



Grant Award Acceptance

Job Aid Reference Guide

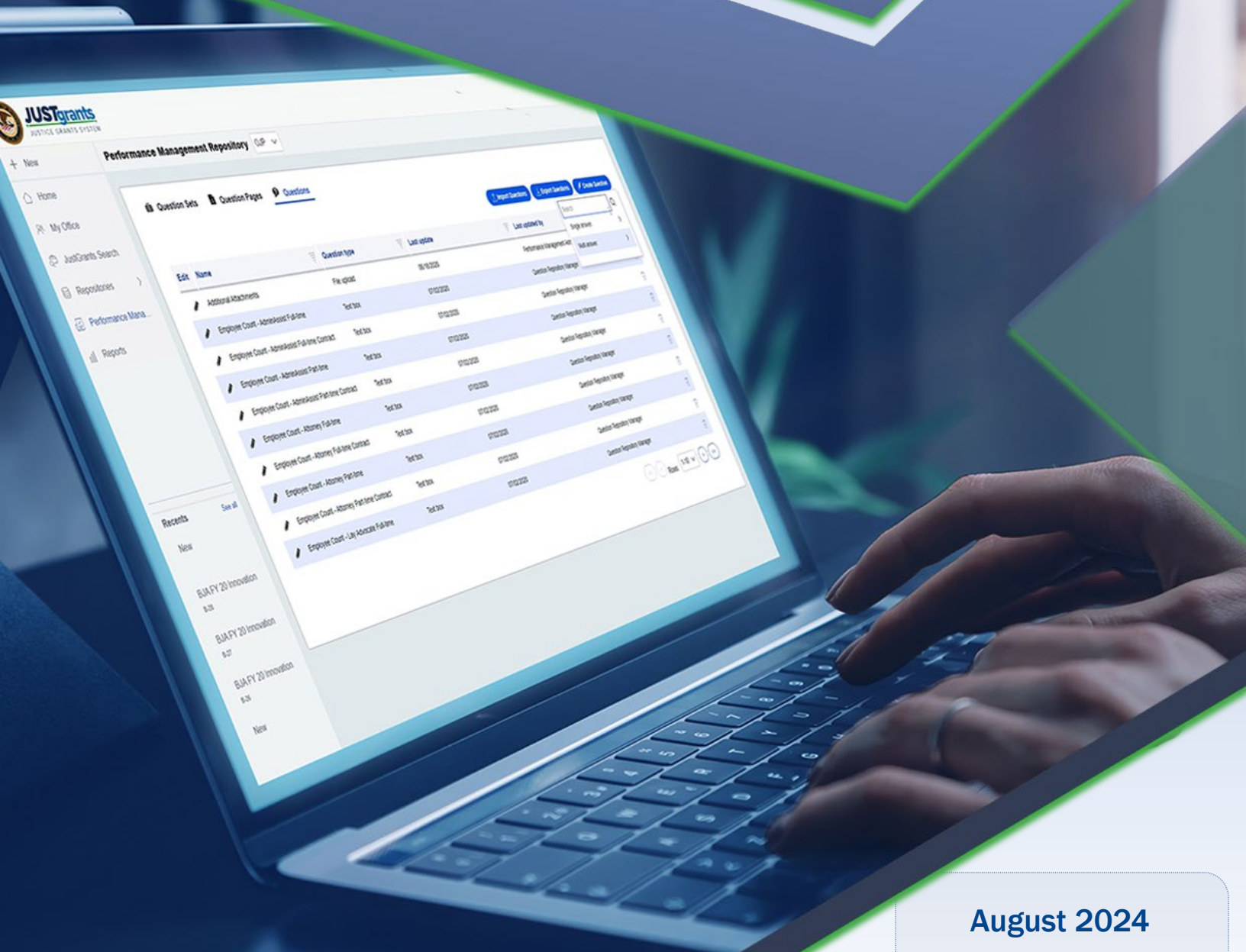


Table of Contents

Page	Topic
<u>3</u>	<u>Introduction and Overview</u>
<u>8</u>	<u>New Award</u>
<u>9</u>	<u>Step 1: Confirm/Assign Participants (Entity Administrator)</u>
<u>16</u>	<u>Step 2: Accept or Decline (Authorized Representative)</u>
<u>28</u>	<u>Supplemental Award</u>
<u>29</u>	<u>Step 1: Verify and Confirm Authorized Representative (Entity Administrator)</u>
<u>37</u>	<u>Step 2: Accept or Decline (Authorized Representative)</u>



Introduction and Overview

How to Use this Guide

This Job Aid Reference Guide's (JARG) purpose is to demonstrate the two-step process that must be taken to accept or decline an award.

This JARG is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the [JustGrants Training and Resources](#) page.

Linked Content



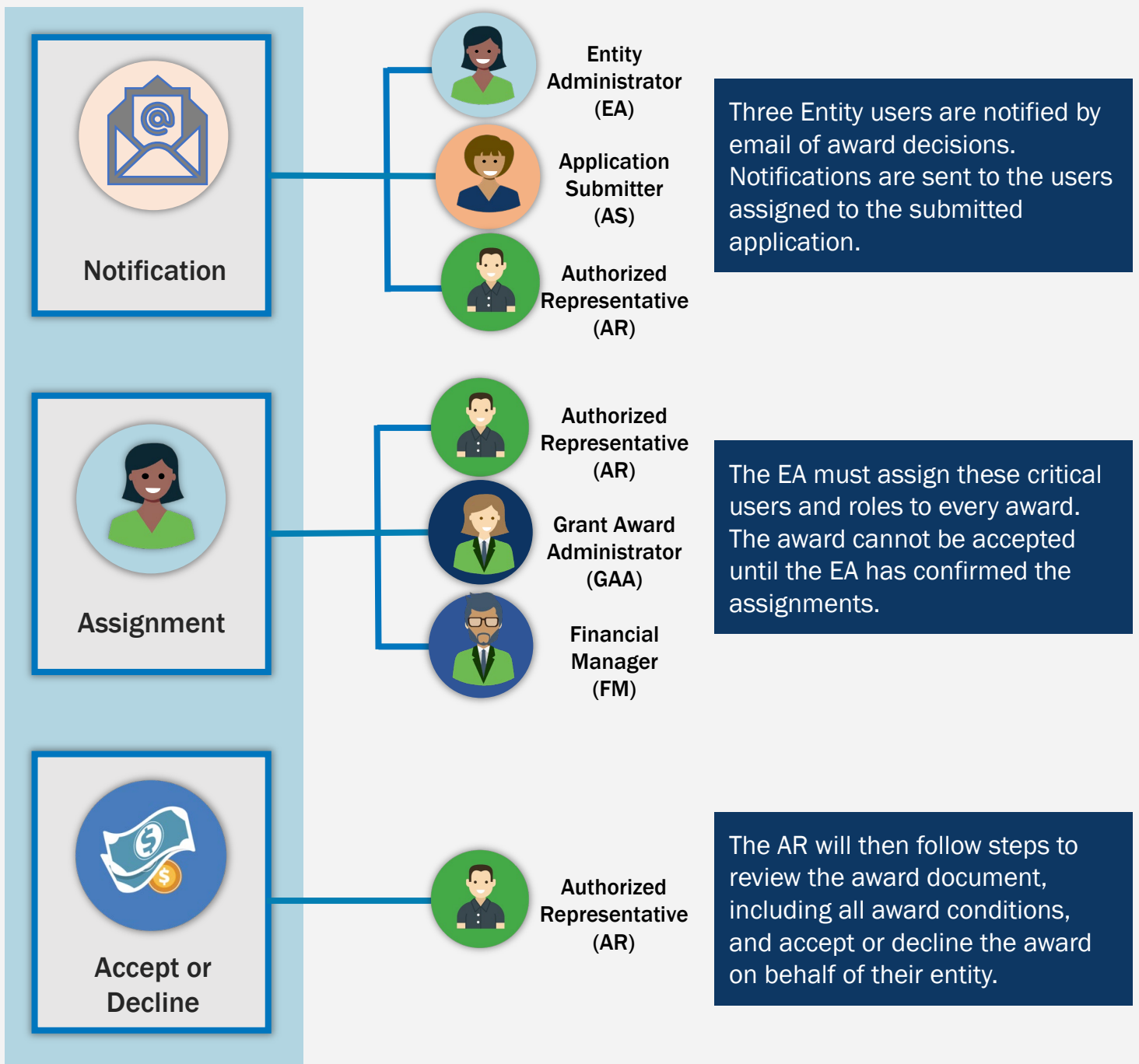
This JARG utilizes a chapter linked Table of Contents. In addition, a link has been included on each page to help the user quickly return to the Table of Contents by using the **Home** icon. is located at the bottom of the page.

IMPORTANT

- The system **does not** auto save work.
- A warning message displays after ten (10) minutes of inactivity (per security requirements).
- Users are automatically logged out if they are inactive for 15 minutes (per security requirements).
- Unsaved work **will not be** saved at logout.step”

Award Acceptance Overview

This chart shows the process, roles, and responsibilities involved in Award Acceptance.



Award Acceptance Key Points

Award Acceptance is a two-step process that must be taken in JustGrants to accept or decline an award. Award notifications are sent via JustGrants email to the users assigned to the submitted application.

1. The Entity Administrator (EA) must assign or confirm critical users (i.e., Authorized Representative[s] [AR], Financial Manager [FM], Grant Award Administrator [GAA]) for every award.
2. The assigned AR(s) must accept or decline the award.



Award Acceptance Key Points (COPS Office Awards)

For **Office of Community Oriented Policing Services (COPS)** awards:

- The EA must assign two ARs — AR 1, then AR 2. Both ARs must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on the entity's behalf. The ARs must be legally authorized to agree to the award conditions.
- The ARs must accept the awards in order; AR 1 will access the acceptance task from their worklist. Once AR 1 has completed their task AR 2 will access and complete their task.

For **Law Enforcement** agencies:

- AR 1 is the top Law Enforcement Executive (e.g., chief of police, sheriff, or equivalent).
- AR 2 is the top government executive (e.g., mayor, board chairman, or equivalent).

For **Non-law Enforcement** agencies (institutes of higher education, private organizations, etc.):

- AR 1 is the programmatic official (e.g., provost, superintendent, executive director, chief executive officer, or equivalent).
- AR 2 is the financial official (e.g., chief financial officer, treasurer, or equivalent) with ultimate signatory authority to enter into contracts on the organization's behalf.



New Award



Step 1:
Confirm/Assign Participants
(Entity Administrator)

Confirm/Assign Participants (Entity Administrator)

Steps 1 - 2

Case ID

The Entity Administrator (EA) must complete the **Confirm/Assign Participants** action to ensure required award assignments are in place when an entity receives a new award.

- 1) Log into JustGrants to view assignments on **My Worklist**.
- 2) Select the **Case ID** for an item with a **Pending-Award External Assignee Case Status**.

The screenshot displays the JustGrants system interface for an Entity Administrator. The user is logged in as James (Entity) Bond. The main content area shows a 'My Worklist' table with 793 results. A green box highlights the 'Case ID' column, and a red circle with the number '2' is placed over the first row's Case ID (FAW-390675). A red circle with the number '1' is placed over the 'Alerts (2)' section above the table. The table columns are: Case ID, Due Date, Case Type, Award, Solicitation Title, Office, and Status. The first row's status is 'Pending-Award External Assignee'.

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
FAW-390675		Funded Award	15PSMA-24-GG-01788-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
FAW-390192		Funded Award	15PSMA-24-GG-01786-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
FAW-389945		Funded Award	15PSMA-24-GG-01779-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
FAW-386491		Funded Award	15JOVW-24-GG-01755-ENGA	FY24FormulaNewDesign	OVW	Pending-Award External Assignee
FAW-383476		Funded Award	15COPS-23-GG-00227-METH	Mira COPS DATA	COPS	Pending-Award External Assignee
FAW-383474		Funded Award	15COPS-23-GG-00230-METH	Mira COPS DATA	COPS	Pending-Award External Assignee
FAW-367183		Funded Award	15JOVW-22-GG-03431-STOP	OVW Formula No budget required	OVW	Pending-Award External Assignee
FAW-365189		Funded Award	15JOVW-24-GG-01563-STOP	FY24DiscretionaryTemplateNewDesign	OVW	Pending-Award External Assignee
FAW-361072		Funded Award	15PSMA-24-GG-01635-NARI	FY24 INVITED TEMPLATE	OJP-SMART	Pending-Award External Assignee
FAW-333726		Funded Award	15PSMA-24-GG-00242-AWAX	FY24 INVITED TEMPLATE	OJP-SMART	Pending-Award External Assignee
FAW-322679		Funded Award	15PBJA-24-GG-00204-AWAX	FY24 Adam Walsh Act	OJP-BJA	Pending-Award External Assignee
FAW-321300		Funded Award	15COPS-24-GG-00188-METH	FY24 COPS Template New Design	COPS	Pending-Award External Assignee
FAW-252847		Funded Award	15PBJA-23-GG-00186-JAGJ	kv DONTUSE	OJP-BJA	Pending-Award External Assignee

Confirm/Assign Participants (Entity Administrator)

Step 3

Assign Users

This section auto-populates if a role has been assigned. The fields remain empty when a role has not been assigned.

3) Navigate to the **Funded Award's Confirm/Assign Participants** section and review pre-assigned users.

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

NOTE: The **Alternate Grant Award Administrator (Alt GAA)** is the only **optional** role on a funded award. Only the Alt GAA can be **deleted** by selecting the trash can icon. All other roles must be **reassigned** rather than deleted.

JUSTgrants
JUSTICE GRANTS SYSTEM

Funded Award
(15)OVW-24-GG-01755-ENGA **PENDING-AWARD EXTERNAL ASSIGNEE**
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Solicitation Title: FY24FormulaNewDesign
Project Title: Dunya ORG 24
Project Period: 10/1/23 - 9/30/24
Managing Office: OVW
DOJ Grant Manager: GrantManaReOVW jgitsint
Grant Award Administrator: —
FAW Case ID: FAW-386491

Solicitation Category: Federal Award Amount \$198.03
UEI: QPN9Y8JGZ9PZ
TIN: *****0000

NOTE: The information icon at the end of each name displays more information.

Confirm/Assign Participants

Role	Assigned To	Name
Authorized Representative *	justgrants025.authorizedrep@gmail.com	Mark Lane
Grant Award Administrator *	justgrants025@gmail.com	James (Entity) Bond
Financial Manager *	justgrants025.financialmanager@gmail.com	Financial Manager ORG 25
Alternate Grant Award Administrator	justgrants025.altgrantawardadmin@gmail.com	AlternateGrant AwardAdmin

Buttons: Cancel, Save, Submit

Case details
Last updated by James (Entity) Bond (7d ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (28d ago)

DOJ Grant Manager
GrantManaReOVW jgitsint

Phone
333-222-2211

Email
GrantManaReOVW@ojp.doj.test

Participants (7)

Confirm/Assign Participants (Entity Administrator)

Step 4

Alt GAA Role

If an Alt GAA role is not assigned, the option to add this role is provided. This option will also display if the EA deletes the Alt GAA role.

- 4) Select the **Add Alternate Grant Award Administrator** role to add the Alternate Award Administrator role to the **Confirm/Assign Participants** section.

The screenshot displays the JUSTgrants system interface. The main content area shows details for a 'Funded Award' (15JOVW-22-GG-03431-STOP) with a status of 'PENDING-AWARD EXTERNAL ASSIGNEE'. The award details include Solicitation Title, Project Title, Project Period, Managing Office, DOJ Grant Manager, Grant Award Administrator, and FAW Case ID. Below this, the 'Confirm/Assign Participants' modal is open, showing a table with columns for Role, Assigned To, and Name. The roles listed are Authorized Representative, Grant Award Administrator, and Financial Manager. A green circle with the number '4' highlights the 'Add Alternate Grant Award Administrator' button at the bottom of the modal. The right sidebar contains 'Case details' and 'DOJ Grant Manager' information.

Role	Assigned To	Name
Authorized Representative *	justgrants025.authorizedrep@gmail.com	Mark Lane
Grant Award Administrator *	justgrants025@gmail.com	James (Entity) Bond
Financial Manager *	justgrants025.financialmanager@gmail.com	Financial Manager ORG 25

4 Add Alternate Grant Award Administrator

Confirm/Assign Participants (Entity Administrator)

Steps 5 – 6

Review
Assignments

- 5) Use the dropdown menus to confirm a certain participant is assigned a role or to assign a different participant to a role.
- 6) Select **Save** to save the current participants and continue working on the page.

OR

Select **Submit** to finalize the assignment process once all required participants have been added to the award.

NOTE: Select **Cancel** to leave the Funded Award page without changes to the participant taking effect.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Funded Award
(15)OVW-22-GG-03431-STOP) PENDING-AWARD EXTERNAL ASSIGNEE
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Solicitation Title: OVV Formula No budget required
Project Title: Cihan 3.19.24
Project Period: 10/31/22 - 1/15/25
Managing Office: OVV
DOJ Grant Manager: GrantManaReOVW jgitsint
Grant Award Administrator: —
FAW Case ID: FAW-367183

Solicitation Category: N/A
Federal Award Amount \$199.00
UEI: QPN9Y8JGZ9PZ
TIN: *****0000

Confirm/Assign Participants

Role	Assigned To	Name
Authorized Representative *	justgrants025.authorizedrep@gmail.com	Mark Lane
Grant Award Administrator	justgrants025@gmail.com justgrants025.applicationssubmitter@gmail.com justgrants025.grantawardadmin@gmail.com justgrants025.authorizedrep@gmail.com justgrants025.multipleroles@gmail.com justgrants025-hyphenuser@gmail.com	Jennifer (GAA) Tyson
Financial Manager *	justgrants025.authorizedrep@gmail.com justgrants025.multipleroles@gmail.com justgrants025-hyphenuser@gmail.com	Financial Manager ORG 25
Alternate Grant Award Administrator	justgrants025.altgrantawardadmin@gmail.com	AlternateGrant AwardAdmin

Cancel Save Submit

Case details
Last updated by James (Entity) Bond (7d ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (2mo ago)

DOJ Grant Manager
GrantManaReOVW jgitsint

Phone
333-222-2211

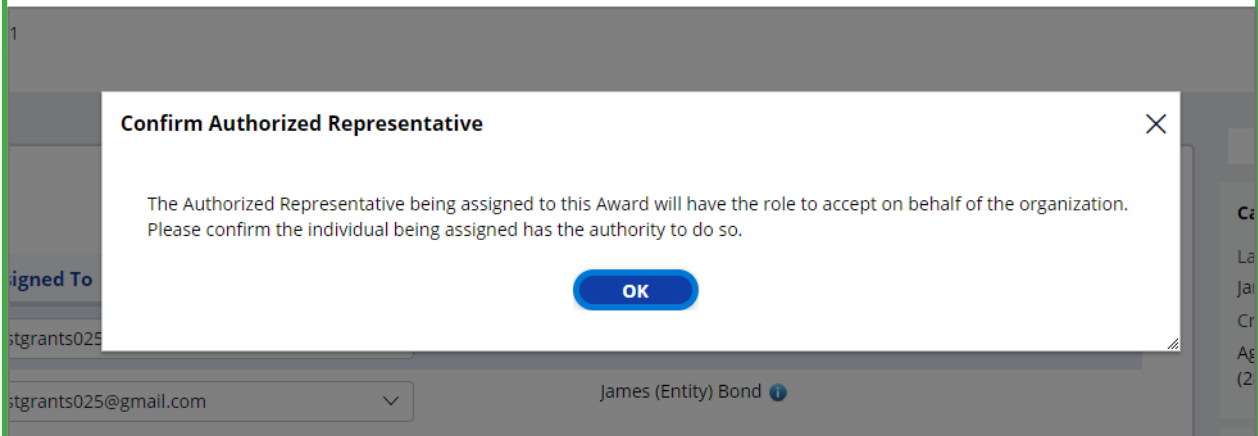
Email
GrantManaReOVW@ojp.doj.test

Participants (7)

Confirm/Assign Participants (Entity Administrator)

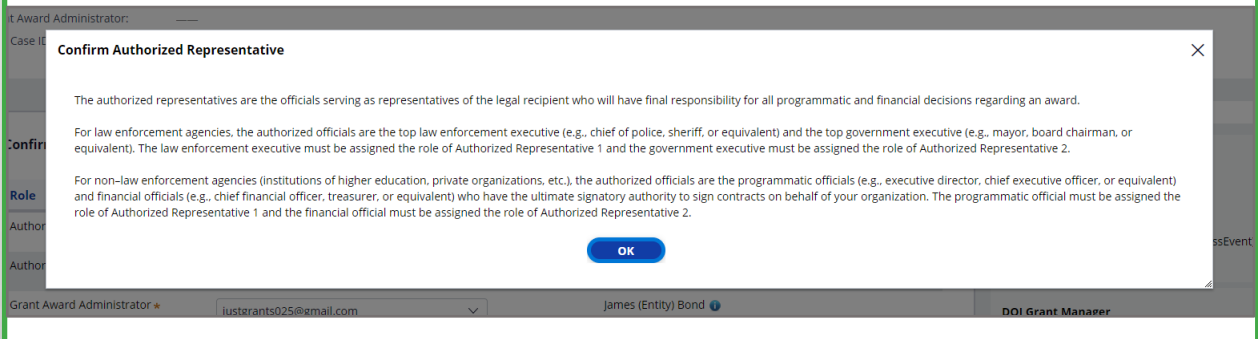
(OJP, OVW, and COPS Offices)

For the **Office of Justice Programs (OJP)** and the **Office on Violence Against Women (OVW)** – If the EA assigns a different participant to the Authorized Representative (AR) role, a confirmation page will appear.



The **Office of Community Oriented Policing Services (COPS)** differs from the OJP and OVW Offices. Awards from the COPS Office have **two (2)** Authorized Representatives (ARs) while the OJP and OVW Office awards have **one (1)**.

For the **COPS Office only**, if the EA assigns a different participant to either of the two (2) **AR** roles, a confirmation page will appear.



Confirm/Assign Participants (Entity Administrator)

Award Status
Change

Once the EA completes this action, the award status changes from Pending-Award External Assignee to Pending-Award Acceptance.

The AR will then proceed to Step 2 – Accept or Decline.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Funded Award

(15)JOVW-22-GK-03445-STOP **PENDING-AWARD ACCEPTANCE**

Awarded Entity Legal Name: (New JUSTgrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

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

Solicitation Title:	FY22 OVW Solicitation	Solicitation Category:	N/A
Project Title:	CIHAN STAGE 3.25.24	Federal Award Amount:	\$1,000.00
Project Period:	10/1/22 - 12/31/24	UEI:	RKV2V7M6FJ03
Managing Office:	OVW	TIN:	260000000
DOJ Grant Manager:	GrantManaReOVW.jgitsint		
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsint		
FAW Case ID:	FAW-341277		

FUNDED AWARD INITIAL SE... ACTIVE INITIATE CLOSE... PROGRAMMATIC CLOSE... FINANCIAL CLOSE... UFMS HAND...

Funded Award Information

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

- > Award Letter
- > Award Information
- > Project Information
- > Financial Information

Case details

Last updated by JohnElectronicBusinessPoc Doe (1m ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (2d ago)

DOJ Grant Manager
[GrantManaReOVW.jgitsint](#)

Phone
999-000-1111

Email
GrantManaReOVW@ojp.doj.stg

Training Resources
[Privacy Policy](#)



**Step 2:
Accept or Decline
(Authorized Representative)**

Accept or Decline (Authorized Representative)

Steps 1 - 2

Select Case ID

The assigned **Authorized Representative(s) (AR)** must accept or decline awards. They must have the legal authority to enter into contracts, grants, and cooperative agreements on behalf of their entity.

- 1) Log into JustGrants and view assignments on **My Worklist**.
- 2) Select the **Case ID** for an item with a **Pending-Award Acceptance** case status.

Welcome justgrants025.authorizedrep jgitsxt

Entity Administrator: JohnElectronicBusinessPoc Doe

Alerts (0)
No data to display

My Worklist

18 results

Case ID	Due Date	Case Type	Award	Item Title	Office	Status
FAWS-55384	--	Supplement Award Package	15JOVW-24-GG-01034-	FY24FormulaNewDesign	OYW	Pending-Award Acceptance
FAWS-55383	--	Supplement Award Package	15JOVW-24-GG-01033-	FY24FormulaNewDesign	OYW	Pending-Award Acceptance
FAWS-55381	--	Supplement Award Package	15PSMA-24-GG-01031-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55376	--	Supplement Award Package	15JOVW-24-GG-01029-	FY24FormulaNewDesign	OYW	Pending-Award Acceptance
FAWS-55375	--	Supplement Award Package	15PSMA-24-GG-01030-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55374	--	Supplement Award Package	15JOVW-24-GG-01028-	FY24FormulaNewDesign	OYW	Pending-Award Acceptance
FAWS-55373	--	Supplement Award Package	15PSMA-24-GG-01027-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55292	--	Supplement Award Package	15PSMA-25-GK-00055-AWAX	DY 040824 OJP WBB with CONDITIONA CLEARANCE INITIAL	OJP-SMART	Pending-Award Acceptance
FAWS-55290	--	Supplement Award Package	15PSMA-25-GK-00058-CAPL	DY 040824 OJP WBB with CONDITIONA CLEARANCE INITIAL	OJP-SMART	Pending-Award Acceptance
FAWS-55288	--	Supplement Award Package	15JOVW-25-GK-00050-STOP	DY040924 OYW WBB INITIAL	OYW	Pending-Award Acceptance
FAW-336450	--	Funded Award	15JOVW-23-GG-03303-STOP	OYW Fiscal Year 2023	OYW	Pending-Award Acceptance
FAW-336449	--	Funded Award	15JOVW-24-GG-00214-STOP	FY24DiscretionaryTemplateNewDesign	OYW	Pending-Award Acceptance
FAWS-53370	--	Supplement Award Package	15JOVW-22-GG-03293-STOP	FY22 OYW Solicitation	OYW	Pending-Award Acceptance
FAWS-53267	--	Supplement Award Package	15JOVW-23-GG-03238-STOP	OYW Fiscal Year 2023	OYW	Pending-Award Acceptance
FAWS-53266	--	Supplement Award Package	15JOVW-23-GG-03239-STOP	OYW Fiscal Year 2023	OYW	Pending-Award Acceptance
FAWS-53254	--	Supplement Award Package	15JOVW-23-GG-03236-STOP	OYW Fiscal Year 2023	OYW	Pending-Award Acceptance
FAWS-53253	--	Supplement Award Package	15JOVW-23-GG-03236-STOP	OYW Fiscal Year 2023	OYW	Pending-Award Acceptance

Training Resources
Privacy Policy

Accept or Decline (Authorized Representative)

Step 3

Expand Sections

- 3) To accept the award, the **Authorized Representative** must expand each section caret of the award package and certify that they have read and understood the information in each section.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Funded Award

(15J0VW-23-GG-03303-STOP) **PENDING-AWARD ACCEPTANCE**
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)

Solicitation Title:	OVW Fiscal Year 2023	Solicitation Category:	N/A
Project Title:	Dunya ORG 24	Federal Award Amount:	\$106.73
Project Period:	10/31/22 - 1/15/25	UEI:	QPN9V8G2Z9PZ
Managing Office:	OVW	TIN:	****0000
DOJ Grant Manager:	GrantManaReOVW jgtsint		
Grant Award Administrator:	justgrants025.grantawardadmin jgtsint		
FAW Case ID:	FAW-336450		

Approval

Award Package Acceptance

- > Award Letter
- > Award Information
- > Project Information
- > Financial Information
- > Other Award Documents
- > Award Conditions
- > Award Acceptance

Cancel Decline Accept

FUNDED AWARD INITIAL SETUP ACTIVE INITIATE CLOSURE PROGRAMMATIC CLOSURE FINANCIAL CLOSURE UEMS HANDOFF

Case details
Last updated by: Queue processor(pzStandardProcessor.ResaveWorkObjec (2mo ago)
Created by: Agent(System-Queue-ServiceLevel.ProcessEvent) (4mo ago)

DOJ Grant Manager
GrantManaReOVW jgtsint
Phone: 999.000.1111
Email: GrantManaReOVW@ojp.doi.gov

Participants (7)
justgrants025.grantawardadmin jgtsint Grant Award Administrator
JohnElectronicBusinessPoc.Doe Entity Administrator
GrantManaReOVW jgtsint GrantManager

Trainline Resources
Privacy Policy

Accept or Decline (Authorized Representative) Step 4

View Award Letter

4) Expand the **Award Letter** caret to display the award letter.

The screenshot displays the JUSTgrants interface for a 'Funded Award'. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Funded Award' and includes a 'PENDING-AWARD ACCEPTANCE' banner. Below this, a table lists award details such as Solicitation Title, Project Title, Project Period, and Federal Award Amount. The 'Award Letter' section is expanded, showing a letter dated January 22, 2024, addressed to justgrants025.authorizedrep.jgtsint. The letter text includes information about the award approval, conditions, and next steps. A red '4' in a circle is overlaid on the 'Award Letter' section header. On the right, a 'Case details' sidebar shows update information and a list of participants.

Solicitation Title:	OWW Fiscal Year 2023	Solicitation Category:	N/A
Project Title:	Dunya ORG 24	Federal Award Amount:	\$106.73
Project Period:	10/31/22 - 1/15/25	UEI:	QPN9V8GZ9PZ
Managing Office:	OWW	TIN:	*****0000
DOJ Grant Manager:	GrantManaReOWW.jgtsint		
Grant Award Administrator:	justgrants025.grantawardadmin.jgtsint		
FAW Case ID:	FAW-336450		

Approval

Award Package Acceptance

Award Letter

January 22, 2024

Dear justgrants025.authorizedrep.jgtsint,

On behalf of - Acting Attorney General Monty Wilkinson - it is my pleasure to inform you the Office on Violence Against Women (OWW) has approved the application submitted by JGII Test Org25 for an award under the funding opportunity entitled 2023 OVV Fiscal Year 2023. The approved award amount is \$106.73.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVV funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OVV, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Mainul Islam
Contractor

Case details

Last updated by
Queue processor(pzStandardProcessor.ResaveWorkObjec
(2mo ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(4mo ago)

DOJ Grant Manager
[GrantManaReOWW.jgtsint](#)
Phone
999.000.1111
Email
[GrantManaReOWW@ojp.doi.gov](#)

Participants (7)

- Justgrants025.grantawardadmin.jgtsint
Grant Award Administrator
- JohnElectronicBusinessPoc.Doe
Entity Administrator
- GrantManaReOWW.jgtsint
GrantManager

4

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

Accept or Decline (Authorized Representative)

Steps 5 – 6

Award
Information

- 5) Expand and review the **Award Information** section.
- 6) Select the certification check box to confirm the information has been read and understood.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Funded Award
(15J0VW-23-GG-03303-STOP) **PENDING-AWARD ACCEPTANCE**
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)

Recipient Information

Recipient Name
JGII Test Org25

UEI
QPN9Y8JGZ9PZ

Street 1
111 Street Rd

Street 2
--

City
Washington

State/U.S. Territory
District of Columbia

Zip/Postal Code
602

Country
United States

County/Parish
--

Province
--

Award Details

Federal Award Date
1/22/24

Award Type
Initial

Award Number
15J0VW-23-GG-03303-STOP

Supplement Number
00

Federal Award Amount
\$106.73

Funding Instrument Type
Grant

Assistance Listing Number	Assistance Listings Program Title
16.839	STOP School Violence

Statutory Authority
34 U.S.C. 12511

I have read and understand the information presented in this section of the Federal Award Instrument.

Participants (7)

- Justgrants025.grantawardadmin
JGII Test Org25
Grant Award Administrator
- JohnElectronicBusinessPoc.Doe
JD
Entity Administrator
- GrantManaReOVW JGII Test Org25
GJ
Grant Manager
- Justgrants025.financialmanager
JGII Test Org25
Financial Manager
- Justgrants025.authorizedrep
JGII Test Org25
Authorize Representative

View all

999-000-1111
Email: GrantManaReOVW@jgii.dpi.ste

Trainline Resources
Privacy Policy

Accept or Decline (Authorized Representative)

Steps 7 – 8

Project
Information

- 7) Expand and review the **Project Information** section.
- 8) Select the certification check box to confirm the information has been read and understood.

The screenshot shows the JUSTgrants web application interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Funded Award' and displays the following information:

- Project Information:** This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.
- Solicitation Title:** 2023 OVW Fiscal Year 2023
- Awarding Agency:** OVW
- Application Number:** GRANT1-283e-4833-9cbl-aca939824988
- Grant Manager Information:**

Grant Manager Name	Phone Number	E-mail Address
GrantManaReOVW JgtsInt	952-000-1111	GrantManaReOVW@ojp.doj.stg
- Project Title:** Durnya ORG 24
- Performance Period Start Date:** 10/31/2022
- Performance Period End Date:** 01/15/2025
- Budget Period Start Date:** 10/31/2022
- Budget Period End Date:** 01/15/2025
- Project Description:**

At the bottom of the page, there is a certification checkbox labeled '8' which is checked: I have read and understand the information presented in this section of the Federal Award Instrument.

Below the certification checkbox are expandable sections: Financial Information, Other Award Documents, Award Conditions, and Award Acceptance.

At the very bottom, there is a link for 'Trainee Resources' and a 'Privacy Policy' link.

Accept or Decline (Authorized Representative)

Steps 9 – 11

Financial
Information

- 9) Expand and review the **Financial Information** section.
- 10) Select the certification check box to confirm the information has been read and understood.
- 11) Expand and review the **Other Award Documents** section.
Documents included when the application was submitted or added during the Application Review process are listed here as links.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Funded Award
(15)OVW-23-GG-03303-STOP **PENDING AWARD ACCEPTANCE**
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)

Project Information
Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

The recipient budget is currently under review.

I have read and understand the information presented in this section of the Federal Award Instrument.

Other Award Documents
No other award documents have been added.

Award Conditions
Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance
By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official	Name of Approving Official	Signed Date And Time
Contractor	Mainul Islam	1/22/24 3:48 PM

Training Resources
Privacy Policy

Accept or Decline (Authorized Representative)

Steps 12 - 13

Review Award
Conditions

- 12) Expand each award condition caret to open and review **all** award conditions.
- 13) Select the certification check box confirming all award conditions presented in the section have been read and understood.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Funded Award
(15J0VW-23-GG-03303-STOP) **PENDING-AWARD ACCEPTANCE**
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)
Grant Award Administrator: justgrants025.grantawardadmin.jgitsent
FAW Case ID: FAW-236450

Approval

Award Package Acceptance

- > Award Letter
- > Award Information
- > Project Information
- > Financial Information
- > Other Award Documents
- > **Award Conditions**

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

41
Compliance with statutory and regulatory requirements

The recipient agrees to comply with all relevant statutory and regulatory requirements, which may include, among other relevant laws, the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2019, P.L. 116-183, and the Violence Against Women Reauthorization Act of 2022, P.L. 117-175.

42
GSGSG

I have read and understand the information presented in this section of the Federal Award Instrument.

12

13

Case details

Last updated by
Queue processor(pzStandardProcessor.ResaveWorkObjec
(2mo ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(4mo ago)

DOJ Grant Manager
[GrantManReOVW.jgitsent](#)
Phone
999.000.1111
Email
GrantManReOVW@ojp.doi.gov

Participants (7)

- Justgrants025.grantawardadmin.jgitsent
Grant Award Administrator
- JohnElectronicBusinessPoc.Doe
Entity Administrator
- GrantManReOVW.jgitsent
Grant Manager
- Justgrants025.financialmanager.jgitsent
Financial Manager
- Justgrants025.authorizedrep.jgitsent
Authorize Representative

View all

Trainline Resources
Privacy Policy

Accept or Decline (Authorized Representative)

Steps 14 – 15

Accept or
Decline Award

14) Select the **Declaration and Certification** box after selecting all award acceptance boxes.

15) Select **Decline** or **Accept**.

NOTE: After selecting the **Declaration and Certification** checkbox, the AR's name, title, date, and time are automatically populated.

NOTE: If the AR's title is missing from their user profile, the user will be prompted to update their user profile information before continuing with acceptance.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Funded Award
(15JOVW-23-GG-03303-STOP) **PENDING-AWARD ACCEPTANCE**
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)

Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance
By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval		
Title of Approving Official	Name of Approving Official	Signed Date And Time
Contractor	Mainul Islam	1/22/24 3:48 PM

Authorized Representative
 Declaration and Certification

Entity Acceptance
Title of Authorized Entity Official
Director IT
Name of Authorized Entity Official
justgrants025.authorizedrep.jgits@text
Signed Date And Time
6/14/2024 2:51 PM

NOTE: Accept will not function until all award conditions and the **Declaration and Certification** checkboxes are selected.

Decline Accept

Accept or Decline (Authorized Representative)

Step 16

Confirm
Acceptance

If the entity accepts the award, a confirmation page will appear.

16) Select **Confirm** to confirm award acceptance.

The screenshot displays the JUSTgrants system interface. On the left is a navigation menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Funded Award' and shows details for award (15)OVW-23-GG-03303-STOP. A section for 'Award Acceptance' contains a 'Declaration and Certification to the U.S. Department of Justice as to Acceptance' with several paragraphs of text. Below this is an 'Agency Approval' table with columns for Title of Approving Official and Name of Approving Official. The 'Authorized Representative' section has a checked box for 'Declaration and Certification'. The 'Entity Acceptance' section includes fields for Title of Authorized Entity Official, Name of Authorized Entity Official, and Signed Date And Time. A modal dialog box titled 'Confirm award acceptance' is overlaid on the page, with a 'Confirm' button highlighted by a green circle containing the number 16. At the bottom of the page, there are 'Cancel', 'Decline', and 'Accept' buttons.

Accept or Decline (Authorized Representative)

Steps 17 – 18

Close Award

- 17) After confirming the award acceptance, a message displays reading, “Thank you! The next step in this case has been routed appropriately.”
- 18) Select **Close** from the **Actions** dropdown menu to close the award and return to **My Worklist**.

Active Funded Award
(15)OVW-23-GG-03303-STOP **PENDING ACCOUNT CREATION**
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)

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

17

Solicitation Title: OVW Fiscal Year 2023
Project Title: Dunya ORG 24
Project Period: 10/31/22 - 1/15/25
Managing Office: OVW
DOJ Grant Manager: GrantManaReOVW Jgitsint
Grant Award Administrator: justgrants025.grantawardadmin.jgitsint
FAW Case ID: FAW-336450

Solicitation Category: N/A
Federal Award Amount: \$106.73
UEI: QPN9Y8JGZ9PZ
TIN: *****0000

18

Refresh
Programmatic: >
Wait: >
Print Award Package PDF
Close

Case details
Last updated by justgrants025.authorizedrep.jgitsint (1m ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (4mo ago)

DOJ Grant Manager
GrantManaReOVW Jgitsint
Phone: 999-000-1111
Email: GrantManaReOVW@ojo.doi.gov

Participants (7)
justgrants025.grantawardadmin.jgitsint Grant Award Administrator
JohnElectronicBusinessPoc Doe Entity Administrator
GrantManaReOVW Jgitsint Grant Manager
justgrants025.financialmanager

Accept or Decline (Authorized Representative)

Steps 19 – 21

Decline Award

If the entity declines the award, a justification page will appear.

- 19) Enter a justification for declining the funded award in the **Justification** text box.
- 20) Upload documents that support the entity's decision to decline by choosing **Select File(s)** or dragging and dropping files in the drag and drop box.
- 21) Select **Submit**.

The screenshot displays the JUSTgrants system interface. The main page is titled "Funded Award" and shows the "Award Acceptance" section. A modal window is open, titled "Please provide a justification for declining this award." The modal contains a text input field (Step 19), a file upload area with a paperclip icon and "Drag and drop files here" text (Step 20), and a "Submit" button (Step 21). The background page shows the "Declaration and Certification to the U.S. Department of Justice as to Acceptance" section, which is currently disabled. The "Agency Approval" section is also visible, showing the "Authorized Representative" section with a checked "Declaration and Certification" box. The "Entity Acceptance" section is also visible, showing the "Title of Authorized Entity Official" and "Name of Authorized Entity Official" fields.

A vertical green line is positioned on the left side of the page. A large, downward-pointing chevron shape is formed by two green lines meeting at a point at the bottom center. The area inside the chevron is filled with a dark blue color, while the area outside is filled with a light blue halftone pattern.

Supplemental Award



Step 1:
Verify and Confirm
Authorized Representative
(Entity Administrator)

Verify and Confirm Authorized Representative (Entity Administrator)

Step 1

Select Case ID

Supplemental awards, such as the new funded award, require the EA to ensure required award assignments are in place for the supplemental award.

- 1) Log into JustGrants and view assignments on **My Worklist**. Select the **Supplemental Award Case ID**.

The screenshot shows the JustGrants system interface. The user is logged in as Serena Francesca, an Entity Administrator. The 'My Worklist' section displays 2539 results in a table. The table has columns for Case ID, Due Date, Case Type, Award, Solicitation Title, Office, and Status. The first row, highlighted with a green circle and the number '1', is a Supplemental Award with Case ID FAW5-58223, Award 15JOVW-24-GG-01667-STOP, Solicitation Title FY24DiscretionaryTemplateNewDesign, Office OVV, and Status Submitted.

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
FAW-379383		Funded Award	15PSMA-24-GG-01699-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
FAW-370828		Funded Award	15PBJA-24-GG-01632-AWAX	Test Jrm 3-29	OJP-BJA	Pending-Award External Assignee
FAW5-58223		SupplementalAward	15JOVW-24-GG-01667-STOP	FY24DiscretionaryTemplateNewDesign	OVV	Submitted
FAW5-58061		SupplementalAward	15JOVW-22-GG-03302-STOP	FY22 OVV Solicitation	OVV	Submitted
FAW-358546		Funded Award	15JCOPS-24-GG-01624-METH	FY24 COPS Template New Design	COPS	Submitted
FAW-354941		Funded Award	15PBJA-24-GG-01607-AWAX	FY24 Formula Template (New Redesign)	OJP-BJA	Pending-Award External Assignee
FAW-350650		Funded Award	15JCOPS-24-GG-01584-METH	Test Solicitation	COPS	Pending-Award External Assignee
FAW-350175		Funded Award	15PSMA-24-GG-01578-AWAX	FY24 INVITED TEMPLATE	OJP-SMART	Pending-Award External Assignee
FAW5-56868		SupplementalAward	15JOVW-22-GG-02971-STOP	FY22 OVV Solicitation	OVV	Submitted
FAW-341896		Funded Award	15PBJA-24-GG-01550-AWAX	Alak Testing Jag Local	OJP-BJA	Pending-Award External Assignee
FAW-341895		Funded Award	15PBJA-24-GG-01548-AWAX	Alak Testing Jag Local	OJP-BJA	Pending-Award External Assignee
FAW5-54401		SupplementalAward	15PBJ5-20-GG-00771-AWAX	PROJECT: BJS Solicitation Sanity Testing	OJP-BJS	Submitted
FAW-322678		Funded Award	15JOVW-24-GG-00171-STOP	FY24FormulaNewDesign	OVV	Pending-Award External Assignee

Verify and Confirm Authorized Representative (Entity Administrator)

Step 2

Re-assign AR

The supplemental award opens and displays the **Verify and Confirm Authorized Representative** section at the top of the page. The currently assigned **Authorized Representative** is also displayed.

2) Answer **Yes** or **No** to the question: **Do you want to re-assign new Authorized Representative?**

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 system interface. The main content area is titled "Verify And Confirm Authorize Representative" and contains a section for the current Authorized Representative. This section is highlighted with a green border and includes the following information:

Name	Operator ID
justgrants026.authorizedrep.jgitstext	justgrants026.authorizedrep@gmail.com
Phone	Email
1231231234	justgrants026.authorizedrep@gmail.com

Below this information, a question is displayed: "Do you want to re-assign new Authorize Representative ? *". The question has two radio buttons: "Yes" and "No". A large green circle with the number "2" is overlaid on the "No" radio button, indicating the step number.

The interface also shows a sidebar with navigation options (Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms) and a right sidebar with case details, open assignments, recent content, and participants. The top navigation bar includes the JUSTgrants logo and a user profile icon.

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 3 – 4

No Re-assign AR

- 3) Select **No** if the new Authorized Representative is not being reassigned.
- 4) Select **Submit**.

The screenshot displays the JUSTgrants system interface for a Supplemental Award. The main content area is titled "Verify And Confirm Authorize Representative". A message states: "This case is currently assigned to the following Authorized Representative." Below this, a table lists the current representative's details:

Name	Operator ID
justgrants026.authorizedrep.jgitstext	justgrants026.authorizedrep@gmail.com
Phone	Email
1231231234	justgrants026.authorizedrep@gmail.com

Below the table, a question is posed: "Do you want to re-assign new Authorize Representative ?". The "No" radio button is selected. The "Submit" button is highlighted with a blue box, and the "No" radio button is highlighted with a green box. A green circle with the number "3" is around the "No" radio button, and a green circle with the number "4" is around the "Submit" button.

The right-hand sidebar shows "Case details" (Last updated by Pega Email Bot, Created by Agent(System-Queue-ServiceLevel.ProcessEvent)), "Open assignments" (VerifyAndConfirmAuthorizeRep (Accept / Decline Supplement Award)), "Recent content (2)" (Initial Supplement 01 Package - 15J..., DOJ Justice Grants System - Award...), and "Participants (2)" (JohnElectronicBusinessPoc Doe, justgrants026.authorizedrep.jgitstext).

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 5 – 6

Status Change

After the Entity Administrator submits a No response:

- 5) The following message displays to the EA: **Thank you! The next step in this case has been routed appropriately.**
- 6) The Supplemental Award status changes to **Pending-Award Acceptance.**

The screenshot displays the JUSTgrants system interface. The main header shows the JUSTgrants logo and the text 'JUSTICE GRANTS SYSTEM'. The user profile in the top right corner shows 'JD'. The main content area displays a 'Supplement Award Package (15JOVW-24-GG-00460-STOP) Supplement 01' with a status of 'PENDING-AWARD ACCEPTANCE'. A green box highlights this status, and a green circle with the number '6' is next to it. Below the status, a message reads: 'Thank you! The next step in this case has been routed appropriately.', which is also highlighted with a green box and a green circle with the number '5'. The interface includes a navigation sidebar on the left with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. A progress bar at the top of the main content area shows steps: INITIATE SUPPLEMENT AWARD, ACCEPT / DECLINE SUPPLEMENT AWARD, DECLINED AWARD, ASAP ACCOUNT, and ACCEPTED AWARD. The 'ACCEPT / DECLINE SUPPLEMENT AWARD' step is currently active. Below the progress bar, there is an 'Information' section with fields: ASAPAccountUpdateWithSupplementAward (empty), FundedAwardAmount (empty), ReAssignAuthRepYN (N), and SupplementalFAWCaseID (empty). On the right side, there are sections for 'Case details' (Last updated by JohnElectronicBusinessPoc Doe, Created by Agent(System-Queue-ServiceLevel.ProcessEvent)), 'Recent content (3)' (listing three documents), and 'Participants (2)' (listing JohnElectronicBusinessPoc Doe and justgrants026.authorizedrep).

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 7 – 8

Yes,
Re-assign AR

- 7) Select **Yes** if re-assigning the Supplemental Award to a new Authorized Representative.
- 8) Select a new Authorized Representative from the **Choose User** dropdown menu.

The screenshot displays the JUSTgrants system interface for a Supplemental Award. The main content area is titled "Verify And Confirm Authorize Representative". It shows the current assigned Authorized Representative (AR) with the following details:

Name	Operator ID
justgrants026.authorizedrep.jgitstext	justgrants026.authorizedrep@gmail.com
Phone	Email
1231231234	justgrants026.authorizedrep@gmail.com

Below this information, a question is posed: "Do you want to re-assign new Authorize Representative ?". The "Yes" radio button is selected. Below the question, the "Assign To:" dropdown menu is open, showing a list of users including "David Gaetani", "justgrants026.authorizedrep.jgitstext", "justgrants026.multipleroles.jgitstext", "Jane Doe", and "JohnElectronicBusinessPoc Doe".

The right-hand panel contains "Case details" (Last updated by Pega Email Bot, Created by Agent(System-Queue-ServiceLevel.ProcessEvent)), "Open assignments" (VerifyAndConfirmAuthorizeRep (Accept / Decline Supplement Award)), "Recent content" (Initial Supplement 01 Package - 15P..., DOJ Justice Grants System - Award...), and "Participants" (JohnElectronicBusinessPoc Doe, justgrants026.authorizedrep.jgitstext).

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 9 – 10

Review New AR

9) Review the **Assigned To: Authorized Representative** information.

10) Select **Submit**.

The screenshot shows the JUSTgrants system interface. The main content area displays the details for a SupplementalAward (15PSMA-24-GG-00459-AWAX) Supplement 01, which is currently assigned to an Authorized Representative. The assigned AR's information is shown in a table:

Name	Operator ID
justgrants026.authorizedrep.jgitsext	justgrants026.authorizedrep@gmail.com
Phone	Email
1231231234	justgrants026.authorizedrep@gmail.com

Below this table, there is a question: "Do you want to re-assign new Authorize Representative ?". The "Yes" radio button is selected. Underneath, there is a form to assign a new AR. The "Assign To:" dropdown menu is currently set to "justgrants026.authorizedrep.jgitsext". Below the dropdown, the details for the selected AR are shown:

Name	Phone
justgrants026.authorizedrep.jgitsext	1231231234
User ID	Email
justgrants026.authorizedrep@gmail.com	justgrants026.authorizedrep@gmail.com

At the bottom of the form, there are buttons for "Cancel", "Save", and "Submit". The "Submit" button is highlighted with a green box, and a green circle with the number "10" is placed below it. A green circle with the number "9" is placed below the "Assign To:" dropdown menu.

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 11 - 12

Status Change

After the EA submits a **Yes** response,

- 11) The following message displays to the EA: **Thank you! The next step in this case has been routed appropriately.**
- 12) The Supplemental Award status changes to. **Pending-Award Acceptance**

The screenshot displays the JUSTgrants system interface. On the left is a navigation menu with items like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Supplement Award Package (15PSMA-24-GG-00459-AWAX) Supplement 01' with a 'Create Date: 17-Apr-2024'. A green box highlights a message: 'Thank you! The next step in this case has been routed appropriately.' A green circle with the number '11' is placed over this message. Another green box highlights the status 'PENDING-AWARD ACCEPTANCE', with a green circle and the number '12' next to it. Below the message is a progress bar with steps: INITIATE SUPPLEMENT AWARD, ACCEPT / DECLINE SUPPLEMENT AWARD, DECLINED AWARD, ASAP ACCOUNT, and ACCEPTED AWARD. An 'Information' section lists details like 'ASAPAccountUpdateWithSupplementAward', 'FundedAwardAmount', 'ReAssignAuthRepYN', and 'SupplementalFAWCaseID'. On the right, there are sections for 'Case details', 'Recent content (3)', and 'Participants (2)'. The 'Participants' list includes 'JohnElectronicBusinessPoc Doe Entity Administrator' and 'justgrants026.authorizedrep jgitsext Authorized Representative'. A 'Training Resources' link and 'Privacy Policy' link are at the bottom left.



**Step 2:
Accept or Decline
(Authorized Representative)**

Accept or Decline Supplement Award (Authorized Representative)

Steps 1 - 2

Select Case ID

The assigned **AR(s)** must accept or decline supplemental awards. They must have the legal authority to enter into contracts, grants, and cooperative agreements on behalf of their entity.

- 1) Log into JustGrants and view assignments on **My Worklist**.
- 2) Select the **Case Id** for a case type of **Supplement Award Package (FAWS)** with a case status of **Pending-Award Acceptance**.

Welcome justgrants025.authorizedrep jgitstext

Entity Administrator: JohnElectronicBusinessPoc Doe

Alerts (0)
No data to display

My Worklist

	Due Date	Case Type	Award	Solicitation Title	Office	Status
FAWS-55384	--	Supplement Award Package	15JOVW-24-GG-01034-	FY24FormulaNewDesign	OWW	Pending-Award Acceptance
FAWS-55383	--	Supplement Award Package	15JOVW-24-GG-01033-	FY24FormulaNewDesign	OWW	Pending-Award Acceptance
FAWS-55381	--	Supplement Award Package	15PSMA-24-GG-01031-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55376	--	Supplement Award Package	15JOVW-24-GG-01029-	FY24FormulaNewDesign	OWW	Pending-Award Acceptance
FAWS-55375	--	Supplement Award Package	15PSMA-24-GG-01030-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55374	--	Supplement Award Package	15JOVW-24-GG-01028-	FY24FormulaNewDesign	OWW	Pending-Award Acceptance
FAWS-55373	--	Supplement Award Package	15PSMA-24-GG-01027-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55292	--	Supplement Award Package	15PSMA-25-GK-00055-AWAX	DY 040824 OJP WBB with CONDITIONA CLEARANCE INITIAL	OJP-SMART	Pending-Award Acceptance
FAWS-55290	--	Supplement Award Package	15PSMA-25-GK-00058-CAPL	DY 040824 OJP WBB with CONDITIONA CLEARANCE INITIAL	OJP-SMART	Pending-Award Acceptance
FAWS-55288	--	Supplement Award Package	15JOVW-25-GK-00050-STOP	DY040924 OVV WBB INITIAL	OWW	Pending-Award Acceptance
FAW-336450	--	Funded Award	15JOVW-23-GG-03303-STOP	OVW Fiscal Year 2023	OWW	Pending-Award Acceptance
FAW-336449	--	Funded Award	15JOVW-24-GG-00214-STOP	FY24DiscretionaryTemplateNewDesign	OWW	Pending-Award Acceptance
FAWS-53270	--	Supplement Award Package	15JOVW-22-GG-03293-STOP	FY22 OVV Solicitation	OWW	Pending-Award Acceptance
FAWS-53267	--	Supplement Award Package	15JOVW-23-GG-03238-STOP	OVW Fiscal Year 2023	OWW	Pending-Award Acceptance
FAWS-53266	--	Supplement Award Package	15JOVW-23-GG-03239-STOP	OVW Fiscal Year 2023	OWW	Pending-Award Acceptance
FAWS-53254	--	Supplement Award Package	15JOVW-23-GG-03236-STOP	OVW Fiscal Year 2023	OWW	Pending-Award Acceptance
FAWS-53253	--	Supplement Award Package	15JOVW-23-GG-03236-STOP	OVW Fiscal Year 2023	OWW	Pending-Award Acceptance

Accept or Decline Supplemental Award (Authorized Representative)

Step 3

Expand Sections

The Supplemental Award Package opens, and the **Supplement Number** and **Case Status (Pending-Award Acceptance)** are displayed at the top of the page.

- 3) To accept the award, the AR must **expand** each section caret of the award package and certify that they have read and understood the information in each section.

The screenshot displays the JUSTgrants system interface for a Supplement Award Package. The main header shows the package name and status: "Supplement Award Package (15JOVW-22-GG-03291-STOP) Supplement 01" with a "PENDING-AWARD ACCEPTANCE" status. The "Approval" section is active, showing a list of sections to be expanded: Award Letter, Award Information, Project Information, Financial Information, Other Award Documents, Award Conditions, and Award Acceptance. A green box highlights this list, and a green circle with the number "3" is placed next to it. The "Accept" button is visible at the bottom right of the approval section. The right sidebar shows case details, open assignments, recent content, and participants.

Accept or Decline Supplemental Award (Authorized Representative)

Step 4

View Award
Letter

4) Expand the **Award Letter** caret to display the award letter.

The screenshot displays the JUSTgrants system interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Supplement Award Package' for '15JOVW-23-GK-03283-STOP' with a status of 'PENDING-AWARD ACCEPTANCE'. The 'Award Letter' section is expanded, showing a letter dated February 28, 2024, addressed to MD Kamal. The letter text includes: 'On behalf of - Acting Attorney General Monty Wilkinson -, it is my pleasure to inform you the Office on Violence Against Women (OVW) has approved the application submitted by New JustGrants Test Stage Org26 for an award under the funding opportunity entitled 2022 FY22 OVW Solicitation. The approved award amount is \$1,000. Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents. Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OVW, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award. Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds. Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date. To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.'

The right sidebar contains 'Case details', 'Open assignments', 'Recent content', and 'Participants'. A red circle with the number '4' is overlaid on the 'Award Letter' section in the main content area.

Accept or Decline Supplemental Award (Authorized Representative)

Step 5

Review All Section
Checkboxes

- Expand each award condition caret and review **all** the award conditions. Select **each** award section's checkbox indicating all information presented in that section has been read and understood.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

IGII Test Org26 (FAW-324112)

Supplement Award Package (15JOVW-22-GG-03291-STOP) Supplement 01 PENDING-AWARD ACCEPTANCE Actions

Create Date: 03-Aug-2023

Federal Award Date 8/3/23	Assistance Listing Number 16.839	Assistance Listings Program Title STOP School Violence
Award Type Continuation		
Award Number 15JOVW-22-GG-03291-STOP		
Supplement Number 01		
Federal Award Amount \$199.00		
Funding Instrument Type Grant		
Statutory Authority 34 U.S.C. 12511		

I have read and understand the information presented in this section of the Federal Award Instrument.

- > Project Information
- > Financial Information
- > Other Award Documents
- > Award Conditions
- > Award Acceptance

Cancel Decline Accept

Training Resources
Privacy Policy

Accept or Decline Supplemental Award (Authorized Representative)

Steps 6 – 7

Accept or
Decline Accept

- 6) Select the **Declaration and Certification** box after reviewing all the award acceptance boxes.
- 7) Select **Decline** or **Accept**.

NOTE: After selecting the **Declaration and Certification** checkbox, the AR name, title, date, and time are automatically populated.

NOTE: If the AR's title is missing from their user profile. The user will be prompted to update their user profile information before continuing with acceptance.

Supplement Award Package (15JOVW-23-GG-03301-STOP) Supplement 01 **PENDING-AWARD ACCEPTANCE**

Create Date: 12-Dec-2023

Agency Approval

Title of Approving Official	Name of Approving Official	Signed Date And Time
---	Mushfiqul Bhuiyan	12/12/23 1:00 PM

Authorized Representative

Declaration and Certification

Entity Acceptance

Title of Authorized Entity Official	Testing New
Name of Authorized Entity Official	justgrants026.authorizedrep.jgitsext
Signed Date And Time	4/1/2024 2:44 AM

NOTE: Accept will not function until all award conditions and the Declaration and Certification checkboxes are selected.

Decline Accept

Accept or Decline Supplemental Award (Authorized Representative)

Step 8

Confirm
Acceptance

If the entity accepts the award, a confirmation page will appear.

8) Select **Confirm** to confirm award acceptance.

The screenshot displays the JUSTgrants interface. On the left is a navigation menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Supplement Award Package' for '15JQVW-23-GK-03283-STOP' with a status of 'PENDING-AWARD ACCEPTANCE'. A modal dialog box titled 'Confirm award acceptance' is open, prompting the user to confirm the award acceptance. The dialog box includes a 'Confirm' button, which is highlighted with a green circle and the number 8. Below the dialog box, a progress bar shows the current step as 'ACCEPT / DECLINE SUPPLEMENT AWARD'. At the bottom of the page, there are links for 'Training Resources' and 'Privacy Policy'.

Accept or Decline Supplemental Award (Authorized Representative)

Step 9

Status Change

- 9) After confirming the award acceptance, a message displays which states, **“Thank you! The next step in this case has been routed appropriately.”** The case status changes to **Resolved-SupplementAwardAccepted**.

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 options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a case titled "Accepted Supplement Award (15JOVW-23-GK-03283-STOP) Supplement 02" with a status of "RESOLVED-SUPPLEMENTAWARDAACCEPTED". A green box highlights a message: "Thank you! The next step in this case has been routed appropriately." A large green circle with the number "9" is overlaid on the message. Below the message is a progress bar with steps: INITIATE SUPPLEMENT AWARD, ACCEPT / DECLINE SUPPLEMENT AWARD, DECLINED A..., ASAP ACCOUNT, and ACCEPTED AWARD. The "ACCEPT / DECLINE SUPPLEMENT AWARD" step is currently active. Below the progress bar is an "Information" tab with an "Audit" section. The audit log shows a failure message: "ASAPAccountUpdateWithSupplementAward Fail: (DOJ-Data-ASAP-Account)Unable to open an instance using the given inputs: pxObjClass = 'DOJ-Data-ASAP-Account', AccountIdentifier = '15JOVW23GK03283STOP', RecipientIdentifier = '5144503'Unable to open an instance using the given inputs: pxObjClass = 'DOJ-Data-ASAP-Account', AccountIdentifier = '15JOVW23GK03283STOP', RecipientIdentifier = '5144503'Unable to open an instance using the given inputs: pxObjClass = 'DOJ-Data-ASAP-Account', AccountIdentifier = '15JOVW23GK03283STOP', RecipientIdentifier = '5144503' Account doesn't exists". Below the audit log is a table with columns for field names and values:

Field Name	Value
FundedAwardAmount	1,000
ReAssignAuthRepYN	Y
SupplemenatiFAWCaseID	---

On the right side of the interface, there are sections for "Case details", "Recent content (4)", and "Participants (2)". The "Case details" section shows the last updated by "justgrants026.authorizedrep jgitsext" and the created by "Agent(System-Queue-ServiceLevel.ProcessEvent)". The "Recent content" section lists four documents related to the award. The "Participants" section lists two users: "JohnElectronicBusinessPoc Doe" and "justgrants026.authorizedrep jgitsext".

Accept or Decline Supplemental Award (Authorized Representative)

Steps 10 – 12

Decline Award

If the entity declines the award, a justification page will appear.

- 10) Enter a justification for declining the funded award in the **Justification** text box.
- 11) Upload documents that support the entity's decision to decline by choosing **Select File(s)** or dragging and dropping files in the drag and drop box.
- 12) Select **Submit**.

The screenshot displays the JUSTgrants interface for a 'Supplemental Award Package'. A modal dialog box is open, titled 'Please provide a justification for declining this award.' The dialog contains a text input field (10) for justification, a file upload area (11) with a paperclip icon and 'Drag and drop files here' text, and a 'Select file(s)' button. At the bottom of the dialog are 'Cancel' and 'Submit' buttons (12). The background shows the 'Agency Approval' and 'Authorized Representative' sections of the award package details.

August 2024

Version 5.1



JUSTgrants
JUSTICE GRANTS SYSTEM