Assign Contributors
The Entity Administrator must assign key users to an application prior to accepting.

Accept a SCAAP Award
This section explains the process to accept a SCAAP award.

Appendix
Allowable award attachments and frequently used record type prefixes.

Terminology
Definitions of frequently used terms.
Welcome
Welcome to JustGrants!

JustGrants is the Department of Justice’s (DOJ) web-based, streamlined grants management software.

JustGrants provides applicants and grantees tremendous transparency and an improved user experience throughout the entire grants management process. JustGrants offers applicants and grantees:

• Efficient processes that allow for tracking progress and entering data directly;

• Improved data accuracy and access to that data via data validation and reporting tools;

• Organizational profiles with increased visibility for applicants and grantee organizations into grants and applications across DOJ;

• Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and manual data entry; and

• Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.

JustGrants is the tool for all grants management work.

This software is a living product that evolves and improves over time. DOJ continues to enhance the software’s functionality and expands its benefits for all users.
Overview (Continued)

This Job Aid Reference Guide (JARG) helps users navigate the software and move through the JustGrants grants management functions, including:

- Feature overviews;
- Step-by-step instructions;
- Infographics;
- Glossary terms; and
- New feature summaries.

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants Training & Resources page.

**IMPORTANT**

In JustGrants, be aware:

- The system **does not** “auto save” the user’s work.
- A warning message appears after 10 minutes of inactivity (per security requirements).
- The user will be automatically logged out after 15 minutes of inactivity (per security requirements).
- **Unsaved work will not be saved** at logout.
SCAAP Application Submission Overview
Welcome to Application Submission. This is just the beginning of the journey.

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

Applicants have two application submission deadlines:

🌟 One deadline for Grants.gov
🌟 One deadline for JustGrants

JustGrants provides a streamlined pathway for applicant submission information. Aside from the SF-424 form, which is completed in Grants.gov, most of the application is entered in JustGrants. Entity information is populated based upon entries made in SAM.gov and used in Grants.gov.

The mandatory SF-424 data fields must be fully completed in Grants.gov to complete part one of the two-step application process.

The submission of preliminary estimations or responses in Grants.gov is acceptable.
Data transferred to JustGrants from SF-424 can be edited in JustGrants during part two of DOJ’s application process. However, there are two exceptions to the edits:

- **Entity identifiers:** Can only be changed directly in SAM.gov.
- **Contact information:** The two contacts (Authorized Representative and ApplicationSubmitter) listed in the SF-424 on Grants.gov are imported into JustGrants. Any information related to these two contacts that needs revising must be made by the organization’s Entity Administrator (EA) in the DIAMD secure user management system.

Printing

Printing the application before it is submitted is recommended. Note that the ApplicationSubmitter (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.
Overview: Application Submitter

Application Submitter 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.

Begin by locating an application.
State Criminal Alien Assistance Program (SCAAP) Overview

OJP’s 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 12-month reporting period.

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 who 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 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
Steps 1 – 2: Locate an Application

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

2) Select the **Case ID** link on the left to open a list of submitted applications for the user’s entity.

**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.

**NOTE:** In the Applications screen, search for a **Grant Package** instead of an application.
3) Select the application to open.
   - The Application opens in edit mode when opened from the Application Submitter’s worklist.
   - If the Application is opened from the Applications menu, select the Begin link of the Standard Application Screen Flow Display to edit the data fields in the application.
Duplicate Submissions

JustGrants allows *multiple* applications from a single Unique Entity Identifiers (UEI) under a single solicitation. When additional applications are submitted, a list of potential duplicates is displayed upon opening the application. The duplicates are displayed because they are applications from the same UEI responding to the same solicitation.

View the solicitation, application number, project title, and submitter name to determine if these are duplicates or if they should proceed as unique applications. Click a case ID to see if the applications are the same or different based on title.

This process prevents the possibility that duplicate applications are being presented. Verify the information on the “Potential Duplicates” screen. However, it is unlikely that an entity would process multiple SCAAP applications.
Steps 4 – 6: Locate an Application: Navigating

Navigating Solicitation

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

4) Navigate through the application using the menu navigation links on the right or the **Continue** button on the bottom right.

5) Save edits to the application by selecting the **Save** button on the bottom right.

6) To leave the application without saving changes, select the **Cancel** button on the bottom left. The **Cancel** button returns the user to the worklist without saving any changes.
Edit a SCAAP Application
Step 1: Edit an Application

**Application Submitter**

**NOTE:** The following fields are automatically populated based on information entered by the applicant in Grants.gov:

- Project Title
- Proposed Project Start Date
- Proposed Project End Date
- Federal Estimated Funding (Federal Share)
- Applicant Estimated Funding (Non-Federal Share)
- Program Income Estimated Funding
- Total Estimated Funding

1) Select the **Standard Applicant Information** section. This data is populated from SAM.gov and Grants.gov once the application has been submitted using Grants.gov.

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

**NOTE:** If a field is edited in JustGrants, returning to Grants.gov to update the information is not necessary.
Steps 2 - 3: Edit an Application

2) Create up to 10 entries in the **Areas Affected by Project (Cities, Counties, States, etc.)** field.

3) Select **Confirm Authorized Representative** from the navigation menu.

**NOTE:** The **Areas Affected by Project (Cities, Counties, States, etc.)** field should describe as closely as possible the geographical area affected by the project. Enter Zip Codes, Counties, Parishes, Congressional Districts, States, or other areas.
Steps 4 - 6: Edit an Application

4) Select the **Authorized Representative** from the dropdown menu.

5) Select **Confirm**.

6) Select **Verify Legal Name and Address** from the navigation menu.

**NOTE:** The **Authorized Representative** MUST be someone from the entity that is legally authorized to enter into a binding agreement with the DOJ.

The EA must invite the Authorized Representative to register in JustGrants, and the Authorized Representative must both register AND log in to JustGrants to appear in the dropdown menu.
Steps 7 - 9: Edit an Application

Application Submitter

7) Scroll to the bottom of the **Verify Legal Name and Address** screen.

8) Select the **I confirm this is the correct entity** check box. This is a required entry and confirms that the information displayed in the **Verify Legal Name and Address** section is accurate.

9) Select the **SCAAP Applicant Information** section from the navigation menu.

**NOTE:** The information in this section of the application is passed from SAM.gov to JustGrants. If there are discrepancies in this information, the information must be corrected in SAM.gov. Allow 24 hours for any changes made in SAM.gov to be reflected in JustGrants.
SCAAP Applicant Information
Steps 1 - 4: Complete the SCAAP Applicant Information Section

1) Navigate to the **SCAAP Application Information** section.
2) Navigate to the **Upload Inmate File** button. 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.
3) Locate the **Inmate File** on the user’s workstation or shared drive.
4) Attach the **Inmate File**.
Step 5: Complete the SCAAP Applicant Information Section

5) (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.

       a) Select the Upload Inmate File button. The inmate file must be a .txt file.

       b) Locate the Inmate File on the user’s workstation or shared drive.

       c) Attach the Inmate File.
Step 6: Complete the SCAAP Applicant Information Section

Application Submitter

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>
</tr>
</tbody>
</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 Vizcaíno</td>
<td>5/13/22 3:33 PM</td>
</tr>
</tbody>
</table>

6) (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.**
7) 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:** Please see the corresponding SCAAP solicitation for the definition of “correctional officer”.

Steps 8 - 11: Complete the SCAAP Applicant Information Section

Application Submitter

8) Enter the total number of full-time “Correctional officers” employed by the applicant government during the reporting period. This is a required field.

9) Enter the TOTAL number of reported full and part-time correctional officers employed by the applicant government during the reporting period.

10) 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.

11) 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.
Steps 12 - 17: Complete the SCAAP Applicant Information Section

12) Enter the sum of lines 1 through 4: “correctional officer” FTEs (during reporting period).

13) Enter the actual salary expenditure for “correctional officers” during the reporting period. This is a required field.

14) Select the **Attach** button to upload the “Correctional Officer” salary expenditure details (for the reporting period). This is a required field.

15) Locate the file on the workstation or shared drive.

16) Select **Open**.

17) Select **Attach**.

**NOTE:** Commas are not valid characters when entering currency values. JustGrants accepts only numeric entries.
Step 18 - 23: Complete the SCAAP Applicant Information Section

18) In the **Facilities Information** section, enter the “Maximum Bed Count” for the reporting period. This is a required field.

19) Enter the “Total all inmate days” for the reporting period. This is a required field.

20) Select the **Attach** button to upload the “All inmate days, by reporting day” detail (for the reporting period) file.

21) Locate the file on the user’s workstation or shared drive.

22) Select **Open**.

23) Select **Attach**.
Submit the SCAAP Application
Steps 1 - 2: Submit the SCAAP Application

Application Submitter

1) Select the **Disclosures and Assurances** section.

2) Open the **SCAAP Applicant Government and Submitting Government Official** menu option.
Steps 3 - 4: Submit the SCAAP Application

3) Select the acknowledgement check box.

4) Open the SCAAP Information on “Eligible Inmates” menu option.
Steps 5 - 6: Submit the SCAAP Application

Application Submitter

5) Select the acknowledgement check box.

6) Open the SCAAP Information on “Correctional Officers” and “Facilities” menu option.
Steps 7 - 8: Submit the SCAAP Application

7) Select the Acknowledgement check box.

8) Select Certify and Submit.
9) Review the application by selecting the carets to open each section.
10) Items marked with a red asterisk are required components. The application will not be submitted until the section is complete or an attachment is included.

11) Select the Final Review and Certification of Application check box.

12) Select the Submit button on the bottom right.

NOTE: The Status becomes Submitted. JustGrants will validate that all required items have been submitted and all certifications have been submitted.

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.
Assign Contributors
Step 1: Assigning Contributors

Prior to an Award being accepted or declined, the Entity Administrator should follow these steps to assign contributors:

1) Sign into JustGrants and select an award from **My Worklist** that requires contributors be assigned (**Pending-Award External Assignees** under the **Case Status** column).
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.
Steps 4 – 5: Assigning Contributors

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

5) Select the OK button associated with the role.
Step 6: Assigning Contributors

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

AWARD ACCEPTANCE

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 Authorized Representative (AR).

**NOTE:** The AR assigned to an award has the authority to accept the award on behalf of the organization. The Entity Administrator must confirm the individual assigned as AR has the proper authority.
Accept a SCAAP Award
Step 1: Accept a SCAAP Award

Authorized Representative

1) Select the award from My Worklist.

NOTE: The AR has legal authority to enter into agreements with the federal government and bind the organization to the award’s 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 ASAP, the award will be closed.
Step 2: Accept a SCAAP Award

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, and 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 the **Decline** button to proceed. A mandatory explanation box appears.

5) Type the reason for declining and select the **Submit** button.

**NOTE:** If a user fails to complete a section, the **Accept** button will not function.
Appendix
Attach the following items as required to award deliverables for DOJ review.

- Attachments
  - SCAAP Eligible Inmate File
  - SCAAP Total Inmate Days Report
  - SCAAP Total Corrections Officer Salary Report
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>

*Desk Review
JustGrants Terminology

The arrival of JustGrants brings some new words and phrases the user needs to know.

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.
JustGrants Terminology

The arrival of JustGrants brings some new words and phrases the user needs to know.

C–F

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)

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.
JustGrants Terminology

The arrival of JustGrants brings some new words and phrases the user needs to know.

G–R

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.

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)
JustGrants Terminology

The arrival of JustGrants brings some new words and phrases the user needs to know.

S–U

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 provide the basis for performance reporting in funded awards.

UEI
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.