



Grant Award Acceptance

Job Aid Reference Guide

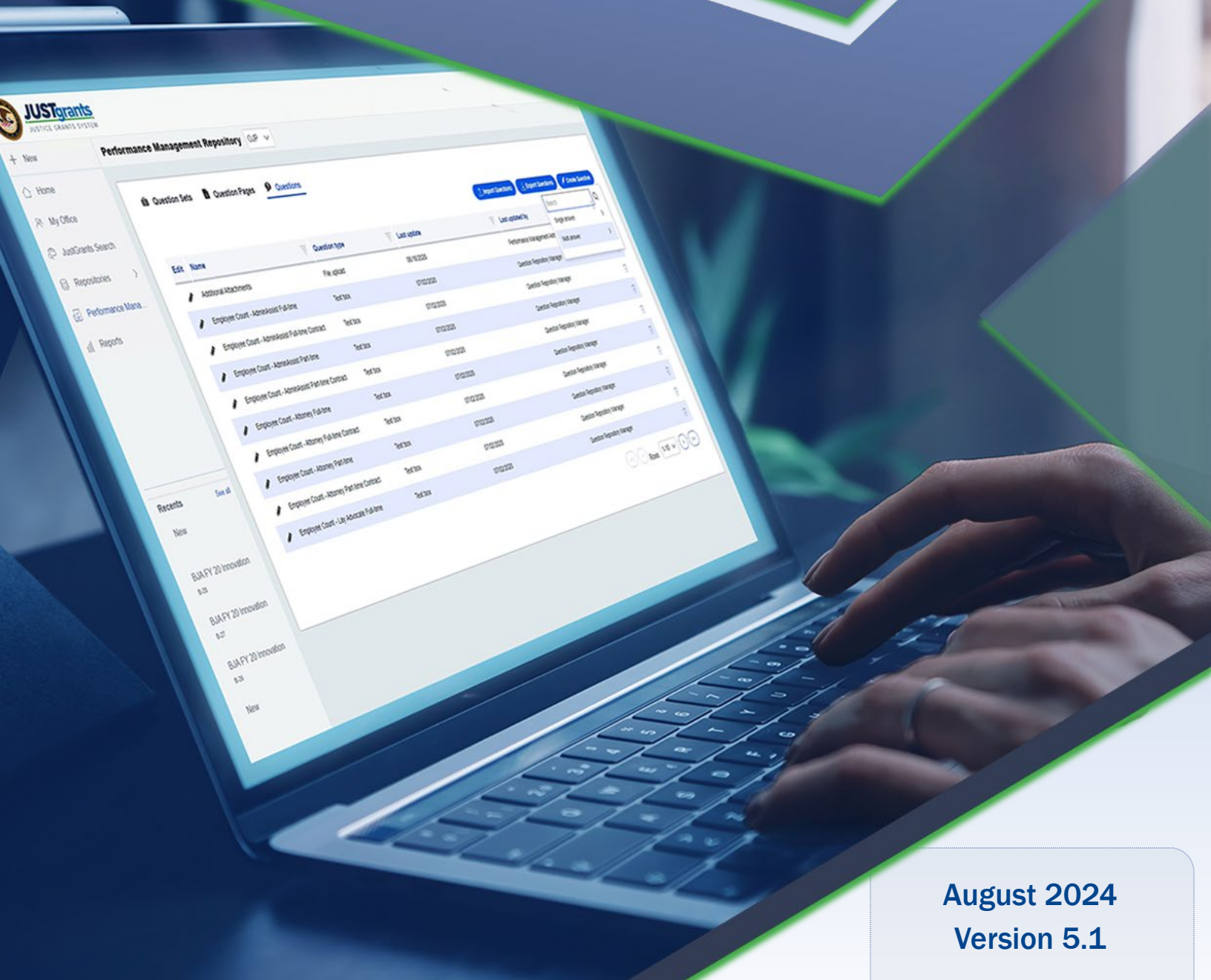


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Introduction and Overview



How to Use this Guide

This Job Aid Reference Guide's (JARG) purpose is to demonstrate the two-step process that must be taken to accept or decline an award.

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



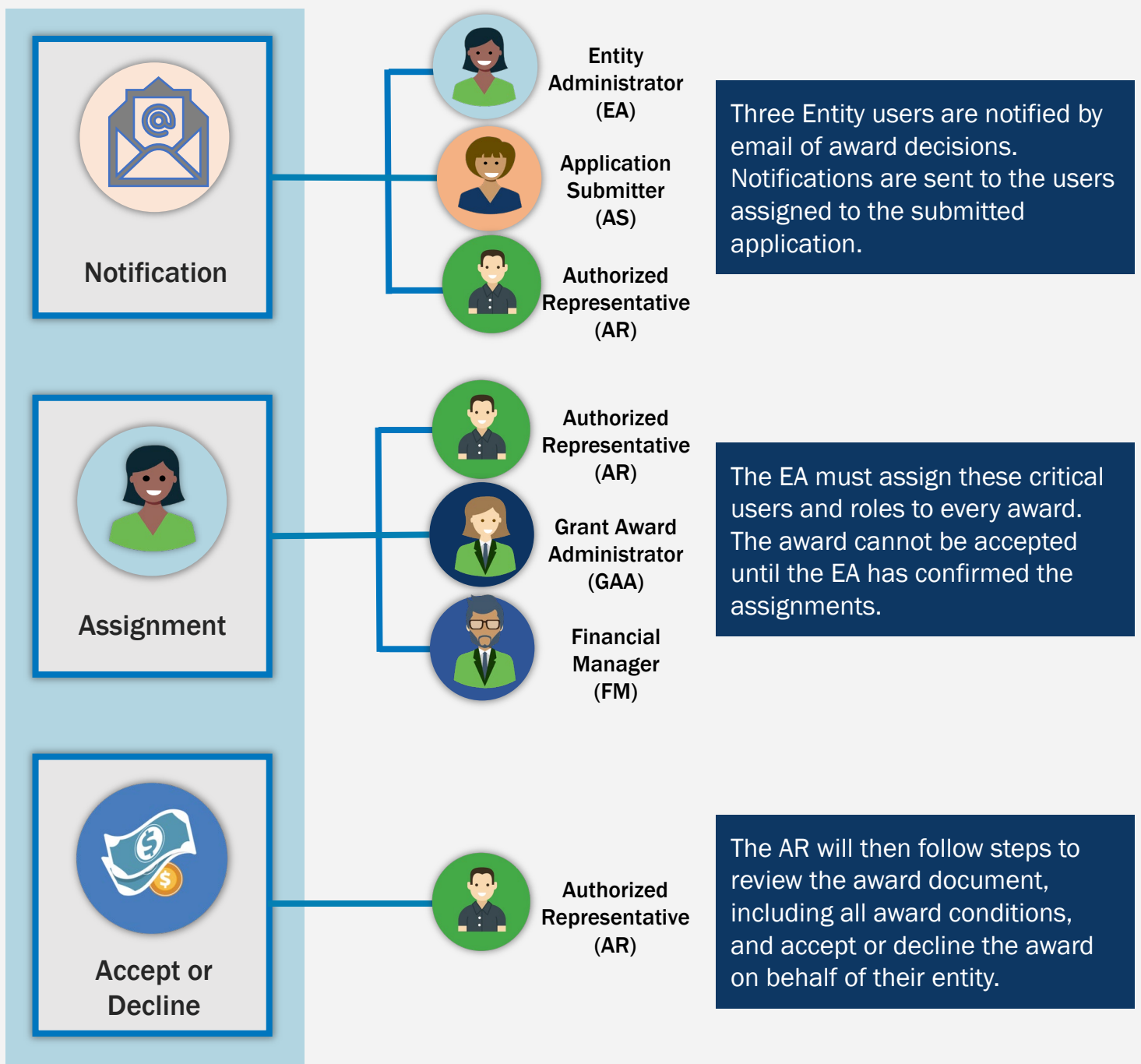
This JARG utilizes a chapter linked Table of Contents. In addition, a link has been included on each page to help the user quickly return to the Table of Contents by using the **Home** icon. is located at the bottom of the page.

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.step”

Award Acceptance Overview

This chart shows the process, roles, and responsibilities involved in Award Acceptance.



Award Acceptance Key Points

Award Acceptance is a two-step process that must be taken in JustGrants to accept or decline an award. Award notifications are sent via JustGrants email to the users assigned to the submitted application.

1. The Entity Administrator (EA) must assign or confirm critical users (i.e., Authorized Representative[s] [AR], Financial Manager [FM], Grant Award Administrator [GAA]) for every award.
2. The assigned AR(s) must accept or decline the award.



Award Acceptance Key Points (COPS Office Awards)

For **Office of Community Oriented Policing Services (COPS)** awards:

- The EA must assign two ARs — AR 1, then AR 2. Both ARs must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on the entity's behalf. The ARs must be legally authorized to agree to the award conditions.
- The ARs must accept the awards in order; AR 1 will access the acceptance task from their worklist. Once AR 1 has completed their task AR 2 will access and complete their task.

For **Law Enforcement** agencies:

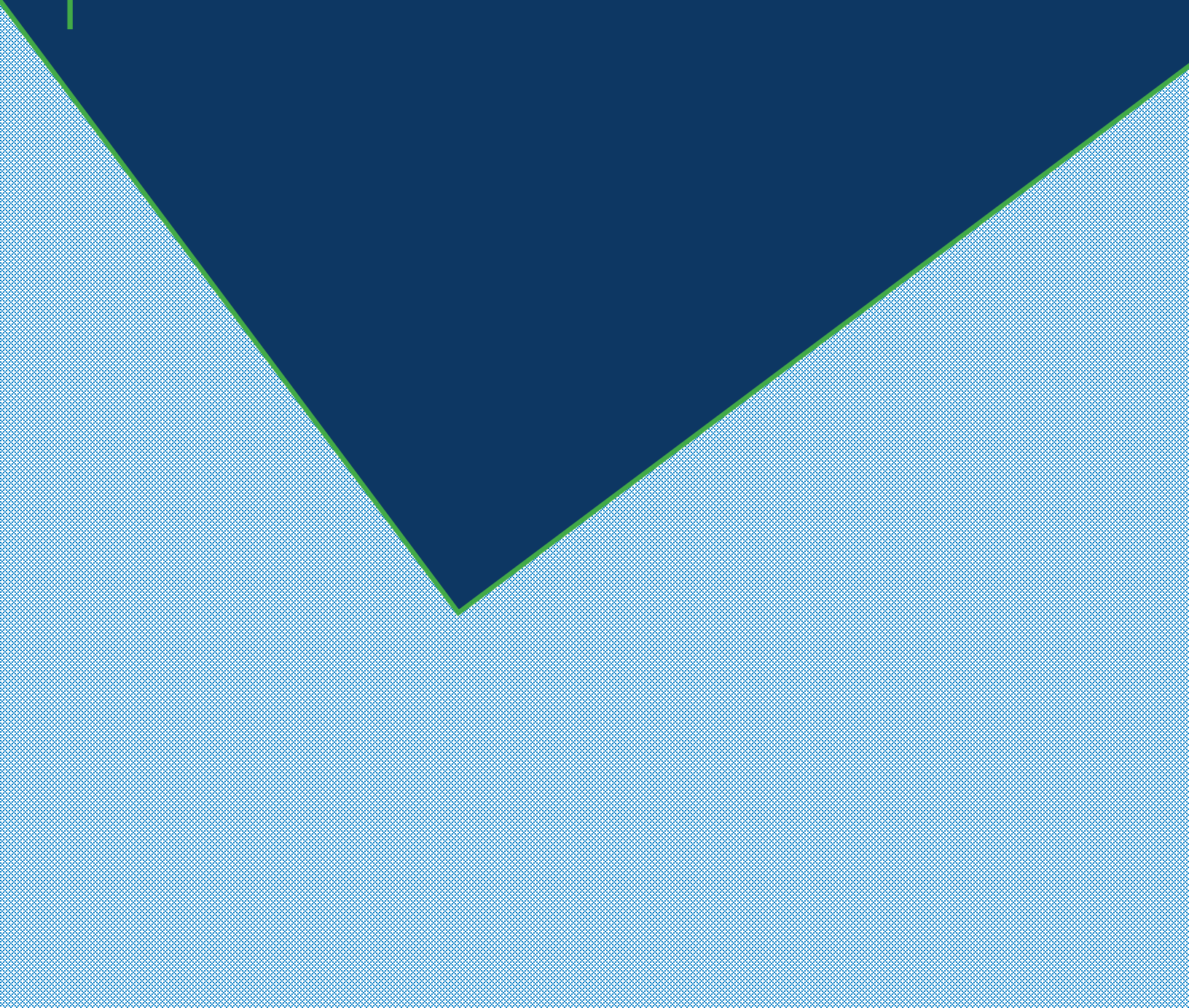
- AR 1 is the top Law Enforcement Executive (e.g., chief of police, sheriff, or equivalent).
- AR 2 is the top government executive (e.g., mayor, board chairman, or equivalent).

For **Non-law Enforcement** agencies (institutes of higher education, private organizations, etc.):

- AR 1 is the programmatic official (e.g., provost, superintendent, executive director, chief executive officer, or equivalent).
- AR 2 is the financial official (e.g., chief financial officer, treasurer, or equivalent) with ultimate signatory authority to enter into contracts on the organization's behalf.



New Award



Step 1:
Confirm/Assign Participants
(Entity Administrator)

Confirm/Assign Participants (Entity Administrator)

Steps 1 – 2

Case ID

The Entity Administrator (EA) must complete the **Confirm/Assign Participants** action to ensure required award assignments are in place when an entity receives a new award.

- 1) Log into JustGrants to view assignments on **My Worklist**.
- 2) Select the **Case ID** for an item with a **Pending-Award External Assignee Case Status**.

The screenshot shows the JustGrants Entity Administrator interface. The user is logged in as James (Entity) Bond. The 'My Worklist' section displays a table of 793 results. A green box highlights the 'Case ID' column and the 'Status' column, which shows 'Pending-Award External Assignee' for all items. A green circle with the number '1' is placed over the 'Alerts (2)' section, and another green circle with the number '2' is placed over the 'Case ID' column header.

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
FAW-390675		Funded Award	15PSMA-24-GG-01788-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
FAW-390192		Funded Award	15PSMA-24-GG-01786-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
FAW-389945		Funded Award	15PSMA-24-GG-01779-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
FAW-386491		Funded Award	15JOVW-24-GG-01755-ENGA	FY24FormulaNewDesign	OVW	Pending-Award External Assignee
FAW-383476		Funded Award	15JCOPS-23-GG-00227-METH	Mira COPS DATA	COPS	Pending-Award External Assignee
FAW-383474		Funded Award	15JCOPS-23-GG-00230-METH	Mira COPS DATA	COPS	Pending-Award External Assignee
FAW-367183		Funded Award	15JOVW-22-GG-03431-STOP	OVW Formula No budget required	OVW	Pending-Award External Assignee
FAW-365189		Funded Award	15JOVW-24-GG-01563-STOP	FY24DiscretionaryTemplateNewDesign	OVW	Pending-Award External Assignee
FAW-361072		Funded Award	15PSMA-24-GG-01635-NARI	FY24 INVITED TEMPLATE	OJP-SMART	Pending-Award External Assignee
FAW-333726		Funded Award	15PSMA-24-GG-00242-AWAX	FY24 INVITED TEMPLATE	OJP-SMART	Pending-Award External Assignee
FAW-322679		Funded Award	15PBJA-24-GG-00204-AWAX	FY24 Adam Walsh Act	OJP-BJA	Pending-Award External Assignee
FAW-321300		Funded Award	15JCOPS-24-GG-00188-METH	FY24 COPS Template New Design	COPS	Pending-Award External Assignee
FAW-252847		Funded Award	15PBJA-23-GG-00186-JAGX	kv DONTUSE	OJP-BJA	Pending-Award External Assignee

Confirm/Assign Participants (Entity Administrator)

Step 3

Assign Users

This section auto-populates if a role has been assigned. The fields remain empty when a role has not been assigned.

- 3) Navigate to the **Funded Award's Confirm/Assign Participants** section and review pre-assigned users.

NOTE: Individual(s) assigned the **Authorized Representative (AR)** role must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

NOTE: The **Alternate Grant Award Administrator (Alt GAA)** is the only **optional** role on a funded award. Only the Alt GAA can be **deleted** by selecting the trash can icon. All other roles must be **reassigned** rather than deleted.

JUSTgrants
JUSTICE GRANTS SYSTEM

Funded Award
(15)OVW-24-GG-01755-ENGA **PENDING-AWARD EXTERNAL ASSIGNEE**
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)

Solicitation Title: FY24FormulaNewDesign
Project Title: Dunya ORG 24
Project Period: 10/1/23 - 9/30/24
Managing Office: OVW
DOJ Grant Manager: GrantManaReOVW jgitsint
Grant Award Administrator: —
FAW Case ID: FAW-386491

Solicitation Category:
Federal Award Amount \$198.03
UEI: QPN9Y8JGZ9PZ
TIN: *****0000

Confirm/Assign Participants

Role	Assigned To	Name
Authorized Representative *	justgrants025.authorizedrep@gmail.com	Mark Lane
Grant Award Administrator *	justgrants025@gmail.com	James (Entity) Bond
Financial Manager *	justgrants025.financialmanager@gmail.com	Financial Manager ORG 25
Alternate Grant Award Administrator	justgrants025.altgrantawardadmin@gmail.com	AlternateGrant AwardAdmin

Cancel Save Submit

NOTE: The information icon at the end of each name displays more information.

Case details
Last updated by James (Entity) Bond (7d ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (28d ago)

DOJ Grant Manager
GrantManaReOVW jgitsint

Phone
333-222-2211

Email
GrantManaReOVW@ojp.doj.test

Participants (7)

Confirm/Assign Participants (Entity Administrator)

Step 4

Alt GAA Role

If an Alt GAA role is not assigned, the option to add this role is provided. This option will also display if the EA deletes the Alt GAA role.

- 4) Select the **Add Alternate Grant Award Administrator** role to add the Alternate Award Administrator role to the **Confirm/Assign Participants** section.

JUSTgrants
JUSTICE GRANTS SYSTEM

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Entity Profile
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Funded Award
(15)OVW-22-GG-03431-STOP PENDING-AWARD EXTERNAL ASSIGNEE
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Solicitation Title: OVW Formula No budget required
Project Title: Cihan 3.19.24
Project Period: 10/31/22 - 1/15/25
Managing Office: OVW
DOJ Grant Manager: GrantManaReOVW jgitsint
Grant Award Administrator: —
FAW Case ID: FAW-367183

Solicitation Category: N/A
Federal Award Amount \$199.00
UEI: QPN9Y8JGZ9PZ
TIN: *****0000

Confirm/Assign Participants

Role	Assigned To	Name
Authorized Representative *	justgrants025.authorizedrep@gmail.com	Mark Lane
Grant Award Administrator *	justgrants025@gmail.com	James (Entity) Bond
Financial Manager *	justgrants025.financialmanager@gmail.com	Financial Manager ORG 25

4 [Add Alternate Grant Award Administrator](#)

Cancel Save Submit

Case details
Last updated by James (Entity) Bond (7d ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (2mo ago)

DOJ Grant Manager
[GrantManaReOVW jgitsint](#)

Phone
[333-222-2211](#)

Email
[GrantManaReOVW@ojp.doj.test](#)

Participants (7)

[Training Resources](#)
[Privacy Policy](#)

Confirm/Assign Participants (Entity Administrator)

Steps 5 – 6

Review
Assignments

- 5) Use the dropdown menus to confirm a certain participant is assigned a role or to assign a different participant to a role.
- 6) Select **Save** to save the current participants and continue working on the page.

OR

Select **Submit** to finalize the assignment process once all required participants have been added to the award.

NOTE: Select **Cancel** to leave the Funded Award page without changes to the participant taking effect.

The screenshot displays the JUSTgrants system interface. On the left is a navigation menu with links: 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)OVW-22-GG-03431-STOP. Below this, a table lists award details such as Solicitation Title, Project Title, Project Period, Managing Office, DOJ Grant Manager, Grant Award Administrator, and FAW Case ID. A modal window titled 'Confirm/Assign Participants' is open in the foreground. It contains a table with columns 'Role', 'Assigned To', and 'Name'. The 'Assigned To' column has a dropdown menu open, showing a list of email addresses. A green circle with the number '5' highlights the dropdown menu. At the bottom of the modal, there are 'Cancel', 'Save', and 'Submit' buttons. A green circle with the number '6' highlights the 'Save' and 'Submit' buttons. On the right side of the modal, there is a 'Case details' section with information about the last update, creation, and contact information for the DOJ Grant Manager.

Role	Assigned To	Name
Authorized Representative *	justgrants025.authorizedrep@gmail.com	Mark Lane
Grant Award Administrator	justgrants025@gmail.com justgrants025.applicationssubmitter@gmail.com justgrants025.grantawardadmin@gmail.com justgrants025.authorizedrep@gmail.com justgrants025.multipleroles@gmail.com justgrants025-hyphenuser@gmail.com	Jennifer (GAA) Tyson
Financial Manager *	justgrants025.altgrantawardadmin@gmail.com	Financial Manager ORG 25
Alternate Grant Award Administrator		AlternateGrant AwardAdmin

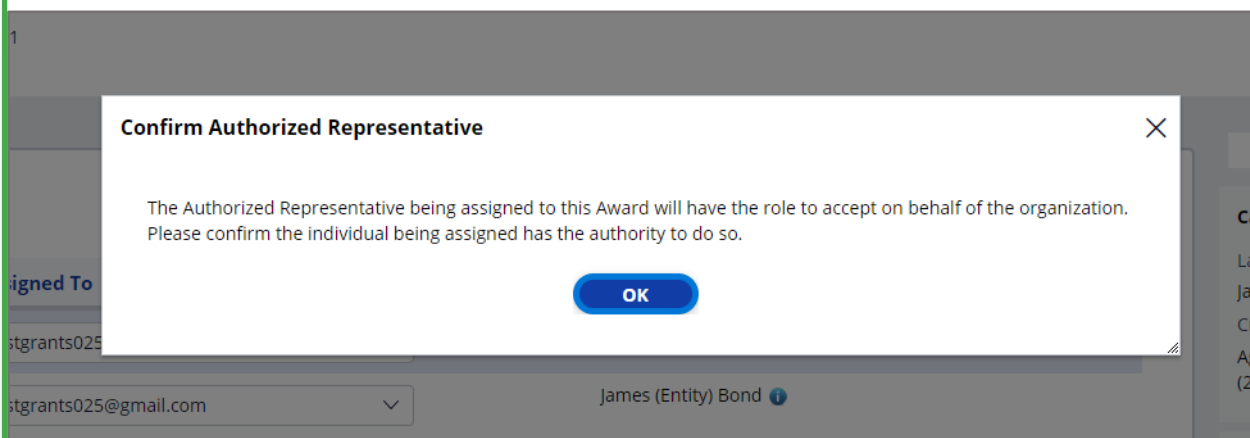
Buttons: Cancel, Save, Submit

Case details: Last updated by James (Entity) Bond (7d ago), Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (2mo ago), DOJ Grant Manager GrantManaReOVW.jgtsint, Phone 333-222-2211, Email GrantManaReOVW@ojp.doj.test

Confirm/Assign Participants (Entity Administrator)

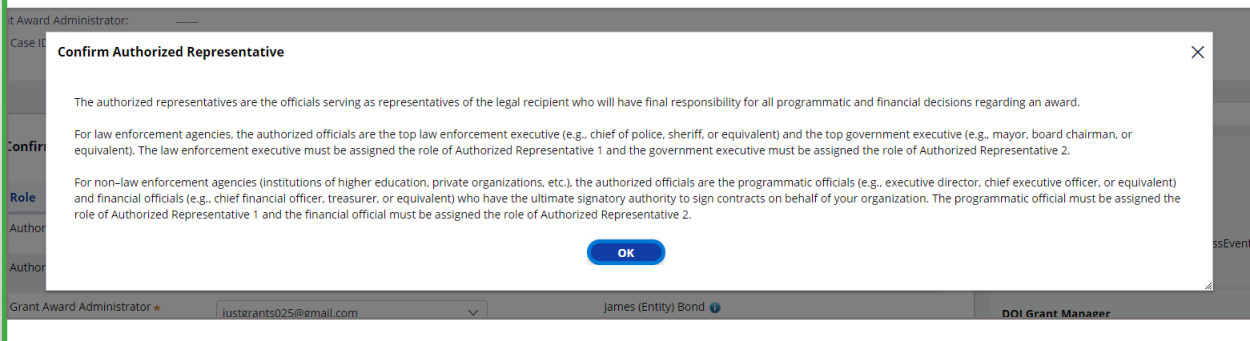
(OJP, OVW, and COPS Offices)

For the **Office of Justice Programs (OJP)** and the **Office on Violence Against Women (OVW)** — If the EA assigns a different participant to the Authorized Representative (AR) role, a confirmation page will appear.



The **Office of Community Oriented Policing Services (COPS)** differs from the OJP and OVW Offices. Awards from the COPS Office have **two (2)** Authorized Representatives (ARs) while the OJP and OVW Office awards have **one (1)**.

For the **COPS Office only**, if the EA assigns a different participant to either of the two (2) **AR** roles, a confirmation page will appear.



Confirm/Assign Participants (Entity Administrator)

Award Status
Change

Once the EA completes this action, the award status changes from Pending-Award External Assignee to Pending-Award Acceptance.

The AR will then proceed to **Step 2 – Accept or Decline**.

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.jgitsext
FAW Case ID: FAW-341277

FUNDED AWARD INITIAL SE... ACTIVE INITIATE CLOSE... PROGRAMMATIC CLOSE... FINANCIAL CLOSE... UFMS HAND...

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							

Training Resources Privacy Policy

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

Step 2:
Accept or Decline
(Authorized Representative)

Accept or Decline (Authorized Representative)

Steps 1 – 2

Select Case ID

The assigned **Authorized Representative(s) (AR)** must accept or decline awards. They must have the legal authority to enter into contracts, grants, and cooperative agreements on behalf of their entity.

- 1) Log into JustGrants and view assignments on **My Worklist**.
- 2) Select the **Case ID** for an item with a **Pending-Award Acceptance** case status.

Welcome justgrants025.authorizedrep jgitstext

Entity Administrator: JohnElectronicBusinessPoc Doe

Alerts (0)

No data to display

My Worklist

18 results

Case ID	Due Date	Case Type	Award	Location Title	Office	Status
FAWS-55384	--	Supplement Award Package	15JOVW-24-GG-01034-	PY24FormulaNewDesign	OVW	Pending-Award Acceptance
FAWS-55383	--	Supplement Award Package	15JOVW-24-GG-01033-	PY24FormulaNewDesign	OVW	Pending-Award Acceptance
FAWS-55381	--	Supplement Award Package	15PSMA-24-GG-01031-AWAX	PY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55376	--	Supplement Award Package	15JOVW-24-GG-01029-	PY24FormulaNewDesign	OVW	Pending-Award Acceptance
FAWS-55375	--	Supplement Award Package	15PSMA-24-GG-01030-AWAX	PY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55374	--	Supplement Award Package	15JOVW-24-GG-01028-	PY24FormulaNewDesign	OVW	Pending-Award Acceptance
FAWS-55373	--	Supplement Award Package	15PSMA-24-GG-01027-AWAX	PY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55292	--	Supplement Award Package	15PSMA-25-GK-00055-AWAX	DY 040824 OJP WBB with CONDITIONAL CLEARANCE INITIAL	OJP-SMART	Pending-Award Acceptance
FAWS-55290	--	Supplement Award Package	15PSMA-25-GK-00058-CAPL	DY 040824 OJP WBB with CONDITIONAL CLEARANCE INITIAL	OJP-SMART	Pending-Award Acceptance
FAWS-55288	--	Supplement Award Package	15JOVW-25-GK-00050-STOP	DY040924 OVW WBB INITIAL	OVW	Pending-Award Acceptance
FAWS-336450	--	Funded Award	15JOVW-23-GG-03303-STOP	OVW Fiscal Year 2023	OVW	Pending-Award Acceptance
FAWS-336449	--	Funded Award	15JOVW-24-GG-00214-STOP	PY24DiscretionaryTemplateNewDesign	OVW	Pending-Award Acceptance
FAWS-53270	--	Supplement Award Package	15JOVW-22-GG-03293-STOP	PY22 OVW Solicitation	OVW	Pending-Award Acceptance
FAWS-53267	--	Supplement Award Package	15JOVW-23-GG-03238-STOP	OVW Fiscal Year 2023	OVW	Pending-Award Acceptance
FAWS-53266	--	Supplement Award Package	15JOVW-23-GG-03239-STOP	OVW Fiscal Year 2023	OVW	Pending-Award Acceptance
FAWS-53254	--	Supplement Award Package	15JOVW-23-GG-03236-STOP	OVW Fiscal Year 2023	OVW	Pending-Award Acceptance
FAWS-53253	--	Supplement Award Package	15JOVW-23-GG-03236-STOP	OVW Fiscal Year 2023	OVW	Pending-Award Acceptance

Trainee Resources

Privacy Policy

Accept or Decline (Authorized Representative)

Step 3

Expand Sections

- 3) To accept the award, the **Authorized Representative** must expand each section caret 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-23-GG-03303-STOP) **PENDING-AWARD ACCEPTANCE**
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Solicitation Title: OWW Fiscal Year 2023
Project Title: Dunya ORG 24
Project Period: 10/31/22 - 1/15/25
Managing Office: OWW
DOJ Grant Manager: GrantManaReOWW jgitsint
Grant Award Administrator: justgrants025.grantawardadmin jgitsint
FAW Case ID: FAW-336450

Solicitation Category: N/A
Federal Award Amount \$106.73
UEI: QPN9V8G29PZ
TIN: *****0000

Approval
Award Package Acceptance

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

Cancel Decline Accept

FUNDED AWARD INITIAL SETUP ACTIVE INITIATE CLOSURE PROGRAMMATIC CLOSURE FINANCIAL CLOSURE UEMS HANDOFF

Case details
Last updated by Queue processor(pzStandardProcessor.ResaveWorkObject (2mo ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (4mo ago)

DOJ Grant Manager
GrantManaReOWW jgitsint
Phone 999.000.1111
Email GrantManaReOWW@ojp.doi.gov

Participants (7)
justgrants025.grantawardadmin jgitsint Grant Award Administrator
JohnElectronicBusinessPoc Doe Entity Administrator
GrantManaReOWW jgitsint Grant Manager

Trainline Resources Privacy Policy

Accept or Decline (Authorized Representative)

Step 4

View Award
Letter

4) Expand the **Award Letter** caret to display the award letter.

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JUSTICE GRANTS SYSTEM

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Funded Award
(15J0VW-23-GG-03303-STOP) **PENDING-AWARD ACCEPTANCE**
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Solicitation Title: OVV Fiscal Year 2023
Project Title: Dunya ORG 24
Project Period: 10/31/22 - 1/15/25
Managing Office: OVV
DOJ Grant Manager: GrantManaReOVW jgitsint
Grant Award Administrator: justgrants025.grantawardadmin jgitsint
FAW Case ID: FAW-336450

Solicitation Category: N/A
Federal Award Amount \$106.73
UEI: QPN9V8G29PZ
TIN: *****0000

Approval

Award Package Acceptance

▼ **Award Letter**

January 22, 2024

Dear justgrants025.authorizedrep jgitsint,

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 JGII Test Org25 for an award under the funding opportunity entitled 2023 OVV Fiscal Year 2023. The approved award amount is \$106.73.

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.

Congratulations, and we look forward to working with you.

Mainul Islam
Contractor

Case details

Last updated by
Queue processor(pzStandardProcessor.ResaveWorkObject
(2mo ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(4mo ago)

DOJ Grant Manager
[GrantManaReOVW jgitsint](#)
Phone
999.000.1111
Email
[GrantManaReOVW@ojp.doi.gov](#)

Participants (7)

- justgrants025.grantawardadmin jgitsint
Grant Award Administrator
- JohnElectronicBusinessPoc Doe
Entity Administrator
- GrantManaReOVW jgitsint
GrantManager

[Trainline Resources](#)
[Privacy Policy](#)

Accept or Decline (Authorized Representative)

Steps 5 – 6

Award Information

- 5) Expand and review the **Award Information** section.
- 6) Select the certification check box to confirm the information has been read and understood.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Recipient Information

Recipient Name
JGII Test Org25

UEI
QPN9Y8JG29P2

Street 1
111 Street Rd

City
Washington

Zip/Postal Code
602

County/Parish
--

Street 2
--

State/U.S. Territory
District of Columbia

Country
United States

Province
--

Award Details

Federal Award Date
1/22/24

Award Number
15JOVW-23-GG-03303-STOP

Federal Award Amount
\$106.73

Award Type
Initial

Supplement Number
00

Funding Instrument Type
Grant

Assistance Listing Number	Assistance Listings Program Title
16.839	STOP School Violence

Statutory Authority
34 U.S.C. 12511

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

Participants (7)

999-000-1111

Email
GrantManReOvw@ojio.doi.gte

justgrants025.grantawardadmin
Jgitsext
Grant Award Administrator

JohnElectronicBusinessPoc.Doe
JD
Entity Administrator

GrantManReOvw Jgitsext
GJ
GrantManager

justgrants025.financialmanager
Jgitsext
Financial Manager

justgrants025.authorizedrep
Jgitsext
Authorize Representative

View all

Trainline Resources
Privacy Policy

Accept or Decline (Authorized Representative)

Steps 7 – 8

Project Information

- 7) Expand and review the **Project Information** section.
- 8) Select the certification check box to confirm the information has been read and understood.

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JUSTICE GRANTS SYSTEM

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Funded Award
(15J0VW-23-GG-03303-STOP) **PENDING-AWARD ACCEPTANCE**
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)

Project Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Solicitation Title
2023 OVW Fiscal Year 2023

Awarding Agency
OVW

Application Number
GRANT1-283e-4833-9cbf-aca939824988

Grant Manager Name **Phone Number** **E-mail Address**
GrantManaReOVW jgitsint 202-000-1111 GrantManaReOVW@ojp.doj.stg

Project Title
Dunya ORG 24

Performance Period Start Date
10/31/2022

Performance Period End Date
01/15/2025

Budget Period Start Date
10/31/2022

Budget Period End Date
01/15/2025

Project Description

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

Financial Information
Other Award Documents
Award Conditions
Award Acceptance

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

Accept or Decline (Authorized Representative)

Steps 9 – 11

Financial Information

- 9) Expand and review the **Financial Information** section.
- 10) Select the certification check box to confirm the information has been read and understood.
- 11) Expand and review the **Other Award Documents** section.
Documents included when the application was submitted or added during the Application Review process are listed here as links.

The screenshot displays the 'Funded Award' page in the JUSTgrants system. The page title is '(15)OVW-23-GG-03303-STOP' with a status of 'PENDING-AWARD ACCEPTANCE'. The awarded entity is 'JGII Test Org25'. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is divided into sections: 'Project Information', 'Financial Information', 'Other Award Documents', 'Award Conditions', and 'Award Acceptance'. Step 9 is indicated by a green circle around the 'Financial Information' section header. Step 10 is indicated by a green circle around a checkbox labeled 'I have read and understand the information presented in this section of the Federal Award Instrument.' Step 11 is indicated by a green circle around the 'Other Award Documents' section header. The 'Award Acceptance' section contains a 'Declaration and Certification to the U.S. Department of Justice as to Acceptance' with instructions and a list of options (A, B, C, D) for the user to select. At the bottom, there is an 'Agency Approval' table with columns for Title of Approving Official, Name of Approving Official, and Signed Date And Time.

Agency Approval		
Title of Approving Official	Name of Approving Official	Signed Date And Time
Contractor	Mainul Islam	1/22/24 3:48 PM

Accept or Decline (Authorized Representative)

Steps 12 – 13

Review Award Conditions

- 12) Expand each award condition caret to open and review all award conditions.
- 13) Select the certification check box confirming all award conditions presented in the section have been read and understood.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
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)
Grant Award Administrator: justgrants025.grantawardadmin.jgitsent
FAW Case ID: FAW-336450

Approval

Award Package Acceptance

- > Award Letter
- > Award Information
- > Project Information
- > Financial Information
- > Other Award Documents
- > **Award Conditions**
This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

41
Compliance with statutory and regulatory requirements

The recipient agrees to comply with all relevant statutory and regulatory requirements, which may include, among other relevant requirements, the provisions of the Violence Against Women Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-183, the Violence Against Women Reauthorization Act of 2018, P.L. 115-321, and the Violence Against Women Reauthorization Act of 2022, P.L. 117-175.

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

42
GSGSG

12

1
CHAN ACTIVE OVV

2
Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears on the OVV website at <https://www.justice.gov/ovv/conference-planning>.

3
OVV Training Guiding Principles

The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVV Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/ovv/resources-and-faqs-grantees#Discretionary>.

4
Activities that compromise victim safety and recovery or undermine offender accountability

The recipient agrees that grant funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVV-funded services; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in the solicitation or companion guide under which the application was submitted.

Case details

Last updated by
Queue processor(pzStandardProcessor.ResaveWorkObject
(2mo ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(4mo ago)

DOJ Grant Manager
[GrantManagerOVV.jgitsent](#)
Phone
999.000.1111
Email
[GrantManagerOVV@ojp.doi.gov](#)

Participants (7)

- Justgrants025.grantawardadmin.jgitsent
Grant Award Administrator
- JohnElectronicBusinessPoc.Doe
Entity Administrator
- GrantManagerOVV.jgitsent
GrantManager
- Justgrants025.financialmanager.jgitsent
Financial Manager
- Justgrants025.authorizedrep.jgitsent
Authorized Representative

[View all](#)

[Trainline Resources](#)
[Privacy Policy](#)

Accept or Decline (Authorized Representative)

Steps 14 – 15

Accept or
Decline Award

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

15) Select **Decline** or **Accept**.

NOTE: After selecting the **Declaration and Certification** checkbox, the AR's name, title, date, and time are automatically populated.

NOTE: If the AR's title is missing from their user profile, the user will be prompted to update their user profile information before continuing with acceptance.

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

Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance
By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official Contractor	Name of Approving Official Mainul Islam	Signed Date And Time 1/22/24 3:48 PM
---	--	---

Authorized Representative

☒ Declaration and Certification

Entity Acceptance

Title of Authorized Entity Official Director IT	Name of Authorized Entity Official justgrants025.authorizedrep.jgitsext	Signed Date And Time 6/14/2024 2:51 PM
--	--	---

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

14

15

[Trainline Resources](#)
[Privacy Policy](#)

[Decline](#) [Accept](#)

Accept or Decline (Authorized Representative)

Step 16

Confirm
Acceptance

If the entity accepts the award, a confirmation page will appear.

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

The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with links: 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 (15JOVW-23-GG-03303-STOP) with status 'PENDING AWARD ACCEPTANCE'. It lists the 'Awarded Entity Legal Name' as '(JGII Test Org25)' and 'Doing Business As' as '(JGII Test Org25)'. The 'Award Acceptance' section contains a 'Declaration and Certification to the U.S. Department of Justice as to Acceptance' with instructions and a list of statements (A, B, C, D) for the user to confirm. Below this, there are sections for 'Agency Approval' (with fields for Title of Approving Official, Name of Approving Official, and Contractor) and 'Authorized Representative' (with a checked box for 'Declaration and Certification'). The 'Entity Acceptance' section includes fields for Title of Authorized Entity Official, Name of Authorized Entity Official, and Signed Date And Time. A modal dialog box titled 'Confirm award acceptance' is overlaid on the screen, asking the user to confirm the action and providing 'Cancel' and 'Confirm' buttons. A green circle with the number '16' is placed over the 'Confirm' button in the dialog box. At the bottom of the page, there are links for 'Trainline Resources' and 'Privacy Policy', and buttons for 'Cancel', 'Decline', and 'Accept'.

Steps 17 – 18

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

<https://stage-clone-grants.eop.usdo.gov/prweb/PRAuth/app/1/GITS/3y/268dd-1pDcXTO14XnAgiAXmVNeWw/ITABTHREAD1?pyActivity=FinishAssignment&pzrromframe=pyWorkPage&pzrPrimaryPageName=pyWorkPage&pzrTransactionId=8b97699bb7c5c53bee7edbaaa849f18&pzrarnessID=HID800AC7B53D85006AA4058B1C3893784D>

Accept or Decline (Authorized Representative)

Steps 19 – 21

Decline Award

If the entity declines the award, a justification page will appear.

- 19) Enter a justification for declining the funded award in the **Justification** text box.
- 20) Upload documents that support the entity's decision to decline by choosing **Select File(s)** or dragging and dropping files in the drag and drop box.
- 21) Select **Submit**.

The screenshot displays the JUSTgrants system interface. On the left is a navigation menu with links to 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 (15JOVW-23-GG-03303-STOP) and entity (JG11 Test Org25). A modal window titled 'Please provide a justification for declining this award.' is open, containing a text box for justification (19), a file upload area with a 'Select file(s)' button (20), and a 'Submit' button (21). The background form includes sections for 'Declaration and Certification to the U.S. Department of Justice as to Acceptance', 'Agency Approval', 'Authorized Representative', and 'Entity Acceptance'.



Supplemental Award



Step 1:
Verify and Confirm
Authorized Representative
(Entity Administrator)

Verify and Confirm Authorized Representative (Entity Administrator)

Step 1

Select Case ID

Supplemental awards, such as the new funded award, require the EA to ensure required award assignments are in place for the supplemental award.

- 1) Log into JustGrants and view assignments on **My Worklist**.
Select the **Supplemental Award Case ID**.

JUSTgrants
JUSTICE GRANTS SYSTEM

Welcome Serena Francesca

Entity Administrator: Alak Dutta

Alerts (2)

My Worklist

2539 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
FAW-379383		Funded Award	15PSMA-24-GG-01699-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
FAW-370828		Funded Award	15PBJA-24-GG-01632-AWAX	Test Jrm 3-29	OJP-BJA	Pending-Award External Assignee
FAW-58223		SupplementalAward	15JOVW-24-GG-01667-STOP	FY24DiscretionaryTemplateNewDesign	OVW	Submitted
FAW-58061		SupplementalAward	15JOVW-22-GG-03302-STOP	FY22 OVW Solicitation	OVW	Submitted
FAW-358546		Funded Award	15JCOPS-24-GG-01624-METH	FY24 COPS Template New Design	COPS	Submitted
FAW-354941		Funded Award	15PBJA-24-GG-01607-AWAX	FY24 Formula Template (New Redesign)	OJP-BJA	Pending-Award External Assignee
FAW-350650		Funded Award	15JCOPS-24-GG-01584-METH	Test Solicitation	COPS	Pending-Award External Assignee
FAW-350175		Funded Award	15PSMA-24-GG-01578-AWAX	FY24 INVITED TEMPLATE	OJP-SMART	Pending-Award External Assignee
FAW-56868		SupplementalAward	15JOVW-22-GG-02971-STOP	FY22 OVW Solicitation	OVW	Submitted
FAW-341896		Funded Award	15PBJA-24-GG-01550-AWAX	Alak Testing Jag Local	OJP-BJA	Pending-Award External Assignee
FAW-341895		Funded Award	15PBJA-24-GG-01548-AWAX	Alak Testing Jag Local	OJP-BJA	Pending-Award External Assignee
FAW-54401		SupplementalAward	15PBJS-20-GG-00771-AWAX	PROJECT: BJS Solicitation Sanity Testing	OJP-BJS	Submitted
FAW-322678		Funded Award	15JOVW-24-GG-00171-STOP	FY24FormulaNewDesign	OVW	Pending-Award External Assignee

Training Resources
Privacy Policy

Verify and Confirm Authorized Representative (Entity Administrator)

Step 2

Re-assign AR

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

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

NOTE: Individuals assigned to the AR role must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

The screenshot displays the JUSTgrants interface for a supplemental award. The main section is titled "Verify And Confirm Authorize Representative". It shows the current assigned Authorized Representative (AR) with the following details:

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

Below this, a question is posed: "Do you want to re-assign new Authorize Representative ? *". There are two radio buttons: "Yes" and "No". The "No" button is selected.

At the bottom of the main section, there are "Cancel", "Save", and "Submit" buttons. A large green circle with the number "2" is overlaid on the "Submit" button.

The right sidebar contains "Case details", "Open assignments", "Recent content (2)", and "Participants (2)".

The bottom navigation bar includes "INITIATE SUPPLEMENT AWARD", "ACCEPT / DECLINE SUPPLEMENT AWARD", "DECLINED AWARD", "ASAP ACCOUNT", and "ACCEPTED AWARD".

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 3 – 4

No Re-assign AR

- 3) Select **No** if the new **Authorized Representative** is not being reassigned.
- 4) Select **Submit**.

The screenshot displays the JUSTgrants system interface. The main content area is titled 'Verify And Confirm Authorize Representative'. It shows 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 question is posed: 'Do you want to re-assign new Authorize Representative ? *'. There are two radio buttons: 'Yes' (unselected) and 'No' (selected). A green box highlights the 'No' button, with a green circle containing the number '3' next to it. Below the question, there are 'Cancel', 'Save', and 'Submit' buttons. A green box highlights the 'Submit' button, with a green circle containing the number '4' next to it. The interface also includes a sidebar with navigation links (Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms) and a right-hand panel with 'Case details', 'Open assignments', 'Recent content', and 'Participants'.

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 5 – 6

Status Change

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

- 5) The following message displays to the EA: **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, a navigation menu includes Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows the 'Supplement Award Package (15JOVW-24-GG-00460-STOP)' with a 'Create Date' of '17-Apr-2024'. A green box highlights the message: 'Thank you! The next step in this case has been routed appropriately.' A green circle with the number '5' is placed over this message. To the right, the status 'Supplement 01' is changed to 'PENDING-AWARD ACCEPTANCE', highlighted by a green box and a green circle with the number '6'. Below the message, a progress bar shows the current step as 'ACCEPT / DECLINE SUPPLEMENT AWARD'. The 'Information' section lists details: 'ASAPAccountUpdateWithSupplementAward', 'FundedAwardAmount', 'ReAssignAuthRepYN' (N), and 'SupplementalFAWCaseID'. On the right side, the 'Case details' section shows the last updated by 'JohnElectronicBusinessPoc Doe (1m ago)' and the created by 'Agent(System-Queue-ServiceLevel.ProcessEvent) (19m ago)'. Below this, the 'Recent content (3)' section lists three items: 'DOI Justice Grants System - Award...', 'Initial Supplement 01 Package - 15j...', and 'DOI Justice Grants System - Award...'. The 'Participants (2)' section lists 'JohnElectronicBusinessPoc Doe Entity Administrator' and 'justgrants026.authorizedrep jgitsxt Authorized Representative'. At the bottom left, there are links for 'Training Resources' and 'Privacy Policy'.

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 7 – 8

Yes,
Re-assign AR

- 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.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

IGII Test Org26 (FAW-343277) Supplemental Award (15PSMA-24-GG-00459-AWAX) Supplement 01 PENDING-VERIFYAUTHORIZEREP

Create Date: 17-Apr-2024

Verify And Confirm Authorize Representative

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

Assign To: (Choose User)

- (Choose User)
- David Gaetani
- justgrants026.authorizedrep.jgitsext
- justgrants026.multipleroles.jgitsext
- Jane Doe
- JohnElectronicBusinessPoc Doe

Cancel Save Submit

Case details

Last updated by Pega Email Bot (30m ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (30m ago)

Open assignments

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

Recent content (2)

- Initial Supplement 01 Package - 15P...
Apr 17, 2024 12:59:21 PM
- DOJ Justice Grants System - Award...
Apr 17, 2024 12:59:20 PM

Participants (2)

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

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 9 – 10

Review New AR

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

IGII Test Org26 (FAW-343277)
SupplementalAward (15PSMA-24-GG-00459-AWAX) Supplement 01
Create Date: 17-Apr-2024
PENDING-VERIFYAUTHORIZEDREP

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

Assign To: justgrants026.authorizedrep.jgitsext

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

Cancel Save **Submit**

Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (30m ago)

Open assignments

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

Recent content (2)

Initial Supplement 01 Package - 15P...
Apr 17, 2024 12:59:21 PM

DOJ Justice Grants System - Award...
Apr 17, 2024 12:59:20 PM

Participants (2)

JohnElectronicBusinessPoc Doe
Entity Administrator

justgrants026.authorizedrep.jgitsext
Authorized Representative

9

10

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 11 – 12

Status Change

After the EA submits a **Yes** response,

- 11) The following message displays to the EA: **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 Justice Grants System 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 (15PSMA-24-GG-00459-AWAX)' with a 'Create Date' of '17-Apr-2024'. A green box highlights a message: 'Thank you! The next step in this case has been routed appropriately.' A green circle with the number '11' is next to this message. Above the message, a purple box contains the text 'PENDING-AWARD ACCEPTANCE', and a green circle with the number '12' is next to it. Below the message is a progress bar with steps: INITIATE SUPPLEMENT AWARD (checked), ACCEPT / DECLINE SUPPLEMENT AWARD (current), DECLINED AWARD, ASAP ACCOUNT, and ACCEPTED AWARD. Under the 'ACCEPT / DECLINE SUPPLEMENT AWARD' step, there is an 'Information' section with fields: ASAPAccountUpdateWithSupplementAward (empty), FundedAwardAmount (empty), ReAssignAuthRepYN (Y), and SupplementalFAWCaseID (empty). On the right side, there are sections for 'Case details' (Last updated by JohnElectronicBusinessPoc Doe, Created by Agent(System-Queue-ServiceLevel.ProcessEvent)), 'Recent content (3)' (listing three documents), and 'Participants (2)' (listing JohnElectronicBusinessPoc Doe and justgrants026.authorizedrep). At the bottom left, there are links for 'Training Resources' and 'Privacy Policy'.

Step 2:
Accept or Decline
(Authorized Representative)

Accept or Decline Supplement Award (Authorized Representative)

Steps 1 – 2

Select Case ID

The assigned **AR(s)** must accept or decline supplemental awards. They must have the legal authority to enter into contracts, grants, and cooperative agreements on behalf of their entity.

- 1) Log into JustGrants and view assignments on **My Worklist**.
- 2) Select the **Case Id** for a case type of **Supplement Award Package (FAWS)** with a case status of **Pending-Award Acceptance**.

Welcome justgrants025.authorizedrep jgitext

Entity Administrator: JohnElectronicBusinessPoc Doe

Alerts (0)

No data to display

1

2

	Due Date	Case Type	Award	Solicitation Title	Office	Status
FAWS-55384	--	Supplement Award Package	15JOVW-24-GG-01034-	FY24FormulaNewDesign	OVW	Pending-Award Acceptance
FAWS-55383	--	Supplement Award Package	15JOVW-24-GG-01033-	FY24FormulaNewDesign	OVW	Pending-Award Acceptance
FAWS-55381	--	Supplement Award Package	15PSMA-24-GG-01031-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55376	--	Supplement Award Package	15JOVW-24-GG-01029-	FY24FormulaNewDesign	OVW	Pending-Award Acceptance
FAWS-55375	--	Supplement Award Package	15PSMA-24-GG-01030-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55374	--	Supplement Award Package	15JOVW-24-GG-01028-	FY24FormulaNewDesign	OVW	Pending-Award Acceptance
FAWS-55373	--	Supplement Award Package	15PSMA-24-GG-01027-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55292	--	Supplement Award Package	15PSMA-25-GK-00055-AWAX	DY 040824 OJP WBB with CONDITIONA CLEARANCE INITIAL	OJP-SMART	Pending-Award Acceptance
FAWS-55290	--	Supplement Award Package	15PSMA-25-GK-00058-CAPL	DY 040824 OJP WBB with CONDITIONA CLEARANCE INITIAL	OJP-SMART	Pending-Award Acceptance
FAWS-55288	--	Supplement Award Package	15JOVW-25-GK-00050-STOP	DY040924 OVW WBB INITIAL	OVW	Pending-Award Acceptance
FAW-336450	--	Funded Award	15JOVW-23-GG-03303-STOP	OVW Fiscal Year 2023	OVW	Pending-Award Acceptance
FAW-336449	--	Funded Award	15JOVW-24-GG-00214-STOP	FY24DiscretionaryTemplateNewDesign	OVW	Pending-Award Acceptance
FAWS-533270	--	Supplement Award Package	15JOVW-22-GG-03293-STOP	FY22 OVW Solicitation	OVW	Pending-Award Acceptance
FAWS-53267	--	Supplement Award Package	15JOVW-23-GG-03238-STOP	OVW Fiscal Year 2023	OVW	Pending-Award Acceptance
FAWS-53266	--	Supplement Award Package	15JOVW-23-GG-03239-STOP	OVW Fiscal Year 2023	OVW	Pending-Award Acceptance
FAWS-53254	--	Supplement Award Package	15JOVW-23-GG-03236-STOP	OVW Fiscal Year 2023	OVW	Pending-Award Acceptance
FAWS-53253	--	Supplement Award Package	15JOVW-23-GG-03236-STOP	OVW Fiscal Year 2023	OVW	Pending-Award Acceptance

Trainline Resources

Privacy Policy

Accept or Decline Supplemental Award (Authorized Representative)

Step 3

[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.

- 3) To accept the award, the AR must **expand** each section caret of the award package and certify that they have read and understood the information in each section.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

IGJI Test Org26 (FAW-324112)

Supplement Award Package (15JOVW-22-GG-03291-STOP) Supplement 01 **PENDING-AWARD ACCEPTANCE**

Create Date : 03-Aug-2023

Approval

Award Package Acceptance (Supplement)

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

Cancel Decline Accept

Case details

Last updated by Pega Email Bot (7mo ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (7mo ago)

Open assignments

Get Approval (Current)
justgrants026.authorizedrep.jgitsext

Recent content (2)

- [Insert Solution Name] Award [15]JO...
Aug 3, 2023 1:20:34 PM
- DOJ Justice Grants System - Award...
Aug 3, 2023 1:17:28 PM

Participants (2)

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

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

Information Audit

ASAPAccountUpdateWithSupplementAward —

FundedAwardAmount —

ReAssignAuthRepYN N

Training Resources Privacy Policy

Home

Grant Award Acceptance | 39

Accept or Decline Supplemental Award (Authorized Representative)

Step 4

View Award
Letter

4) Expand the **Award Letter** caret to display the award letter.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
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Entity Documents
Applications
Awards
Monitoring
Federal Forms

IGII Test Org25Doing Business As (FAW-328515)
Supplement Award Package (15JOVW-23-GK-03283-STOP) 02
Create Date: 28-Feb-2024
Supplement 02
PENDING-AWARD ACCEPTANCE

Actions

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 jgitstext (1mo ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (1mo ago)

Open assignments

Get Approval (Current)
justgrants026.authorizedrep jgitstext

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)

- JD JohnElectronicBusinessPoc Doe
Entity Administrator
- justgrants026.authorizedrep jgitstext
Authorized Representative

Training Resources
Privacy Policy

Accept or Decline Supplemental Award (Authorized Representative)

Step 5

Review All Section
Checkboxes

- 5) Expand 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.

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JUSTICE GRANTS SYSTEM

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

IGII Test Org26 (FAW-324112)

Supplement Award Package (15JOVW-22-GG-03291-STOP) Supplement 01 **PENDING-AWARD ACCEPTANCE** Actions

Create Date: 03-Aug-2023

Federal Award Date 8/3/23	Assistance Listing Number Assistance Listings Program Title
Award Type Continuation	16.839 STOP School Violence
Award Number 15JOVW-22-GG-03291-STOP	Statutory Authority
Supplement Number 01	34 U.S.C. 12511
Federal Award Amount \$199,00	
Funding Instrument Type Grant	

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

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

Cancel Decline Accept

Training Resources Privacy Policy

Accept or Decline Supplemental Award (Authorized Representative)

Steps 6 – 7

Accept or
Decline Accept

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

NOTE: After selecting the **Declaration and Certification** checkbox, the AR name, title, date, and time are automatically populated.

NOTE: If the AR's title is missing from their user profile. The user will be prompted to update their user profile information before continuing with acceptance.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

IGIT Test Org26 (FAW-333141)

Supplement Award Package (15JOVW-23-GG-03301-STOP) Supplement 01 **PENDING-AWARD ACCEPTANCE**

Create Date: 12-Dec-2023

materially raise, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official	Name of Approving Official	Signed Date And Time
—	Mushfiqul Bhuiyan	12/12/23 1:00 PM

Authorized Representative

☒ Declaration and Certification

Entity Acceptance

Title of Authorized Entity Official	Testing New
Name of Authorized Entity Official	justgrants026.authorizedrep.jgitsex
Signed Date And Time	4/1/2024 2:44 AM

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

Decline Accept

Accept or Decline Supplemental Award (Authorized Representative)

Step 8

Confirm
Acceptance

If the entity accepts the award, a confirmation page will appear.

8) 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 '15JOVW-23-GK-03283-STOP' with a status of 'PENDING-AWARD ACCEPTANCE'. Below this, there is an 'Entity Acceptance' section with fields for 'Title of Authorized Entity Official' (Testing New), 'Name of Authorized Entity Official' (justgrants026.authorizedrep.jgitext), and 'Signed Date And Time' (4/1/2024 2:02 AM). A modal dialog box titled 'Confirm award acceptance' is centered on the screen, 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 '8' is overlaid on the 'Confirm' button. At the bottom of the screen, a progress bar shows the current step as 'ACCEPT / DECLINE SUPPLEMENT AWARD'.

Accept or Decline Supplemental Award (Authorized Representative)

Step 9

Status Change

- 9) 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 Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows the 'Accepted Supplement Award (15JOVW-23-GK-03283-STOP)' status, with a 'Supplement 02' label and a 'RESOLVED-SUPPLEMENTAWARDAcCEPTED' badge. A green box highlights the message: 'Thank you! The next step in this case has been routed appropriately.' A green circle with the number '9' is overlaid on the message. Below the message, a progress bar shows the steps: INITIATE SUPPLEMENT AWARD, ACCEPT / DECLINE SUPPLEMENT AWARD, DECLINED A..., ASAP ACCOUNT, and ACCEPTED AWARD. The 'ACCEPT / DECLINE SUPPLEMENT AWARD' step is currently active. The 'Information' tab is selected, displaying a table with the following data:

Field	Value
FundedAwardAmount	1,000
ReAssignAuthRepYN	Y
SupplemenatIFAWCaseID	---

The 'Audit' tab is also visible, showing a detailed error message: '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'.

The right sidebar contains '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, DOJ Justice Grants System - Award, Initial Supplement 02 Package, DOJ Justice Grants System - Award), and 'Participants (2)' (JohnElectronicBusinessPoc Doe, Entity Administrator, justgrants026.authorizedrep jgitsext, Authorized Representative).

Accept or Decline Supplemental Award (Authorized Representative)

Steps 10 – 12

Decline Award

If the entity declines the award, a justification page will appear.

- 10) Enter a justification for declining the funded award in the **Justification** text box.
- 11) Upload documents that support the entity's decision to decline by choosing **Select File(s)** or dragging and dropping files in the drag and drop box.
- 12) Select **Submit**.

The screenshot displays the JUSTgrants system 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 '15JOVW-23-GG-03301-STOP' with a status of 'PENDING-AWARD ACCEPTANCE'. A modal window titled 'Please provide a justification for declining this award.' is open. The modal contains a text box for justification (Step 10), a file upload area with a paperclip icon and 'Drag and drop files here' text (Step 11), and a 'Submit' button (Step 12). The background page shows sections for 'Agency Approval', 'Authorized Representative' (with a checked 'Declaration and Certification'), and 'Entity Acceptance'.

August 2024

Version 5.1



JUSTgrants
JUSTICE GRANTS SYSTEM