State Criminal Alien Assistance Program (SCAAPP) 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.

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:**
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* 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.
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

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.
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.
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.
Handling Duplicate Submissions
Duplicate Submissions

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.
Duplicate Submissions (cont.)

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
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

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.
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.
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.
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.
SCAAP Applicant Information
Complete the SCAAP Applicant Information Section
Steps 1 – 3

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**.
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.
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

- 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.

<table>
<thead>
<tr>
<th>Details</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted Inmate Records</td>
<td>75</td>
</tr>
<tr>
<td>Rejected Inmate Records</td>
<td>1019728</td>
</tr>
<tr>
<td>Total Inmates</td>
<td>1019803</td>
</tr>
<tr>
<td>Total Inmates Saved</td>
<td>75</td>
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</table>

### Required Information on "Eligible Inmates"

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
<th>Comment</th>
<th>Uploaded By</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A Inmate Records1 FINAL.txt</td>
<td>SCAAP Inmate File</td>
<td>Appendix A Inmate Records1 FINAL</td>
<td>Leticia Vizcaino</td>
<td>5/13/22 3:33 PM</td>
</tr>
</tbody>
</table>
Complete the SCAAP Applicant Information Section

Step 6

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”.
Complete the SCAAP Applicant Information Section
Steps 7 – 10

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.
Complete the SCAAP Applicant Information Section
Steps 11 – 16

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.
Complete the SCAAP Applicant Information Section

Steps 17 – 23

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.
Disclosures and Assurances
Disclosures and Assurances

Steps 1 – 2

1) Open the **Disclosures and Assurances** menu option.

2) Select the **SCAAP Applicant Government and Submitting Government Official** menu option.
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.
Disclosures and Assurances
Steps 5 – 6

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.
7) Select the **Acknowledgement** check box.

8) Select **Continue** on the bottom right corner of the screen to open the **Certify** and **Submit** section.
SCAAP Application Submission
SCAAP Application Submission

Steps 1 – 2

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

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).
Assigning Contributors

Steps 2 – 3

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.
Assigning Contributors
Steps 4 – 5

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.
Assigning Contributors

Step 6

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

Step 7

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.
SCAAP Award Acceptance
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.
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.
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.
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.
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).
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.

**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.
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.
Appendix
Award Attachments
Attach the following items as required to award deliverables for DOJ review.
Prefixes
## Record Type Prefixes

*The following case number prefixes are used in JustGrants.*

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