Grant Award Acceptance

Job Aid Reference Guide

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Introduction
and Overview

How to Use this Guide

This Job Aid Reference Guide's (JARG) purpose is to detail the processes used by the Entity Administrator (EA) and Authorized Representative (AR) to perform the following:

- Assign Contributors

- Accept or Decline Funded Awards

- Accept or Decline Supplemental Funded Awards

- Print Award Packages

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.
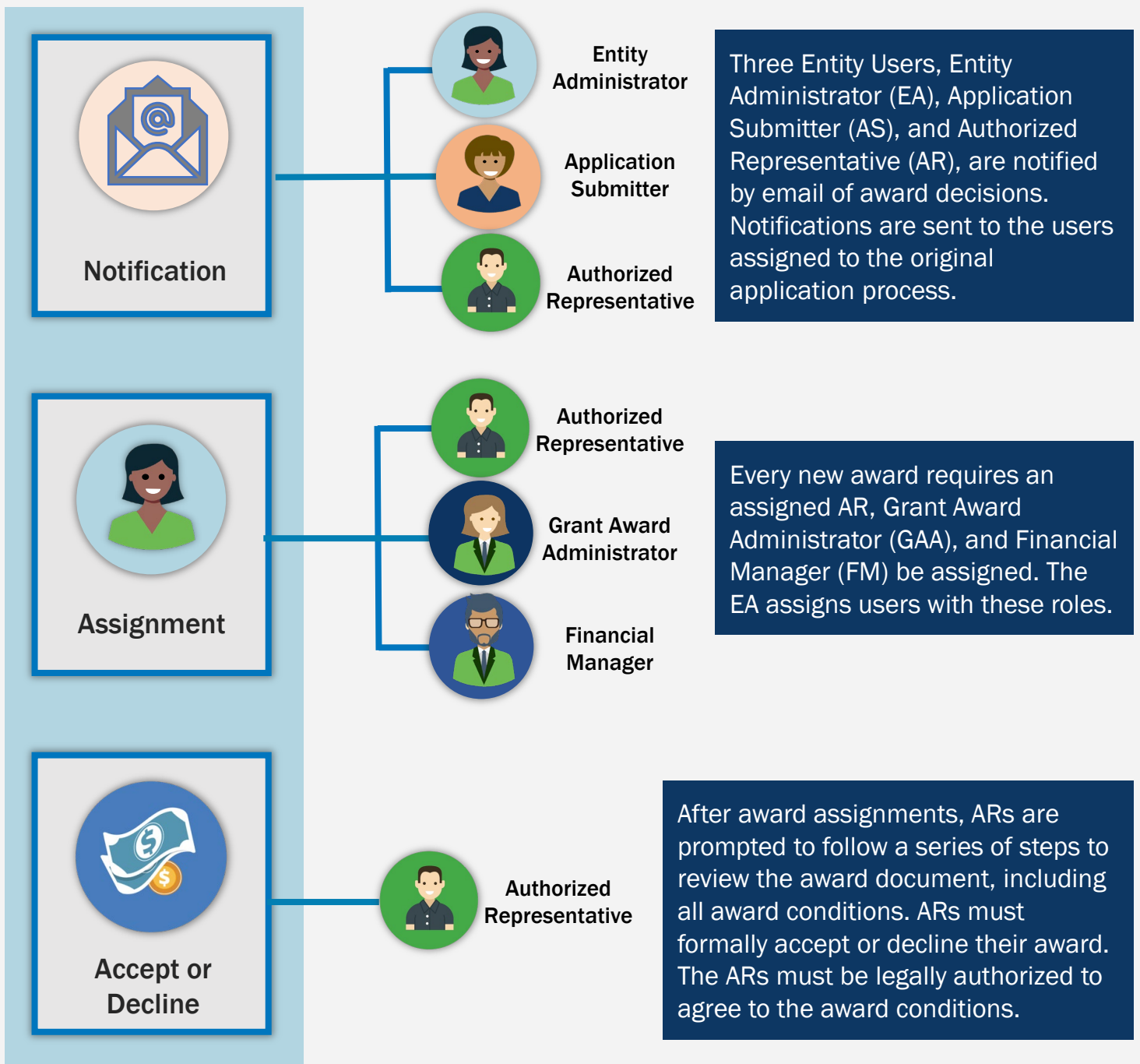
≡ Home   The **Home** icon is located at the bottom of the page.

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.

Award Acceptance Overview

Once an entity receives notification of a new award, Entity Users must take steps within JustGrants to assign key users to the new award and officially accept or decline the award.

Notification

- Entity Administrator
- Application Submitter
- Authorized Representative

Three Entity Users, Entity Administrator (EA), Application Submitter (AS), and Authorized Representative (AR), are notified by email of award decisions. Notifications are sent to the users assigned to the original application process.

Assignment

- Authorized Representative
- Grant Award Administrator
- Financial Manager

Every new award requires an assigned AR, Grant Award Administrator (GAA), and Financial Manager (FM) be assigned. The EA assigns users with these roles.

Accept or Decline

- Authorized Representative

After award assignments, ARs are prompted to follow a series of steps to review the award document, including all award conditions. ARs must formally accept or decline their award. The ARs must be legally authorized to agree to the award conditions.

Award Acceptance Key Takeaways

An email notification is sent to the AS, AR, and EA to sign and accept their award. The system-generated award notification email is saved in JustGrants for audit purposes and becomes part of the history of the award.

Prior to accepting an award, the EA must assign an AR, FM, and GAA for each award.

When the assigned AR(s) log(s) into the JustGrants, they can view their award acceptance assignments in **My Worklist**. They can view all applications under the Applications menu and all awards under the Awards menu.

The Office of Community Oriented Policing Services (COPS) awards require two ARs assigned to each award; both are required to accept the award.

NOTE: Accepting or declining an award can **only** be done through JustGrants.

Award Acceptance Key Takeaways (COPS Office Award)

For **Office of Community Oriented Policing Services (COPS)** awards, the EA must assign two ARs. They serve as the legal recipient representatives who have final responsibility for all programmatic and financial award decisions.

For **Law Enforcement** agencies, the authorized official is 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). The Law Enforcement Executive must be assigned the AR 1 role, and the top government executive must be assigned the AR 2 role.

For **Non-law Enforcement** agencies (institutions of higher education, private organizations, etc.), authorized officials are the programmatic officials (e.g., executive director, chief executive officer, or equivalent) and financial officials (e.g., chief financial officer, treasurer, or equivalent) with ultimate signatory authority to enter into contracts on the organization's behalf. The programmatic official must be assigned the AR 1 role, and the financial official must be assigned the AR 2 role.

Award Acceptance Key Takeaways (COPS Office Award) (cont.)

The person designated by the Entity Administrator as **AR 1** will see the award in their worklist. **AR 2** will not see the award in their worklist until AR 1 has completed their acceptance steps.

Either the **Law Enforcement Executive** or the **Non-law Enforcement Executive** can be designated **AR 1**. The EA should assign the AR 1 role to the person that should be the **first** to follow the acceptance steps.

The **Entity Administrator** must confirm that the individuals assigned as ARs have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on the entity's behalf. ARs must accept or decline the award on the entity's behalf. The ARs must be legally authorized to agree to the award conditions.

New Award

Assign Missing Contributors (Entity Administrator)

Assign Missing Contributors (Entity Administrator)
Step 1

Prior to an award being accepted or declined, the **Entity Administrator** should follow these steps to assign contributors to the funded award.

1) Sign into JustGrants and select an award from **My Worklist** that requires contributors to be assigned (**PENDING-AWARD EXTERNALS ASSIGNEES**) in the **Case Status** column.

3) Review any missing contributors listed in the banner.

4) To add a contributor, open the **Select Party** dropdown menu and select the role(s) to add.

Assign Missing Contributors (Entity Administrator)
Steps 5 – 7

Add Contributors

5) Select the user from the list of assigned user in the dropdown menu who will fulfill that role on this award.

6) Select **OK** associated with the role. **NOTE:** a confirmation window will appear when **OK** is selected for the AR role asking to confirm the user meets requirements to carry out the role.

7) Select the **trash can** icon to remove a user from award.

Submit

8) Once the Entity Administrator has added all required contributors to the award, select **Submit** to finalize the assignment process.

NOTE: Select **Save** to save work and return later to finish. Select **Cancel** to exit without saving and return to **My Worklist**.

After finalizing the contributor changes, the award status changes from **PENDING-EXTERNAL ASSIGNEE** to **PENDING-AWARD ACCEPTANCE**. The award is then routed to the worklist for the assigned **Authorized Representative**.

NOTE: The Authorized Representative assigned to the award has the authority to accept or decline the award on behalf of the entity and the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity. The Entity Administrator must confirm the individual assigned as the Authorized Representative has the proper authority.

Accept or Decline New Award (Authorized Representative)

Accept or Decline (Authorized Representative)
Step 1

1) The Authorized Representative signs into JustGrants and selects an award from **My Worklist**. The Case Status is **PENDING-AWARD ACCEPTANCE**.

NOTE: The Authorized Representative has **the legal authority** to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. If the Authorized Representative doesn't see an application in their **My Worklist**, it is not assigned to them. The Entity Administrator must assign the application to the **Authorized Representative** .

Accept or Decline (Authorized Representative)
Step 2

Expand Sections

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

3) Toggle **Award Letter** to display the award letter in a read-only mode.

4)   Toggle open each award condition and review **all** award conditions. Review each award section's checkbox indicating all information presented in that section has been read and understood.

Accept or Decline (Authorized Representative)
Steps 5 – 6

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

6) Select **Decline** or **Accept**.

NOTE: If the entity does not wish to accept the award, select **Decline**. If the award is declined, and the entity decides to accept the award, contact the **Grant Manager** listed on the award.

NOTE: After selecting the **Declaration and Certification** checkbox, the Authorized Representative name, title, date, and time are automatically populated. If a title is missing from the Authorized Representative's profile, the user will be prompted to complete that before continuing with acceptance.

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

Accept or Decline (Authorized Representative)
Steps 7 – 9

7) Enter a justification for declining the funded award in the **Justification** text box.

8) Add supporting documents by either drag and drop or choosing **Section File(s)**.

9) Select **Submit**.

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

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Accept or Decline (Authorized Representative)
Steps 11 - 12

11) After confirming the award acceptance, a message displays reading, **"Thank you! The next step in this case has been routed appropriately."**

12) Select **Close** from the **Actions** dropdown menu to close the award and return to **My Worklist.**

Supplemental Award

Verify and Confirm Authorized Representative (Entity Administrator)

Verify and Confirm Authorized Representative (Entity Administrator)
Step 1

Sometimes an initial award can be supplemented with additional funding. The additional funding is called a supplemental award.

Supplemental awards, as with initial awards, require the Entity Administrator to assign contributors to the award prior to accepting or declining the award.

1) Sign into JustGrants and select an award from **My Worklist** that requires contributors to be assigned (**Supplemental Award**) in the **Case Type** column.

Re-assign Authorized Representative

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

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

3) Select **No** if not re-assigning new **Authorized Representative**.

4) Select **Submit**.

Verify and Confirm Authorized Representative (Entity Administrator)
Steps 5 - 6

After the Entity Administrator submits a **No** response,

5) The following message displays to the Entity Administrator: **Thank you! The next step in this case has been routed appropriately.**

6) The Supplemental Award status changes to **PENDING-AWARD ACCEPTANCE.**

Yes, Re-assign Authorized Representative

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.

Review New Authorized Representative

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

10) Select **Submit.**

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Re-assigned Authorized Representative

After the Entity Administrator submits a **Yes** response,

11) The following message displays to the Entity Administrator: **Thank you! The next step in this case has been routed appropriately.**

12) The Supplemental Award status changes to **PENDING-AWARD ACCEPTANCE**

Accept or Decline Supplemental Award (Authorized Representative)

Accept or Decline (Authorized Representative)

Step 1

1) The **Authorized Representative** signs into JustGrants and selects an award from **My Worklist**. The case type is **Supplement Award Package,** and the case status is **PENDING-AWARD ACCEPTANCE**.

NOTE: The Authorized Representative has **the legal authority** to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. If the Authorized Representative doesn't see an application in their **My Worklist**, it is not assigned to them. The Entity Administrator must verify the Authorized Representative and assign the application to the Authorized Representative.

Accept or Decline (Authorized Representative)
Step 2

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

2) To accept the award, the Authorized Representative needs to expand each section of the award package and certify that they have read and understood the information in each section.

Accept or Decline (Authorized Representative)
Step 3

View Award Letter

3) Toggle **Award Letter** caret to display the award letter in a read-only mode.

Review All Section Checkboxes

4) Toggle 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.

Accept or Decline (Authorized Representative)
Steps 5 – 6

5)   Select the **Declaration and Certification** box after reviewing all the award acceptance boxes.

6)   Select **Decline** or **Accept**.

NOTE: If the entity does not wish to accept the award, select **Decline.**

NOTE: After selecting the **Declaration and Certification** box, the Authorized Representative name, title, date, and time are automatically populated. If a title is missing from the Authorized Representative profile, the user will be prompted to complete the information before continuing with the acceptance.

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

Accept or Decline (Authorized Representative)
Steps 7 – 9

7) Enter a justification for declining the funded award in the **Justification** text box.

8) Add supporting documents by drag and drop or choosing **Section File(s)**.

9) Select **Submit**.

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

Home

Accept or Decline (Authorized Representative)
Step 11

11) 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.**

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Print an Award Package

Printing an Award Package

Step 1

1) The **Authorized Representative** signs into JustGrants and selects an award from **My Worklist**.

Printing an Award Package
Step 2

2) Select **Print Award Package PDF** from the **Actions** dropdown menu after the funded award opens.

NOTE: The steps for printing a funded award and a supplemental award are the same.

Printing an Award Package

Step 3

Open PDF

3) Open the **Award_Package_FAW** PDF document.

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Select Print

4) Select the **Print** icon at the top of PDF document.

Set Up Printer

5) Set up the printer, copies, layout, pages, color, and any other print parameters needed.

6) Select **Print**.

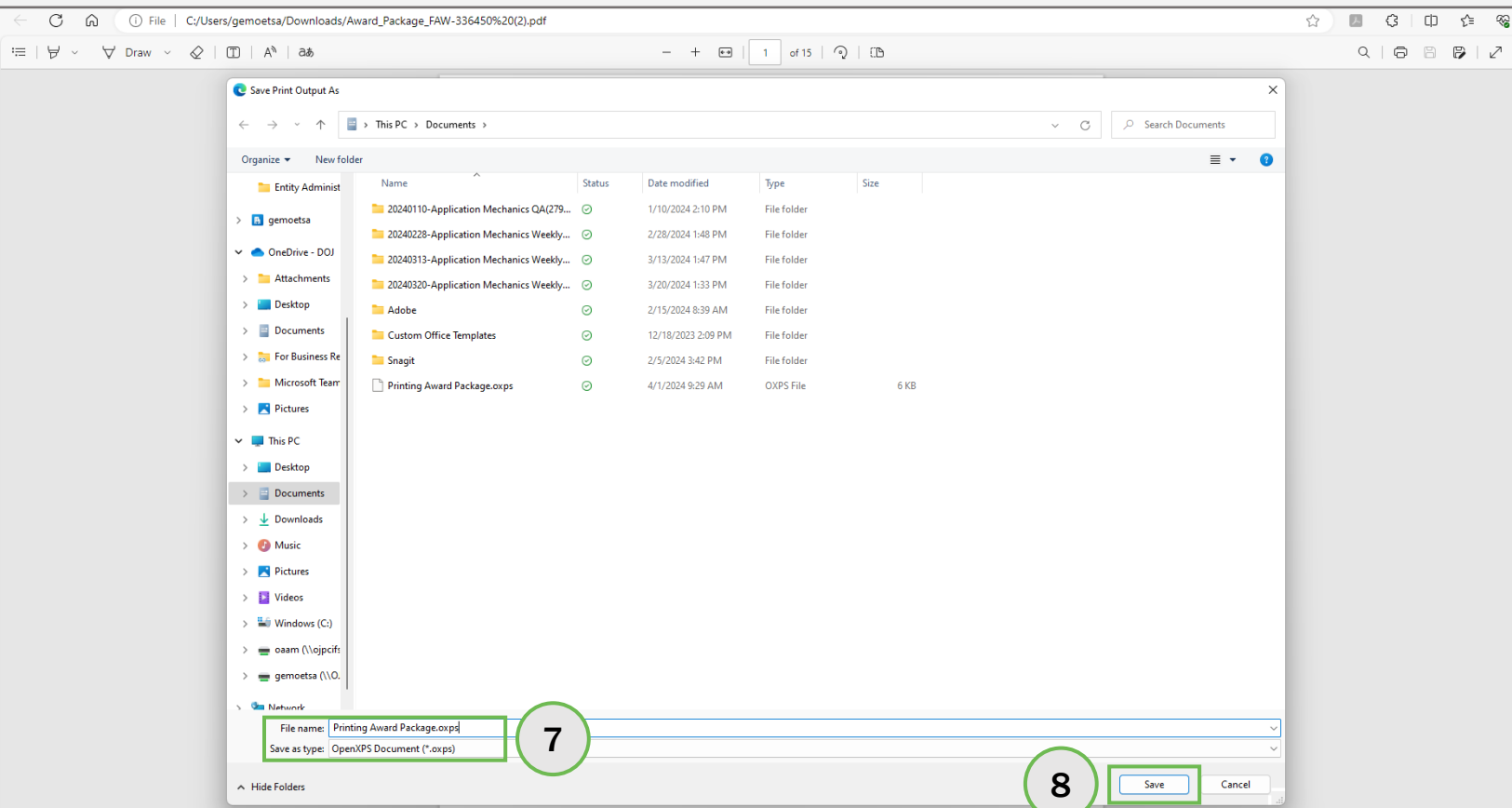# Printing an Award Package

Steps 7 – 8

7) Enter a file name and file type for the document after the **Save Print Output As** window opens.

8) Select **Save**.

NOTE: After saving the document, the user can access the document in their files and print.

9) Select **Close** from the **Actions** dropdown menu to close the funded award and return to **My Worklist** after closing the PDF document.

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