



Grant Award Acceptance

Job Aid Reference Guide



JUSTgrants JUSTICE GRANTS SYSTEM

Performance Management Repository

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	Additional Attachments	File upload	08/02/2024	Performance Management
	Employee Court - Adversarial F-1 alone	Text box	07/02/2024	Justin Repetto (change)
	Employee Court - Adversarial F-1 alone Contract	Text box	07/02/2024	Justin Repetto (change)
	Employee Court - Adversarial F-1 alone Part one	Text box	07/02/2024	Justin Repetto (change)
	Employee Court - Adversarial Part one Contract	Text box	07/02/2024	Justin Repetto (change)
	Employee Court - Adversarial F-1 alone	Text box	07/02/2024	Justin Repetto (change)
	Employee Court - Adversarial F-1 alone Contract	Text box	07/02/2024	Justin Repetto (change)
	Employee Court - Adversarial Part one	Text box	07/02/2024	Justin Repetto (change)
	Employee Court - Adversarial Part one Contract	Text box	07/02/2024	Justin Repetto (change)
	Employee Court - Lay Adversarial F-1 alone	Text box	07/02/2024	Justin Repetto (change)

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Introduction and Overview

How to Use this Guide

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

- Assign Contributors
- Accept or Decline Funded Awards
- Accept or Decline Supplemental Funded Awards
- Print Award Packages

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

Linked Content

This JARG utilizes a chapter linked Table of Contents. In addition, a link has been included on each page to help the user quickly return to the Table of Contents.



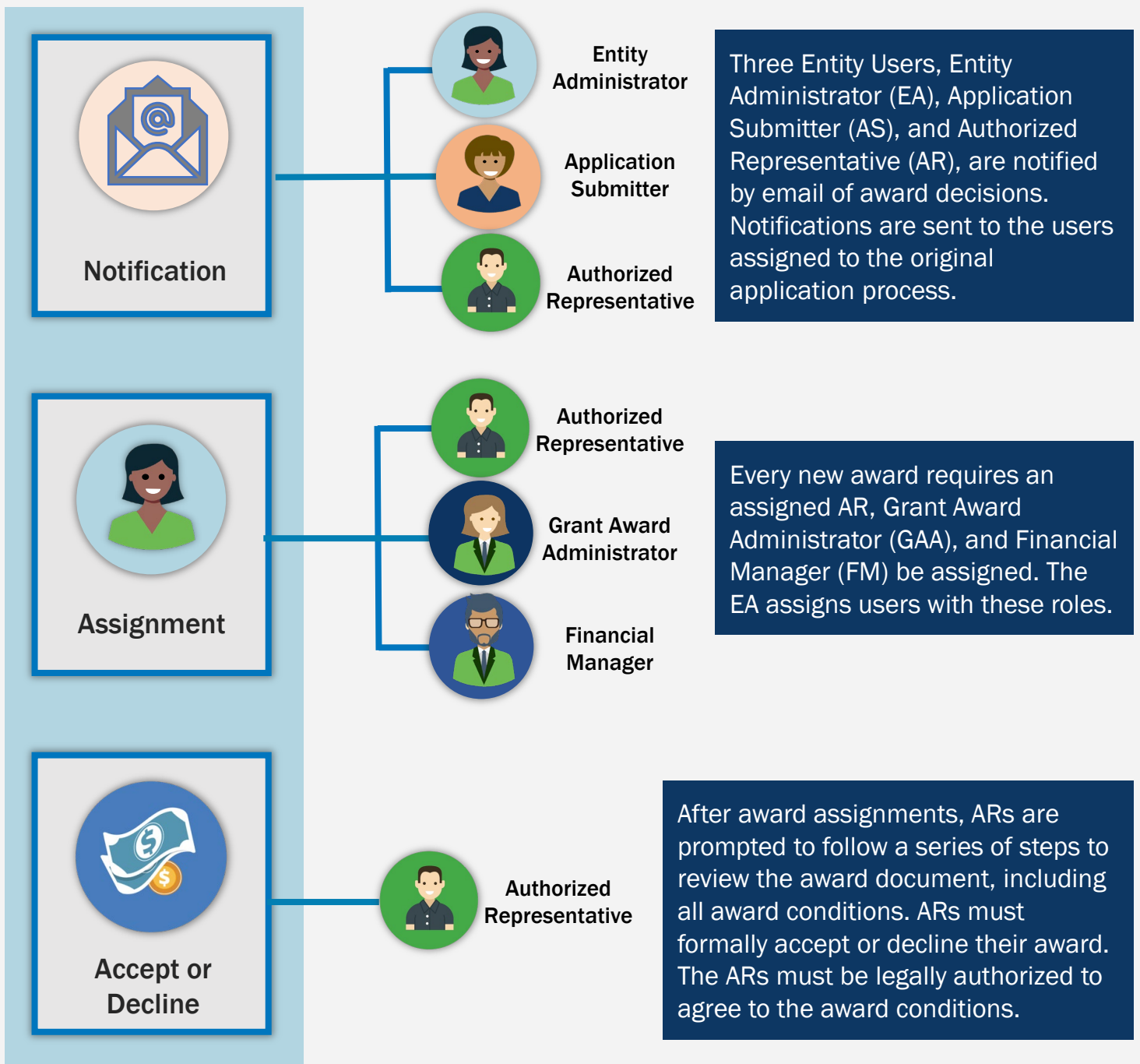
The **Home** icon is located at the bottom of the page.

IMPORTANT

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

Award Acceptance Overview

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



Award Acceptance Key Takeaways

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

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

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

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

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

Award Acceptance Key Takeaways (COPS Office Award)

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

For **Law Enforcement** agencies, the authorized official is the top Law Enforcement Executive (e.g., chief of police, sheriff, or equivalent) and the top government executive (e.g., mayor, board chairman, or equivalent). The Law Enforcement Executive must be assigned the AR 1 role, and the top government executive must be assigned the AR 2 role.

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

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

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

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

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



New Award



Assign Missing Contributors (Entity Administrator)

Assign Missing Contributors (Entity Administrator)

Step 1

Select Award

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

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

The screenshot shows the JustGrants system interface. The user is logged in as JohnElectronicBusinessPoc Doe. The 'My Worklist' section displays 192 results in a table. The first row is highlighted, and the 'Case ID' and 'Case Status' columns are circled in green. A '1' in a circle is placed next to the Case ID 'FAW-341277'. The table columns are Case ID, Date Due, Case Type, Case Status, and Last Updated.

Case ID	Date Due	Case Type	Case Status	Last Updated
FAW-341277	---	Funded Award	Pending-Award External Assignee	03/26/2024 09:04 AM
FAW-341037	---	Funded Award	Pending-Award External Assignee	03/21/2024 11:39 AM
FAW-341035	---	Funded Award	Pending-Award External Assignee	03/21/2024 10:51 AM
FAW-339348	---	Funded Award	Pending-Award External Assignee	03/06/2024 10:22 AM
FAW-338844	---	Funded Award	Pending-Award External Assignee	02/28/2024 02:11 PM
FAW-338840	---	Funded Award	Pending-Award External Assignee	02/28/2024 10:33 AM
FAW-337098	---	Funded Award	Pending-Award External Assignee	02/06/2024 12:43 PM
FAW-336634	---	Funded Award	Pending-Award External Assignee	01/22/2024 04:33 PM
FAW-336448	---	Funded Award	Pending-Award External Assignee	01/19/2024 09:00 PM
FAW-333147	---	Funded Award	Pending-Award External Assignee	12/07/2023 12:12 PM
FAW-329628	---	Funded Award	Pending-Award External Assignee	10/18/2023 08:48 AM
FAW-318340	---	Funded Award	Pending-Award External Assignee	08/23/2023 02:38 PM

Assign Missing Contributors (Entity Administrator)

Steps 3 - 4

Add Contributors

- 3) Review any missing contributors listed in the banner.
- 4) To add a contributor, open the **Select Party** dropdown menu and select the role(s) to add.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
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Federal Forms

Funded Award
(15JOVW-22-GK-03445-STOP) **PENDING-AWARD EXTERNAL ASSIGNEE**
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Solicitation Title: FY22 OVW Solicitation
Project Title: CHAN STAGE 3.25.24
Project Period: 10/1/22 - 12/31/24
Managing Office: OVW
DOJ Grant Manager: GrantManaReOVW jgitsint
Grant Award Administrator:—
FAW Case ID: FAW-341277

Solicitation Category: N/A
Federal Award Amount \$1,000.00
UEI: RKV2V7M6FJ03
TIN: 260000000

Assign Contributors

Please assign a Grant Award Administrator
Please assign a Financial Manager

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

User*
justgrants026@gmail.com

Title
JohnElectronicBusinessPoc Doe
Phone Number
1231231234

GrantManager OK

Case details
Last updated by
Pega Email Bot (2d ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(2d ago)

DOJ Grant Manager
GrantManaReOVW jgitsint

Phone
999-000-1111

Email
GrantManaReOVW@ojo.doj.stg

Participants (4)

Assign Missing Contributors (Entity Administrator)

Steps 5 – 7

Add Contributors

- 5) Select the user from the list of assigned user in the dropdown menu who will fulfill that role on this award.
- 6) Select **OK** associated with the role. **NOTE:** a confirmation window will appear when **OK** is selected for the AR role asking to confirm the user meets requirements to carry out the role.
- 7) Select the **trash can** icon to remove a user from award.

Assign Missing Contributors (Entity Administrator)

Step 8

Submit

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

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

The screenshot shows the JUSTgrants Justice Grants System interface. The main content area displays the 'Funded Award' page for award (15)JOVW-22-GK-03445-STOP, which is in a 'PENDING-AWARD EXTERNAL ASSIGNEE' status. The awarded entity is 'New JustGrants Test Stage Org26'. Two contributors are listed:

- justgrants026.altgrantawardadmin jgitsext** (Alternate Grant Award Administrator):
 - User: justgrants026.altgrantawardadmin@gmail.com
 - Name: justgrants026.altgrantawardadmin jgitsext
 - Phone Number: 202-382-3889
- justgrants026.applicationssubmitter jgitsext** (Application Submitter):
 - User: justgrants026.applicationssubmitter@gmail.com
 - Name: justgrants026.applicationssubmitter jgitsext
 - Phone Number: 1231231234

At the bottom of the contributor list, there are three buttons: 'Cancel', 'Save', and 'Submit'. The 'Submit' button is highlighted with a green box and a circled '8', indicating the current step in the process. The interface also includes a navigation menu on the left, a top header with the JUSTgrants logo, and a bottom progress bar showing the current step: FUNDED AWARD INITIAL SE... > ACTIVE > INITIATE CLOSE... > PROGRAMMATIC CLOSE... > FINANCIAL CLOSE... > UFMS HAND...

Assign Missing Contributors (Entity Administrator)

Award Status Change

Finalize

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

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Funded Award

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

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

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

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

FUNDING BALANCE

Funded Award Information

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

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

Case details

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

DOJ Grant Manager
GrantManaReOVW.jgitsint

Phone
999-000-1111

Email
GrantManaReOVW@ojp.doj.stg



Accept or Decline New Award (Authorized Representative)

Accept or Decline (Authorized Representative)

Step 1

Select Award

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

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

The screenshot displays the JustGrants Justice Grants System interface. The user is logged in as 'justgrants025.authorizedrep jgitsext'. The 'My Worklist' section shows 9 results in a table. The first row is highlighted, and the 'Case ID' and 'Case Status' columns are circled in green. A large green circle with the number '1' is overlaid on the first row's 'Case ID' cell.

Case ID	Date Due ↑	Case Type	Case Status	Last Updated
FAW-337543	---	Funded Award	Pending-Award Acceptance	02/12/2024 05:51 PM
FAW-336450	---	Funded Award	Pending-Award Acceptance	01/22/2024 03:51 PM
FAW-336449	---	Funded Award	Pending-Award Acceptance	01/22/2024 02:34 PM

Accept or Decline (Authorized Representative)

Step 2

Expand Sections

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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Funded Award
(15JOVW-24-RR-00203-STOP) **PENDING AWARD ACCEPTANCE**
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)

Solicitation Title: SI Tribal Reimbursement OVW Funding Rec Enhancements 1/1 Solicitation Category: N/A
Project Title: SI Testing Federal Award Amount \$5.00
Project Period: 10/1/22 - 12/31/28 UEI: QPN9V8JGZ9PZ
Managing Office: OVW TIN: 250000000
DOJ Grant Manager: Manjula Gone
Grant Award Administrator: justgrants025.grantawardadmin.jgitsext
FAW Case ID: FAW-337543

Approval

Award Package Acceptance

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

Cancel Decline Accept

Case details
Last updated by: semra inanc (1mo ago)
Created by: Agent(System-Queue-ServiceLevel.ProcessEvent) (1mo ago)

DOJ Grant Manager
Manjula Gone
Phone

Email
Manjula.Gone@usdoj.gov

Participants (6)

Accept or Decline (Authorized Representative)

Step 3

View Award
Letter

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

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Funded Award' and shows details for award (15)JOVW-24-RR-00203-STOP, which is in a 'PENDING-AWARD ACCEPTANCE' state. The awarded entity is 'JGII Test Org25'. The 'Award Letter' section is highlighted with a green border and a circled '3', indicating the current step. The letter is dated February 12, 2024, and is addressed to 'justgrants025.authorizedrep jgitsext'. The letter text includes a welcome message, a review of the award instrument, a list of requirements, a warning about non-compliance, and instructions on how to accept the award and access funds. The right sidebar shows 'Case details' (last updated by semra inanc), 'DOJ Grant Manager' (Manjula Gone), 'Phone', 'Email' (Manjula.Gone@usdoj.gov), and 'Participants (6)' including JohnElectronicBusinessPoc Doe, justgrants025.grantawardadmin jgitsext, Manjula Gone, and justgrants025.multiplesoles jgitsext.

Accept or Decline (Authorized Representative)

Step 4

Review All Section
Checkboxes

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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Funded Award
(15JOVW-24-RR-00203-STOP) **PENDING AWARD ACCEPTANCE**
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)

Award Details

Reimbursement Award Date 2/12/24	Award Type Initial
Award Number 15JOVW-24-RR-00203-STOP	Supplement Number 00
Reimbursement Award Amount \$5.00	Funding Instrument Type Reimbursement

Assistance Listing Number	Assistance Listings Program Title
16.015	Missing Alzheimer's Disease Patient Assistance Program

Statutory Authority
34 U.S.C. 12511(e)

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

- > Other Award Documents
- > Award Conditions
- > Award Acceptance

4

Training Resources
Privacy Policy

jjgitext
Authorize Representative
View all

Actions

Accept or Decline (Authorized Representative)

Steps 5 – 6

Select Decline or
Accept

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

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

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

5

6

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

Accept or Decline (Authorized Representative)

Steps 7 – 9

Decline Award

- 7) Enter a justification for declining the funded award in the **Justification** text box.
- 8) Add supporting documents by either drag and drop or choosing **Section File(s)**.
- 9) Select **Submit**.

The screenshot displays the JUSTgrants Justice Grants System interface. A modal window titled "Please provide a justification for declining this award." is centered on the screen. The modal contains a text input field for justification (labeled 7), a file upload area with a paperclip icon and "Drag and drop files here" text (labeled 8), and a "Select file(s)" button. At the bottom of the modal are "Cancel" and "Submit" buttons (labeled 9). The background shows the "Funded Award" details for award (15)J0VW-23-GG-03303-STOP, with the status "PENDING-AWARD ACCEPTANCE". The awarded entity is "JGII Test Org25". The interface includes a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The top right corner has user profile icons and an "Actions" dropdown.

Accept or Decline (Authorized Representative)

Step 10

Accept Award

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

The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation sidebar with options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Funded Award' and shows details for award (15)J0VW-24-RR-00203-STOP, which is in a 'PENDING-AWARD ACCEPTANCE' status. The awarded entity is 'JGII Test Org25'. Under 'Authorized Representative', the 'Declaration and Certification' checkbox is checked. Under 'Entity Acceptance', the title is 'Director IT' and the name is 'justgrants025.authorizedrep jgitsext', signed on 3/29/2024 at 10:04 AM. A modal dialog box titled 'Confirm award acceptance' is open, asking for confirmation to proceed. The 'Confirm' button in the dialog is highlighted with a green box. A green circle with the number '10' is overlaid on the 'Confirm' button. At the bottom of the main content area, there is a progress bar with steps: FUNDED AWARD INITIAL SE..., ACTIVE, INITIATE CLOSE..., PROGRAMMATIC CLOSE..., FINANCIAL CLOSE..., and UFMS HAND... The 'Confirm' button in the dialog is the next step in the process.

Accept or Decline (Authorized Representative)

Steps 11 - 12

Close Award

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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Active Funded Award
(15JOVW-24-RR-00203-STOP) **PENDING-ACCOUNTCREATION**
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Thank you! The next step in this case has been routed appropriately. **11**

Solicitation Title:	SI Tribal Reimbursement OVV Funding Rec Enhancements 1/1	Solicitation Category:	N/A
Project Title:	SI Testing	Federal Award Amount	\$5.00
Project Period:	10/1/22 - 12/31/28	UEI:	QPN9Y8JGZ9PZ
Managing Office:	OVW	TIN:	250000000
DOJ Grant Manager:	Manjula Gone		
Grant Award Administrator:	justgrants025.grantawardadmin.jgitsext		
FAW Case ID	FAW-337543		

✓ FUNDED AWARD INITIAL SETUP > **ACTIVE** > INITIATE CLOSE... > PROGRAMMATIC CLOSE... > FINANCIAL CLOSE... > UFGS HAN...

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
> Other Award Documents
> Award Conditions

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

DOJ Grant Manager
[Manjula Gone](#)
Phone
Email
Manjula.Gone@usdoj.gov

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

Training Resources
Privacy Policy



Supplemental Award



**Verify and Confirm
Authorized Representative
(Entity Administrator)**

Verify and Confirm Authorized Representative (Entity Administrator)

Step 1

Assign Supplemental Award

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

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

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

The screenshot shows the JustGrants Justice Grants System interface. The user is logged in as JohnElectronicBusinessPoc Doe. The main content area displays the 'My Worklist' section with 227 results. A table lists awards with columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. The first row is highlighted, and the Case ID 'FAWS-55327' and Case Type 'SupplementalAward' are circled in green. A large '1' in a circle is placed next to the Case ID.

Case ID	Date Due ↑	Case Type	Case Status	Last Updated
FAWS-55327	---	SupplementalAward	Submitted	04/17/2024 01:08 PM
FAWS-55326	---	SupplementalAward	Submitted	04/17/2024 12:59 PM
FAWS-54715	---	SupplementalAward	Submitted	01/25/2024 02:00 PM

Verify and Confirm Authorized Representative (Entity Administrator)

Step 2

Re-assign Authorized Representative

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

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

The screenshot displays the JUSTgrants system interface. The main content area is titled "Verify And Confirm Authorize Representative" and contains a form with the following information:

This case is currently assigned to the following Authorized Representative.

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

Do you want to re-assign new Authorize Representative ? *

Yes No

Buttons: Cancel, Save, Submit

Progress bar: INITIATE SUPPLEMENT AWARD > ACCEPT / DECLINE SUPPLEMENT AWARD > DECLINED AWARD > ASAP ACCOUNT > ACCEPTED AWARD

Right-hand panel:

- Case details:** Last updated by Pega Email Bot (17m ago), Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (18m ago)
- Open assignments:** VerifyAndConfirmAuthorizeRep (Accept / Decline Supplement Award) (Current) JohnElectronicBusinessPoc Doe
- Recent content (2):** Initial Supplement 01 Package - 15J... (Apr 17, 2024 1:08:27 PM), DOJ Justice Grants System - Award... (Apr 17, 2024 1:08:25 PM)
- Participants (2):** JohnElectronicBusinessPoc Doe (Entity Administrator), justgrants026.authorizedrep.jgitsext (Authorized Representative)

Verify and Confirm Authorized Representative (Entity Administrator) Steps 3 - 4

No Re-assign
Authorized
Representative

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

IGII Test Org26 (FAW-336867) SupplementalAward (15JOVW-24-GG-00222-STOP) Supplement 01 PENDING-VERIFYAUTHORIZEDREP

Create Date: 25-Jan-2024

Verify And Confirm Authorize Representative

This case is currently assigned to the following Authorized Representative.

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

Do you want to re-assign new Authorize Representative ? *

Yes No

Cancel Save **Submit**

INITIATE SUPPLEMENT AWARD > **ACCEPT / DECLINE SUPPLEMENT AWARD** > DECLINED AWARD > ASAP ACCOUNT > ACCEPTED AWARD

Case details
Last updated by Pega Email Bot (2mo ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (2mo ago)

Open assignments
VerifyAndConfirmAuthorizeRep (Accept / Decline Supplement Award) (Current)
JohnElectronicBusinessPoc Doe

Recent content (2)
Initial Supplement 01 Package - 15J...
DOJ Justice Grants System - Award...

Participants (2)
JohnElectronicBusinessPoc Doe Entity Administrator
justgrants026.authorizedrep.jgitsext Authorized Representative

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 5 - 6

No Re-assigning Supplementary Award

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

- 5) The following message displays to the Entity Administrator:
Thank you! The next step in this case has been routed appropriately.
- 6) The Supplemental Award status changes to **PENDING-AWARD ACCEPTANCE**.

The screenshot displays the JUSTgrants system interface. On the left is a navigation menu with items like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Supplement Award Package (15JOVW-24-GG-00460-STOP) Supplement 01' with a 'PENDING-AWARD ACCEPTANCE' status. A green message box states: 'Thank you! The next step in this case has been routed appropriately.' Below this is a progress bar with steps: INITIATE SUPPLEMENT AWARD, ACCEPT / DECLINE SUPPLEMENT AWARD, DECLINED AWARD, ASAP ACCOUNT, and ACCEPTED AWARD. An 'Information' section lists details like 'ASAPAccountUpdateWithSupplementAward', 'FundedAwardAmount', 'ReAssignAuthRepYN' (N), and 'SupplementalFAWCaseID'. On the right, there are sections for 'Case details', 'Recent content (3)', and 'Participants (2)'. A sidebar on the bottom left contains 'Training Resources' and 'Privacy Policy'.

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 7 - 8

Yes, Re-assign Authorized Representative

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

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

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

Below the table, a confirmation question is displayed: "Do you want to re-assign new Authorize Representative ? *". The "Yes" radio button is selected, and the "No" radio button is unselected. A green box highlights this question and the "Yes" button, with a green circle containing the number "7" next to it.

Below the confirmation question, the "Assign To:" dropdown menu is open, showing a list of users. The dropdown menu is highlighted with a green box, and a green circle containing the number "8" is next to it. The list of users includes: "(Choose User)", "David Gaetani", "justgrants026.authorizedrep.jgitsext", "justgrants026.multipleroles.jgitsext", "Jane Doe", and "JohnElectronicBusinessPoc Doe".

The right-hand panel of the interface shows "Case details" and "Open assignments". The "Case details" section includes: "Last updated by Pega Email Bot (30m ago)", "Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (30m ago)", and "Open assignments" with a link to "VerifyAndConfirmAuthorizeRep (Accept / Decline Supplement Award)". The "Recent content (2)" section includes: "Initial Supplement 01 Package - 15P..." and "DOJ Justice Grants System - Award...". The "Participants (2)" section includes: "JohnElectronicBusinessPoc Doe Entity Administrator" and "justgrants026.authorizedrep.jgitsext Authorized Representative".

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 9 - 10

Review New Authorized Representative

- 9) Review the **Assigned To: Authorized Representative** information.
- 10) Select **Submit**.

The screenshot displays the JUSTgrants system interface. The main content area shows a 'Supplemental Award' (15PSMA-24-GG-00459-AWAX) with a status of 'Supplement 01' and a 'PENDING-VERIFYAUTHORIZEDREP' tag. A notification states: 'This case is currently assigned to the following Authorized Representative.' Below this, a table lists the assigned representative's details:

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

A confirmation dialog asks: 'Do you want to re-assign new Authorize Representative?'. The 'Yes' option is selected. Below the dialog, the 'Assign To:' dropdown is set to 'justgrants026.authorizedrep.jgltsext'. A table below shows the details for this representative:

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

At the bottom of the dialog, there are 'Cancel', 'Save', and 'Submit' buttons. A green circle with the number '9' is placed over the 'Assign To:' dropdown, and another green circle with the number '10' is placed over the 'Submit' button.

Verify and Confirm Authorized Representative (Entity Administrator) Steps 11 - 12

Re-assigned
Authorized
Representative

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

- 11) The following message displays to the Entity Administrator:
Thank you! The next step in this case has been routed appropriately.
- 12) The Supplemental Award status changes to **PENDING-AWARD ACCEPTANCE**

The screenshot displays the JUSTgrants system interface. The main content area shows a **Supplement Award Package (15PSMA-24-GG-00459-AWAX) Supplement 01** with a status of **PENDING-AWARD ACCEPTANCE**. A green box highlights this status, and a green circle with the number **12** is next to it. A message box with a green border and the number **11** contains the text: "Thank you! The next step in this case has been routed appropriately." The interface includes a navigation sidebar on the left, a main content area with a progress bar, and a right-hand panel with case details, recent content, and participants.

Case details

Last updated by
JohnElectronicBusinessPoc Doe (1m ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(33m ago)

Recent content (3)

- DOI Justice Grants System - Award...
JohnElectronicBusinessPoc Doe •
Apr 17, 2024 1:32:40 PM
- Initial Supplement 01 Package - 15P...
Apr 17, 2024 12:59:21 PM
- DOI Justice Grants System - Award...
Apr 17, 2024 12:59:20 PM

Participants (2)

- JohnElectronicBusinessPoc Doe
Entity Administrator
- justgrants026.authorizedrep
jgitext
Authorized Representative



**Accept or Decline
Supplemental Award
(Authorized Representative)**

Accept or Decline (Authorized Representative)

Step 1

Select Award

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

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

Welcome justgrants026.authorizedrep jgitsext

Alerts (0)
No data to display

My Worklist

19 results Export List

Case ID	Date Due	Case Type	Case Status	Last Updated
FAWS-54901	---	Supplement Award Package	Pending-Award Acceptance	02/28/2024 02:06 PM
FAWS-54346	---	Supplement Award Package	Pending-Award Acceptance	12/12/2023 01:37 PM
FAWS-53264	---	Supplement Award Package	Pending-Award Acceptance	08/03/2023 01:20 PM
FAWS-52146	---	Supplement Award Package	Pending-Award Acceptance	02/10/2023 11:56 AM
FAWS-52153	---	Supplement Award Package	Pending-Award Acceptance	11/30/2022 01:30 PM
FAWS-52134	---	Accepted Supplement Award	Pending-Award Acceptance	09/12/2022 04:02 PM
FAWS-52122	---	Supplement Award Package	Pending-Award Acceptance	08/03/2022 03:55 PM
FAWS-19004	---	Supplement Award Package	Pending-Award Acceptance	08/17/2022 01:09 PM
FAWS-19004	---	Supplement Award Package	Pending-Award Acceptance	08/17/2022 01:09 PM
FAWS-22002	---	Supplement Award Package	Pending-Award Acceptance	08/17/2022 01:09 PM
FAWS-22002	---	Supplement Award Package	Pending-Award Acceptance	08/17/2022 01:09 PM
FAWS-18004	---	Supplement Award Package	Pending-Award Acceptance	08/17/2022 01:09 PM

Accept or Decline (Authorized Representative)

Step 2

Expand Sections

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

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

The screenshot displays the JUSTgrants system interface for a Supplement Award Package. The main header shows the package name and status: "Supplement Award Package (15JOVW-22-GG-03291-STOP) Supplement 01" with a status of "PENDING-AWARD ACCEPTANCE". The "Approval" section is active, showing a list of sections to be reviewed: "Award Letter", "Award Information", "Project Information", "Financial Information", "Other Award Documents", "Award Conditions", and "Award Acceptance". A green box highlights this list, and a large green circle with the number "2" is overlaid on it. Below the list are "Cancel", "Decline", and "Accept" buttons. A progress bar at the bottom indicates the current step: "ACCEPT / DECLINE SUPPLEMENT AWARD". The right sidebar contains "Case details", "Open assignments", "Recent content", and "Participants".

Accept or Decline (Authorized Representative)

Step 3

View Award
Letter

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

IGII Test Org25Doing Business As (FAW-328515) Supplement 02 PENDING-AWARD ACCEPTANCE

Supplement Award Package (15JOVW-23-GK-03283-STOP) 02
Create Date: 28-Feb-2024

Approval

Award Package Acceptance (Supplement)

Award Letter

February 28, 2024

Dear MD Kamal,

On behalf of - Acting Attorney General Monty Wilkinson -, it is my pleasure to inform you the Office on Violence Against Women (OVW) has approved the application submitted by New JustGrants Test Stage Org26 for an award under the funding opportunity entitled 2022 FY22 OVW Solicitation. The approved award amount is \$1,000.

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

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

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

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

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

Case details

Last updated by justgrants026.authorizedrep.jgitsxt (1mo ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (1mo ago)

Open assignments

Get Approval (Current)
justgrants026.authorizedrep.jgitsxt

Recent content (3)

- DOJ Justice Grants System - Award...
Cihan kaya • Feb 28, 2024 2:06:16 PM
- Initial Supplement 02 Package - 15J...
Feb 28, 2024 2:02:35 PM
- DOJ Justice Grants System - Award...
Feb 28, 2024 2:02:32 PM

Participants (2)

- JohnElectronicBusinessPoc Doe
Entity Administrator
- justgrants026.authorizedrep.jgitsxt
Authorized Representative

3

Training Resources
Privacy Policy

Accept or Decline (Authorized Representative)

Step 4

Review All Section
Checkboxes

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

The screenshot displays the JUSTgrants interface for reviewing an award package. The main content area shows details for a 'Supplement Award Package (15JOVW-22-GG-03291-STOP) Supplement 01' with a status of 'PENDING-AWARD ACCEPTANCE'. The package was created on 03-Aug-2023. Key details include:

- Federal Award Date:** 8/3/23
- Award Type:** Continuation
- Award Number:** 15JOVW-22-GG-03291-STOP
- Supplement Number:** 01
- Federal Award Amount:** \$199,000
- Funding Instrument Type:** Grant

Additional information is provided in a table:

Assistance Listing Number	Assistance Listings Program Title
16.839	STOP School Violence

Statutory Authority
34 U.S.C. 12511

At the bottom, a checklist is shown with a green box highlighting the 'Award Conditions' section. The first item is checked:

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

Below the checklist are expandable sections:

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

Buttons for 'Cancel', 'Decline', and 'Accept' are visible at the bottom of the form.

Accept or Decline (Authorized Representative)

Steps 5 – 6

Select Decline or
Accept

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

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

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

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

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

The screenshot shows the JUSTgrants interface for a 'Supplement Award Package' (15JOVW-23-GG-03301-STOP) with a 'Supplement 01' and a 'PENDING-AWARD ACCEPTANCE' status. The 'Create Date' is 12-Dec-2023. The 'Agency Approval' section shows the Title of Approving Official as 'Mushfiqul Bhuiyan' and the Signed Date And Time as '12/12/23 1:00 PM'. The 'Authorized Representative' section has a checked 'Declaration and Certification' checkbox. Below it, the 'Entity Acceptance' section shows the Title of Authorized Entity Official as 'Testing New', the Name of Authorized Entity Official as 'justgrants026.authorizedrep.jgitsext', and the Signed Date And Time as '4/1/2024 2:44 AM'. At the bottom, there are 'Cancel', 'Decline', and 'Accept' buttons. A green circle with the number '5' is around the 'Declaration and Certification' checkbox, and another green circle with the number '6' is around the 'Accept' button.

Accept or Decline (Authorized Representative)

Steps 7 – 9

Decline Award

- 7) Enter a justification for declining the funded award in the **Justification** text box.
- 8) Add supporting documents by drag and drop or choosing **Section File(s)**.
- 9) Select **Submit**.

The screenshot displays the JUSTgrants system interface. The main page shows a 'Supplement Award Package' for '15JOVW-23-GG-03301-STOP' with a status of 'PENDING-AWARD ACCEPTANCE'. A modal dialog is open, titled 'Please provide a justification for declining this award.' The dialog contains a text box for justification (step 7), a file upload area with a paperclip icon and 'Drag and drop files here' text (step 8), and a 'Submit' button (step 9). The background page shows sections for 'Agency Approval', 'Authorized Representative', and 'Entity Acceptance'.

Accept or Decline (Authorized Representative)

Step 10

Accept Award

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

The screenshot displays the JUSTgrants interface. On the left is a navigation menu with options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Supplement Award Package' for '15JQW-23-GK-03283-STOP' with a status of 'PENDING-AWARD ACCEPTANCE'. A modal dialog box titled 'Confirm award acceptance' is open, containing the text: 'This action will accept this award on behalf of your organization. Please confirm the Authorized Representative(s) listed on the acceptance page has the authority to make the Declaration and Certification above, and you would like to proceed with this action.' The dialog has 'Cancel' and 'Confirm' buttons. A green circle with the number '10' highlights the 'Confirm' button. Below the dialog, a progress bar shows the current step as 'ACCEPT / DECLINE SUPPLEMENT AWARD'. At the bottom, there is an 'Information' section with fields for 'ASAPAccountUpdateWithSupplementAward', 'FundedAwardAmount', 'ReAssignAuthRepYN', and 'SupplementalFAWCaseID'.

Accept or Decline (Authorized Representative)

Step 11

Close Award

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

The screenshot displays the JUSTgrants system interface. The main content area shows an 'Accepted Supplement Award' for '15JOVW-23-GK-03283-STOP' with a 'Supplement 02' status. A message states: 'Thank you! The next step in this case has been routed appropriately.' A green box highlights this message and the status '11'. The interface includes a navigation sidebar on the left, a progress bar at the top, and a right-hand panel with 'Case details', 'Recent content', and 'Participants'.

Accepted Supplement Award (15JOVW-23-GK-03283-STOP) Supplement 02 RESOLVED-SUPPLEMENTAWARDAACCEPTED

Create Date: 28-Feb-2024

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

11

Information

ASAPAccountUpdateWithSupplementAward Fail: (DOJ-Data-ASAP-Account)Unable to open an instance using the given inputs: pxObjClass = "DOJ-Data-ASAP-Account", AccountIdentifier = "15JOVW23GK03283STOP", RecipientIdentifier = "5144503"Unable to open an instance using the given inputs: pxObjClass = "DOJ-Data-ASAP-Account", AccountIdentifier = "15JOVW23GK03283STOP", RecipientIdentifier = "5144503"Unable to open an instance using the given inputs: pxObjClass = "DOJ-Data-ASAP-Account", AccountIdentifier = "15JOVW23GK03283STOP", RecipientIdentifier = "5144503"Account doesn't exists

FundedAwardAmount	1,000
ReAssignAuthRepYN	Y
SupplemenatiFAWCaseID	---

Case details

Last updated by justgrants026.authorizedrep jgitsext (1m ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (1mo ago)

Recent content (4)

- Accepted Supplement 02 Package - ...
justgrants026.authorizedrep jgitsext • Apr 1, 2024 2:05:09 AM
- DOJ Justice Grants System - Award ...
Cihan kaya • Feb 28, 2024 2:06:16 PM
- Initial Supplement 02 Package - 15J...
Feb 28, 2024 2:02:35 PM
- DOJ Justice Grants System - Award ...
Feb 28, 2024 2:02:32 PM

Participants (2)

- JohnElectronicBusinessPoc Doe
Entity Administrator
- justgrants026.authorizedrep jgitsext
Authorized Representative



Print an Award Package



Printing an Award Package

Step 1

Select Award

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

The screenshot shows the JustGrants Justice Grants System interface. The user is logged in as 'justgrants025.authorizedrep jgitsext'. The 'My Worklist' section displays 9 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 table columns are Case ID, Date Due, Case Type, Case Status, and Last Updated.

Case ID	Date Due	Case Type	Case Status	Last Updated
FAW-337543	---	Funded Award	Pending-Award Acceptance	02/12/2024 05:51 PM
FAW-336450	---	Funded Award	Pending-Award Acceptance	01/22/2024 03:51 PM
FAW-336449	---	Funded Award	Pending-Award Acceptance	01/22/2024 02:34 PM

Printing an Award Package

Step 2

Select Print

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

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

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
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Monitoring
Federal Forms

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

Solicitation Title:	OVW Fiscal Year 2023	Solicitation Category:	N/A
Project Title:	Dunya ORG 24	Federal Award Amount:	\$106.73
Project Period:	10/31/22 - 1/15/25	UEI:	QPN9V8JGZ9PZ
Managing Office:	OVW	TIN:	250000000
DOJ Grant Manager:	GrantManaReOVW.jgitsint		
Grant Award Administrator:	justgrants025.grantawardadmin.jgitsint		
FAW Case ID:	FAW-336450		

Approval

Award Package Acceptance

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

Cancel Decline Accept

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

DOJ Grant Manager
[GrantManaReOVW.jgitsint](#)

Phone
999-000-1111

Email
GrantManaReOVW@ojp.doj.stg

Actions
Refresh
Review
Print Award Package PDF
Close

Printing an Award Package

Step 3

Open PDF

3) Open the Award_Package_FAW PDF document.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Funded Award' for ID (15)J0VW-23-GG-03303-STOP, with a status of 'PENDING-AWARD ACCEPTANCE'. The awarded entity is listed as '(GIL Test Org25) - Doing Business As: (GIL Test Org25)'. A download notification is visible in the center, showing a file named 'Award_Package_FAW-336450.pdf' with an 'Open file' link. A green circle with the number '3' is overlaid on the notification. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The right sidebar shows 'Case details' including the last updated by (Queue processor(FundedAwardUpdateProcessor) 2mo ago), created by (Agent(System-Queue-ServiceLevel.ProcessEvent) 2mo ago), and contact information for the DOJ Grant Manager: GrantManaReOVW.jgtsint, Phone 999-000-1111, and Email GrantManaReOVW@ojp.doj.stg. At the bottom right, there are 'Decline' and 'Accept' buttons.

Printing an Award Package

Step 4

Select Print

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

The screenshot shows a PDF viewer interface. The document content includes the Department of Justice (DOJ) logo and the following information:

Department of Justice (DOJ)
Office of Community Oriented Policing Services (COPS Office)
Washington, D.C. 20531

Name and Address of Recipient:	BIG HORN, COUNTY OF 415 MURPHY
City, State and Zip:	BASIN, WY 82410
Recipient UEI:	
Project Title:	COPS Hiring Program
Award Number:	2020UMWX0286
Solicitation Title:	COPS Hiring Program 2020
Federal Award Amount:	\$237,246.00
Federal Award Date:	6/25/20
Awarding Agency:	Office of Community Oriented Policing Services
Funding Instrument Type:	Grant
Opportunity Category:	D
Assistance Listing:	16.710 -
Project Period Start Date:	7/1/20
Project Period End Date:	6/30/23
Budget Period Start Date:	7/1/20
Budget Period End Date:	6/30/23
Project Description:	

The print icon in the top right corner of the PDF viewer is highlighted with a green circle and the number 4.

Printing an Award Package

Steps 5 - 6

Set Up Printer

- 5) Set up the printer, copies, layout, pages, color, and any other print parameters needed.
- 6) Select **Print**.

The screenshot shows a PDF viewer window with a print dialog box open on the left. The dialog box is titled "Print" and shows "Total: 15 sheets of paper". It has several sections: "Printer" (Microsoft XPS Document Writer), "Copies" (1), "Layout" (Portrait selected), "Pages" (All selected), and "Color" (Color selected). A green circle with the number "5" is around the dialog box. At the bottom of the dialog box, there is a "Print" button and a "Cancel" button. A green circle with the number "6" is around the "Print" button. The background shows a document page from the Department of Justice (DOJ) Office on Violence Against Women (OVW). The document includes a header with the DOJ logo and name, and a table of recipient information. The table has columns for "Name and Address of Recipient", "City, State and Zip", "Recipient UEI", "Project Title", "Award Number", "Solicitation Title", "Federal Award Amount", and "Federal Award Date". The document also includes an "Award Letter" section with a date of January 22, 2024, and a recipient name of JGJI Test Org25.

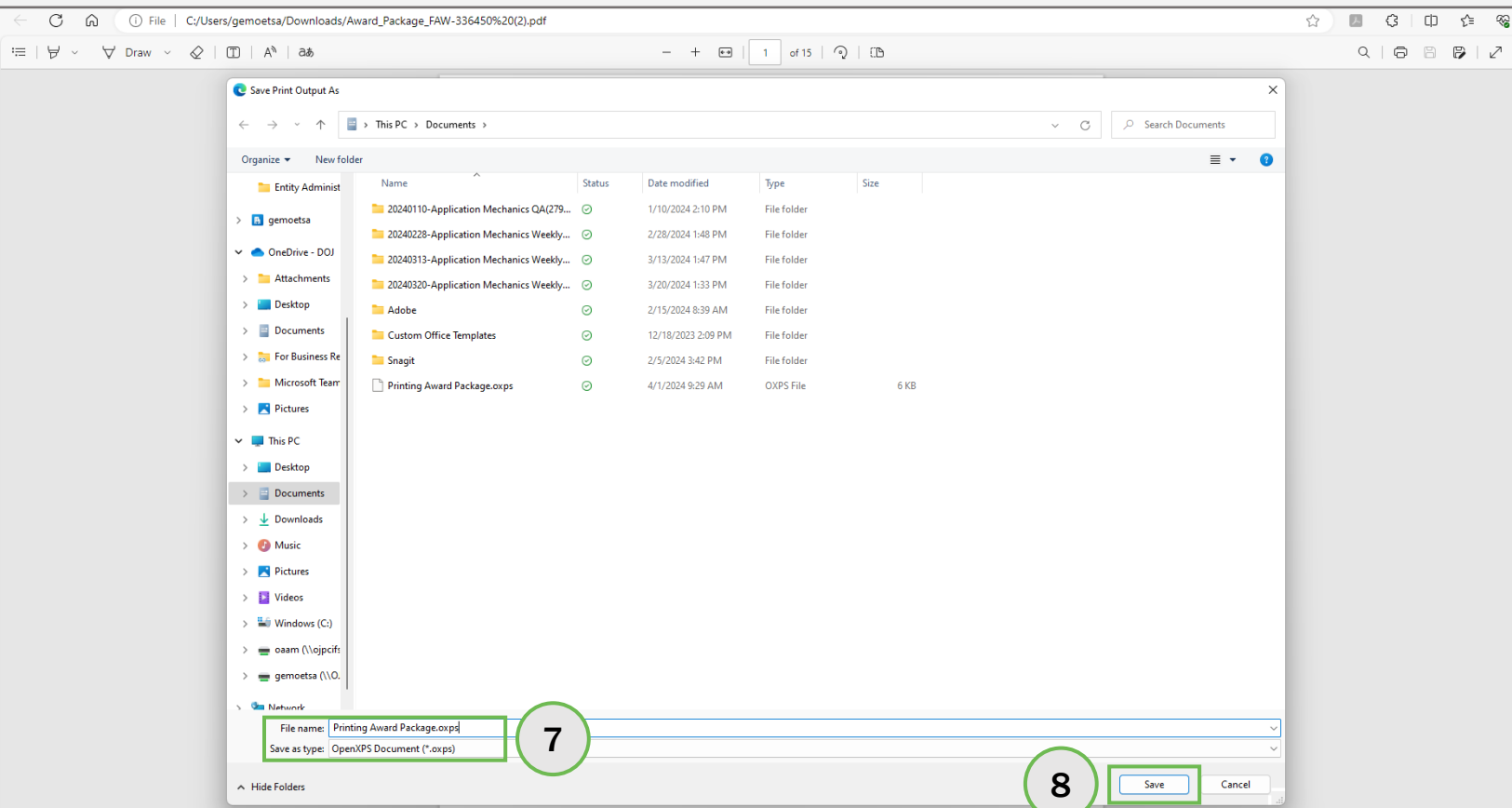
Printing an Award Package

Steps 7 – 8

Save Document

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

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



Printing an Award Package

Step 9

Close Award

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

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
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Funded Award

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

Solicitation Title:	OVW Fiscal Year 2023	Solicitation Category:	N/A
Project Title:	Dunya ORG 24	Federal Award Amount	\$106.73
Project Period:	10/31/22 - 1/15/25	UEI:	QPN9Y8JGZ9PZ
Managing Office:	OVW	TIN:	250000000
DOJ Grant Manager:	GrantManaReOVW.jgitsint		
Grant Award Administrator:	Justgrants025.grantawardadmin.jgitsext		
FAW Case ID	FAW-336450		

Approval

Award Package Acceptance

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

Cancel Decline Accept

Case details
Last updated by Queue processor(FundedAwardUpdateProcessor) (2mo ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (2mo ago)

DOJ Grant Manager
[GrantManaReOVW.jgitsint](#)

Phone
999-000-1111

Email
GrantManaReOVW@ojp.doj.sjs

9

Actions
Refresh
Review
Print Award Package PDF
Close

April 2024

Version 4.0



JUSTgrants

JUSTICE GRANTS SYSTEM