



# State Criminal Alien Assistance Program (SCAAP) Application Submission and Acceptance

*Job Aid Reference Guide*



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# Introduction and Overview

# How to Use this Guide

This Job Aid Reference Guide (JARG) will help Application Submitters (AS) complete and submit a State Criminal Alien Assistance Program (SCAAP) solicitation. This document is part of a larger training and resource package that is accessible on the [JustGrants Application Submission Training website](#).

## Linked Content

This guide uses a chapter-linked table of contents to help users navigate to specific content. In addition, a link has been included on each page to help the user navigate in this JARG.



Home

To return to the table of contents, select the **Home** icon located at the bottom left corner of the page.

# Application Submission JARG Overview

This SCAAP Submission and Acceptance JARG:



- Describes the AS role and responsibilities.
- Provides an understanding of the SCAAP application purpose and process.
- Provides directions for locating applications in JustGrants.
- Provides directions for editing a SCAAP application.
- Provides directions to complete SCAAP-specific data entry.
- Provides directions to review, submit, and troubleshoot SCAAP applications.
- Explains the process to accept a SCAAP award.
- Explains the SCAAP closeout process.

# Application Submitter Overview

## Abilities & Responsibilities



- Identify the forms needed to submit an application in JustGrants.
- Complete an application on behalf of an entity, including certifying information.
- Submit the application in JustGrants.



# Application Submission Overview

The Application Submission process involves completing and submitting web-based forms as well as attachments required by the SCAAP solicitation.

**Applicants have two application submission deadlines:**

# Application Submission Overview (cont.)

Data transferred to JustGrants from the SF-424 form can be edited in JustGrants during part two of the Department of Justice's (DOJ) application process. There are two exceptions to the edits:

- **Entity identifiers:** Can only be changed directly in SAM.gov.
- **Contact information:** The two contacts (Authorized Representative [AR] and AS) listed in the SF-424 on Grants.gov are imported into JustGrants.

Any information related to these two contacts needing to be revised must be made by the Entity Administrator (EA) in the DIAMD secure user management system.

## Printing



Printing the application before it is submitted is recommended. Note that the AS (discussed on the following page) can print the application at any time.

For more information about printing an application, refer to the [Printing an Application in JustGrants](#) Quick Reference Guide (QRG) located on the [JusticeGrants.usdoj.gov](https://JusticeGrants.usdoj.gov) resources website.



# SCAAP Overview



The Office of Justice Programs (OJP) Bureau of Justice Assistance (BJA) administers the **State Criminal Alien**

**Assistance Program (SCAAP)**. OJP makes payments to states and units of local government that incur certain types of costs due to the incarceration of undocumented criminal aliens during a specific twelve (12)-month reporting period.

**Important:** Unit of local government means a political subdivision of a state with authority to independently establish a budget and impose taxes (typically, a “general-purpose” political subdivision of a state). The term may include a county or municipality (e.g., city, county, town, township, village, borough, or parish).

**Note:** A department or agency that is part of such a unit of local government is not itself considered a unit of local government (such as a sheriff or jail), and applications listing an agency that is not the “unit of local government” will be denied.

# SCAAP Overview (cont.)



Payments are made in connection with undocumented aliens who had been convicted of at least one felony or two

misdemeanors (typically for violations of state or local law) and were incarcerated under the legal authority of the applicant government for at least four (4) consecutive days.

As part of its application, each applicant government provides information about incarcerated individuals. Each applicant government must also provide information pertinent to its average incarceration costs during the reporting period.

Broadly speaking, SCAAP payments are calculated from information provided by applicant governments in online applications, information provided to OJP by the Department of Homeland Security (DHS) regarding the DHS review of data on eligible inmates, and the amount of appropriated funds available for the SCAAP application cycle. All information submitted as part of an application is subject to review by OJP.



**Locate an Application:  
Single Application  
Submitter**

# Locate an Application

Steps 1 – 3

Access My  
Worklist

1) Select the **Home** link on the left to open a list of applications assigned to the user under the **My Worklist** section.

OR

2) Select the **Application** link on the left to open a list of applications for the user's entity.

3) Select the application to open.

**NOTE:** Applications may also be referred to as **Grant Packages** in JustGrants.

**NOTE:** To verify that the correct application is displayed, select the caret to the left of the **Case ID** link to display the **Project Title** and **Application Number**. The **Application Number** corresponds to the Grants.gov tracking number.

The screenshot shows the JUSTgrants interface. On the left sidebar, the 'Home' link is circled with a green '1' and the 'Applications' link is circled with a green '2'. The main content area shows a 'My Worklist' section with a table of applications. The first row of the table is circled with a green '3'.

Case ID	Date Due	Case Type	Case Status	Last Updated
A-239234	02/21/2021	Grant Package	New	02/22/2021 04:44 PM
A-248223	03/04/2021	Grant Package	New	03/05/2021 11:11 AM
A-256218	03/12/2021	Grant Package	Submitted	11/30/2022 01:14 AM
A-257223	03/13/2021	Grant Package	Pending-ChangeRequested	09/01/2022 08:46 AM
A-240246	03/17/2021	Grant Package	New	03/18/2021 06:36 PM
A-260418	03/19/2021	Grant Package	New	03/20/2021 08:52 PM
A-260497	03/31/2021	Grant Package	New	04/01/2021 05:00 PM
A-262781	03/31/2021	Grant Package	New	04/01/2021 11:59 PM
A-239299	04/02/2021	Grant Package	New	04/03/2021 12:15 PM
A-260456	05/21/2021	Grant Package	Pending-ChangeRequested	09/01/2022 08:28 AM

# Locate an Application

## Step 4

Select Application

- 4) Select the **Begin** link if the application was opened from the **Applications** menu.

**NOTE:** The Assignments screen will be displayed if the application was opened from the Applications menu. Select the **Begin** link for the Standard Application Screen Flow Display, and the Application screen should appear.

**NOTE:** If the application was opened from the My Worklist section of the Home screen, it will open automatically in edit mode and this screen will not appear.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'Home' button. The main content area is titled 'Grant Package (00774386) PENDING-DRAFT'. Below this, there is a section for 'Assignments' with a 'View all' toggle. A table lists tasks, with one task 'BudgetWrapperCOPSScreenFlow (Complete and Submit)' assigned to 'justgrants024.applicationssubmitter jgitsext'. A green circle with the number '4' highlights the 'Begin' link for this task. Below the assignments table, there is a table with columns for 'Information', 'Grant Package', and 'Application Versions'. The table contains the following data:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID O-COPS-2022-170953-STG	SolicitationID SI-170953	Solicitation Title COPS SVPP Short Titl
Application Case ID A-396553	Application Group Case ID AG-128027	SF424_2_1
Grant Manager		

On the right side of the interface, there are sections for 'Recent documents (0)' and 'Participants (3)'. The participants list includes: JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants024.authorizedrep jgitsext (Authorized Representative), and justgrants024.applicationssubmitter jgitsext (Application Submitter).

# Locate an Application

## Step 5

[Edit Application](#)

5) The application is open and ready for data entry.

**NOTE:** For instructions on how to locate an application with multiple application submitters assigned, reference page 19 of the [Application Submission Job Aid Reference Guide](#).

The screenshot displays the JUSTgrants application submission interface. At the top left is the JUSTgrants logo (Justice Grants System). The main header shows 'Grant Package (00769149)' in a purple 'PENDING-DRAFT' status, with a due date of 'March 31, 2024 3:57:00 PM EDT'. A left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area is divided into three sections: 'Standard Applicant Information', 'CFDA Information', and 'Project Information'. The 'Standard Applicant Information' section includes a 'Funding Opportunity' table with columns for Federal Agency Name (SMART), Funding Opportunity Number (O-SMART-2022-169120-STG), and Funding Opportunity Title (Ashiflqbal HoldTest). Below this is a 'Competition Identification Number' table with columns for Competition Identification Title and Due Date (March 31, 2024 3:57:00 PM EDT). The 'CFDA Information' section includes a 'CFDA Number' table with columns for CFDA Number (00.000) and CFDA Program Title (Grants.gov Applicant S2S Testing). The 'Project Information' section includes a 'Project Title' table with columns for Project Title (Feb0222 FY22 Adam Walsh Act \$16.750 - Support for...), Proposed Project Start Date (10/1/2022), and Proposed Project End Date (12/31/2024). On the right side, there is a 'Solicitation Instructions' sidebar with a 'Standard Applicant Information' section containing a list of tasks: 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, and Certify and Submit. Below this is a 'Participants (5)' section showing 'BC Bethany Case Entity Administrator'. At the bottom of the main content area are 'Cancel', 'Save', and 'Continue' buttons. A 'Privacy Policy' link is located at the bottom left of the sidebar.



# Handling Duplicate Submissions





# Duplicate Submissions

Duplications

JustGrants supports the creation of multiple applications for unique projects under the solicitation (when allowed by the specific solicitation).

On this screen, JustGrants presents what it identifies as possible duplicates received from Grants.gov based solely on the entity identifier and solicitation title. The application submitter is asked to determine if these are intentional (unique projects) that should move forward for continued work/submission or unintentional (multiple system or human submissions received from Grants.gov) that should be withdrawn to prevent confusion and/or abandoned cases.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00772033 ) **NEW** ⌚ Due April 30, 2022 3:04:00 PM EDT

⚠ The deadline for this application has passed

1 day 17 hours from now

### Check for Duplicate Applications

DUE IN 6 DAYS FROM NOW

Your Entity has submitted multiple applications under opportunity O-COPS-2022-309592-DEV.  
Review the potentially duplicate applications. Then select an option to either remove or continue with application TC-564-499952819566658 GRANT00772033.

Case ID	Application Number	Created on	Case Status
TC-451-1733365269149606	GRANT00772033	Apr 20, 2022	New

Select an option for TC-564-499952819566658 GRANT00772033

Remove this application     Continue with this application

Cancel    Save    Submit

**Recent documents (0)**  
No documents

**Participants (5)**

- JD JohnElectronicsBusinessPoc Doe Entity Administrator
- JJ MD Kamal AuthorizedRepresentative
- JJ Emre Eren AuthorizedRepresentative2
- JJ Lucia Turck-Gamble Application Submitter

Information

ApplicationInfo	GrantSubmissionHeader	OpportunityID	SolicitationID	Solicitation Title
O-COPS-2022-309592-DEV				

Privacy Policy

# Duplicate Submissions (cont.)

Review All Applications

Review each application on the list to determine if it should be completed or removed. Select the **Case ID** link to review the application details.

- The option **Remove this application** resolves the duplicate application and changes the status to **Resolved Duplicate**
- The option **Continue with the application** creates a new case in JustGrants to be completed and submitted as a separate application

The screenshot displays the JUSTgrants Justice Grants System interface. A sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Grant Package' for opportunity O-COPS-2022-309592-DEV, with a 'NEW' status and a due date of April 30, 2022. A red warning banner states 'The deadline for this application has passed' and '1 day 17 hours from now'. A modal titled 'Check for Duplicate Applications' is open, displaying a table of duplicate applications. The table has columns for Case ID, Application Number, Created on, and Case Status. One application is listed: Case ID TC-451-1733365269149606, Application Number GRANT00772033, Created on Apr 20, 2022, and Case Status New. Below the table, a blue box prompts the user to 'Select an option for TC-564-499952819566658 GRANT00772033' with two radio button options: 'Remove this application' and 'Continue with this application'. At the bottom of the modal are 'Cancel', 'Save', and 'Submit' buttons. On the right side of the interface, there are sections for 'Recent documents (0)', 'Participants (5)', and a list of participants including JohnElectronicsBusinessPoc Doe, MD Kamal, Emre Eren, and Lucia Turck-Gamble.

The background features a dark blue upper section and a light blue lower section separated by a large, downward-pointing chevron shape. A thin vertical line is positioned to the left of the title.

# SCAAP Application Editing

# Standard Application Section Fields

- The **Funding Opportunity** and **Assistance Listing** fields are prepopulated and not editable.
- The **Project Information** section is prepopulated from the SF-424 form and can be edited.
- The **Areas Affected by Project** field allows applicants to add the geographic areas impacted by the project. Select the **Add** button to include up to ten (10) entries. Entries can be zip codes, states, precincts, or any other geographical area. If ten (10) entries are not enough, additional areas can be added if the award is funded.
- **Applicant Type** is prepopulated from the SF-424 form and can be edited by selecting a different option from the dropdown list.
- **Application Submitter Contact Information** is prepopulated and cannot be edited in the application. To make a change, the Entity Administrator (EA) must reassign the application to another Application Submitter (AS).
- **Type of Applicant** is prepopulated from the SF-424 form and can be edited by selecting a different option from the dropdown list.
- **Executive Order** and **Delinquent Debt Information** is prepopulated from the SF-424 form and can be edited by selecting a different radio button.
- **Is the Applicant Delinquent on Federal Debt?** section is prepopulated from the SF-424 form and can be edited by selecting a different radio button.

# SCAAP Application Editing

## Steps 1 – 3

Navigate a Solicitation

- 1) Navigate through the application using **Continue** on the bottom right.
- 2) Save edits to the application by selecting **Save** on the bottom right.
- 3) To leave the application without saving changes, select **Cancel** on the bottom left. **Cancel** returns the user to the worklist without saving any changes.

**NOTE:** There is a link to the solicitation at the top of the right column. This is a useful reference when filling out an application.

The screenshot displays the JUSTgrants application editing interface. The main content area is titled "Grant Package (a-07c4-4e76-86d4-944b1c5946ea) PENDING DRAFT" and shows the "Standard Applicant Information" section. This section includes "Funding Opportunity" details such as Federal Agency Name (Bureau of Justice Assistance), Funding Opportunity Number (O-BJA-2021-09721-DEV), and Funding Opportunity Title (FY21 SCAAP). It also includes "CFDA Information" with CFDA Number 18.812 and CFDA Program Title "Second Chance Act Reentry Initiative". The "Project Information" section contains fields for Project Title, Proposed Project Start Date (11/1/2021), Proposed Project End Date (6/30/2021), and various funding estimates. The "Application Type" section shows a dropdown menu with the number "3" highlighted. The right sidebar contains "Solicitation Instructions" and "Participants (3)" with user avatars. At the bottom, there are "Cancel", "Save", and "Continue" buttons. A red circle highlights the "3" in the "Application Type" dropdown, another red circle highlights the "2" in the "Participants" list, and a third red circle highlights the "1" in the "Continue" button.

# SCAAP Application Editing

## Steps 4 – 5

### Standard Applicant Information

- 4) The application opens to the **Standard Applicant Information** section. Detailed field information for this section is found on the "[Standard Applicant Information Fields](#)" page in this document.
- 5) When complete, select **Continue** to move to the next application section.

**NOTE: Match and Program Income are not required and should be left blank.**

The screenshot displays the JUSTgrants application editing interface. The main content area is titled "Standard Applicant Information" and is divided into several sections:

- Funding Opportunity:** Fields include Federal Agency Name (Bureau of Justice Assistance), Funding Opportunity Number (O-BJA-2021-00721-DEV), Funding Opportunity Title (FY21 SCAAP), Competition Identification Number, and Competition Identification Title. The Due Date is September 27, 2022, 12:03:00 PM EDT.
- CFDA Information:** Fields include CFDA Number (18.812) and CFDA Program Title (Second Chance Act Reentry Initiative).
- Project Information:** Fields include Project Title (Organizational Readiness: Formula Template Solicitation Application 1), Proposed Project Start Date (1/1/2021), Proposed Project End Date (6/30/2021), Federal Estimated Funding (Federal Share) (1000.00), Applicant Estimated Funding (Non-Federal Share) (0.00), and Program Income Estimated Funding (0.00). Total Estimated Funding is 1000.00.
- Areas Affected by Project (Cities, Counties, States, etc.):** A text input field contains "22210".
- Application Type:** A dropdown menu is set to "Initial". The Date Received is 07/21/2021.
- Application Submitter Contact Information:** A "Cancel" button is visible.

On the right side, there is a "Solicitation Instructions" panel with a "Standard Applicant Information" section containing steps: Confirm Authorized Representative, Verify Legal Name and Address, SCAAP Applicant Information, Disclosure And Assurances, and Certify and Submit. Below this is a "Participants (3)" list with user avatars and names: JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants024 applicationsubmitter (Application Submitter), and jlguest (Application Submitter).

At the bottom right, there is a green circle with the number "5" and a "Continue" button.

# SCAAP Application Editing

Steps 6 – 7

Confirm  
Authorized  
Representative

- 6) Review the **Confirm Authorized Representative** page in the **Standard Applicant Information** section. Applications for funding for SCAAP require and display one AR.
- 7) Select an **Authorized Representative** from the dropdown box.

**NOTE:** The message at the top of the page reads: “Every application must have an AR. An AR must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.”

**NOTE:** Green checkmarks do **NOT** indicate a completed section, only that it has been opened. The user will be prompted to complete all required information before submitting an application.

The screenshot displays the JUSTgrants application interface. At the top left is the JUSTgrants logo (Justice Grants System). The main header shows 'Grant Package ( 00749076 )' with a 'PENDING-DRAFT' status and a due date of 'March 15, 2023 9:51:00 AM EDT'. A navigation sidebar on the left includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The central content area is titled 'Confirm Authorized Representative' and contains a message: '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.' Below this is a dropdown menu labeled 'Select Authorized Representative' with a green box around it and a circled '7' next to it. The dropdown options are: 'justgrants024.authorizedrep jgitsext', '(Select One)', 'justgrants024.multipleroles jgitsext', and 'justgrants024.authorizedrep jgitsext'. Below the dropdown is a section for 'Confirmed Authorized Representative' with fields for Title, Test, Prefix Name (Mr.), First Name, Middle Name, and Last Name. The right sidebar shows 'Solicitation Instructions' with a progress list: 'Standard Applicant Information' (checked), 'Confirm Authorized Representative' (highlighted), 'Verify Legal Name and Address', 'SCAAP Applicant Information', 'Disclosure And Assurances', and 'Certify and Submit'. Below that is a 'Participants (4)' section listing 'JohnElectronicBusinessPoc Doe Entity Administrator' and 'justgrants024.authorizedrep jgitsext AuthorizedRepresentative'. At the bottom are 'Back', 'Save', and 'Continue' buttons.



# SCAAP Application Editing

Steps 8 – 9

Confirm  
Authorized  
Representative

- 8) Select **Confirm**. To close the window without confirming the AR, select **Cancel**.
- 9) Select **Continue** to open the **SCAAP Applicant Information** section.

**NOTE:** ARs must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity. The Entity Administrator (EA) confirms the individual being selected has the authority to do so. If the person selected has delegated authority, it is the responsibility of the person listed to maintain documentation that they possessed delegated authority on the date of the application submission.

The screenshot displays the JUSTgrants application editing interface. The main content area is titled "Confirm Authorized Representative" and includes a text box for selecting an authorized representative, currently containing "justgrants024.multipleroles.jgitstext". A modal dialog box is open in the center, titled "Confirm Authorized Representative", with a close button (X) in the top right corner. The dialog contains the same text as the main content area and features two buttons: "Cancel" and "Confirm". A green circle highlights the number "8" in the dialog, and a green rectangle highlights the "Confirm" button. The background interface shows a navigation sidebar on the left with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. The top right corner has a notification bell, a help icon, and a user profile icon. The bottom right corner has "Save" and "Continue" buttons. The bottom left corner has a "Privacy Policy" link.

The image features a dark blue background. On the left side, there is a thin vertical light blue line. A large, downward-pointing chevron shape is formed by two light blue lines with a fine halftone dot pattern, meeting at a point in the lower center of the page. The text 'SCAAP Applicant Information' is positioned in the upper left quadrant, overlapping the dark blue background.

# SCAAP Applicant Information

# Complete the SCAAP Applicant Information Section

Steps 1 – 3

Upload Inmate File

- 1) Navigate to **Upload Inmate File**. The inmate file must be a .txt file; no other file types are accepted. See the corresponding SCAAP [solicitation](#) for details on inmate eligibility and the file requirements.
- 2) Locate the **Inmate File** on the user's workstation or shared drive.
- 3) Attach the **Inmate File**.

The screenshot displays the JUSTgrants SCAAP Applicant Information section. The 'Upload Inmate File' button is highlighted with a green circle and the number 1. A file explorer window is open, showing the 'Inmate File' selected on the Desktop, with a green circle and the number 2. The 'Attach Inmate File' dialog box is open, showing the file name 'SCAAP Inmate File' and a 'Submit' button highlighted with a green circle and the number 3. The background shows the SCAAP Applicant Information form with various fields and a 'Back' button.

# Complete the SCAAP Applicant Information Section

## Step 4

Correct Errors

- 4) (As needed) If errors exist and the application submitter intends to correct the errors, take the following steps:
  - a) Delete the attached **Inmate File** using the trash can icon to the right of the file name.
  - b) Correct the records in the inmate file.
    - Select **Upload Inmate File**. The inmate file must be a .txt file.
    - Locate the **Inmate File** on the user's workstation or shared drive.
    - Attach the **Inmate File**.

Name	Category	Comment	Uploaded By	Date
<a href="#">Test Inmate for FBI Validation - LESC - 1.txt</a>	SCAAP Inmate File	Test Inmate for FBI Validation - LESC - 1	Sanjeeva Seelam	2/23/22 12:16 PM

### Inmate records containing errors:

Last Name	First Name	Middle Name	Date of Birth	Inmate ID	Country	Date Incarcerated	Date Released	FBI Number	LESC Number	Errors
DEGRAFF	CHARLES	IVAN	3/10/98	141118	RUSSI	8/31/18	9/4/18	J32H6EL	0000	1. Please enter spaces, if there is no value for LESCIAQ. 2. LESC number should be between 7-8 characters
CHAVEZ-MORALES	BULMARO		12/16/75	84279	MEXIC	2/18/19	6/30/19	00000		1. FBI number was entered as zeros. If the FBI number is not available, please enter 10 spaces. If FBI number is fewer than 10 characters, enter the FBI number first, and then insert spaces for the remainder for the field length.

# Complete the SCAAP Applicant Information Section

## Step 5

Does Not Correct Errors

5) (As needed) If errors exist, and the application submitter does not intend to correct the file, a message appears.

**NOTE:** If errors are present in the inmate file, a message will display indicating which records in the file contain errors. If the application submitter chooses to continue processing the file without updating these records, all other records will be processed, however, the rows with errors will not be included in the award calculation.

### Required Information on "Eligible Inmates"

Reporting Period: July 1, 2019 - June 30, 2020

5

Your file has been successfully uploaded, but contains rejected inmate records. Errors have been identified below, please remediate these errors and upload a corrected Inmate File. If you continue this application without remediating the identified errors, then the associated inmate record(s) will not be considered as part of your application.

Details	Count
Accepted Inmate Records	75
Rejected Inmate Records	1019728
Total Inmates	1019803
Total Inmates Saved	75

### Required Information on "Eligible Inmates"

Name	Category	Comment	Uploaded By	Date
<a href="#">Appendix A Inmate Records1 FINAL.txt</a>	SCAAP Inmate File	Appendix A Inmate Records1 FINAL	Leticia Vizcaino	5/13/22 3:33 PM

# Complete the SCAAP Applicant Information Section

## Step 6

Correctional Officer Info

- 6) Enter information in the “Correctional Officer” salary expenditures detail (for the corresponding reporting period) section. See the corresponding SCAAP [solicitation](#) for details on the correction officer salary, bed count, and total inmate days.

**NOTE:** See the corresponding SCAAP [solicitation](#) for the definition of “correctional officer”.

The screenshot displays the 'Required Information on "Correctional Officers"' section of the JUSTgrants application. The reporting period is set to July 1, 2019 - June 30, 2020. The form contains the following input fields:

Field Label	Value
Total number of full-time "correctional officers" employed by the applicant government, during the reporting period:	5
Total number (reported as FTEs) of part-time correctional officers employed by the applicant government, during the reporting period:	4
Total Number of full-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period:	5
Total Number of part-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period:	
Sum of lines 1 through 4: "correctional officer" FTEs (during reporting period):	14
Actual salary expenditure for "correctional officers" during the reporting period. (Enter in dollars; do not use commas)	50000

Below the form is the "Correctional Officer" salary expenditures detail section, which includes an 'Attach' button and a table with columns for Name, Category, Comment, Uploaded By, and Date.

6

# Complete the SCAAP Applicant Information Section

Steps 7 – 10

Correctional Officers and Facilities

- 7) Enter the total number of full-time **correctional officers** employed by the applicant government during the reporting period (required field).
- 8) Enter the total number of reported full and part-time correctional officers employed by the applicant government during the reporting period.
- 9) Enter the total number of full-time correctional officers providing services to the applicant government as employees of **contract correctional facilities** during the reporting period.
- 10) Enter the total number of part-time correctional officers providing services to the applicant government as employees of **contract correctional facilities** during the reporting period.

JUSTgrants  
JUSTICE GRANTS SYSTEM

Grant Package ( a-07c4-4e76-86d4-944b1c5046ea ) **PENDING DRAFT** Due: September 27, 2022 12:03:00 PM EDT

Required Information on "Correctional Officers"

Reporting Period: July 1, 2019 - June 30, 2020

Total number of full-time "correctional officers" employed by the applicant government, during the reporting period:	5
Total number (reported as FTEs) of part-time correctional officers employed by the applicant government, during the reporting period:	4
Total Number of full-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period:	5
Total Number of part-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period:	
Sum of lines 1 through 4: "correctional officer" FTEs (during reporting period):	14
Actual salary expenditure for "correctional officers" during the reporting period. (Enter in dollars; do not use commas)	50000

"Correctional Officer" salary expenditures detail (for the reporting period)

Click on the Attach button to upload the required attachment (detail on actual salary expenditures for correctional officers)

Attach

Name	Category	Comment	Uploaded By	Date
------	----------	---------	-------------	------

Back Save Continue



# Complete the SCAAP Applicant Information Section

Steps 11 – 16

Correctional Officer Salary

- 11) Enter the sum of lines 1 through 4: **correctional officer Full Time Equivalent (FTE)** (during reporting period).
- 12) Enter the actual salary expenditure for correctional officers during the reporting period. This is a required field.
- 13) Select the **Attach** button to upload the correctional officer salary expenditure details (for the reporting period) (required field).
- 14) Locate the file on the workstation or shared drive.
- 15) Select **Open**.
- 16) Select **Attach**.

**NOTE:** Commas are not valid characters when entering currency values. JustGrants accepts only numeric entries.

JUSTgrants JUSTICE GRANTS SYSTEM

Grant Package ( a-07c4-4e76-98d4-944b1c5046ea ) PENDING DRAFT | Date: September 27, 2022 12:03:00 PM EDT

Required Information on "Correctional Officers"

Reporting Period: July 1, 2019 - June 30, 2020

Total number of full-time "correctional officers" employed by the applicant government, during the reporting period:	5
Total number (reported as FTEs) of part-time correctional officers employed by the applicant government, during the reporting period:	4
Total Number of full-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period:	5
Total Number of part-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period:	
Sum of lines 1 through 4: "correctional officer" FTEs (during reporting period):	14
Actual salary expenditure for "correctional officers" during the reporting period. (Enter in dollars; do not use commas)	50000

"Correctional Officer" salary expenditures detail (for the reporting period)

Click on the Attach button to upload the required attachment (detail on actual salary expenditures for correctional officers)

[Attach](#)

Name	Category	Comment	Uploaded By	Date
------	----------	---------	-------------	------

Back Save Continue

# Complete the SCAAP Applicant Information Section

Steps 17 – 23

Facilities

- 17) In the **Facilities Information** section, enter the **Maximum Bed Count** for the reporting period (required field).
- 18) Enter the **Total all inmate days** for the reporting period (required field).
- 19) Select **Attach** to upload the **All inmate days, by reporting day** detail (for the reporting period) file.
- 20) Locate the file on the user's workstation or shared drive.
- 21) Select **Open**.
- 22) Select **Attach**.
- 23) Select **Continue** on the bottom right corner of the screen to open the **Disclosures and Assurances** section.

The screenshot displays the 'Facilities Information' section of the SCAAP application. It features two input fields: 'Maximum bed count' for the reporting period (set to 500) and 'Total all inmate days' for the reporting period (set to 5000). Below these is a section for uploading 'All inmate days, by reporting day' detail, with an 'Attach' button highlighted. The bottom of the screen shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGE/REACTY. The current step is COMPLETE AND SUBMIT. The bottom right corner has 'Save' and 'Continue' buttons.

The image features a dark blue background. On the left side, there is a thin vertical light blue line. A large, downward-pointing chevron shape is formed by two light blue lines with a fine halftone dot pattern, meeting at a point in the lower center of the page. The text 'Disclosures and Assurances' is centered in the upper half of the page in a white, bold, sans-serif font.

# Disclosures and Assurances

# Disclosures and Assurances

## Steps 1 - 2

### SCAAP Disclosures and Assurances

- 1) Open the **Disclosures and Assurances** menu option.
- 2) Select the **SCAAP Applicant Government and Submitting Government Official** menu option.

The screenshot displays the JUSTgrants application submission interface. The main content area shows the 'Required Certification to OJP by the Submitting Government Official' section, which includes a text area for the applicant to provide a certification. The text area contains the following text:

On behalf of myself and the applicant government, and in support of this application to the FV 2020 program, I certify to OJP, under penalty of perjury, that the information on the applicant government and the submitting government official entered above as part of this online application to the FV 2020 program is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review, and is provided in accordance with the requirements, definitions and instructions set out in the OJP document entitled State Criminal Alien Assistance Program: FV 2020 Program Requirements and Application Instructions. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

I understand and acknowledge that OJP will rely upon this and all other certifications in this online application as material representations in any decision to make a SCAAP payment to the applicant government in response to this application.

I understand and 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. §§ 10273), and also may subject me and the applicant "State" or "unit of local government" to civil penalties and administrative remedies for false claims or overbills (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also understand and acknowledge that payments under OJP programs such as SCAAP, including certifications provided in connections with such payments, are subject to review by USDG, including by OJP and the USDG Office of the Inspector General.

Below the text area, there is a signature section with the following information:

Signature ID  
justgrants024.applicationsubmitter@gmail.com  
Signing Date / Time  
7/21/21 10:55 AM

On the right side of the interface, there is a sidebar with a 'Disclosures And Assurances' menu option highlighted in green. Below this menu, there is a 'Participants (3)' section with three participants listed: JohnElectronicBusinessPoc.Doe (Entry Administrator), justgrants024.applicationsubmitter (Application Submitter), and justgrants024.applicationsubmitter (Application Submitter).

At the bottom of the interface, there is a progress bar with the following steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The 'COMPLETE AND SUBMIT' step is currently active.

At the bottom left, there is a 'Home' button. At the bottom right, there are 'Save' and 'Continue' buttons.

# Disclosures and Assurances

## Steps 3 – 4

Eligible Inmates

- 3) Select the acknowledgement check box.
- 4) Select **Continue** on the bottom right corner of the screen to open the **SCAAP Information on “Eligible Inmates”** menu option.

**Grant Package** ( a-07c4-4e76-86d4-944b1c5046ea ) **PENDING GRANT** Due: September 27, 2022 12:03:00 PM EDT

**Required Certification to OJP by the Submitting Government Official:**  
**Information on "Eligible Inmates"**

On behalf of myself and the applicant government, and in support of this application to the FY 2020 program, I certify to OJP, under penalty of perjury, that the information on "eligible inmates" entered or uploaded as part of this online application to the FY 2020 program: (1) was determined and is reported using due diligence, and in accordance with the requirements, definitions, and instructions set out in the OJP document entitled State Criminal Alien Assistance Program: FY 2020 Program Requirements and Application Instructions, and (2) is true and correct to the best of my knowledge and belief, based on diligent inquiry and review. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

I understand and acknowledge that OJP will rely upon this certification as a material representation in making any SCAAP payment under the FY 2020 program, and that this certification is subject to review by USD01. I also understand that, if this certification is false or otherwise inaccurate or misleading, because of omission of a material fact, both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in this online application as to the "Applicant Government and Submitting Government."

**3**

Signing Date / Time

**4**

**SCAAP Information on "Eligible Inmates"**

**Continue**

**Reacts** See all

Information	Grant Package	Application Versions
Application Info GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-BJA-2021-174176-STG	SI-174176	BJA FY 21 SCAAP
Application Case ID	Application Group Case ID	SF424_2_1
A-416816	AG-129838	
Grant Manager		

# Disclosures and Assurances

## Steps 5 – 6

Correctional  
Officers and  
Facilities

- 5) Select the **Acknowledgement** check box.
- 6) Select **Continue** on the bottom right corner of the screen to open the **SCAAP Information on “Correctional Officers” and “Facilities”** menu option.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( a-07c4-4e76-8604-944b1c5046ea ) **PENDING GRANT** Due: September 27, 2022 12:03:00 PM EDT

**Required Certification to OJP by the Submitting Government Official:**  
**Information on "Correctional Officers" and "Facilities"**

On behalf of myself and the applicant government, and in support of this application to the FY 2020 program, I certify to OJP, under penalty of perjury, that the information on "correctional officers" and "correctional facilities" entered or uploaded as part of this online application to the FY 2020 program-- (1) was determined and is reported here using due diligence, and in accordance with the requirements, definitions, and instructions set out in the OJP document entitled State Criminal Alien Assistance Program: FY 2020 Program Requirements and Application Instructions; and (2) is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

I understand and acknowledge that OJP will rely upon this certification as a material representation in making any SCAAP payment under the FY 2020 program, and that this certification is subject to review by USD01. I also understand that, if this certification is false or otherwise inaccurate or misleading because of omission of a material fact, both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in this online application as to the "Applicant Government and Submitting Government Official."

Sign as ID  
justgrants024.applicationsubmitter@gmail.com  
Signing Date / Time  
7/21/21 10:57 AM

**Participants (3)**

- JohnElectronicBusinessPoc Doe  
Entry Administrator
- justgrants024.applicationsubmitter  
Application Submitter

**Reacts** See all

Grant Package A-416205

Grant Package A-396203

Grant Package A-416206

Grant Package A-416207

Grant Package A-416216

Back

Information Grant Package Application Versions

Application Info GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-BJA-2021-174176-5TG	SI-174176	BJA FY 21 SCAAP
Application Case ID	Application Group Case ID	SF424_2_1
A-416216	AG-129838	
Grant Manager		

Save Continue

# Disclosures and Assurances

Steps 7 – 8

Certify and Submit

- 7) Select the **Acknowledgement** check box.
- 8) Select **Continue** on the bottom right corner of the screen to open the **Certify and Submit** section.

The screenshot displays the JUSTgrants application submission interface. The main content area shows a 'Required Certification to OJP by the Submitting Government Official' section. A green circle highlights the 'I understand and acknowledge that OJP will rely upon this certification as a material representation...' text, and another green circle highlights the checked 'Acknowledge' checkbox. The interface includes a navigation sidebar on the left, a progress bar at the bottom, and a 'Participants' list on the right. A green circle highlights the 'Continue' button in the bottom right corner.

**Required Certification to OJP by the Submitting Government Official:**  
**Information on "Correctional Officers" and "Facilities"**

On behalf of myself and the applicant government, and in support of this application to the FY 2020 program, I certify to OJP, under penalty of perjury, that the information on "correctional officers" and "correctional facilities" entered or uploaded as part of this online application to the FY 2020 program-- (1) was determined and is reported here using due diligence, and in accordance with the requirements, definitions, and instructions set out in the OJP document entitled State Criminal Alien Assistance Program: FY 2020 Program Requirements and Application Instructions; and (2) is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

I understand and acknowledge that OJP will rely upon this certification as a material representation in making any SCAAP payment under the FY 2020 program, and that this certification is subject to review by USD01. I also understand that, if this certification is false or otherwise inaccurate or misleading because of omission of a material fact, both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in this online application as to the "Applicant Government and Submitting Government Official."

Acknowledge

justgrants024.applicationsubmitter@gmail.com  
Signing Date / Time  
7/21/21 10:57 AM

**Participants (3)**

- JohnElectronicBusinessPoc Doe  
Entry Administrator
- justgrants024.applicationsubmitter  
Application Submitter

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

**Table:**

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID <b>O-BJA-2021-174176-5TG</b>	SolicitationID <b>SI-174176</b>	Solicitation Title <b>BJA FY 21 SCAAP</b>
Application Case ID <b>A-416816</b>	Application Group Case ID <b>AG-129838</b>	SF424_2_1
Grant Manager		

**Buttons:** Back, Save, Continue



# SCAAP Application Submission





# SCAAP Application Submission

## Steps 1 - 2

Check for Errors

- 1) Review the application by selecting the caret to the left of the application section accordion file.
- 2) Select **Check for Errors**.

**NOTE:** To print a SCAAP application, follow the steps to print an application in JustGrants using the [Printing an Application in JustGrants Job Aid Reference Guide](#).

**NOTE:** Items marked with a **red asterisk** are required components. It is not possible to submit the application until the section is complete or an attachment is included.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Monitoring Federal Forms Training Resources

Grant Package ( 00782665 ) **PENDING-DRAFT** Due December 31, 2023 10:02:00 AM EST

**Certify and Submit**

- > Standard Applicant Information (JustGrants 424 and General Agency Information)
- > SCAAP Applicant Information
- > Disclosure and Assurances

Final Review and Certification of Application confirmation

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

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-BJA-2022-175015-STG	SI-175015	Ashif SCAAP-1 App 11
Application Case ID	Application Group Case ID	SF424_2_1

Back Save **Check for Errors** Submit

Solicitation Instructions

- > Standard Applicant Information
- > Disclosure And Assurances
- Certify and Submit**

Participants (3)

- justgrants026.authorizedrep jgitsxt Entity Administrator
- David Gaetani AuthorizedRepresentative
- justgrants026.applicationsubmitter jgitsxt Application Submitter

# SCAAP Application Submission

Steps 3 – 5

Read  
Application  
Errors

- 3) Open all accordion files with a red triangle error indicator to view specific errors.
- 4) Open the caret next to the error message at the top of the page to list all application errors.
- 5) Read through the error messages to understand all required corrections. The details to locate errors in the application are found in the corresponding accordion files.

The screenshot displays the JUSTgrants JUSTICE GRANTS SYSTEM interface. At the top left is the JUSTgrants logo. The main header shows 'Grant Package ( 00782666 )' with a 'PENDING-DRAFT' status and a due date of 'December 31, 2023 10:02:00 AM EST'. A red triangle error indicator is present next to the text: 'Before proceeding, please address the error(s) indicated below.' Below this, a dropdown menu is open, showing a list of error messages. A green circle highlights the number '4' next to the dropdown arrow, and a green box highlights the dropdown arrow itself. The error messages include instructions to return to various sections like 'Verify Legal Name and Address', 'Correctional Officers and Facilities', and 'Eligible Inmates'. At the bottom, there is a 'Certify and Submit' section with a dropdown menu showing 'Standard Applicant Information (JustGrants 424 and General Agency Information)' with a red triangle error indicator. Navigation buttons for 'Back', 'Save', and 'Check for Errors' are visible at the bottom.

# SCAAP Application Submission

Steps 6 – 7

Locate Errors

- 6) Within a section, there may be errors within the subsections which are indicated by a triangular red error indicator.
- 7) Select an error indicator to view the fields that require correction.

Grant Package ( 00782666 ) PENDING-DRAFT Due December 31, 2023 10:02:00 AM EST

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

**Expand to view errors**

- Standard Applicant Information (JustGrants 424 and General Agency Information)
  - Standard Applicant Information
  - Authorized Representative [Edit application](#) **7**
  - Verify Legal Name and Address [Edit application](#)
- SCAAP Applicant Information [Edit application](#)
- Disclosure and Assurances

Participants (2)

- justgrants026.authorizedrep jgitsext Entity Administrator
- justgrants026.applicationssubmitter jgitsext Application Submitter

[Back](#) [Save](#) [Check for Errors](#)

# SCAAP Application Submission

Step 8

Resolve Errors

8) Follow the instructions at the top of the page to correct the error.

The screenshot displays the JUSTgrants application submission interface. At the top left is the JUSTgrants logo with the tagline 'JUSTICE GRANTS SYSTEM'. The main header shows 'Grant Package ( 00782666 )' with a 'PENDING-DRAFT' status and a due date of 'December 31, 2023 10:02:00 AM EST'. A red error message box is highlighted with a green border and a circled '8' in the left sidebar. The error message reads: 'Authorized Representative Operator ID: The Authorized Representative needs to be confirmed in the Confirm Authorized Representative link. If the Authorized Representative is not included in the dropdown box, please contact your Entity Administrator and request that they add the Authorized Rep as a user.' Below the error message is a 'Confirm Authorized Representative' section. It includes a text box explaining that every application must have a designated Authorized Representative with legal authority. Below this is a dropdown menu labeled 'Select Authorized Representative' with the following options: '(Select One)', '(Select One)', 'David Gaetani', 'justgrants026.authorizedrep jgitsext', 'justgrants026.multipleroles jgitsext' (highlighted in blue), and 'JohnElectronicBusinessPoc.Doe'. To the right of the main content is a 'Solicitation Instructions' sidebar with a checklist: 'Standard Applicant Information' (checked), 'Confirm Authorized Representative' (checked and highlighted in blue), 'Verify Legal Name and Address', 'SCAAP Applicant Information', 'Disclosure And Assurances', and 'Certify and Submit'. At the bottom, there is a progress bar with steps: 'INITIATE' (checked), 'COMPLETE AND SUB...', 'REVI...', 'BUDGET REVI...', and 'AWARDPACKAGEREA...'. A 'Back' button is visible in the bottom left, and a 'Save' button is in the bottom right.

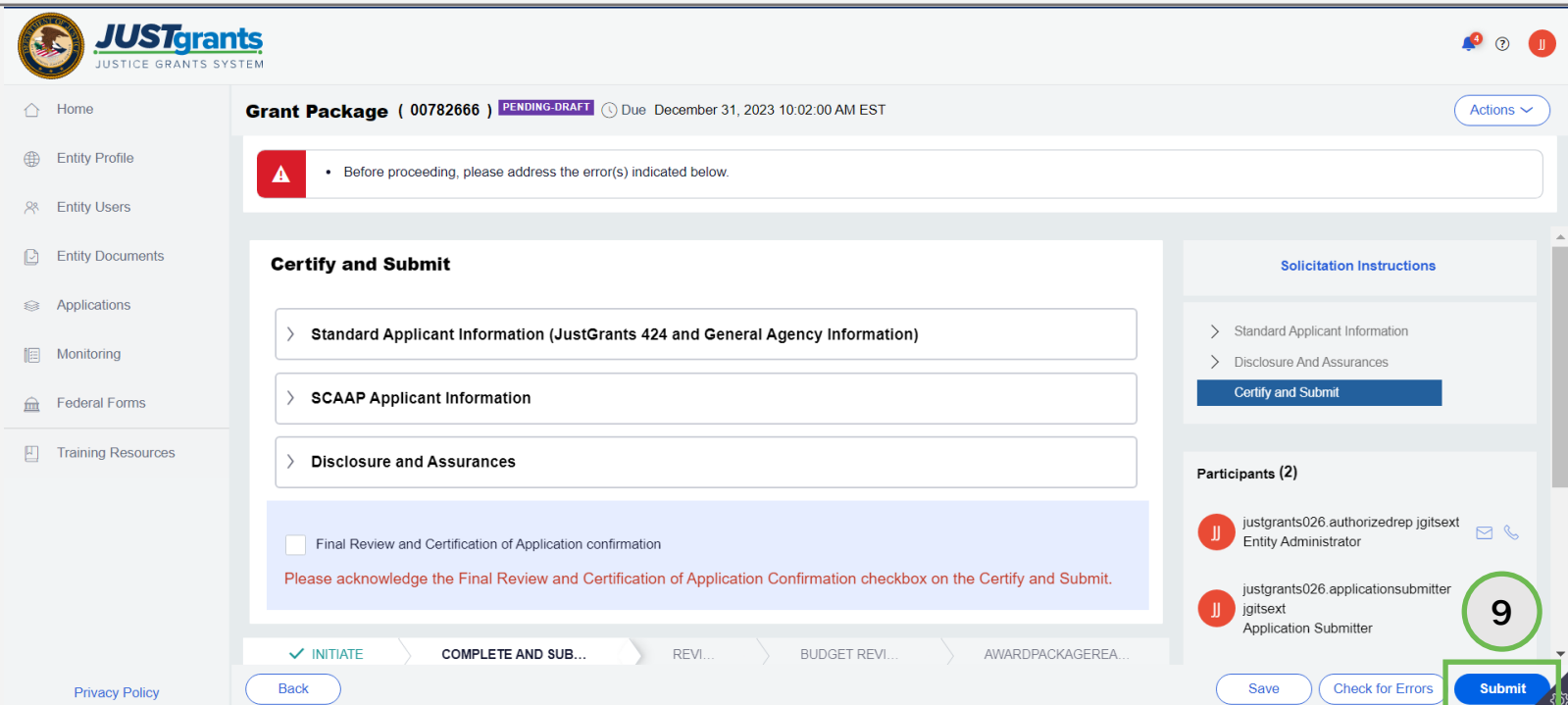
# SCAAP Application Submission

Step 9

**Submit Application**

9) Once all errors have been corrected, select the **Submit** button on the bottom right corner of the page. Upon submitting, a notification in the **bell alerts** indicates that the application has been submitted.

**NOTE:** It is recommended to print the application before submitting it, however, the AS can print an application at any time. Refer to the [Printing an Application in JustGrants](#) Quick Reference Guide (QRG) for further details.





# Assigning Contributors

# Assigning Contributors

## Step 1

Select Award

Prior to an award being accepted or declined, the EA should follow these steps to assign contributors:

- 1) Sign into JustGrants and select an award from *My Worklist* that requires the assignment of contributors (**Pending-Award External Assignees** under the **Case Status** column).

The screenshot shows the JustGrants Justice Grants System interface. The user is logged in as JohnElectronicBusinessPoc Doe. The 'My Worklist' section displays 8 results in a table. The first row is highlighted, and a green circle with the number '1' is placed over the 'Case ID' column. The 'Case Status' column for the first row is also highlighted with a green box.

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
FAW-307228	—	—	Funded Award	Pending-Award External Assignee	12/15/2021 04:09 PM
FAW-307125	—	—	Funded Award	Pending-Award External Assignee	09/16/2021 09:00 PM
FAW-307120	—	—	Funded Award	Pending-Award External Assignee	09/15/2021 12:24 PM
FAW-307116	—	—	Funded Award	Pending-Award External Assignee	09/14/2021 10:35 AM
FAW-287085	—	—	Funded Award	Pending-Award External Assignee	06/16/2021 05:14 PM
FAW-281088	—	—	Funded Award	Pending-Award External Assignee	06/16/2021 03:55 PM
FAW-285085	—	—	Funded Award	Pending-Award External Assignee	06/15/2021 05:25 PM
FAW-284087	—	—	Funded Award	Pending-Award External Assignee	06/15/2021 03:26 PM

# Assigning Contributors

## Steps 2 – 3

Missing Contributors

- 2) Review any missing contributors listed in the banner at the top of the page.
- 3) To add a contributor, open the **Select Party** field and select the role(s) to add.

**NOTE:** The textbox at the top of the page indicates **PENDING-AWARD EXTERNAL ASSIGNEE** award status which denotes one or more assigned contributor is missing.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**Funded Award**  
(15JOVW-21-GK-00227-SAS) **PENDING-AWARD EXTERNAL ASSIGNEE**  
Entity Legal Name (JGII Test Org 5) Doing Business As (JGII Test Org 25 Doing Business As)

Solicitation Title: OVV StkNotif0914e  
Project Title: This is a test  
Project Period: 1/1/22 - 2/28/23  
Managing Office: OVV  
DOJ Grant Manager: GrantManaRe-BJA jgitsint  
Grant Award Administrator: \_\_\_\_\_  
FAW Case ID: FAW-307131

Solicitation Category: \_\_\_\_\_  
Federal Award Amount \$0.00  
UEI: GGTESTUE1025  
TIN: 250000000

**Assign Contributors**

Please assign a Grant Award Administrator  
Please assign a Financial Manager

Select Party  
Select Party  
Alternate Grant Award Administrator  
Financial Manager  
Grant Award Administrator

User \*  
justgrants025@gmail.com  
Title  
Name: JohnElectronicBusinessPoc.Doe  
Phone Number: 000-000-000

GrantManaRe-BJA jgitsint GrantManager

**Case details**  
Last updated by Queue processor(pzStandardProcessor.AddMissingLi (4mo ago)  
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (10mo ago)  
DOJ Grant Manager GrantManaRe-BJA jgitsint  
Phone 111-111-4444



# Assigning Contributors

Steps 4 – 5

Assign Role

- 4) Open the drop-down menu with the list of users assigned a role and select the user who will fulfill that role on this award.
- 5) Select **OK** associated with the role.

**NOTE:** The AR must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. The EA must confirm that the individual being selected to accept or decline an award has the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.

The screenshot shows the 'Funded Award' page in the JUSTgrants system. The award ID is (15JOVW-21-GK-00221-HOMI) and its status is 'PENDING-AWARD EXTERNAL ASSIGNEE'. The entity is 'JGII Test Org25'. The page lists several roles and their assigned users:

- Grant Award Administrator:** User: justgrants025.grantawardadmin@jgitsext. An 'OK' button is highlighted with a green box and labeled '5'.
- GrantManager:** User: GrantManaRe-BJA@ojp.usdoj.stg.
- Financial Manager:** User: justgrants025.multipleroles@gmail.com.
- Authorize Representative:** User: justgrants025.multipleroles@jgitsext.

A dropdown menu for the 'Grant Award Administrator' role is open, showing a list of users. The first user, 'justgrants025.grantawardadmin@gmail.com', is highlighted with a green box and labeled '4'. The right-hand panel shows a list of participants, including 'JohnElectronicBusinessPoc Doe' (Entity Administrator), 'GrantManaRe-BJA@ojp.usdoj.stg' (GrantManager), 'justgrants025.multipleroles@jgitsext' (Authorize Representative), and 'justgrants025.applicationsubmi@jgitsext' (Application Submitter).

# Assigning Contributors

## Step 6

Submit

- 6) Once the EA has added all required contributors, select **Submit** to finalize the assignment process.

# Assigning Contributors

## Step 7

Pending Award  
Acceptance

- 7) After submitting the contributor changes, the award status in the textbox at the top of the page changes from **PENDING-EXTERNAL ASSIGNEE** to **PENDING-AWARD ACCEPTANCE**. The award is then routed to the worklist for the assigned AR.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

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

**Funded Award**  
(15JOVW-21-GK-00227-SASP) **PENDING-AWARD ACCEPTANCE** 7  
Entity Legal Name (JGII Test Org21 - Going Business As) (JGII Test Org21 - Going Business As)

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

Solicitation Title:	OVW StkNotif0914e	Solicitation Category:	
Project Title:	This is a test	Federal Award Amount	\$0.00
Project Period:	1/1/22 - 2/28/23	UEI:	GGTESTUEI025
Managing Office:	OVW	TIN:	250000000
DOJ Grant Manager:	GrantManaRe-BJA.jgitsint		
Grant Award Administrator:	justgrants025.grantawardadmin.jgitsint		
FAW Case ID	FAW-307131		

FUNDED AWARD INITIAL SET... ACT... INITIATE CLOSE... PROGRAMMATIC CLOSE... FINANCIAL CLOSE... UFMS HANDO...

**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  
> Award Conditions

**Case details**  
Last updated by JohnElectronicBusinessPoc Doe (1m ago)  
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (10mo ago)

**DOJ Grant Manager**  
GrantManaRe-BJA.jgitsint  
Phone 111-111-4444



# SCAAP Award Acceptance

# SCAAP Award Acceptance

## Step 1

Select Award

### 1) Select the award from **My Worklist**.

**NOTE:** The **Authorized Representative** has the authority to accept or decline the award on behalf of the Entity. Award Acceptance binds the organization to the award conditions contained in the Award Package. The AR has legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity that binds the organization to the award conditions. If the AR does not see an application in their worklist, it is not assigned to them.

**NOTE:** There are no post-award reporting requirements for a SCAAP award.

**NOTE:** There is no closeout requirement for SCAAP. Once the funds are drawn down in Automated Standard Application for Payments (ASAP), the award will be closed.

Welcome justgrants025.authorizedrep.jgitsext

Alerts (0)  
No data to display

My Worklist  
5 results

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
FAW-310381	---	---	Funded Award	Pending-Award Acceptance	09/19/2022 04:11 PM
FAW-284087	---	---	Funded Award	Pending-Award Acceptance	09/12/2022 04:53 PM
FAWS-43002	---	---	SupplementalAward	Pending-VerifyAuthorizeRep	08/20/2021 12:40 PM
FAWS-43001	---	---	SupplementalAward	Pending-VerifyAuthorizeRep	07/18/2021 01:17 AM
FAWS-42001	---	---	SupplementalAward	Pending-VerifyAuthorizeRep	08/27/2021 07:08 PM

1

# SCAAP Award Acceptance

## Step 2

Award  
Acceptance

- 2) To accept the award, the AR must expand all sections of the award package and certify via check boxes. The AR's title, contact information, the date, and time automatically populate the acceptance tab.

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

**Funded Award**  
(15PBJA-22-RR-00682-SCAA) **PENDING-AWARD ACCEPTANCE**  
Entity Legal Name (JGill Test Org25) Doing Business As: (JGill Test Org25 Doing Business As)

- > Award Letter
- > Award Information
- > Award Conditions
- > SCAAP Certifications
- > SCAAP Use of Funds
- ▼ Award Acceptance

Declaration and Certification to the U.S. Department of Justice

By checking the declaration and certification, you are certifying 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.

A. Declare to the U.S. Department of Justice that you are the authorized representative of the applicant and certify on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, 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.

Title of Approving Official	Name of Approving Official	Signed Date And Time
Acting Assistant Attorney General	AgencySigOAG jgitsint	9/13/22 2:58 PM

Authorized Representative

Declaration and Certification

**Case Details**  
Last updated by Mainul Islam (16h ago)  
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (6d ago)

**DOJ Grant Manager**  
GrantManaRe-BJA jgitsint  
Phone 111-111-1111  
Email GrantManaRe-BJA@ojp.usdoj.stg

**Participants (7)**

- justgrants025.grantawardadmin jgitsint Grant Award Administrator
- JohnElectronicBusinessPoo Doe JD Entity Administrator
- GrantManaRe-BJA jgitsint Grant Manager
- justgrants025.financialmanager jgitsint Financial Manager
- justgrants025.authorizedrep jgitsint Authorize Representative

# SCAAP Award Acceptance

Steps 3 – 5

Select Accept

- 3) Once all acceptance boxes in each tab have been selected, select **Accept** to proceed. After accepting, the system will display a banner indicating the award has been accepted.
- 4) If an organization wishes to decline an award, select **Decline** to proceed. A mandatory explanation box appears.
- 5) Type the reason for declining and select **Submit**.

**NOTE:** If a user fails to complete a section, **Accept** will not function.

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**Funded Award**  
(15PBJA-22-RR-00682-SCAA) **PENDING-AWARD ACCEPTANCE**

Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)  
(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.

Title of Approving Official	Name of Approving Official	Signed Date And Time
Acting Assistant Attorney General	AgencySigOAG jgitsint	9/13/22 2:58 PM

**Authorized Representative**

Declaration and Certification

**Entity Acceptance**

Title of Authorized Entity Official	Director IT
Name of Authorized Entity Official	justgrants025.authorizedrep.jgitsext
Signed Date And Time	9/20/2022 8:28 AM

Cancel

Decline Accept

The background is a solid dark blue. On the left side, there is a thin vertical light blue line. A large, downward-pointing chevron shape is formed by two light blue lines with a fine halftone dot pattern, meeting at a point in the lower center of the page.

# SCAAP Award Closeout



# SCAAP Award Closeout Overview

The SCAAP Closeout process is managed automatically in **JustGrants**.

Once the award has been accepted and all funds have been drawn down, leaving the ASAP account at zero dollars, JustGrants automatically moves the award into **Pending-SCAAP Closeout** status.

If a SCAAP drawdown fails, the award status will change to **Pending-SCAAP Payment fail**.

In the rare instances that a SCAAP award has not drawn down all the funding and it is one day after the project period end date, the closeout will appear in the **Grant Award Administrator** worklist. Once the grantee draws down all the funding, the award will move to the automated closeout process from the **Grant Award Administrator** worklist.

After 31 days, the award is fully closed.

**NOTE:** JustGrants runs a daily automatic process to check for SCAAP awards that satisfy the conditions above. All SCAAP awards that satisfy these conditions are moved to **Pending-SCAAP Closeout** status for a waiting period of 30 days. If the award still satisfies these conditions after the 30-day waiting period, the award is moved to **UFMS Closeout**.

# Available Funding Balance

Verify Closeout

To verify that a SCAAP award is ready to be closed out, open the **Funding Balance and Availability** section of the funded award. JustGrants will automatically close out a SCAAP award when:

- **ASAP Account Status** is Open;
- **ASAP Account Balance** is \$0.00;
- **Total Hold Amount** is \$0.00;
- **Drawdown Total** equals the **Federal Award Amount** (in the Funded Award Header).

## 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)    Closeout

Award Number / ASAP Account ID  
15PBJA-23-RR-03266-SCAA

ASAP Account Balance  
\$0.00

ROID  
0642393

Legal Name  
JGII Test Org25

UEI  
QPN9Y8JGZ9PZ

Project Period Start  
01-Jan-2022

Project Period End  
31-Dec-2023

Federal Award Amount  
\$100.00

### Funding Source Information

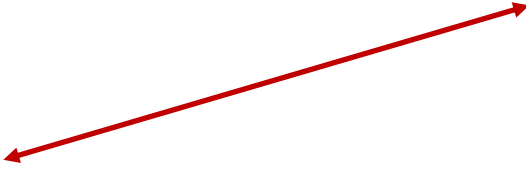
ASAP Account Status  
Open

Last Updated Date  
09/05/2023 05:18 PM

Total Hold Amount  
\$0.00

Drawdown Total  
\$100.00

Status of Award  
—



Application Number	Supplement Number	Advance Funding										
GRANT00799797	00	SCAAP										
Line Number	Accounting Template Name	BBFY	EBFY	Fund	Org Level 2	Org Level 4	Program Code	Project Code	SOC	SSOC	Activity Code	Amount
1	FY23_SCAAP	2023	0	STLOCXDIRA	GOJPBJA	GOJP8000	GOJPSCAAP		41002	4160		\$100.00

# Failed SCAAP Drawdown

Pending-SCAAP  
Payment Fail

- 1) If a SCAAP drawdown fails, the award status will change to **Pending-SCAAP Payment Fail**.
- 2) If a SCAAP award has not drawn down all the funding and it is one day after the project period end date, the closeout will appear in the **Grant Award Administrator** worklist.
- 3) Once the grantee draws down all the funding, the award will move to the automated closeout process from the **Grant Award Administrator** worklist.

**Closeout**  
(15PBJA-22-RR-03095-SCAAP) **PENDING-SCAAP PAYMENT FAIL**  
Entity Legal Name (JGII Test Org24) Doing Business As: (JGII Test Org24)

**ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.**

Solicitation Title:	BJA FY 2022 State Criminal Alien Assistance Program	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount:	\$110.00
Project Period:	10/1/22 - 9/30/23	Program Office:	BJA
Managing Office:	OJP	UEI:	8MESFUBWMGKJ
DOJ Grant Manager:	GrantManaReBJA.jgitsint	TIN:	240000000
Grant Award Administrator:	justgrants024.grantawardadmin.jgitsint		
FAW Case ID:	FAW-313394		

**NOTE:** If the funds are not going to be drawdown, the closeout must be submitted to the DOJ Grant Manager. If the funds are not drawdown by 120 days after the end date, the award will automatically move to DOJ for closeout.

ASAP Payment Fail Closeout (ASAP Payment Fail)

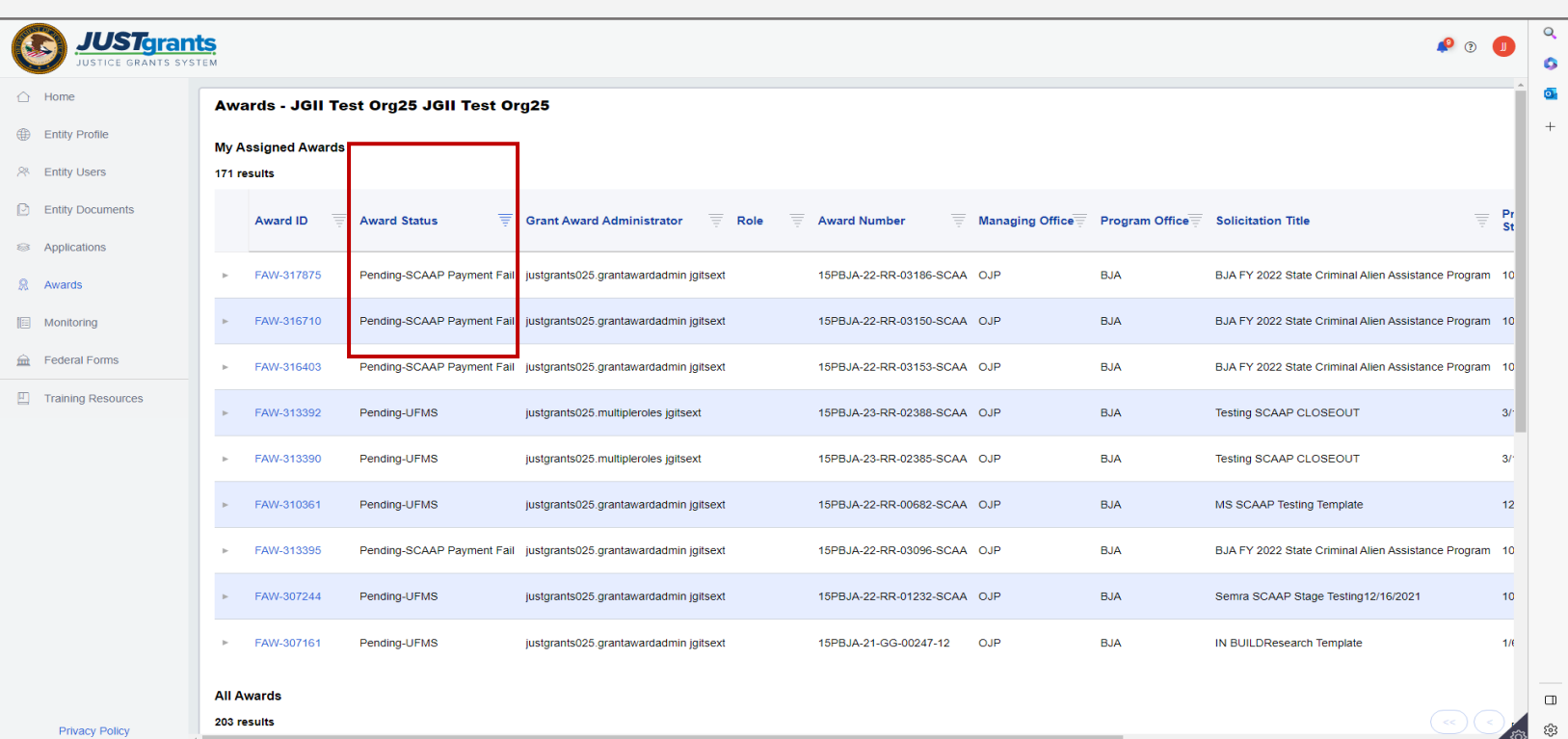
- Award Condition Modification (HoldRouteASAPAccount-30097)
- Fix Correspondence (Administrator)
- Fix Correspondence (Administrator)
- Monitoring (M-123141)
- Monitoring (M-123140)

DOJ Grant Manager  
GrantManaReBJA.jgitsint

# Regular Closeout Process

Pending-SCAAP  
Payment Fail

- 1) If a SCAAP award has not drawn down **ALL** the funding and it is one day after the project period end date, the closeout will appear in the **Grant Award Administrator** worklist under the **Award Status** column.
- 2) Once the grantee draws down all the funding, the award will move to the automated closeout process from the **Grant Award Administrator** worklist.
- 3) If the grantee does not want to drawdown all the funds, the **Grant Award Administrator** can submit the closeout directly to the **Grant Manager**. Closeouts not submitted within 120 days will be automatically moved to DOJ for processing.



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**Awards - JGII Test Org25 JGII Test Org25**

My Assigned Awards  
171 results

Award ID	Award Status	Grant Award Administrator	Role	Award Number	Managing Office	Program Office	Solicitation Title	Pr St
FAW-317875	Pending-SCAAP Payment Fail	justgrants025.grantawardadmin.jgitsext		15PBJA-22-RR-03186-SCAA	OJP	BJA	BJA FY 2022 State Criminal Alien Assistance Program	10
FAW-316710	Pending-SCAAP Payment Fail	justgrants025.grantawardadmin.jgitsext		15PBJA-22-RR-03150-SCAA	OJP	BJA	BJA FY 2022 State Criminal Alien Assistance Program	10
FAW-316403	Pending-SCAAP Payment Fail	justgrants025.grantawardadmin.jgitsext		15PBJA-22-RR-03153-SCAA	OJP	BJA	BJA FY 2022 State Criminal Alien Assistance Program	10
FAW-313392	Pending-UFMS	justgrants025.multipieroles.jgitsext		15PBJA-23-RR-02388-SCAA	OJP	BJA	Testing SCAAP CLOSEOUT	3/
FAW-313390	Pending-UFMS	justgrants025.multipieroles.jgitsext		15PBJA-23-RR-02385-SCAA	OJP	BJA	Testing SCAAP CLOSEOUT	3/
FAW-310361	Pending-UFMS	justgrants025.grantawardadmin.jgitsext		15PBJA-22-RR-00682-SCAA	OJP	BJA	MS SCAAP Testing Template	12
FAW-313395	Pending-SCAAP Payment Fail	justgrants025.grantawardadmin.jgitsext		15PBJA-22-RR-03096-SCAA	OJP	BJA	BJA FY 2022 State Criminal Alien Assistance Program	10
FAW-307244	Pending-UFMS	justgrants025.grantawardadmin.jgitsext		15PBJA-22-RR-01232-SCAA	OJP	BJA	Semira SCAAP Stage Testing 12/16/2021	10
FAW-307161	Pending-UFMS	justgrants025.grantawardadmin.jgitsext		15PBJA-21-GG-00247-12	OJP	BJA	IN BUILDResearch Template	1/

All Awards  
203 results



# Appendix



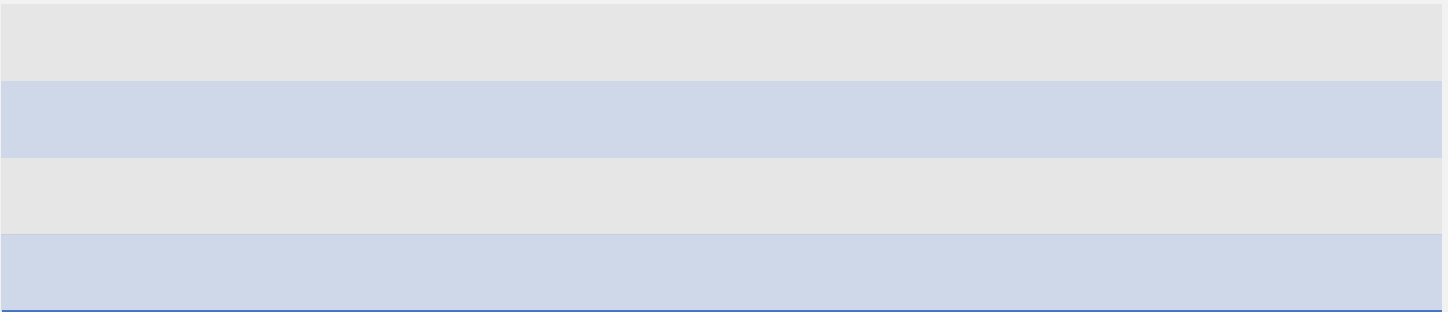
# Award Attachments

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# Award Attachments

*Entity Administrators and Authorized Representatives can attach these items to awards*

Attach the following items as required to award deliverables for DOJ review.





# Prefixes

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# Record Type Prefixes

The following case number prefixes are used in JustGrants.

Case	Case Number Prefix
Application	A-
ASAP Authorization	AA-
Annual Programmatic Review*	APDR-
Award Package	AW-
Funding Approval	FA-
Funded Award	FAW-
Funded Supplemental Award	FAWS-
Federal Financial Report	FFR-
Grant Award Modification	GAM-
Monitoring	M-
Performance Report	PR-
Solicitation Initiation	SI-
Solicitation Template	ST-
UFMS Obligation	UO-



# Justice Grants Terminology

# Justice Grants Terminology (A - C)

## Annual Programmatic Desk Review

The Annual Programmatic Desk Review (APDR) is conducted on all Funded Awards and consists of seven questions that grantees must answer. APDRs take place within the Funded Award in JustGrants.

## Award Conditions

In the legacy system, this was referred to as “Special Conditions”.

## Case ID

The Case ID is the unique identifier for every type of record in JustGrants. For example, the Case ID for an application is the Application number. For a Funded Award, the Case ID is the Award Number. Each type of record has a Case ID.

## Case Status

The status is the type of record that is displayed. The status list displayed is determined by the type of case associated with it.

## Category

Documents uploaded to the Entity Documents repository are categorized:

- Disclosure of Process Related to Executive Compensation;
- Budget Financial Management Questionnaire;
- Budget Indirect Cost Rate Agreement;
- File;
- Legacy Attachments;
- Proof of 501 © Status (Nonprofit Organization Only).

# Justice Grants Terminology (F - G)

## Financial Manager

The Financial Manager is a grantee role responsible for submitting federal financial reports (FFRs), processing financial Grant Award Modifications (GAMs), and initiating closeout.

## Funded Award

A funded award is an award that has been approved for fund disbursement to a grantee and has been accepted by that grantee.

## Grant Award Administrator

This is the grantee role that manages many aspects of the grant. This role allows a grantee to view and submit performance reports, initiate Grant Award Modifications (GAMs), review and respond to monitoring issues as applicable, upload documents, and view award, application, and solicitation information.

## Grant Award Modification (GAM)

A request for a modification to a key element to a funded award. Most GAMs can be initiated by a grantee but must be approved by DOJ personnel. GAMs can be created to extend the project period, updated the project scope, modify programmatic costs, reduce the budget amount, modify the budget, or modify the sole source.

# Justice Grants Terminology (P - S)

## Program Office

Within the Office of Justice Programs (OJP), there are several Program Offices:

- Bureau of Justice Assistance (BJA);
- Bureau of Justice Statistics (BJS);
- National Institute of Justice (NIJ);
- Office of Juvenile Justice and Delinquency Prevention (OJJDP);
- Office for Victims of Crime (OVC);
- Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART).

## Role Names

Roles determine the access a user is granted in the system. Users may be granted multiple roles in JustGrants, depending on the tasks they perform.

## Survey Repository

A library of questions, question pages, and question sets that make up questionnaires that are included in solicitations. The answers applicants supply in these questionnaires provides the basis for performance reporting in funded awards.

# Justice Grants Terminology (U)

## UEI

A Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government.

## Urgency

The number of days until or since the due date of the case, whether it is an application, a grant package, an award, a federal financial report, a performance report, or other items in JustGrants.

December 2023

Version 2.1



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