding Lobbying.

The screenshot shows a web application interface for DOJ certifications. The main content area displays the text of the certification notice, including sections for LOBBYING, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS, and DRUG-FREE WORKPLACE REQUIREMENTS. A red circle with the number '1' highlights the 'DOJ Certifications Regarding Lobbying' checkbox in the 'Disclosure And Assurances' section of the right-hand navigation menu. The 'Save' and 'Continue' buttons are visible at the bottom right of the page.

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

The screenshot shows the 'Please Acknowledge' section of the application. A red circle with the number '2' highlights the checked checkbox. Below the checkbox, the Signer ID and Signing Date/Time are displayed. The Signer ID is 'justgrants026.applicationssubmitter@gmail.com' and the Signing Date/Time is '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 displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and user information. The main content area shows a 'Grant Package (00815034)' in a 'PENDING-DRAFT' status, with a due date of June 30, 2026. The 'Other Disclosures and Assurances' section is highlighted with a green box and a circled '2', containing an 'Upload' button and a note: 'The recommended files to upload are PDF, Microsoft Word and Excel.' Below this is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT (circled '2'), BUDGET REVIEW, and AWARDPACKAGEREADY. A table below the progress bar provides application details:

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 --

On the right side, a 'Notice of Funding Opportunity Instructions' sidebar lists various sections, with 'Other Disclosures and Assurances' highlighted by a green box and a circled '1'. At the bottom right, the 'Participants (4)' section shows 'Serena Francesca, Entity Administrator' with a circled '3'. A 'Continue' button is visible at the bottom right corner.



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

Declaration/Certification to DOJ as to Application Submission

Steps 1 - 2

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

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

The screenshot displays the JUSTgrants application submission interface. The main content area shows the "Declaration and Certification to the U.S. Department of Justice as to this Application Submission" notice. The notice text includes three numbered points regarding the declaration and certification process. Below the notice, there is a "Please Acknowledge" section with a checkbox labeled "I agree with the above statements." which is checked. The signer information is displayed below the checkbox, including the SignerID, email address, and signing date/time. A green circle with the number "1" highlights the "Declaration and Certification to DOJ as to Application Submission" option in the right-hand sidebar. Another green circle with the number "2" highlights the "I agree with the above statements." checkbox. The interface also shows a navigation menu on the left, a top navigation bar with the JUSTgrants logo, and a bottom navigation bar with "Home", "Privacy Policy", and "Back" 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 displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and user information. The main content area is titled "Grant Package (00815034) PENDING-DRAFT" with a due date of June 30, 2026. The "Other" section is highlighted with a green circle labeled "2", and the "Upload" button is also highlighted with a green circle labeled "2". Below the "Other" section, a progress bar shows the current step as "COMPLETE AND SUBMIT". A table below the progress bar displays application details:

Information	Grant Package	Application Versions
OpportunityID 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 --

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



Certify and Submit Application in JustGrants

Certify and Submit

Steps 1 – 3

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

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (00821181)" and includes a "NEW" badge and a due date of November 30, 2024. Below this, a section titled "Certify and Submit" contains an accordion menu with the following items: 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 first four items. To the right, a "Notice of Funding Opportunity Instructions" sidebar lists various application components, with a blue button labeled "Certify and Submit" highlighted by a green circle with the number "1". Below this, a "Participants (2)" section lists two users: JohnElectronicBusinessPoc Doe (Entity Administrator) and justgrants025 (Application Su...), with a blue button labeled "Submit" highlighted by a green circle with the number "3". At the bottom of the interface, there are buttons for "Back", "Save", "Check for Errors", and "Submit".

Certify and Submit

Steps 4 – 5

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

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and user information. The main content area shows a 'Grant Package (00815034)' in a 'PENDING-DRAFT' status, with a due date of June 30, 2026. A red error message box is visible, stating: 'Before proceeding, please address the error(s) indicated below.' Below this, an accordion labeled 'Expand to view errors' is expanded, revealing a list of error messages. A green circle with the number '4' highlights the 'Expand to view errors' button, and another green circle with the number '5' highlights the error messages. The bottom section of the interface is titled 'Certify and Submit' and contains a list of application components: Standard Applicant Information, Proposal Abstract, and Proposal Narrative. A 'Notice of Funding Opportunity Instructions' sidebar is also visible on the right. The bottom navigation bar includes a 'Home' button and a 'Privacy Policy' link.

Certify and Submit

Steps 6 – 8

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

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

6

7

Additional Application Components

Disclosure and Assurances **!**

Disclosure of Lobbying Activities

DOJ Certified Standard Assurances **!** [Edit application](#)

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

Other Disclosures and Assurances

Declaration and Certification to the DOJ as to this Application Submission

Other

Final Review and Certification of Application confirmation

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Back Save Check for Errors Submit

Certify and Submit

Steps 9 – 10

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

10) Select **Submit**.

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a 'Grant Package (00816725)' in a 'PENDING-DRAFT' status, with a due date of July 30, 2027, at 12:44:00 PM EDT. A list of application components is shown, with the 'Final Review and Certification of Application confirmation' checkbox checked and highlighted by a green circle labeled '9'. Below this is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The 'COMPLETE AND SUBMIT' step is currently active. A table below the progress bar provides application details:

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

At the bottom right, a 'Submit' button is highlighted with a green circle labeled '10'. Other buttons include 'Back', 'Save', and 'Check for Errors'. A 'Participants (4)' sidebar on the right lists: Serena Francesca (Entity Administrator), Multiple Roles (Authorized Representative), and Amy Callaghan (Application Submitter).

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.

Grant Package (00816725) **SUBMITTED** ⌚ Due July 30, 2027 12:44:00 PM EDT **11**

Thank you! The next step in this case has been routed appropriately.

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 --

Actions ▾ **Print**

- Refresh
- No Actions
- Recall Application
- Print
- Close

Participants (4)

- SF** Serena Francesca
Entity Administrator
- MR** Multiple Roles
Authorized Representative
- AC** Amy Callaghan
Application Submitter



Additional Guidance





**Locate an Application:
Multiple Application
Submitters**

Multiple Application Submitters

Step 1

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

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

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

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

Multiple Application Submitters

Steps 2 – 3

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

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

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

Multiple Application Submitters

Step 4

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

- Select the **Begin** link; 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

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

Grant Package (00748363) PENDING-DRAFT Actions Print

Assignments

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

Information Grant Package Application Versions

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

Recent documents (0)
No documents

Participants (8)

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

JUSTgrants JUSTICE GRANTS SYSTEM

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

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

Assignments

Task	Assigned to	
1y Verify & Confirm (Initiate)	SF Serena Francesca	4 Actions Refresh Edit application Application Loading... Print Close

Information

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

Participants (4)

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

Multiple Application Submitters

Step 5

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

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon labeled 'AC'. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a 'Grant Package (00815034)' with a 'NEW' tag and a due date of 'June 30, 2026 3:47:00 PM EDT'. Below this, there is an 'Assignments' table with one entry: '1y Verify & Confirm (Initiate)' assigned to 'Serena Francesca'. A 'Recent documents (0)' section shows 'No documents'. A 'Participants (2)' section lists 'Serena Francesca Entity Administrator' and 'Amy Callaghan Application Submitter'. A pop-up window titled 'Edit application' is overlaid on the screen, asking 'Are you sure you want to edit this application?' and providing 'Cancel' and 'Submit' buttons. A green circle with the number '5' is positioned near the 'Submit' button. The bottom left corner of the interface includes links for 'Training Resources' and 'Privacy Policy'.



Duplicate Application Submissions

Duplicate Application Submissions

Overview

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

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

The screenshot shows the JUSTgrants Justice Grants System interface. A modal titled "Display duplicate cases" is open, showing a table of application submissions for Grant Package (00800611). The table has columns for Case ID, Application Number, Created on, and Case Status. Below the table, there are radio buttons to "Remove this application" or "Continue with this application" for the selected application A-334137. The interface also shows a sidebar with navigation options like Home, Entity Profile, and Applications, and a right-hand panel with "Recent documents (0)" and "Participants (2)".

Case ID	Application Number	Created on	Case Status
A-334143	GRANT00800611	Sep 18, 2023	Draft
A-334141	GRANT00800611	Sep 18, 2023	Resolved-Duplicate
A-334139	GRANT00800611	Sep 18, 2023	Draft
A-334135	GRANT00800611	Sep 18, 2023	Draft
A-334133	GRANT00800611	Sep 18, 2023	Draft
A-334132	GRANT00800611	Sep 18, 2023	Draft

Select an option for A-334137 GRANT00800611 *

Remove this application Continue with this application

Buttons: Cancel, Save, Submit

Duplicate Application Submissions

Steps 1 – 2

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

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

The deadline was 11 months ago

Display duplicate cases
DUE IN 11 MONTHS AGO

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

Case ID	Application Number	Created on	Case Status
A-334143	GRANT00800611	Sep 18, 2023	Draft
A-334141	GRANT00800611	Sep 18, 2023	Resolved-Duplicate
A-334139	GRANT00800611	Sep 18, 2023	Draft
A-334135	GRANT00800611	Sep 18, 2023	Draft
A-334133	GRANT00800611	Sep 18, 2023	Draft
A-334132	GRANT00800611	Sep 18, 2023	Draft

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

Remove this application Continue with this application

Cancel Save **Submit**

Recent documents (0)
No documents

Participants (2)

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

Information

OpportunityID	NOFO ID	Funding Opportunity Title
O-BJA-2023-158046-QA		



Application Cancellation

Application Cancelation

Step 1

IMPORTANT!

Canceling an application is not reversible. Once an application is canceled, 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 canceled.

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

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area shows the details of a grant package (00815034) in a 'PENDING-DRAFT' status, with a due date of June 30, 2026. The interface is divided into several sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. On the right side, there is a sidebar with a list of application components and a 'Participants' section. A green box highlights the 'Actions' dropdown menu, which is open and shows the 'Cancel Application' option. A red circle with the number '1' is placed over the 'Cancel Application' option. At the bottom of the page, there are 'Cancel', 'Save', and 'Continue' buttons.

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

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

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

Application Cancellation

Steps 2 – 3

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

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

Case Resolve Status
Resolved-Cancelled

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

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

Information	Grant Package	Application Versions
OpportunityID 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 --

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-Canceled on the home page.
 - Select **No** to stop the application cancellation. JustGrants will return to the home page.

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



Application Recall

Application Recall

Step 1

IMPORTANT!

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

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

The screenshot displays the JustGrants system interface. The top navigation bar includes the JustGrants logo and a user profile icon. The main content area shows a 'Grant Package (00815235)' with a 'SUBMITTED' status and a due date of June 30, 2026. Below this, there is a table with columns for 'Information', 'Grant Package', and 'Application Versions'. The table contains the following data:

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

On the right side of the interface, there is a 'Participants (3)' section. A green box highlights the 'Actions' dropdown menu, which contains the following options: Refresh, No Actions, Recall Application, Print, and Close. A large number '1' is placed next to the 'Recall Application' option, indicating the step to be followed.

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 interface with a 'Recall Application Confirmation' pop-up window. The pop-up window contains the following text:

Recall Application Confirmation

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

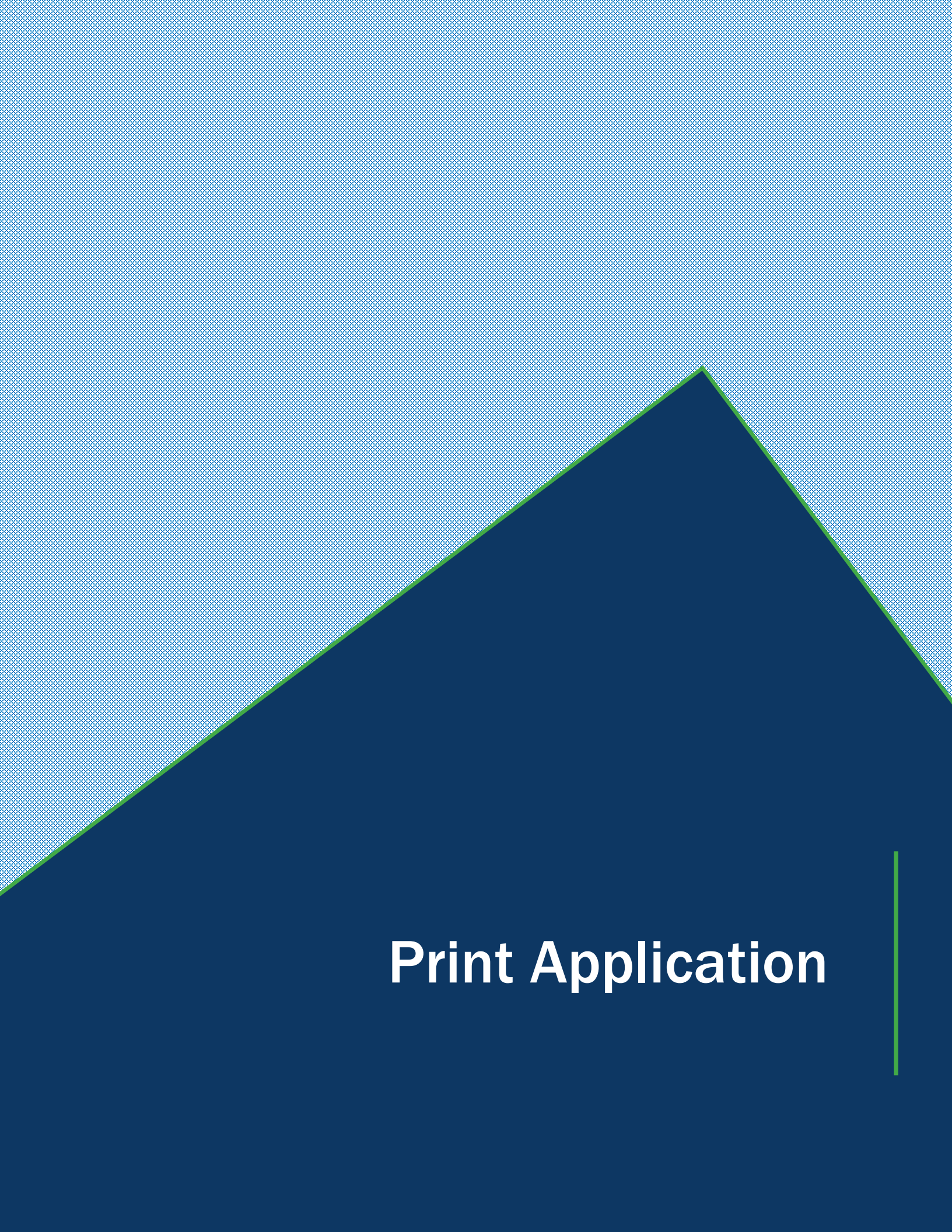
If you want to continue with the recall action, please enter a reason for the recall and click submit. Otherwise, click cancel.

Reason *

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

Buttons: Cancel, Submit

Annotations: A green box highlights the text input area, and a green circle with the number '2' is placed over the 'Submit' button. Another green circle with the number '3' is placed over the 'Cancel' button.



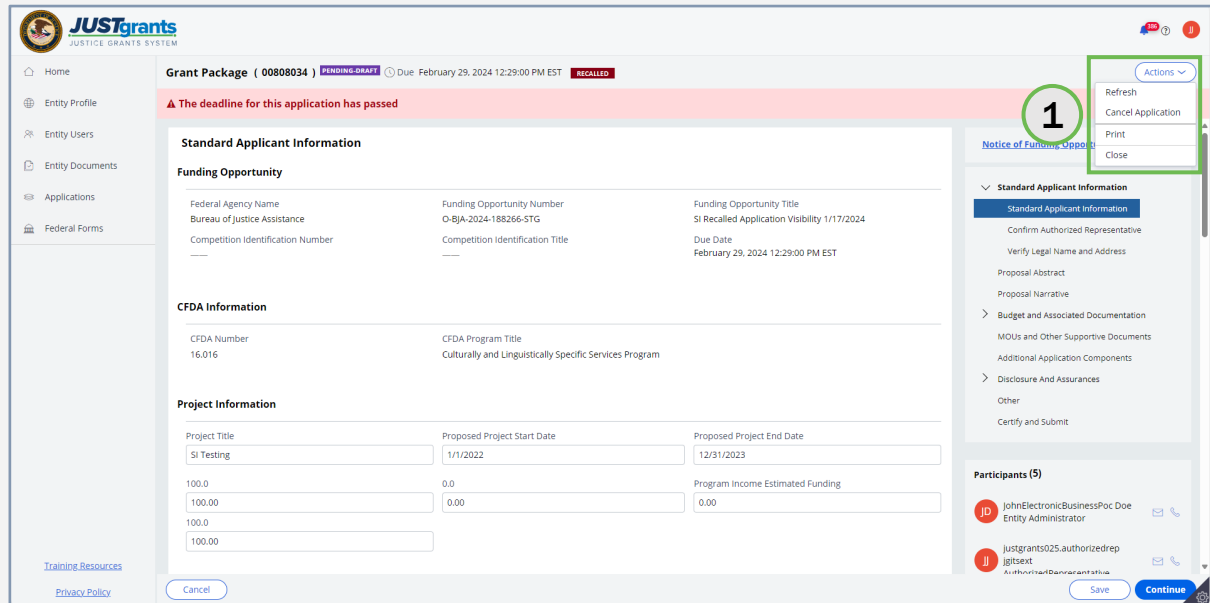
Print Application



Print Application

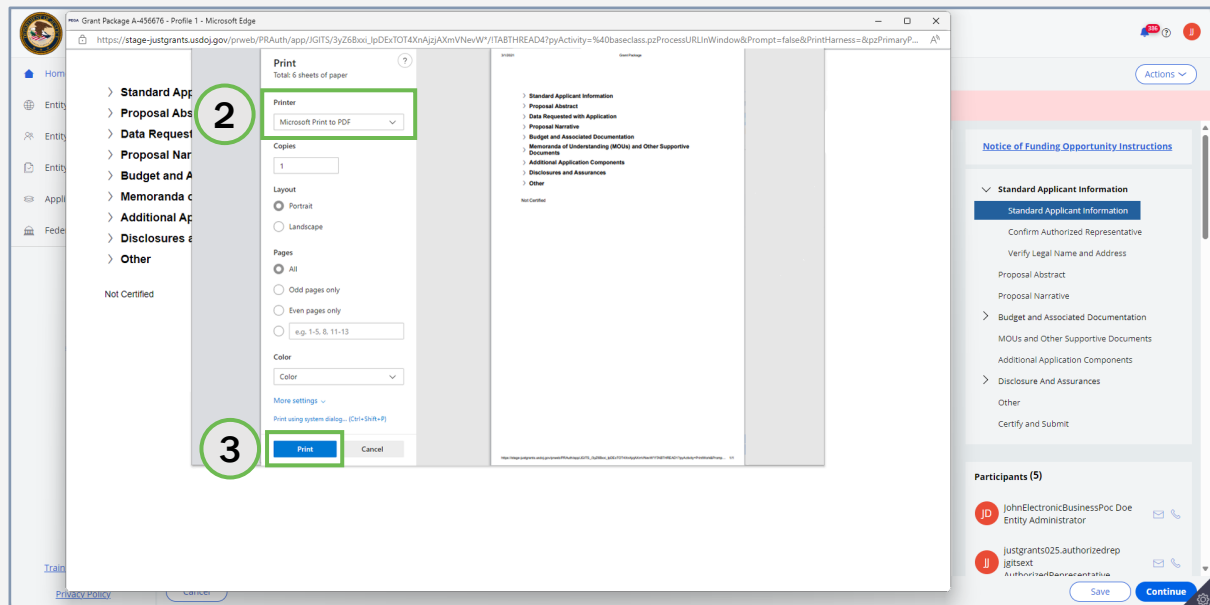
Steps 1 - 3

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

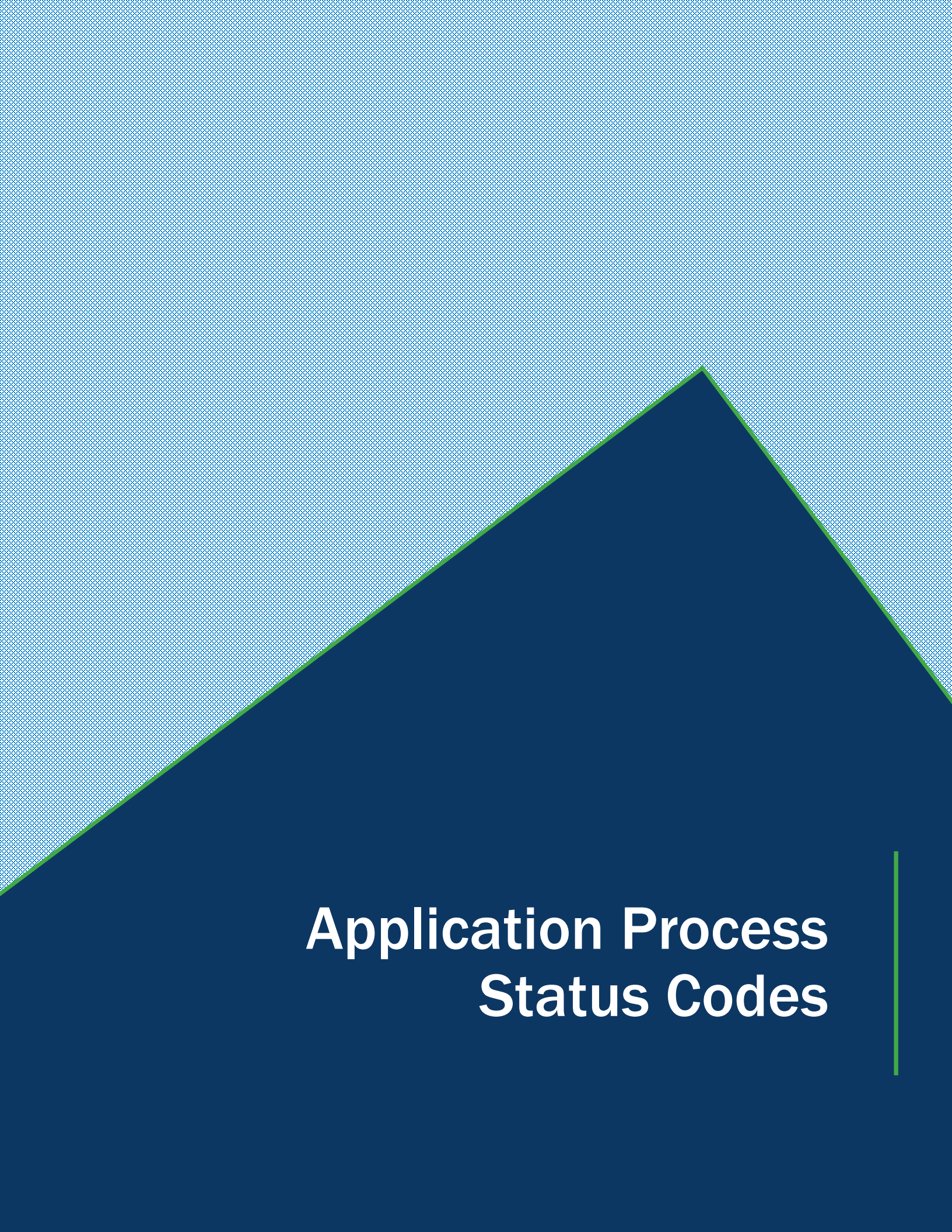


2) Select the printer from the dropdown menu.

3) Select **Print**.



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



Application Process Status Codes

Status Codes

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

Pending - New

Application has been assigned.

Pending - Draft

Application has been opened, and work has begun.

Submitted

Application has been submitted to DOJ for review.

Pending-Change Requested

Grant Manager has returned the application for additional changes.

Pending-Financial Change Requested

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

January 2025

Version 4.1



JUSTgrants

JUSTICE GRANTS SYSTEM