



Application Submission

Job Aid Reference Guide

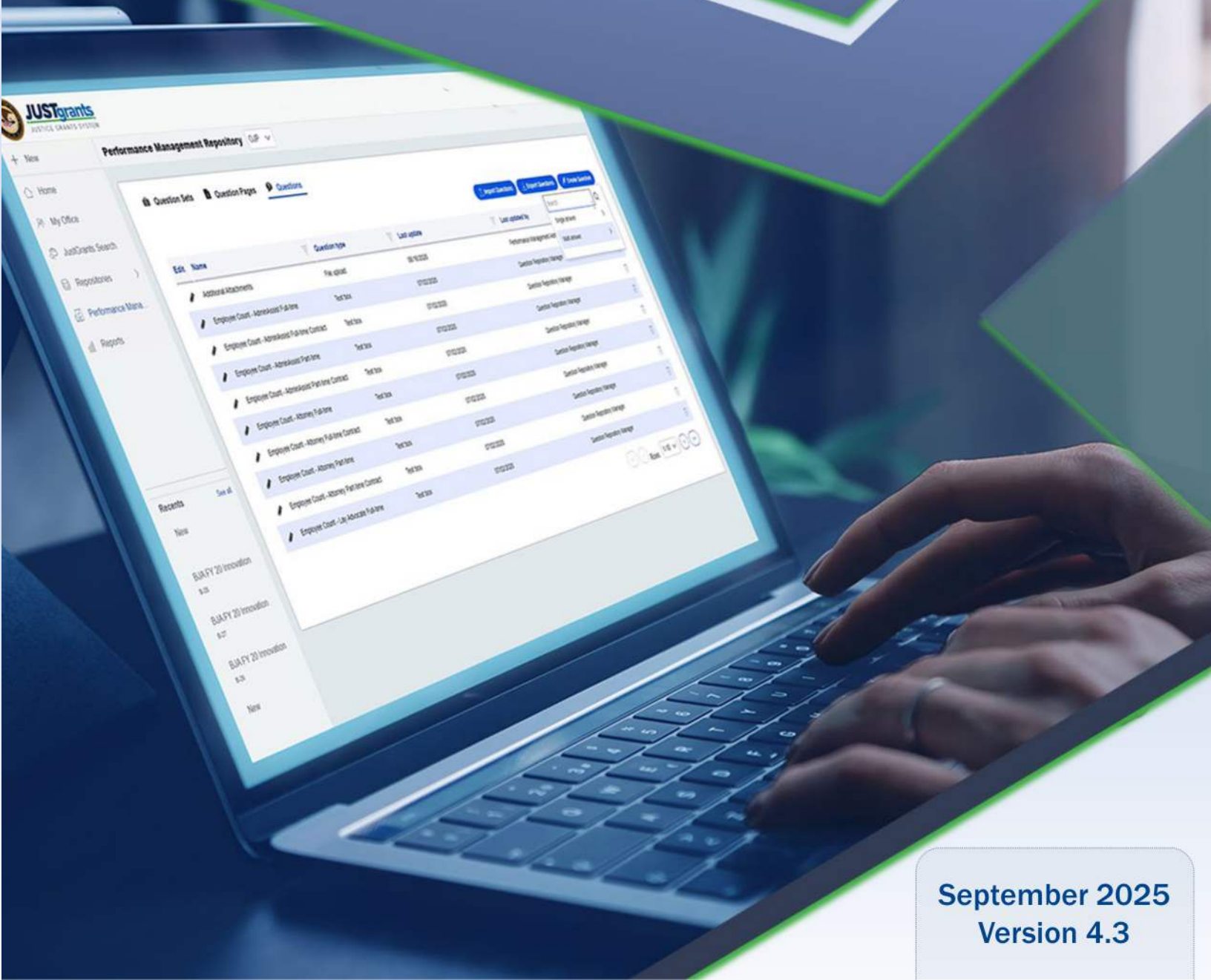


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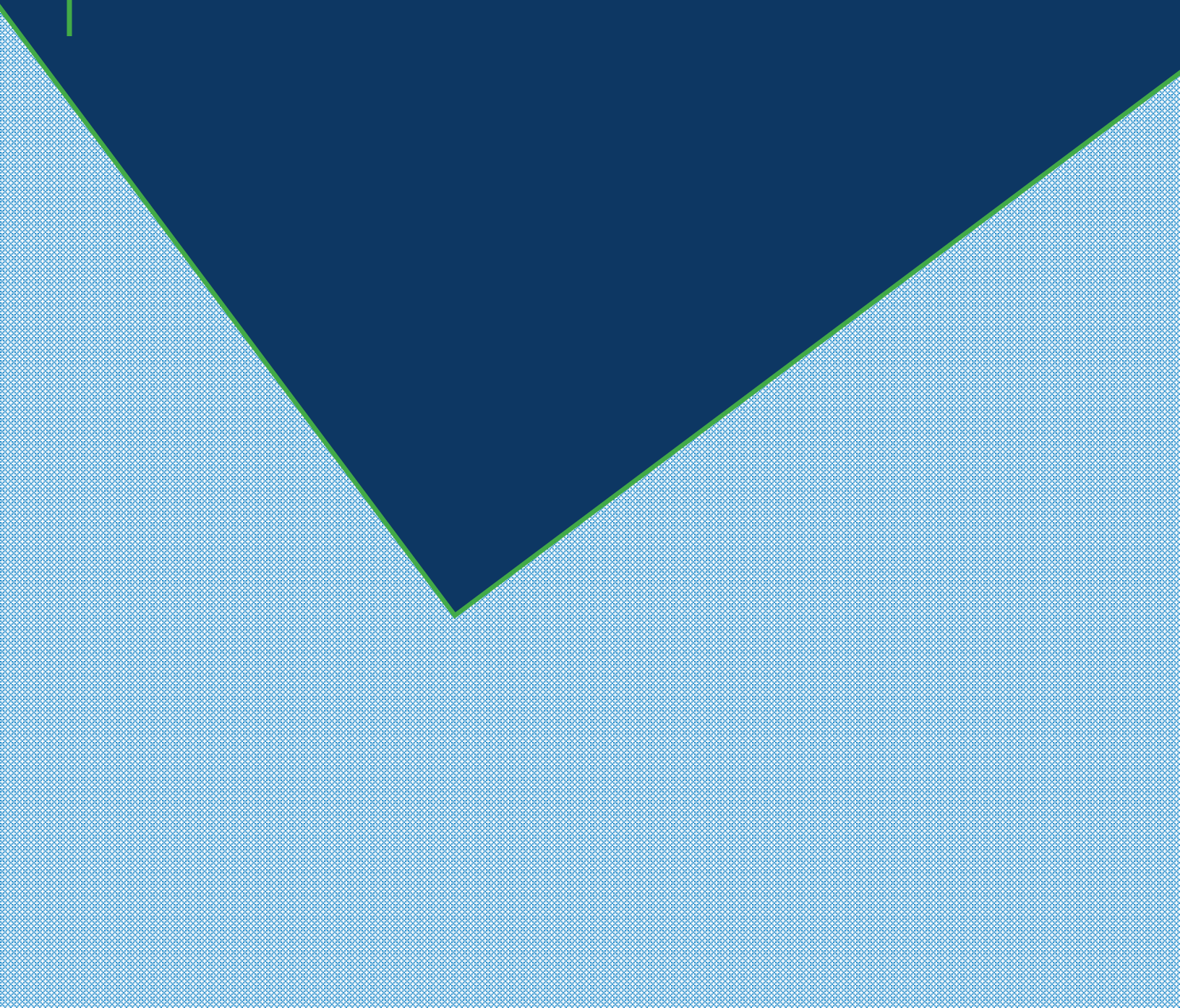
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Application Submission Overview



Application Submission

Process Overview



Department of Justice (DOJ) application submission is a two-step process.

The Notice of Funding Opportunity (NOFO) provides two deadlines: one for Grants.gov and one for JustGrants. NOFOs also detail specific program application requirements.



Grants.gov

Submit the first part of the application in Grants.gov by its specified deadline.

Step 1



JustGrants

Complete the rest of the application in JustGrants by its specific deadline.

Step 2

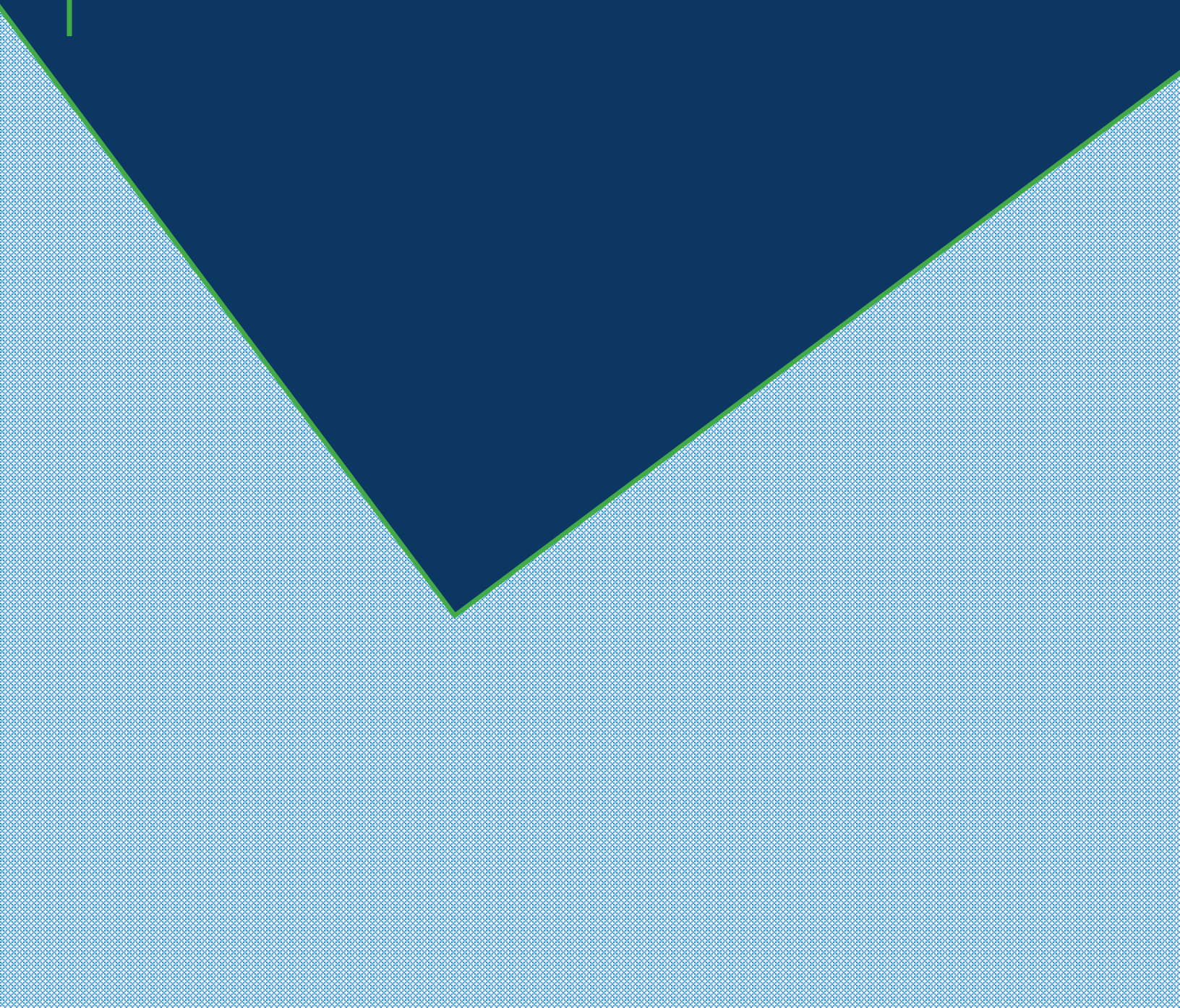
IMPORTANT!

Prior to applying for federal funding, entities must register to do business with the federal government and obtain a Unique Entity Identifier (UEI) through SAM.gov. Entities must maintain an "active" status in SAM.gov.

An expired or incomplete SAM.gov registration will prevent application submissions in Grants.gov.



Step 1: Grants.gov Application



Step 1

Grants.gov Application



IMPORTANT!

Entities must have a Unique Entity Identifier (UEI) and active SAM.gov registration status to submit their application in Grants.gov. To register or renew, visit SAM.gov.

The DOJ application process begins in Grants.gov when an entity completes the required Application for Federal Assistance form (SF-424) and submits the application.

NOTE: New users should refer to the Grants.gov [Quick Start Guide](#).

Grants.gov is the central place to locate federal funding opportunities.

✓ Search Grants.gov for the Opportunity Number listed in the NOFO

✓ Complete the SF-424 form and submit the application to begin the process.

Only users with an Authorized Organization Representative (AOR) role can submit an application in Grants.gov.



Step 1

Grants.gov: SF-424 Page 1



View Burden Statement

OMB Number: 4540-0044
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission:
☐ Pre-application
☐ Application
☐ Changed/Corrected Application

* 2. Type of Application:
☐ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: _____

4. Applicant Identifier: _____

5a. Federal Entity Identifier: _____

5b. Federal Award Identifier: _____

State Use Only:

6. Date Received by State: _____

7. State Application Identifier: _____

8. APPLICANT INFORMATION:

* a. Legal Name: _____

* b. Employer/Taxpayer Identification Number (EIN/TIN): _____

* c. UEI: _____

d. Address:

* Street1: _____

* Street2: _____

* City: _____

* County/Parish: _____

* State: _____

* Province: _____

* Country:

* Zip / Postal Code: _____

e. Organizational Unit:

Department Name: _____

Division Name: _____

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: * First Name: _____

Middle Name: _____

* Last Name: _____

Suffix:

Title: _____

Organizational Affiliation: _____

* Telephone Number: _____ Fax Number: _____

* Email: _____

Complete the required fields in SF-424.

If completing the form online, some fields may be prepopulated based on the user's entity profile.

SF-424

Pg. 1 of 3

NOTE: The user listed in Section 8F is automatically designated the Application Submitter (AS) in JustGrants (next step in the application process). Be sure to list the correct person and email address for this role since they will receive future notification from JustGrants.

If that person will be the contact for multiple entities (e.g., a grant writer who completes applications for multiple entities), they need to establish a unique email address for each entity and consistently use those email addresses.

Step 1

Grants.gov: SF-424 Page 2



Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:
Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:
* Other (specify):

* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:
CFDA Title:

* 12. Funding Opportunity Number:
* Title

13. Competition Identification Number:
Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):
Add Attachment Delete Attachment View Attachment

* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.
Add Attachments Delete Attachments View Attachments

Continue completing required fields on page 2 of SF-424.

If completing the form online, the Funding Opportunity fields (Section 12) may be prepopulated based on the NOFO selected.

Provide preliminary information in the Descriptive Title of Applicant's Project (Section 15). This information can be updated later in the JustGrants application, if needed.

SF-424

Pg. 2 of 3

Step 1

Grants.gov: SF-424 Page 3



Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	

19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes ☐ No

If "Yes", provide explanation and attach:

21. "By signing this application, I certify (1) to the statements contained in the list of certifications" and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances" and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

SF-424

Pg. 3 of 3

Continue completing required fields on page 3 of SF-424.

Provide preliminary information in the following sections: Section 17, which includes project start and end dates, and Estimated Funding (Section 18).

Refer to the NOFO for guidance on how to complete Section 19 regarding State Review.

Section 21 must reflect a user with an AOR role in Grants.gov.

NOTE: After submitting the Grants.gov application, SF-424 cannot be changed. However, the corresponding data fields within the JustGrants application can be updated in the Standard Applicant Information (JustGrants 424 and General Agency Information) section, if changes are needed.

Step 1

Grants.gov: Sign and Submit Application



After saving and closing the SF-424, the Manage Workspace page under the Applicants tab will display.

Select the **Sign and Submit** button.

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HOME LEARN GRANTS SEARCH GRANTS **APPLICANTS** GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Complete and Notify AOR Submit Agency Received «Back ?

Form successfully unlocked

O-OVW-2025-198084-STG - PKG00111183
DY Formula - Tribal Reimbursement - no does not have a Disclosure of Lobbying - SF-LLL form
United States Department of Justice
Office on Violence Against Women

Application Filing Name: Training Team Application Submission [Edit Name]
Workspace ID: WS00066010
AOR Status: Workspace has AOR
Workspace Owner: James Bond

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: Jan 25, 2030

Opening Date: Dec 11, 2024
Closing Date: Aug 07, 2025
UEI: QPN9Y8JGZ9PZ

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

Check Application **Sign and Submit** Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions » ?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	Passed	Jan 06, 2025 02:10:03 PM EST	---	Lock Download Upload Reuse Webform

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Frequently Asked Questions

NOTE: If the Sign and Submit button is disabled, this indicates the user does not have the Authorized Organization Representative (AOR) role. Only the AOR can sign and submit the application in Grants.gov.

Step 1

Grants.gov: Sign and Submit Application (cont.)



After the application is signed and submitted, Grants.gov sends a series of confirmation e-mails. Contact Grants.gov if these e-mails are not received within 24 hours.

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HOME | LEARN GRANTS | SEARCH GRANTS | **APPLICANTS** | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | CONNECT | SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Completed and Notified AOR Submitted **Agency Received** «Back ?

O-COPS-2024-335225-DEV - PKG00111328
PF DB2 1.7.24 SVPP
United States Department of Justice
Office of Community Oriented Policing
Services

Application Filing Name: PF DB1 1.16.24p [Edit Name]
Workspace ID: WS00066216
AOR Status: Workspace has AOR
Workspace Owner: James Bond

Workspace Status: Submitted
Last Submitted Date: Jan 16, 2025
SAM Expiration Date: Jan 25, 2030

Opening Date: Jan 07, 2025
Closing Date: Jan 30, 2025
UEI: QPN9Y8JGZ9PZ

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | DETAILS

Workspace Actions:

Check Application Sign and Submit Reopen Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: [Download Instructions »](#) ?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	Passed	Jan 16, 2025 11:49:09 AM EST	---	Lock Download Upload Reuse Webform

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[Frequently Asked Questions](#) ?

Moving into JustGrants



Grants.gov data automatically populates a new application in JustGrants. The Grants.gov portion of the application process is now complete.

The new JustGrants application is assigned to the person identified in Section 8F of the SF-424. This person becomes the Application Submitter in JustGrants.

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HOME | LEARN GRANTS | SEARCH GRANTS | **APPLICANTS** | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | CONNECT | SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created | Forms Passed | Completed and Notified AOR | Submitted | Agency Received

O-COPS-2024-335225-DEV - PKG00111328
PF DB2 1.7.24 SVPP
United States Department of Justice
Office of Community Oriented Policing
Services

Application Filing Name: PF DB1 1.16.24p [Edit Name]
Workspace ID: WS00066200
Workspace Status: Submitted
Opening Date: Jan 07, 2025
AOR Status: Workspace has AOR
Last Submitted Date: Jan 16, 2025
Closing Date: Jan 30, 2025
Workspace Owner: James Bond
SAM Expiration Date: Jan 25, 2030
UEI: RKV2V7M6FJ03

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | DETAILS

Workspace Actions:

Check Application | Sign and Submit | Reopen | Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: [Download Instructions](#)

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	Passed	Jan 16, 2025 09:56:08 AM EST	---	Lock Download Upload Reuse Webform

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Frequently Asked Questions

Moving into JustGrants (cont.)



JustGrants will then:

- ❖ Create a JustGrants application with certain prepopulated data from the Grants.gov application.
- ❖ E-mail the person listed in Section 8f of the SF-424 as the Application Submitter.

NOTE: For entities that are new to JustGrants, the Grants.gov submission will initiate an Entity Onboarding process. The SAM E-Biz POC will be onboarded as the JustGrants Entity Administrator and will need to take actions to confirm the entity profile and manage users.

See the Entity Management website for additional instructions.

<https://justicegrants.usdoj.gov/training/training-entity-management>

Continue to Step 2: JustGrants Application.



Step 2: JustGrants Application



JustGrants Overview

JustGrants is the Department of Justice's (DOJ's) web-based grants management system. It gives entities access to all their DOJ applications and awards.



DOJ provides training and resources to support entities in all stages of the Grants Lifecycle. Visit DOJ's full training and resource library online at justicegrants.usdoj.gov.

Training: Application Submission

Learn how to submit an application for DOJ funding by following a step-by-step breakdown of the application process.

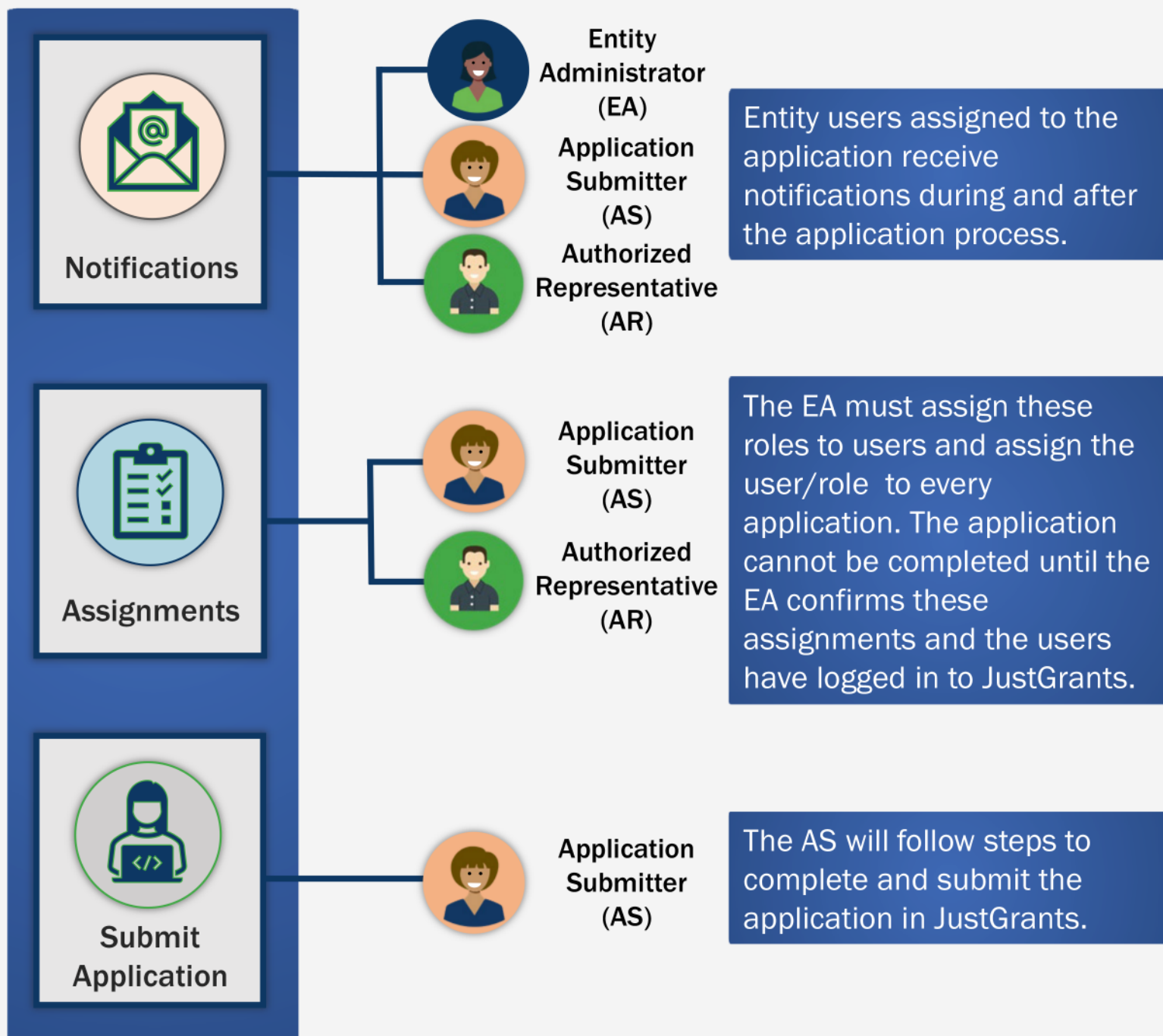
View a checklist, eLearning videos, reference guides, and other resources at <https://justicegrants.usdoj.gov/training/training-application-submission>.

Application Submission Overview

JustGrants

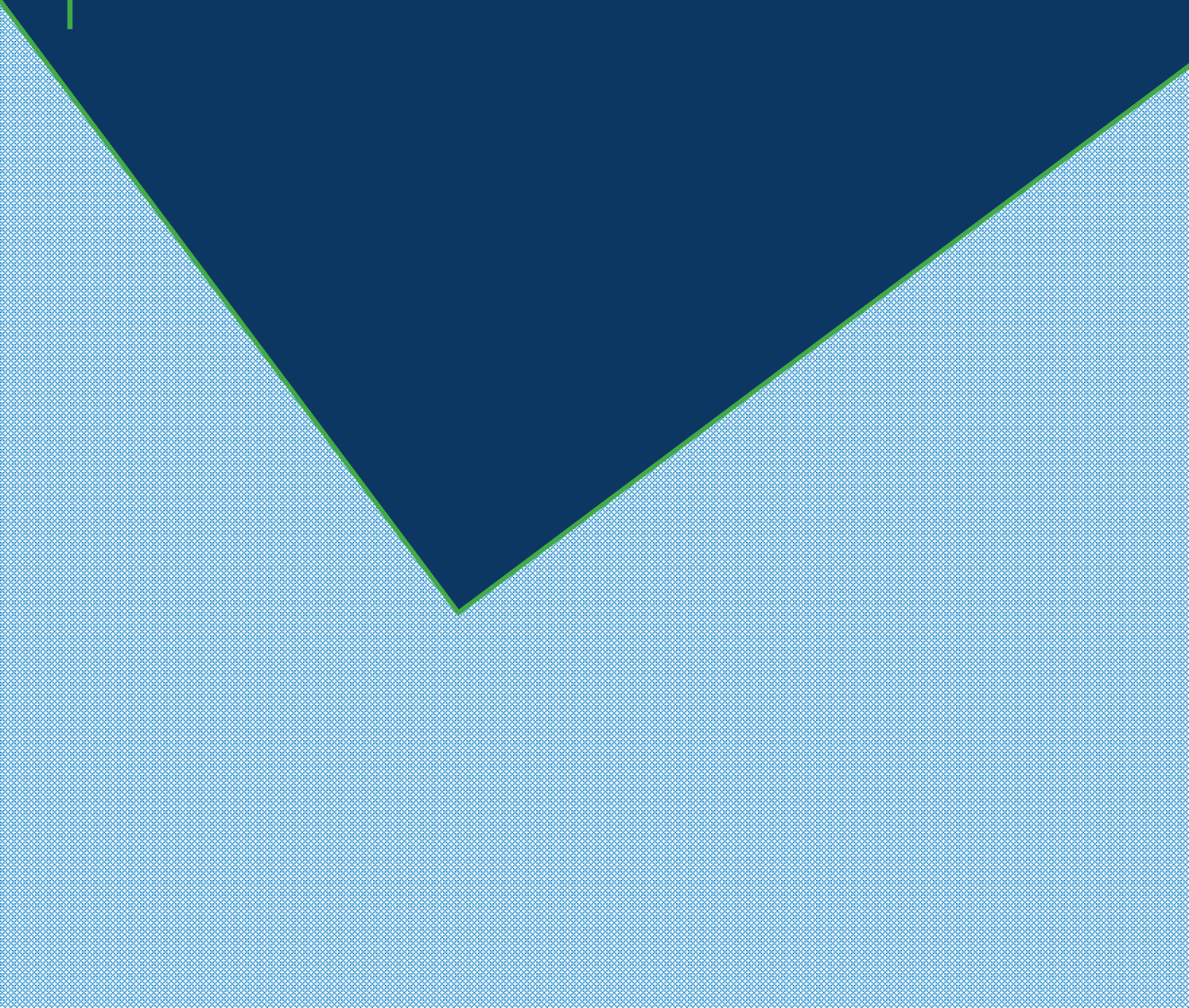


This chart shows the process, roles, and responsibilities involved in JustGrants Application Submission.





Locate and Navigate Application



Steps 1 – 2

If assigned as the Application Submitter (AS), access the application from **My Worklist**.

-
- JUSTgrants**
JUSTICE GRANTS SYSTEM
- Entity Administrator: Serena Francesco
- Welcome Serena Francesco
- Alerts (2)
- My Worklist
- 5000 results
- | Case ID | Due Date | Case Type | Award | Solicitation Title | Office | Status |
|---------|------------|---------------|-------|---------------------------|---------|---------------|
| A-21860 | 06/30/2026 | Grant Package | -- | -- | OWW | Pending-Draft |
| A-21861 | 06/30/2026 | Grant Package | -- | -- | OPH-AJA | Pending-Draft |
| A-21862 | 06/30/2026 | Grant Package | -- | -- | OPH-AJA | Pending-Draft |
| A-21863 | 10/01/2027 | Grant Package | -- | Barbier et al. for 24-013 | OWW | Pending-Draft |
| A-21864 | 07/31/2027 | Grant Package | -- | -- | OPH-AJA | Pending-Draft |
| A-21865 | 12/31/2026 | Grant Package | -- | -- | OPH-AJA | Pending-Draft |
| A-21866 | 12/31/2026 | Grant Package | -- | -- | OPH-AJA | Pending-Draft |
| A-21867 | 07/31/2026 | Grant Package | -- | -- | COPS | Pending-Draft |
| A-21868 | 07/31/2026 | Grant Package | -- | -- | OWW | Pending-Draft |
| A-21869 | 06/30/2026 | Grant Package | -- | -- | COPS | Pending-Draft |
| A-21870 | 06/30/2026 | Grant Package | -- | -- | OPH-AJA | Pending-Draft |
| A-21871 | 06/30/2026 | Grant Package | -- | -- | COPS | New |
| A-21872 | 06/30/2026 | Grant Package | -- | -- | COPS | New |
- Training Resources
- Privacy Policy

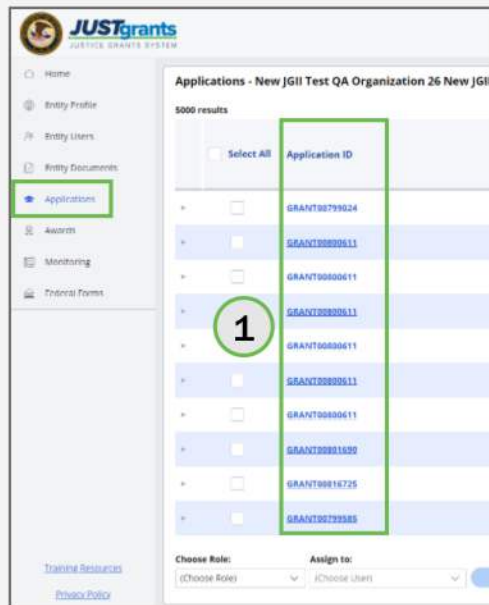
-
- The screenshot shows the JUSTgrants system interface. On the left is a navigation menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main area displays a welcome message for Amy Callaghan and an 'Alerts (2)' section. A green circle with the number '2' points to the 'My Worklist' tab. Below this, a table lists alerts. The first row is highlighted, and its details are shown in a pop-up window below the table. The details include Application Number GRANT00600811, Last Updated 9/30/24 6:18 PM, and Project Title Test.
- | Case ID | Due Date + | Case Type | Award | Solicitation Title | Office | Status |
|--------------------------|------------|---------------|-------|--------------------|---------|---------------|
| A-274674 | 03/31/2029 | Grant Package | | -- | OPI-BJA | Pending-Draft |
-
- | Grant Package Detail | | |
|-------------------------------------|---------------------------------|-----------------------|
| Application Number
GRANT00600811 | Last Updated
9/30/24 6:18 PM | Project Title
Test |
-
- | | | | | | |
|--------------------------|------------|---------------|--------------------------------|---------|---------------|
| A-274674 | 03/31/2029 | Grant Package | -- | OPI-BJA | Pending-Draft |
| A-274674 | 12/31/2026 | Grant Package | -- | OPI-BJA | Pending-Draft |
| A-418450 | 06/30/2026 | Grant Package | -- | OPI-BJA | Pending-Draft |
| A-418450 | 06/30/2026 | Grant Package | CB Test | OPI-BJA | Pending-Draft |
| A-236260 | 12/31/2025 | Grant Package | AsH&Aw Design 9/19/23 | OPI-BJA | Pending-Draft |
| A-614245 | 06/29/2025 | Grant Package | -- | COPS | Pending-Draft |
| A-272927 | 01/31/2023 | Grant Package | (Chan test performance report) | OPI-BJA | Submitted |
| A-272924 | 01/25/2023 | Grant Package | -- | OPI-BJA | Submitted |

Locate Application: Applications Menu

Steps 1 – 2

Access the application from the **Applications** link in the JustGrants navigation menu.

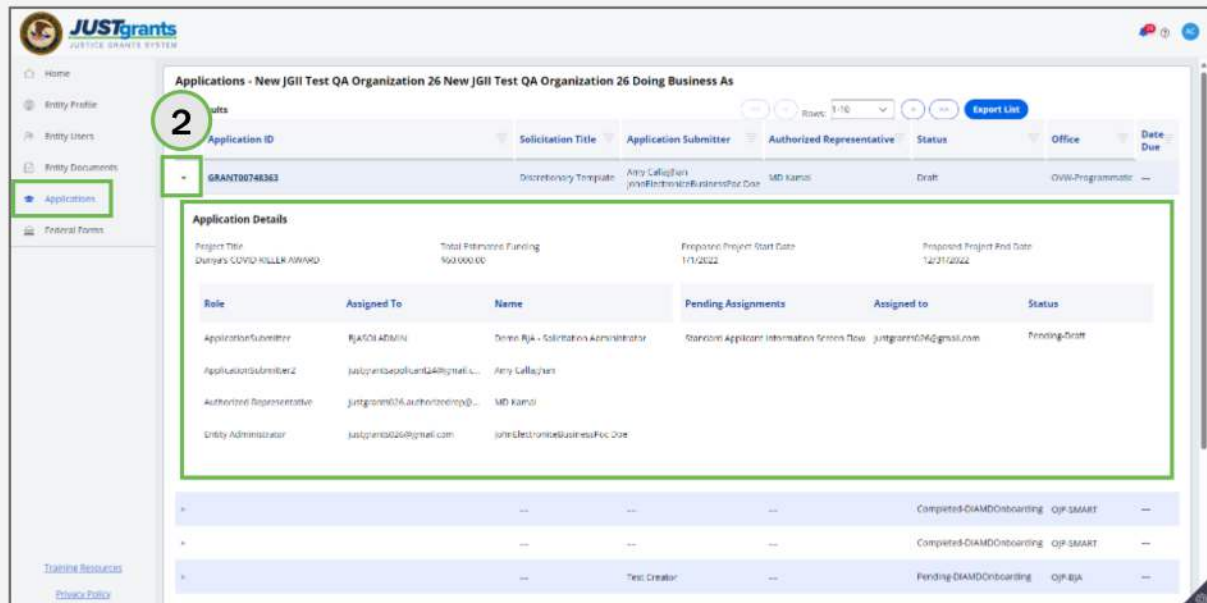
- 1) Select the **Application ID** link to open the application.



NOTE: If this application has multiple Application Submitters, go to the [Locate an Application: Multiple Application Submitters](#) section of this JARG for more information.

Application ID	Solicitation Title	Application Submitter	Authorized Representative	Status	Office	Date Due
GRANT00799024	Adult New Design 9/18/22	Army Callaghan	---	Draft	OSP-BJA	02/21/2029
GRANT00800611	Adult New Design 9/18/25	Army Callaghan	---	Draft	OSP-BJA	03/11/2025
GRANT00800611	Adult New Design 9/18/22	Army Callaghan	---	Draft	OSP-BJA	02/21/2029
GRANT00800611	Adult New Design 9/18/25	Army Callaghan	MD Karol	Draft	OSP-BJA	03/11/2025
GRANT00801199	Design Test Data for 24/18/2	Army Callaghan	MD Karol	Draft	CWW-Programmatic	10/01/2027
GRANT00816725	ATF Submission Critical Sections	Army Callaghan	---	Draft	OSP-BJA	05/30/2027
GRANT00823985	Adult New Design	Army Callaghan	---	Draft	OSP-BJA	12/31/2026

- 2) Select the **Application ID** caret to expand and display all application roles, including all **Application Submitters**.



Application Details

Role	Assigned To	Name	Pending Assignments	Assigned to	Status
Application Submitter	BJA01 ADMIN	Dennis BJA - Solicitation Administrator	Starcom Applicant Information Screen Flow	justgrants02@gmail.com	Pending-Draft
Application Submitter 2	justgrantsapplicant24@gmail.com	Army Callaghan			
Authorized Representative	justgrants01A.authorizedrep@gmail.com	MD Karol			
Entity Administrator	justgrants02@gmail.com	John DeLeonardis@businessProc.Org			

Navigate Application

There are two ways to navigate through an application or Grant Package.

- 1) The Application Submitter (AS) can progress through the application by completing each section and then selecting **Continue**. When the Continue button is selected, the system checks to confirm that all required fields (marked by a red asterisk) have been completed within that section. If required fields are missing, the system will display an error message at the top of the screen.
- 2) The AS can also use the right navigation menu to jump into different sections within the application. Note that using the right navigation menu will bypass the section-by-section error checks. There will be an opportunity to check for errors application-wide in the final section of the application.

Grant Package (00815034) **PENDING DRAFT** ⌚ Due June 30, 2026 3:47:00 PM EDT Actions

Standard Applicant Information

Funding Opportunity

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
Office of Community Oriented Policing Services	O-COPS-2024-200050-QA	Test Solicitation
Competition Identification Number	Competition Identification Title	Due Date
---	---	June 30, 2026 3:47:00 PM EDT

CFDA Information

CFDA Number	CFDA Program Title
16.031	Emmett Till Cold Case Investigations Program

Project Information

Project Title	Proposed Project Start Date	Proposed Project End Date
Test Descriptive Title of Application's Project	1/1/2023	7/30/2024
Federal Estimated Funding	Applicant Estimated Funding	Program Income Estimated Funding
1,000.00		
Total Estimated Funding		
1,000.00		

NOTE: Use the Save button to ensure work is saved. Always save and logout before taking a break.

Notice of Funding Opportunity Instructions

- Standard Applicant Information
 - Standard Applicant Information
 - Confirm Authorized Representative
 - Verify Legal Name and Address
 - Proposal Abstract
 - Proposal Narrative
- Budget and Associated Documentation
 - MOUs and Other Supportive Documents
 - Additional Application Components
- Disclosure And Assurances
 - Other
- Certify and Submit

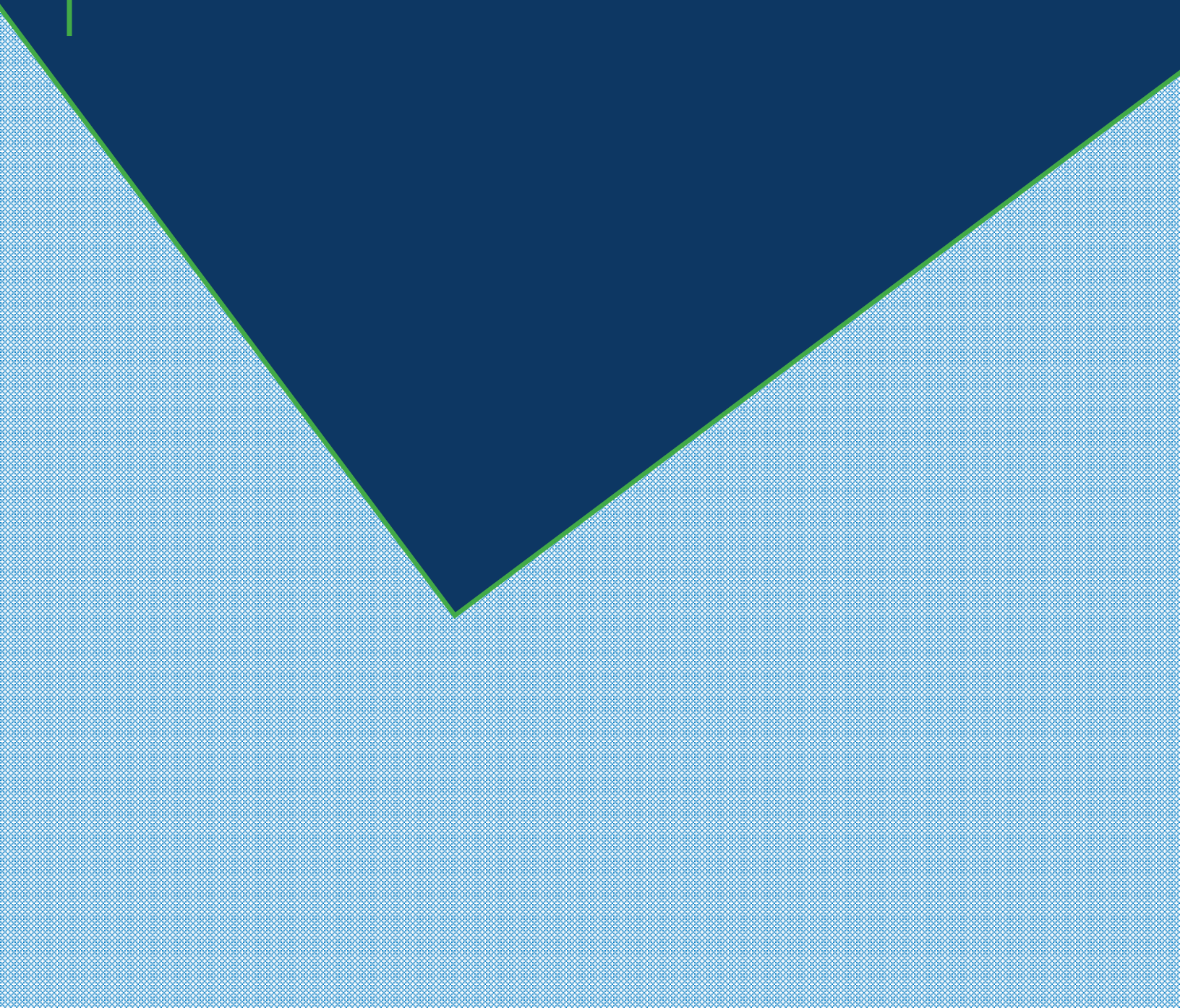
Participants (2)

- SF Serena Francesca Entity Administrator
- AC Amy Callaghan Application Submitter

Cancel Save Continue



Standard Applicant Information



Standard Applicant Information

Steps 1 – 2

Review the information displayed to ensure accuracy. The data is prepopulated with information from the Application for Federal Assistance form (SF-424).

- 1) Update **Project Information** fields if needed.
- 2) Select **Save** and then scroll down the page to see more.

NOTE: The **Funding Opportunity** subsection is prepopulated and not editable.

Grant Package (00815034) **PENDING-DRAFT** ⌚ Due June 30, 2026 3:47:00 PM EDT Actions ▾

Standard Applicant Information

Funding Opportunity

Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
Office of Community Oriented Policing Services	O-COPS-2024-200050-QA	Test Solicitation
Competition Identification Number	Competition Identification Title	Due Date
--	--	June 30, 2026 3:47:00 PM EDT

CFDA Information

CFDA Number	CFDA Program Title
16.031	Emmett Till Cold Case 1 s Program

Project Information

Project Title	Proposed Project Start Date	Proposed Project End Date
Test Descriptive Title of Application's Project	1/1/2023	7/30/2024
Federal Estimated Funding	ApplicantEstimatedFunding	Program Income Estimated Funding
1,000.00	0.00	0.00
TotalEstimatedFunding		
1,000.00		

Notice of Funding Opportunity Instructions

Standard Applicant Information

Confirm Authorized Representative

Verify Legal Name and Address

Proposal Abstract

Proposal Narrative

> Budget and Associated Documentation

MOUs and Other Supportive Documents

Additional Application Components

> Disclosure And Assurances

Other

Certify and Submit

Participants (2)

SF

Serena Francesca

Entity Administrator

✉

📞

AC

Amy Callaghan

Application Subm

✉

📞

2

Cancel

Save

Continue

Standard Applicant Information

Steps 3 – 4

- 3) Update the **Areas Affected by Project** and **Application Type** fields if needed.
- 4) Select **Save** and then scroll down the page to see more.

NOTE: **Areas Affected by Project** allows applicants to add impacted geographic areas. Select **Add** to include up to ten entries (zip codes, states, precincts, or any other geographical area).

Grant Package (00815019) **PENDING-DRAFT** ⌚ Due June 29, 2025 11:22:00 AM EDT Actions ▾

Areas Affected by Project (Cities, Counties, States, etc.) ⓘ

20111

Add

Application Type

Application Type

Initial ▾

Date Received

06/03/2024

Application Submitter Contact Information

Application POC Prefix Name

Mr.

Application POC First Name

Alak

Application POC Middle Name

--

Application POC Last Name

Dutta

Application POC Suffix Name

--

Organizational Affiliation

--

Title

Please do not use this data

Email ID

justgrants026.applicationsubmitter@gmail.com

Phone Number

Fax Number

NOTE: Application Submitter Contact Info is prepopulated from SF-424 and is not editable.

4

Cancel

Save

Continue ⚙️

Standard Applicant Information

Steps 5 – 6

- 5) Update the **Type of Applicant** and **Executive Order and Delinquent Debt Information** fields if needed.
- 6) Select **Save** and then scroll down the page to see more.

Grant Package (00815019) **PENDING-DRAFT** ⌚ Due June 29, 2025 11:22:00 AM EDT Actions ▾

Type of Applicant

Type of Applicant 1: Select Applicant Type: ★

A: State Government ▾

Type of Applicant 2: Select Applicant Type:

Select ▾

Type of Applicant 3: Select Applicant Type:

Select ▾

Other (specify):

Executive Order and Delinquent Debt Information

Is Application Subject to Review by State Under Executive Order 12372? ★

☒ a. This application was made available to the State under the Executive Order 12372 Process for review on: State Review Available Date ★

6/16/2022

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review

☐ c. Program is not covered by E.O. 12372.

Is the Applicant Delinquent on Federal Debt?

No ▾

NOTE: Type of Applicant is prepopulated from SF-424 and can be edited by selecting a different option from the dropdown list.

NOTE: Executive Order and Delinquent Debt Information is prepopulated from SF-424 and is editable by selecting a different radio button.

Cancel

Save

Continue ⚙

Standard Applicant Information

Step 7

- 7) Select **Continue** and resolve any errors that display. Progress to the next section of the application.

Grant Package (00815019) PENDING-DRAFT Due June 29, 2025 11:22:00 AM EDT Actions

Is the Applicant Delinquent on Federal Debt?

No

SF424 Attachments (3)

 Name	Date Added
Form SF424_4 0-V4.0.pdf	6/3/24
 Name	Date Added
Form SFLLL_2 0-V2.0.pdf	6/3/24
 Name	Date Added
GrantApplication.xml	6/3/24

✓ INITIATE

COMPLETE AND SUBMIT

REVIEW

BUDGET REVIEW

AWARDPACKAGEREADY

Information

Grant Package

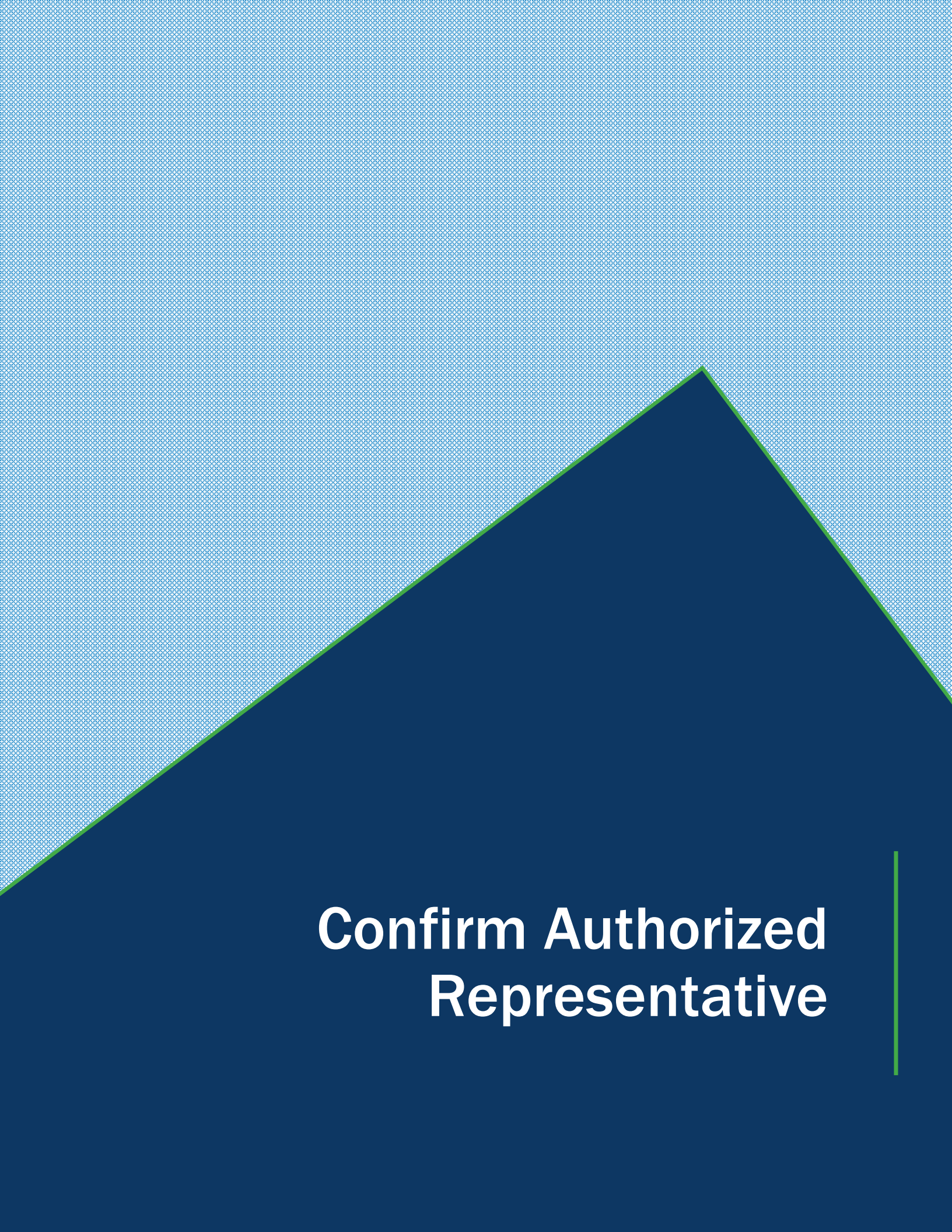
Application Versions

OpportunityID	NOFO ID	Funding Opportunity Title
O-COPS-2024-199870-QA	SI-199870	CB Test
Application Case ID	Application Group Case ID	SF424_2_1
A-414345	AG-208415	--

Cancel

Save

Continue



**Confirm Authorized
Representative**



Confirm Authorized Representative

Step 1

- 1) Use the **Select Authorized Representative** dropdown menu to choose an Authorized Representative (AR). After choosing an AR, a confirmation message will display in a pop-up window.

NOTE: If a name is missing from this list, check with the Entity Administrator (EA) to confirm whether that user has been added, assigned the AR role, and logged into JustGrants to activate their account.

The screenshot displays the JustGrants system interface. On the left is a navigation menu with links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Grant Package (00800611)' with a status of 'PENDING-DRAFT' and a due date of 'February 21, 2029 4:34:00 PM EST'. The central panel is titled 'Confirm Authorized Representative' and contains the text: 'Every application must have a designated Authorized Representative. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.' Below this text is a dropdown menu labeled 'Select Authorized Representative' with a green box around it and a circled '1' next to it. The dropdown is open, showing a list of options: '(Select One)', 'MD Kamal', 'Carl Zhang', 'Carlos Gastelum', and 'Multiple Roles'. Below the dropdown are fields for 'Prefix Name', 'First Name', 'Middle Name', 'Last Name', and 'Suffix Name'. The 'First Name' field contains 'Carlos' and the 'Last Name' field contains 'Gastelum'. On the right side of the interface, there is a 'Notice of Funding Opportunity Instructions' section with a list of steps: 'Standard Applicant Information', 'Confirm Authorized Representative' (highlighted with a green box), 'Verify Legal Name and Address', 'SCAAP Applicant Information', 'Disclosure And Assurances', and 'Certify and Submit'. Below this is a 'Participants (3)' section listing three users: 'Serena Francesca Entity Administrator', 'Carlos Gastelum Authorized Representative', and 'Amy Callaghan Application Submitter'. At the bottom of the interface is a progress bar with steps: 'INITIATE', 'COMPLETE AND SUBMIT' (current step), 'REVIEW', 'BUDGET REVIEW', and 'AWARDPACKAGEREADY'. There are 'Back', 'Save', and 'Continue' buttons at the bottom right.

Confirm Authorized Representative

Step 2

- 2) Review the **Confirm AR** message in the pop-up window and select **Cancel** or **Confirm**.

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 Justice Grants System interface. On the left is a navigation menu with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a 'Grant Package (00800611)' in 'PENDING-DRAFT' status, due on February 21, 2029. The primary task is 'Confirm Authorized Representative'. Below this, a dropdown menu shows 'Carlos Gastelum' as the selected representative. A pop-up window titled 'Confirm Authorized Representative' is centered on the screen, containing the text: 'An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. Please confirm the individual being selected has the authority to do so.' The pop-up has two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a green circle and the number '2'. To the right of the main content area, there is a sidebar with 'Notice of Funding Opportunity Instructions' and a list of participants: Serena Francesca (Entity Administrator), Carlos Gastelum (Authorized Representative), and Amy Callaghan (Application Submitter). At the bottom of the screen, a progress bar shows the steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWAROPACKAGEREADY. The 'COMPLETE AND SUBMIT' step is currently active. A 'Back' button is at the bottom left, and 'Save' and 'Continue' buttons are at the bottom right.

Confirm Authorized Representative

Steps 3 – 4

- 3) View the information for the selected AR(s).
 - Office of Justice Programs (OJP) and Office on Violence Against Women (OVW) applicants will see one AR.
 - Office of Community Oriented Policing Services (COPS) applicants will see two AR.
- 4) Select **Continue**.

Grant Package (00800611) **PENDING DRAFT** Due: February 21, 2029 4:34:00 PM EST

OJP/OVW

Confirm Authorized Representative

Every application must have a designated Authorized Representative. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.

Select Authorized Representative: MD Kamal

Confirmed Authorized Representative

Title: ---

Prefix Name: ---

First Name: Carlos Middle Name: --- Last Name: Gastelum

Suffix Name: ---

3

Standard Applicant Information

Confirm Authorized Representative

Verify Legal Name and Address

SCAAP Applicant Information

Disclosure And Assurances

Certify and Submit

Participants (3)

SF Serena Francesca Entity Administrator

CG Carlos Gastelum Authorized Representative

AC Amy Callaghan Application Submitter

4

Back Save Continue

Grant Package (00815034) **PENDING DRAFT** Due: June 30, 2026 3:47:00 PM EDT

COPS

Confirm Authorized Representative

For COPS Office applications, two Authorized Representatives must be identified. For law enforcement agencies, the authorized officials are 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). For non-law enforcement agencies (institutions of higher education, private organizations, etc.), the authorized officials are the highest-ranking Programmatic Official (e.g., executive director, chief executive officer, or equivalent) and the highest-ranking Financial Official (e.g., chief financial officer, treasurer, or equivalent) who has the ultimate signature authority to sign contracts on behalf of the organization.

The Authorized Representatives identified are the officials serving as representatives of the applicant entity. An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the applicant entity. If the application is awarded, these positions will ultimately be responsible for the programmatic and financial management of the award.

3

Select Law Enforcement Executive/Program Official: ---

Confirmed Law Enforcement Executive

Title: ---

Prefix Name: ---

First Name: MD Middle Name: --- Last Name: Kamal

Suffix Name: ---

Select Government Executive/Financial Official: ---

Confirmed Government Executive

Title: ---

Prefix Name: ---

First Name: Carlos Middle Name: --- Last Name: Gastelum

Suffix Name: ---

Standard Applicant Information

Confirm Authorized Representative

Verify Legal Name and Address

Proposal Abstract

Proposal Narrative

Budget and Associated Documentation

MOUs and Other Supportive Documents

Additional Application Components

Disclosure And Assurances

Other

Certify and Submit

Participants (4)

SF Serena Francesca Entity Administrator

MK MD Kamal Authorized Representative

4

Back Save Continue



**Verify Legal Name
and Address**

Verify Legal Name and Address

Step 1

- 1) Review the information in the **Verify Legal Name, Doing Business As, and Legal Address** section.

NOTE: This information is pulled directly from SAM.gov. If information is incorrect, the entity must update SAM.gov.

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Grant Package (00815034) **PENDING-DRAFT** Due June 30, 2026 3:47:00 PM EDT

Verify Legal Name, Doing Business As, and Legal Address

Entity Name

Legal Name	Doing Business As	UEI
New JGII Test QA Organization 26	New JGII Test QA Organization 26 Doing Business As	RKV2V7M6FJ03

Physical Address

Street 1	Street 2	County/Parish
111 Street Rd	---	---
City	Country	Congressional District
Los Angeles	United States	5
State/U.S. Territory	Zip/Postal Code	
California	90012	

☒ Designate as Legal Address

Mailing Address

Street 1	Street 2	County/Parish
111 Street Rd	---	---
City	Country	Congressional District
Washington	United States	5
State/U.S. Territory	Zip/Postal Code	
District of Columbia	602	

Notice of Funding Opportunity Instructions

- Standard Applicant Information
 - Standard Applicant Information
 - Confirm Authorized Representative
 - Verify Legal Name and Address**
 - Proposal Abstract
 - Proposal Narrative
- Budget and Associated Documentation
 - MOUs and Other Supportive Documents
 - Additional Application Components
- Disclosure And Assurances
 - Other
 - Certify and Submit

Participants (4)

- SF Serena Francesca Entity Administrator
- MK MD Kamal Authorized Representative
- ...

Back Save Continue

Verify Legal Name and Address

Steps 2 – 3

- 2) Check the box next to **Please Confirm** to indicate correct entity.
- 3) Select **Continue**.

NOTE: If the **Please Confirm** checkbox is grayed out, the Entity Administrator (EA) needs to log into JustGrants and designate a legal address on the entity's profile.

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, and Federal Forms. The main content area shows the 'Grant Package (00815019)' in a 'PENDING-DRAFT' status, with a due date of June 29, 2025. The 'Mailing Address' section is highlighted, showing fields for Street 1, Street 2, County/Parish, City, Country, Congressional District, State/U.S. Territory, and Zip/Postal Code. Below the address fields, there is a 'Please Confirm' section with a checkbox labeled 'I confirm this is the correct entity.' and a 'Signer Name' field. The right sidebar shows 'Participants (3)' with a list of users: Serena Francesca (Entity Administrator), Carl Zhang (Authorized Representative 2), and Amy Callaghan (Application Submitter). The bottom of the page features a 'Back' button and a 'Continue' button, which is highlighted with a green circle and the number 3.

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JUSTICE GRANTS SYSTEM

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Grant Package (00815019) **PENDING-DRAFT** Due June 29, 2025 11:22:00 AM EDT

Designate as Legal Address

Mailing Address

Street 1	Street 2	County/Parish
111 Street Rd	--	--
City	Country	Congressional District
Washington	United States	5
State/U.S. Territory	Zip/Postal Code	
District of Columbia	602	

Designate as Legal Address

Certification*

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

Please Confirm

☒ I confirm this is the correct entity.

Signer Name
Amy Callaghan
Certification Date / Time
06/07/2024 10:49 AM

Back

Disclosure And Assurances
Other
Certify and Submit

Participants (3)

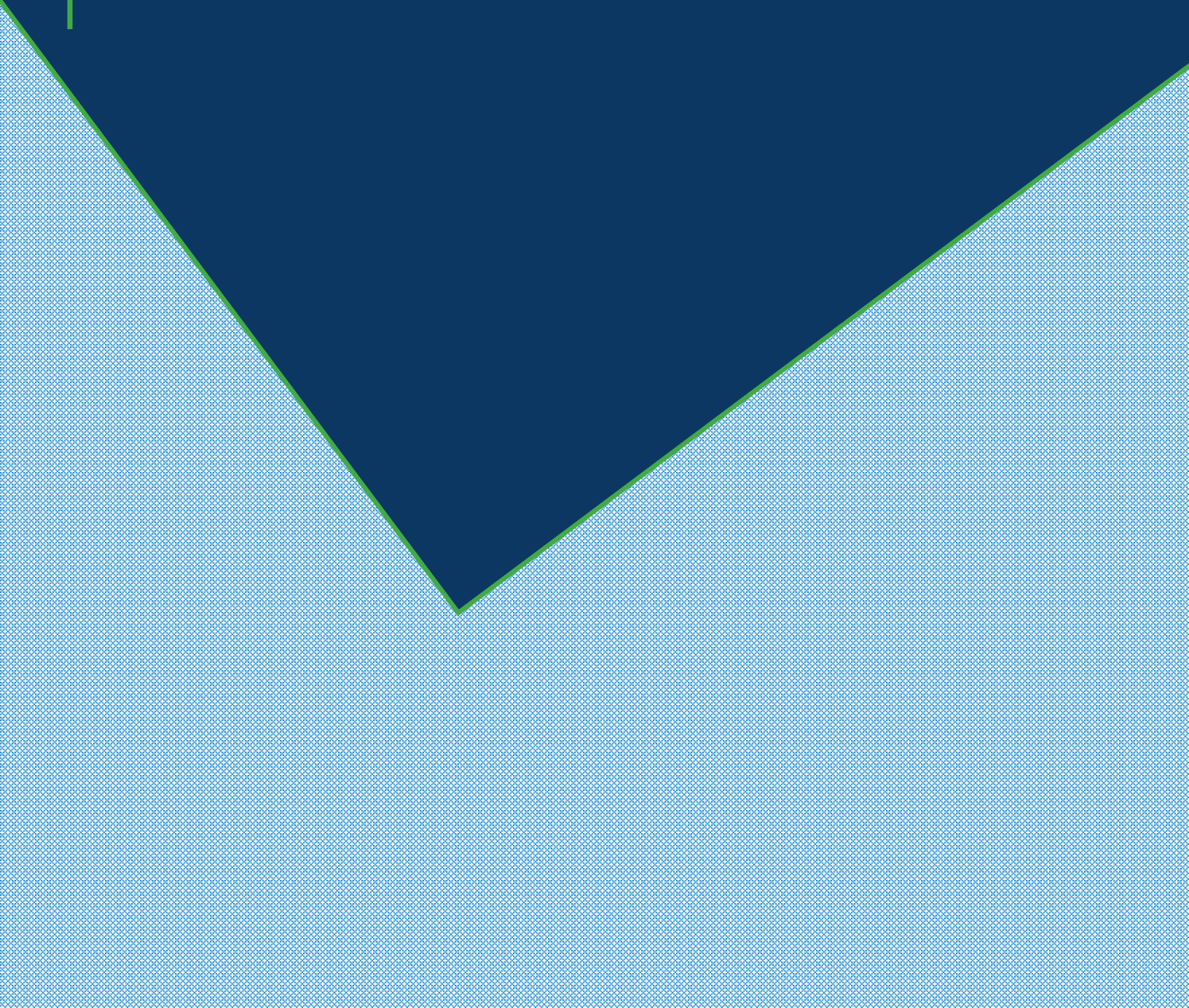
- SF Serena Francesca
Entity Administrator
- CZ Carl Zhang
Authorized Representative 2
- AC Amy Callaghan
Application Submitter

Training Resources
Privacy Policy

Save Continue



Proposal Abstract



Proposal Abstract

Steps 1 – 3

A **Proposal Abstract** is a high-level summary of a proposed project.

- 1) If needed, check the **Notice of Funding Opportunity (NOFO)** for requirements. A quick link to the NOFO is displayed in the upper right corner of the screen.
- 2) Enter the text directly into the **Proposal Abstract** text field. Use available formatting options. The text field is limited to 2,000 characters.
- 3) Select **Continue**.

NOTE: To copy and paste text from another source, first remove embedded formatting.

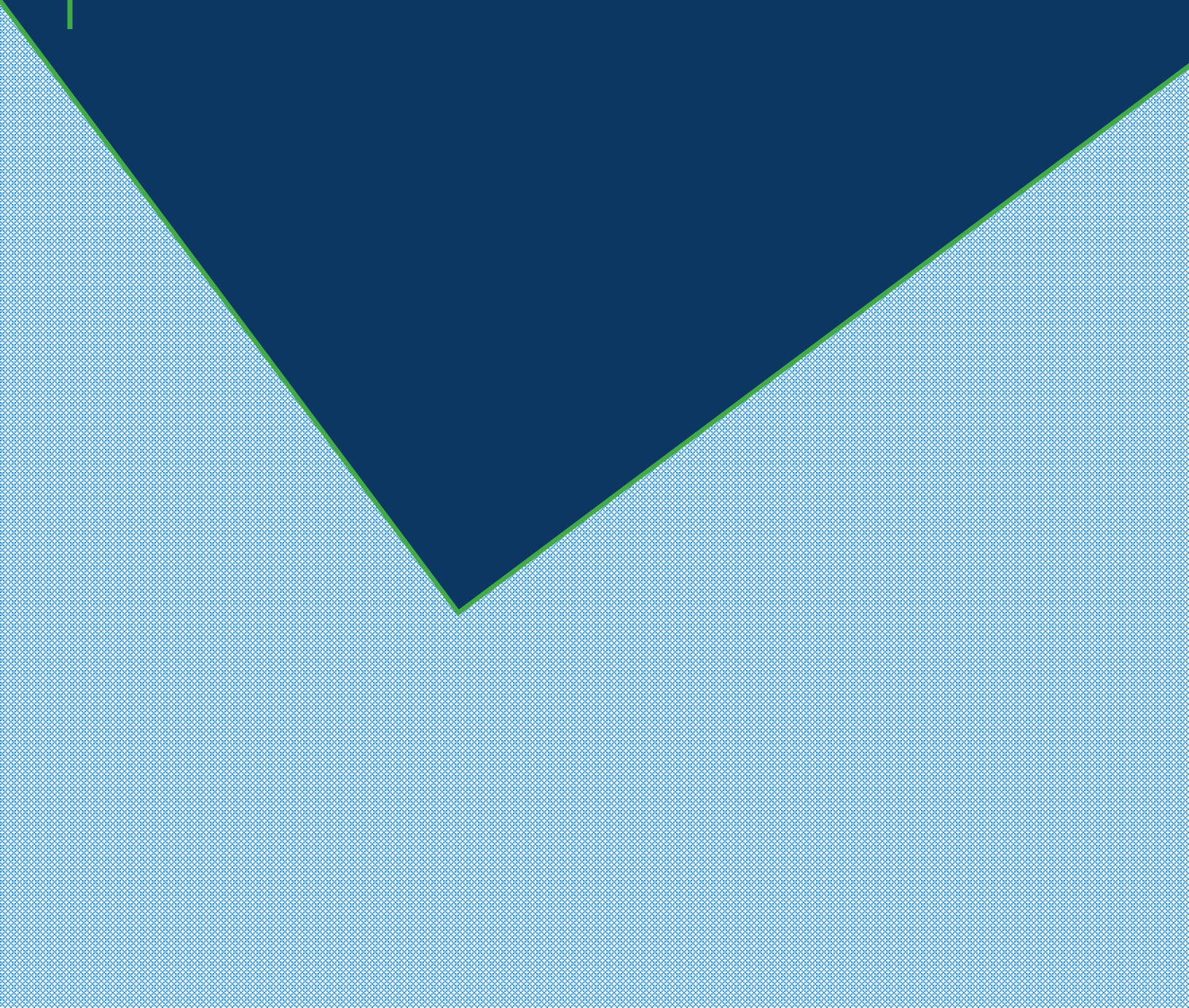
The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The left sidebar contains links to Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package (00815034) PENDING-DRAFT" with a due date of June 30, 2026. The "Proposal Abstract" section is highlighted with a green box and a circled "2". Below this is a text editor with a rich text toolbar. The right sidebar shows the "Notice of Funding Opportunity Instructions" and a list of participants. The bottom of the screen features a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD PACKAGE READY. Below the progress bar is a table with application information.

Information	Grant Package	Application Versions
OpportunityID O-COPS-2024-200050-QA	NOFO ID SI-200050	Funding Opportunity Title CB Test
Application Case ID A-414688	Application Group Case ID AG-223017	SF424_2_1 --

At the bottom right, there is a "Continue" button highlighted with a green box and a circled "3".



Data Requested with Application



Data Requested with Application

Steps 1 – 2

Oftentimes there may be required surveys included in an application. These surveys will display in the **Data Requested with Application** section.

- 1) If needed, check the **Notice of Funding Opportunity (NOFO)** for requirements. A quick link to the NOFO is displayed in the upper right corner of the screen.
- 2) Select a survey link to view the survey. Required surveys are marked by an asterisk.

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Grant Package () **PENDING-DRAFT**

Data Requested with Application

▼ Funding Opportunity Specific/Survey Questions

Critical Component	Survey Name	Status	Last Updated	Last updated by	
*	CHP Solicitation FY2024	New	12/17/24 8:37 AM	justgrants025.applicationsubmitter jigitsext	Re-Open

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

OpportunityID
O-COPS-2024-195475-STG

Application Case ID
A-617804

NOFO ID

Funding Opportunity Title

Application Group Case ID
SF424_2_1

Notice of Funding Opportunity Instructions

> Standard Applicant Information
Proposal Abstract
Data Requested with Application
Proposal Narrative
> Budget and Associated Documentation
MOUs and Other Supportive Documents
Additional Application Components
> Disclosure And Assurances
Other
Certify and Submit

Participants (2)

JD JohnElectronicBusinessPoc Doe
Entity Administrator

justgrants025.applicationsubmitter jigitsext
Application Submitter

Training Resources
Privacy Policy

Back Save Continue

Data Requested with Application

Steps 3 – 4

The surveys opens to the first page. Multiple-page surveys will have page topics listed across the top of the survey.

- 3) Scroll through each survey page and answer all questions after the survey opens.
- 4) Select **Next**.

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Grant Package (A-617804)
CHP Solicitation FY2024 (C-319838) NEW

Actions

1. Agency Eligibility
2. Inventory of Federal Priorities
3. Executive & Contact Information
4. CHP Officer Request
5. LE and CP Strategy 1
6. LE and CP Strategy 2
7. Problem Area
8. Data Collection
9. Duplication of Funding
10. Fiscal Health
11. Continuation of Project

Agency Eligibility

1. **Type of Agency (check one)**

☒ Law Enforcement
☐ Non-Law Enforcement

[Clear Selection](#)

2. From the list below, please select the type of agency which best describes the applicant. **Law Enforcement Entities:**

Sheriff

3. Please indicate if your jurisdiction is primarily considered rural, urban or suburban.

Rural

Instructions:

We will ask you several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) award. Please note that CHP applicants must have a police department that is existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served.

In addition, if funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the government agency application (although we will ask you to supply some information about the contract service provider later).

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

4 **Next**

Data Requested with Application

Step 5

- 5) Select **Next** on the final survey page after all survey questions are answered.

JUSTgrants
JUSTICE GRANTS SYSTEM

Grant Package (A-617804)
CHP Solicitation FY2024 (C-319838) NEW

Actions

✓ 1. Agency Eligibility ✓ 2. Inventory of Federal Priorities ✓ 3. Executive & Contact Information ✓ 4. CHP Officer Request ✓ 5. LE and CP Strategy 1 ✓ 6. LE and CP Strategy 2 ✓ 7. Problem Area ✓ 8. Data Collection ✓ 9. Duplication of Funding ✓ 10. Fiscal Health

Electronic Signature
135. By checking the box, the applicant indicates that he or she understands that "clicking to agree" in this application and the required forms, including the Assurances, Certifications, and Disclosure of Lobbying Activities form are just as legally er
☒

Back **Next**

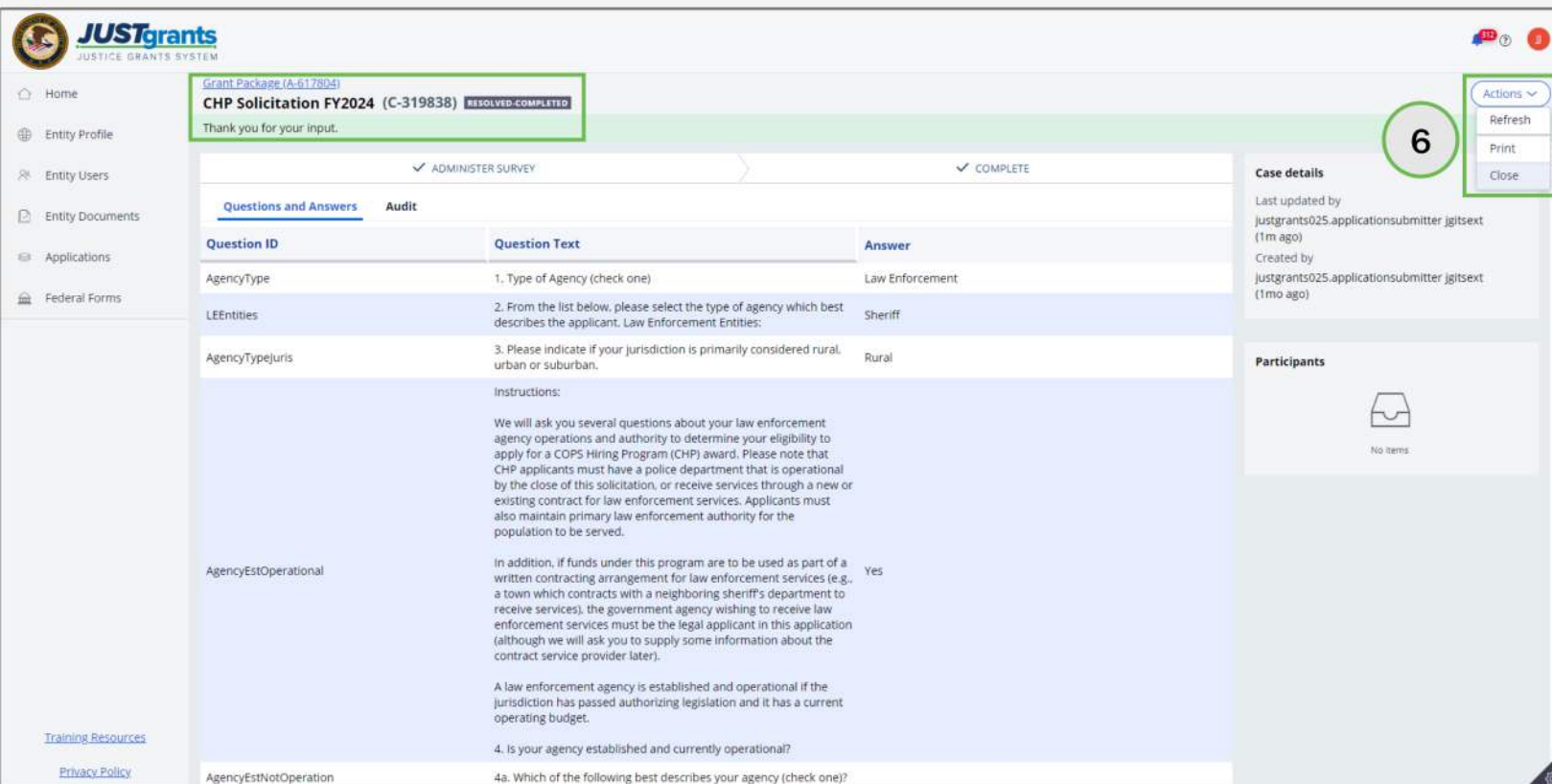
5

Data Requested with Application

Step 6

A thank you message displays at the top of the page and the survey status changes from **NEW** to **RESOLVED-COMPLETED**. The completed survey questions and answers are displayed in read-only format.

- 6) Select **Close** from the **Actions** dropdown menu to close the survey and return to the **Funding Opportunity Specific/Survey Questions** page.



Grant Package (A-617804)
CHP Solicitation FY2024 (C-319838) **RESOLVED-COMPLETED**
Thank you for your input.

ADMINISTER SURVEY COMPLETE

Questions and Answers Audit

Question ID	Question Text	Answer
AgencyType	1. Type of Agency (check one)	Law Enforcement
LEEntities	2. From the list below, please select the type of agency which best describes the applicant. Law Enforcement Entities:	Sheriff
AgencyTypeJuris	3. Please indicate if your jurisdiction is primarily considered rural, urban or suburban.	Rural
AgencyEstOperational	Instructions: We will ask you several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) award. Please note that CHP applicants must have a police department that is operational by the close of this solicitation, or receive services through a new or existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served. In addition, if funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the government agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider later). A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation and it has a current operating budget.	Yes
AgencyEstNotOperation	4. Is your agency established and currently operational?	
	4a. Which of the following best describes your agency (check one)?	

Case details
Last updated by justgrants025.applicationssubmitter jgitsext (1m ago)
Created by justgrants025.applicationssubmitter jgitsext (1mo ago)

Participants
No items

6

Data Requested with Application

Steps 7 – 8

- 7) As each survey is completed and closed, **Re-Open** becomes enabled. This allows users to re-open the survey and edit their saved answers.
 - Users may need to select **Refresh** from the **Actions** dropdown menu to display **Re-Open** as enabled.
- 8) Select **Continue** to move on to the next section.

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JUSTICE GRANTS SYSTEM

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Grant Package () **PENDING-DRAFT** Actions

Data Requested with Application

▼ Funding Opportunity Specific/Survey Questions

Critical Component	Survey Name	Status	Last Updated	Last updated by
★	CHP Solicitation FY2024	Resolved-Completed	1/17/25 1:03 PM	justgrants025.applicationssubmitter jgitsext

7

Re-Open

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

OpportunityID O-COPS-2024-195475-STG	NOFO ID	Funding Opportunity Title
Application Case ID A-617804	Application Group Case ID	SF424_2_1

Training Resources Privacy Policy Back Save Continue

Notice of Funding Opportunity Instructions

- Standard Applicant Information
- Proposal Abstract
- Data Requested with Application**
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
- Other
- Certify and Submit

Participants (2)

- JD JohnElectronicBusinessPoc Doe Entity Administrator
- JD justgrants025.applicationssubmitte jgitsext Application Submitter

8

Data Requested with Application

Reviewing Surveys

Users have the capability to review all surveys in a read-only mode.

- Scroll down the **Financial Management and System of Internal Controls** page and select **Grant Package**.
- Select the caret to expand the **Data Requested with Application** section.
- Select each caret to expand the associated surveys.

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a 'PENDING-DRAFT' status indicator. The main content area is titled 'Grant Package' and features a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE READY. The 'COMPLETE AND SUBMIT' step is active, showing a list of sections: Information, Grant Package, and Application Versions. The 'Grant Package' section is expanded, revealing a list of surveys: Data Requested with Application and CHP Solicitation FY2024. The 'Data Requested with Application' survey is selected, showing a form titled 'Agency Eligibility'. The form includes questions about the type of agency, jurisdiction, and agency establishment. The right sidebar shows 'Additional Application Components' (Disclosure And Assurances, Other, Certify and Submit) and 'Participants (2)' (JohnElectronicBusinessPoc Doe, Entity Administrator; justgrants025.applicationsubmitte, Application Submitter). The bottom of the page has a 'Back' button and a 'Continue' button.

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Grant Package () PENDING-DRAFT

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

Information Grant Package Application Versions

> Data Requested with Application

> CHP Solicitation FY2024

Agency Eligibility

1. Type of Agency (check one)
Law Enforcement

2. From the list below, please select the type of agency which best describes the applicant. Law Enforcement Entities:
Sheriff

3. Please indicate if your jurisdiction is primarily considered rural, urban or suburban.
Rural

Instructions: We will ask you several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) award. Please note that CHP applicants must have a police department that is operational by the close of this solicitation, or receive services through a new or existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served. In addition, if funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the government agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider later). A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation and it has a current operating budget. 4. Is your agency established and currently operational?
Yes

4a. Which of the following best describes your agency (check one)?
—

Back

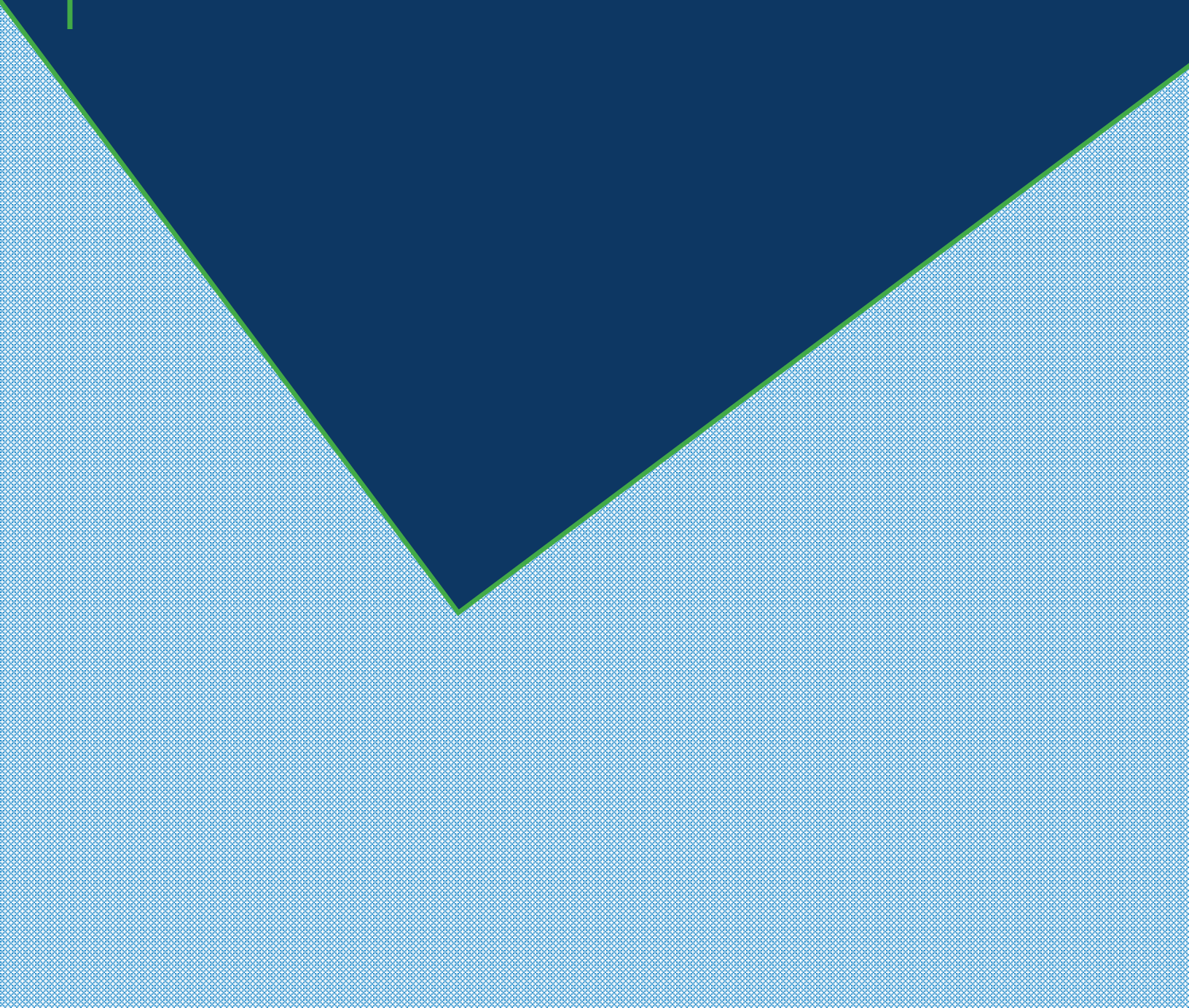
Additional Application Components
> Disclosure And Assurances
Other
Certify and Submit

Participants (2)
JD JohnElectronicBusinessPoc Doe
Entity Administrator
justgrants025.applicationsubmitte
jgitstext
Application Submitter

Save Continue



Proposal Narrative



Proposal Narrative

Steps 1 – 2

A **Proposal Narrative** is a document that describes an applicant's plans to carry out a proposed project.

- 1) If needed, check the **Notice of Funding Opportunity (NOFO)** for requirements. A quick link to the NOFO is displayed in the upper right corner of the screen.
- 2) Select **Upload**.

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 lists navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package (314a35419c8199d844ab)" and shows a "PENDING-DRAFT" status with a due date of November 8, 2024. A green circle with the number "1" highlights the "Actions" dropdown menu in the top right corner. Below this, a green circle with the number "2" highlights the "Upload" button in the "Proposal Narrative" section. The "Proposal Narrative" section includes a text area for the narrative and a note: "The recommended files to upload are PDF, Microsoft Word and Excel." Below the text area is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE READY. The "COMPLETE AND SUBMIT" step is currently active. Below the progress bar is a table with application details:

Information	Grant Package	Application Versions
OpportunityID O-SMART-2025-196373-STG	NOFO ID SI-196373	Funding Opportunity Title FY24FormulaTemplate
Application Case ID A-619507	Application Group Case ID AG-148759	SF424_2_1

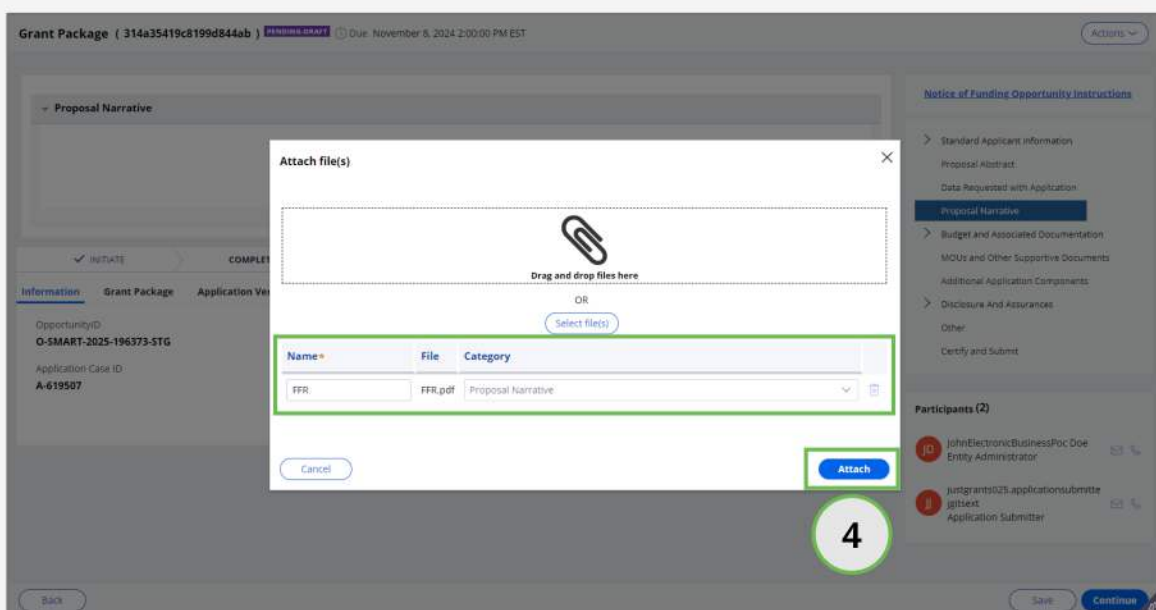
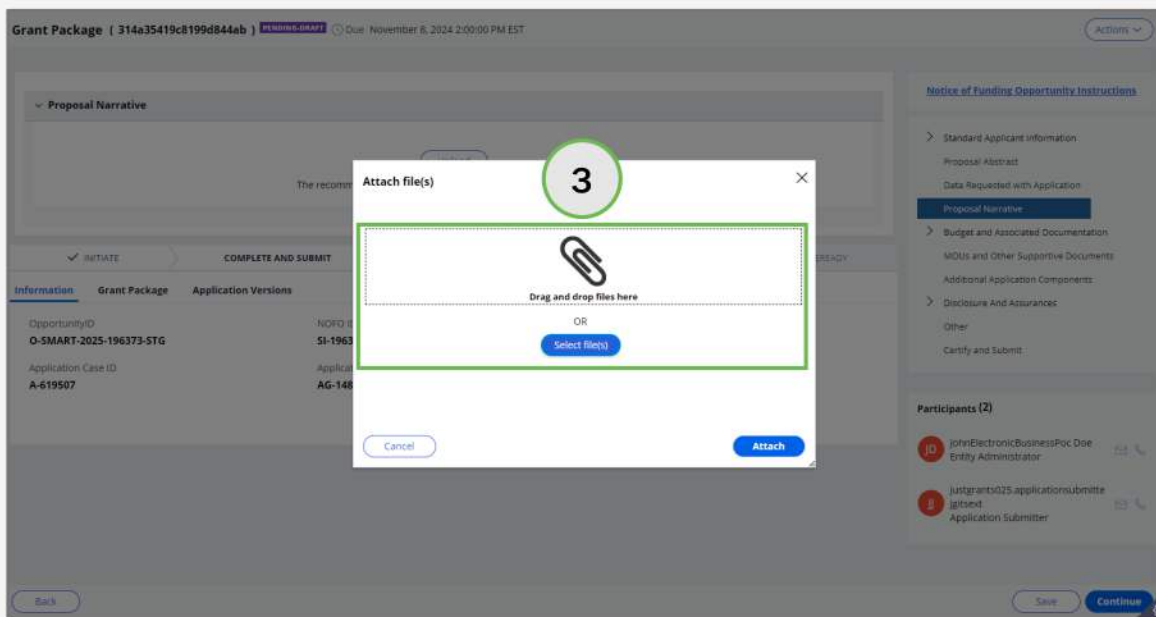
At the bottom of the main content area is a "Back" button. The right sidebar contains a "Notice of Funding Opportunity Instructions" link, a list of application components (Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit), and a "Participants (2)" section listing JohnElectronicBusinessPoc Doe (Entity Administrator) and justgrants025.applicationsubmitte (Application Submitter).

At the bottom of the interface are links for "Training Resources" and "Privacy Policy", and buttons for "Save" and "Continue".

Proposal Narrative

Steps 3 – 4

- 3) Attach file(s) within the pop-up window. Either drag and drop the file or use **Select file(s)**.
- 4) Verify the name of the file in the pop-up window and then select **Attach**.



Proposal Narrative

Steps 5 – 6

- 5) Verify the correct attachment was uploaded or select the **trash can** icon to remove.
- 6) Select **Continue** to progress to the next section of the application.

NOTE: For all uploads, file names are limited to 59 characters. If a file name is too long, a red-alert indicator appears on the file name. File sizes are limited to 30 MB. If a file was uploaded previously, JustGrants will not allow a second file to be uploaded with the same name. Change the name slightly to upload a second time.

The screenshot displays the JustGrants application interface. The top navigation bar includes the JustGrants logo and a sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package (314a35419c8199d844ab)" and shows a "PENDING-DRAFT" status. A "Proposal Narrative" section is highlighted, featuring an "Upload" button and a table of uploaded files. The first file, "EER.pdf", is highlighted with a green box and a circled "5". Below this, a progress bar shows the current step as "COMPLETE AND SUBMIT". A table at the bottom provides details about the grant package, including Opportunity ID, NOFO ID, Funding Opportunity Title, Application Case ID, and Application Group Case ID. On the right side, a "Notice of Funding Opportunity Instructions" section lists various document requirements, and a "Participants (2)" section lists the entity administrator and application submitter. A "Continue" button is visible at the bottom right, highlighted with a green box and a circled "6".

Grant Package (314a35419c8199d844ab) **PENDING-DRAFT** Due November 8, 2024 2:00:00 PM EST

Proposal Narrative

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by	Date Added	
EER.pdf	Proposal Narrative	justgrants025.applicationsubmitter jgitsext	11/07/2024	5

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

Information Grant Package Application Versions

OpportunityID	NOFO ID	Funding Opportunity Title
O-SMART-2025-196373-STG	SI-196373	FY24FormulaTemplate

Application Case ID	Application Group Case ID	SF424_2_1
A-619507	AG-148759	

Notice of Funding Opportunity Instructions

- > Standard Applicant Information
 - Proposal Abstract
 - Data Requested with Application
- Proposal Narrative**
- > Budget and Associated Documentation
 - MOUs and Other Supportive Documents
 - Additional Application Components
- > Disclosure And Assurances
 - Other
 - Certify and Submit

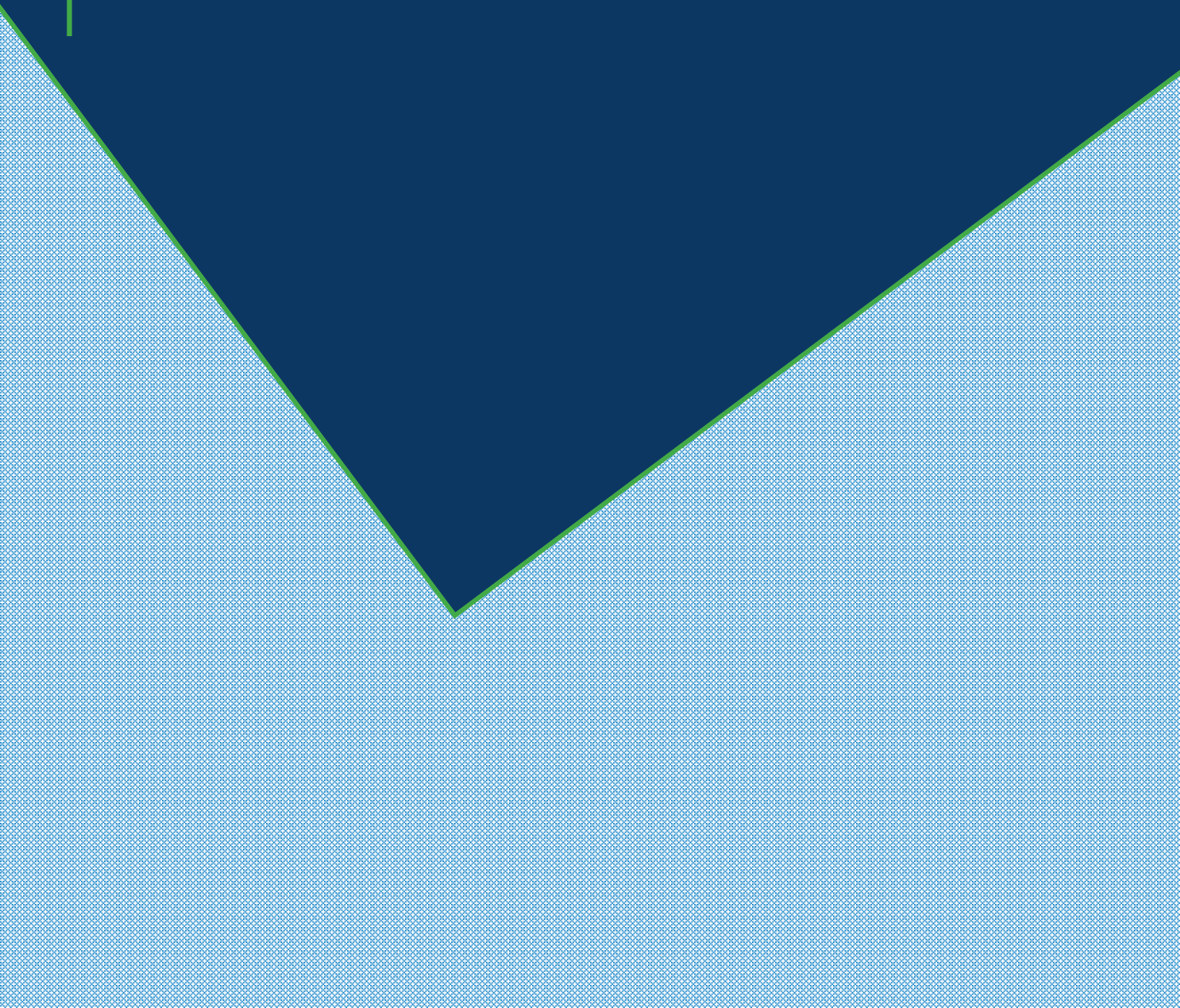
Participants (2)

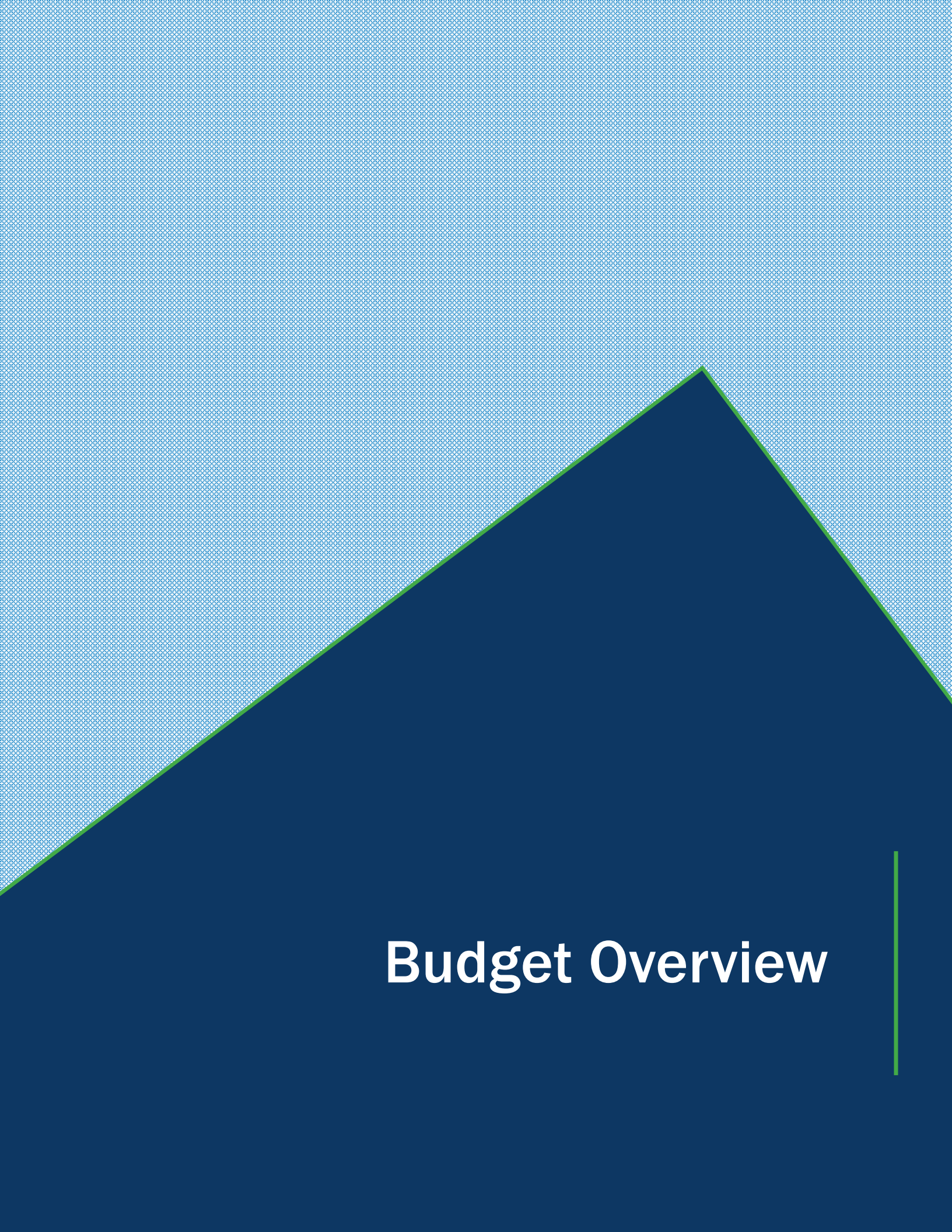
- JohnElectronicBusinessPoc Doe Entity Administrator
- justgrants025.applicationsubmitter jgitsext Application Submitter

Buttons: Back, Save, Continue 6



Budget and Associated Documentation





Budget Overview

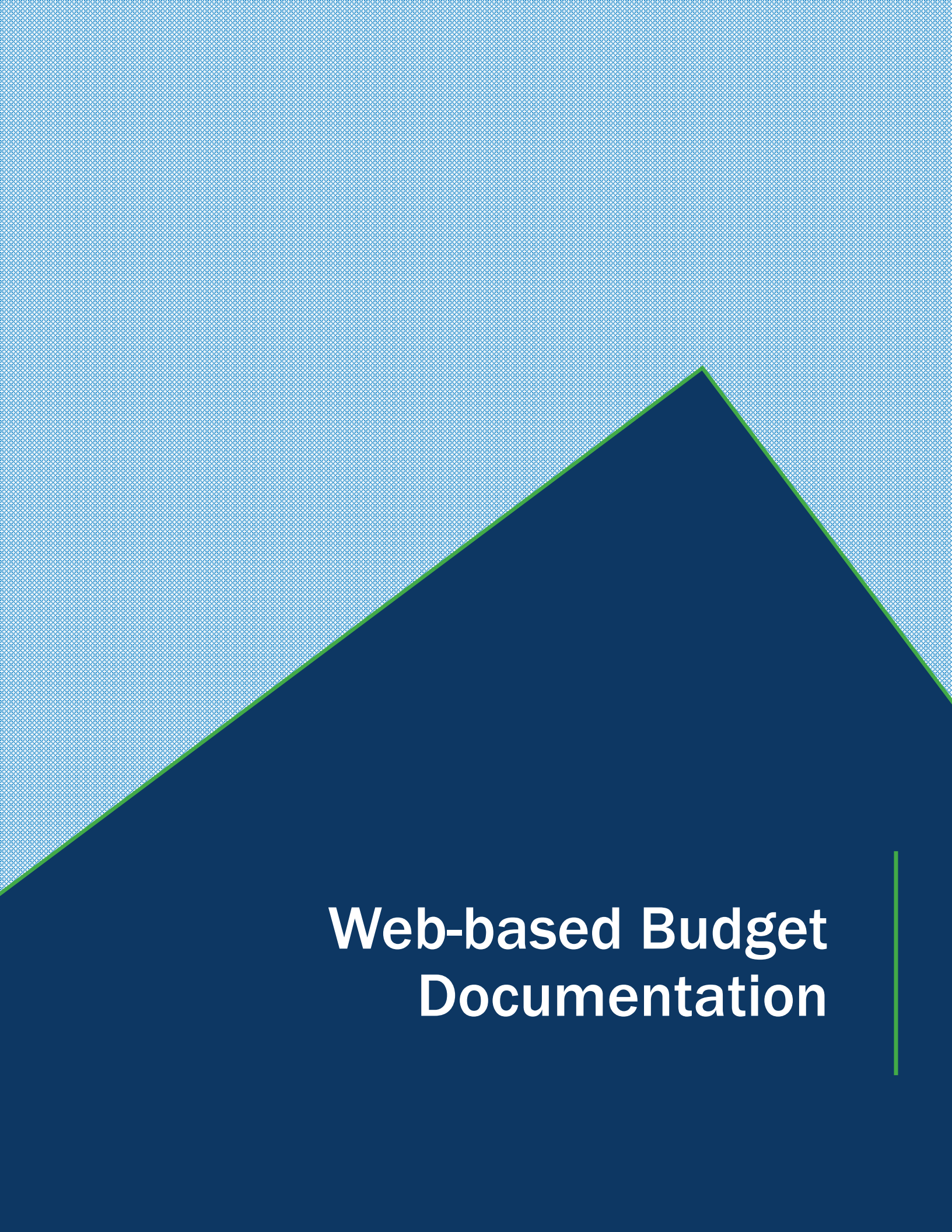
Budget Methods

There are three options for entering a budget. Refer to the Notice of Funding Opportunity document to verify which type of budget is required:

- **Web-based** – Budget entries are made by line item in fields presented within a JustGrants application.
- **Attachment** – Budget entries are made on a separate spread sheet and uploaded into a JustGrants application.
- **None** – In some specific circumstances (e.g., some formula programs) a budget may not be required for a JustGrants application.

COPS Office, OJP, and OVW present different budget methods in their applications. Locate the DOJ office offering funding for the application. Refer to the table below for additional budget guidance.

DOJ Office	Budget Quick Reference Guide
Office of Community Oriented Policing Services (COPS)	COPS Web-based Budget
Office of Justice Programs (OJP)	OJP Web-based Budget or OJP Attached Budget
Office on Violence Against Women (OVW)	OVW Attached Budget



Web-based Budget Documentation

Web-based Budget Documentation

Overview

When a funding opportunity requires a web-based budget, the system will display a list of budget categories in the right navigation menu. The applicant must enter proposed costs within each applicable category.

As the applicant views each category, prompts are displayed to guide the applicant through the required information in the budget category line-item list.

The additional narrative text field below the line-item list can be used to provide additional information about proposed expenses.

The screenshot displays the JUSTgrants web-based budget documentation interface. The top navigation bar includes the JUSTgrants logo and a sidebar menu with options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package (00800568) PENDING-DRAFT" and shows a due date of December 31, 2026 12:13:00 PM EST. The interface is divided into three main sections: "Travel", "Additional Narrative", and a right-hand navigation menu.

The "Travel" section contains a table with the following columns: Purpose of Travel, Location, Type of Expense, Basis, Cost, Quantity, # Of Staff, # Of Trips, Total Cost, Non-Federal Amt (Match or Prog Inc), Federal Amount, and Errors. The table is currently empty, with a prompt to "Compute the cost of each type of expense X the number of people traveling." Below the table, there are summary rows for "Travel Total Cost", "Total Non-Federal Amt (Match or Prog Inc)", and "Total Federal Amount", all showing \$0.

The "Additional Narrative" section is a large text area with a rich text editor toolbar, intended for providing additional information about proposed expenses.

The right-hand navigation menu, titled "Notice of Funding Opportunity Instructions", lists various sections: Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation (which is expanded to show Equipment, Supplies, Construction, Subawards (Subgrants), Procurement Contracts, Other Costs, and Indirect Costs), Consolidated Category Summary, Budget / Financial Attachments, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. At the bottom of the menu, it shows "Participants (3)" with a list of users: Serena Francesca, Entity Administrator, and another user.

At the bottom of the interface, there are "Back", "Save", and "Continue" buttons.

Web-based Budget Documentation

Steps 1 – 2

After all proposed budget amounts have been entered, the totals will display in the Budget Totals section of the Consolidated Category Summary.

- 1) Open the **Consolidated Category Summary** section.
- 2) Scroll down to find the budget totals.

Grant Package (00821183) **PENDING DRAFT** Due: November 30, 2024 2:51 PM

Budget Category	Year 1	Total
Personnel	\$0	\$0
Fringe Benefits	\$0	\$0
Travel	\$100	\$100
Equipment	\$1,000	\$1,000
Supplies	\$0	\$0
Construction	\$0	\$0
SubAwards	\$0	\$0
Procurement Contracts	\$0	\$0
Other Costs	\$0	\$0
Total Direct Costs	\$1,100	\$1,100
Indirect Costs	\$0	\$0
Total Project Costs	\$1,100	\$1,100

Consolidated Category Summary

Standard Applicant Information

- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation**
- Conference Costs
- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Construction
- SubAwards (Subgrants)
- Procurement Contracts
- Other Costs
- Indirect Costs
- Consolidated Category Summary**
- Budget / Financial Attachments
- MOUs and Other Supportive Documents
- Additional Application Components

Save Continue

Grant Package (00821183) **PENDING DRAFT** Due: November 30, 2024 2:51 PM

Budget Totals	Total	Percentage
Total Project Cost	\$1,100	
Federal Funds	\$500	45.45%
Non-Federal Amount	\$600	54.55%
Match Amount	\$600	54.55%
Program Income	\$0	0.00%

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent, if they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

Entity Administrator

justgrants025.applicationsubmitte

Application Submitter

Save Continue

Web-based Budget Documentation

Steps 3 – 5

- 3) Scroll down to find the **Budget Detail Summary View** section.
- 4) Select carets to expand and view budget categories.
- 5) Select **Continue**.

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Grant Package (00821183) **PENDING-DRAFT** Due: November 30, 2024 2:51:00

Budget Detail Summary View

Budget Category

- Personnel
- Fringe Benefits
- Travel
- Equipment

Budget Year

- Year 1

	Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Amt (Match or Prog Inc)	Federal Amount
1	Training		Transportation	Round-Trip	\$100.00	1.00	1.00	1.00	\$100.00	\$100.00	\$0.00

Travel Total Cost \$100 Total Non-Federal Amt (Match or Prog Inc) \$100 Total Federal Amount \$0

Additional Narrative

Back Save Continue

Web-based Budget Documentation

Steps 6 – 7

When the **Continue** button is selected, the system checks for budget errors. Budget errors are displayed in a banner at the top of the page. Additionally, corresponding red-alert indicators are displayed within the page. If red-alert indicators appear next to value(s), hover over the indicator to review further instructions.

- 6) Correct all errors.
- 7) Select **Continue** to proceed.

The screenshot displays the JUSTgrants web application interface. On the left is a navigation sidebar with links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package (00821183)" with a status of "PENDING-DRAFT" and a due date of "November 30, 2024 2:51:00 PM EST". A red alert banner at the top lists three errors: "Federal Estimated Funding", "Applicant Estimated Funding", and "Total Estimated Funding", all stating that values do not match between different sections of the application. Below this is a table for "Total Project Costs" showing Federal (\$500) and Non-Federal (\$600) amounts. A "Budget Totals" section contains a table with columns for "Total" and "Percentage". The "Total Project Cost" is \$1,100. "Federal Funds" are \$500. "Non-Federal Amount" is \$600. The "Match Amount" is \$600, which is 54.55% of the total project cost. A red alert icon is next to the Match Amount. A tooltip is visible over the Match Amount, stating: "Total Project Cost: The values in the Budget Summary and Standard Applicant Information sections are not consistent. Click for more details." On the right side, there are sections for "Additional Application Components" (Disclosure And Assurances, Other, Certify and Submit) and "Participants (2)" (JohnElectronicBusinessPoc Doe, Entity Administrator; justgrants025.applicationsubmitte, Application Submitter). At the bottom right, there are "Save" and "Continue" buttons. A green circle with the number "6" is overlaid on the left side of the screenshot, and another green circle with the number "7" is overlaid on the "Continue" button.

	Total	Percentage
Total Project Cost	\$1,100	
Federal Funds	\$500	
Non-Federal Amount	\$600	
Match Amount	\$600	54.55%
Program Income	\$0	0.00%

Web-based Budget Detail Comparison

Web-based budget summary totals must be identical to the information entered in the [Standard Applicant Information](#) section to successfully submit the application. If the numbers do not align, a red-alert indicator will display.

Verify entered values correspond with values entered in the [Standard Applicant Information](#) section of the application. If a red-alert indicator appears next to the number(s), hover over the indicator to review further instructions and correct any discrepancies.

Standard Application Information

Project Information		
Project Title	Proposed Project Start Date	Proposed Project End Date
Test Descriptive Title of Application's Project	1/1/2023	7/30/2024
Federal Estimated Funding	Applicant Estimated Funding	Program Income Estimated Funding
1,000.00	0.00	0.00
Total Estimated Funding		
1,000.00		

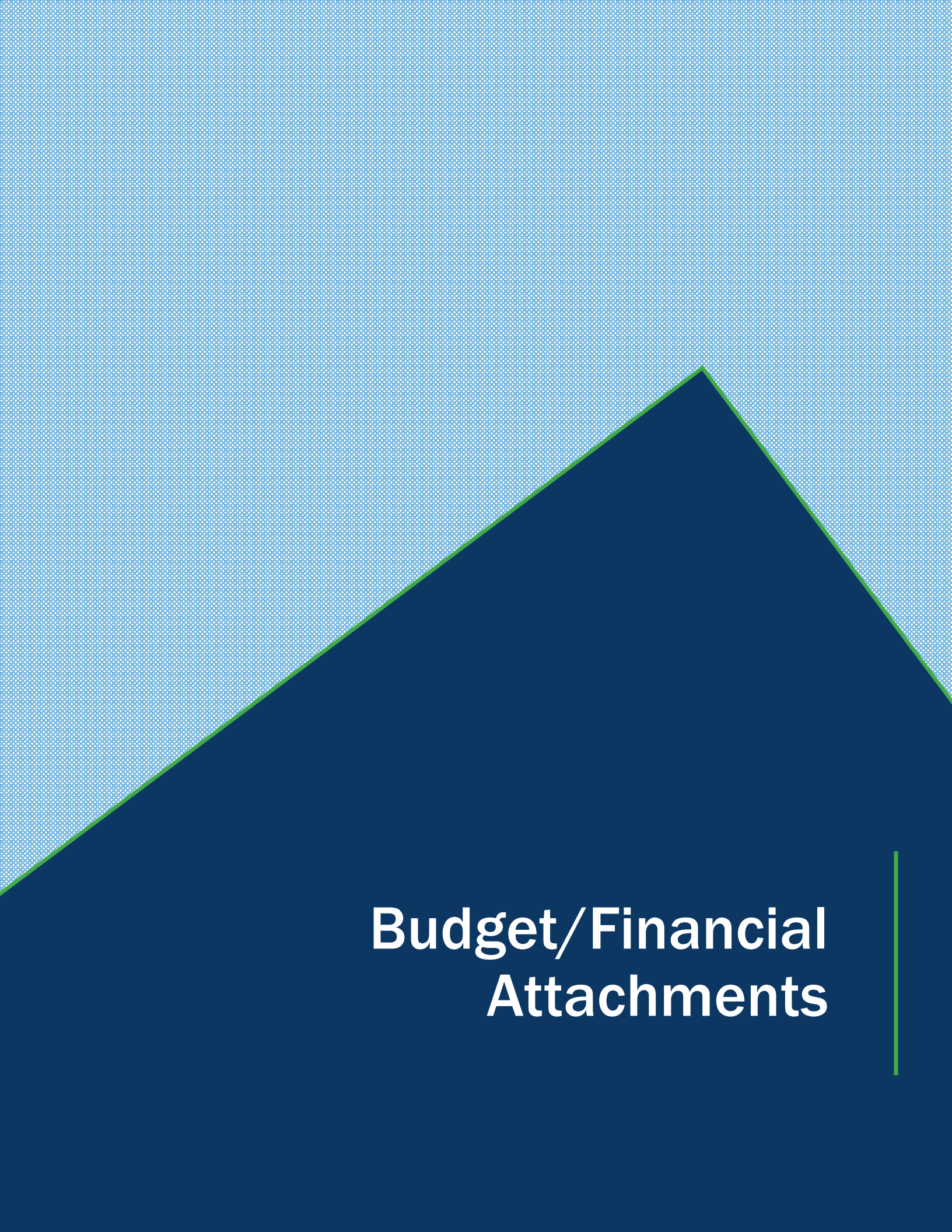
Budget Summary

Equipment			
Supplies	\$0	\$0	\$0
Construction	\$0	\$0	\$0
SubAwards	\$0	\$0	\$0
Procurement Contracts	\$0	\$0	\$0
Other Costs	\$0	\$0	\$0
Total Direct Costs	\$67,876	\$58,075	\$125,951
Indirect Costs	\$0	\$0	\$0
Total Project Costs	\$67,876	\$58,075	\$125,951
Federal	\$67,796	\$58,028	\$125,824

Budget Totals		
	Total	Percentage
Total Project Cost	\$125,951	
Federal Funds	\$125,824 	99.90%
Non-Federal Amount	\$127	0.10%
Match Amount	\$127 	0.10%
Program Income	\$	0.00%

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount



Budget/Financial Attachments



Budget/Financial Attachments

Steps 1 – 2

In some cases, applications require the budget to be uploaded as an attachment or series of attachments. Notice that there is a separate **Upload** button for each section.

- 1) Open the **Budget/Financial Attachments** section.
- 2) Select **Upload** if the budget section of the application appears as a displayed image to upload a spreadsheet with the budget figures.

The screenshot displays the JUSTgrants application interface. On the left is a navigation sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package (00815019) PENDING-DRAFT" with a due date of June 29, 2025. A green box labeled "2" highlights the "Budget Worksheet and Budget Narrative (attachment)" section, which contains an "Upload" button and a note: "The recommended files to upload are PDF, Microsoft Word and Excel." Below this are several expandable sections: "Pre-agreement Costs", "Non-competitive Justification", "Indirect Cost Rate Agreement (if applicable)", "Consultant Rate", "Employee Compensation Waiver", and "Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)". On the right, a sidebar contains "Notice of Funding Opportunity Instructions" with a list of sections, where "Budget / Financial Attachments" is highlighted with a blue box and a green circle labeled "1". Below this is a "Participants (3)" list showing Serena Francesca (Entity Administrator), Carl Zhang (Authorized Representative 2), and Amy Callaghan (Application Submitter). At the bottom are "Back", "Save", and "Continue" buttons.

Budget/Financial Attachments

Steps 3 – 5

- 3) Drag and drop the budget file or use the **Select file(s)** button to upload the budget spreadsheet.
- 4) Change the file name if needed. The file is stored in the **Budget Worksheet and Budget Narrative** (attachment) category.
- 5) Select **Attach**.

The first screenshot shows the 'Attach file(s)' dialog box with a green circle around the '3' step indicator. The dialog box contains a 'Drag and drop files here' area and a 'Select file(s)' button. The background shows the 'Budget Worksheet and Budget Narrative (attachment)' section of the grant application.

The second screenshot shows the 'Attach file(s)' dialog box with a table of files and a green circle around the '4' step indicator. The table has columns for Name, File, and Category. The 'Attach' button is highlighted with a green circle around the '5' step indicator.

Name	File	Category
automationtestOEPoAM3	automationtestOEPoAM3_A-414345.docx	Budget Worksheet and Budget Narrative (attachment)

Budget/Financial Attachments

Steps 6 – 9

- 6) The file is attached in the section of the application that corresponds with the file category selected upon upload.
- 7) Select the **trash can** icon to delete attached file, if needed.
- 8) Continue uploading all budget and financial files as required in the application.
- 9) Select **Continue** to progress to the next section of the application.

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Grant Package (00815019) **PENDING-DRAFT** Due June 29, 2025 11:22:00 AM EDT

Budget Worksheet and Budget Narrative (attachment)*

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by	Date Added
automationtestOEPoAM38_A-414345.docx	Budget Worksheet and Budget Narrative (attachment)	Amy Callaghan	10/01/2024

Pre-agreement Costs*

Non-competitive Justification*

Indirect Cost Rate Agreement (if applicable)*

Consultant Rate*

Employee Compensation Waiver*

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)*

Back

Notice of Funding Opportunity Instructions

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation**
 - Budget / Financial Attachments**
 - MOUs and Other Supportive Documents
 - Additional Application Components
- Disclosure And Assurances
 - Other
 - Certify and Submit

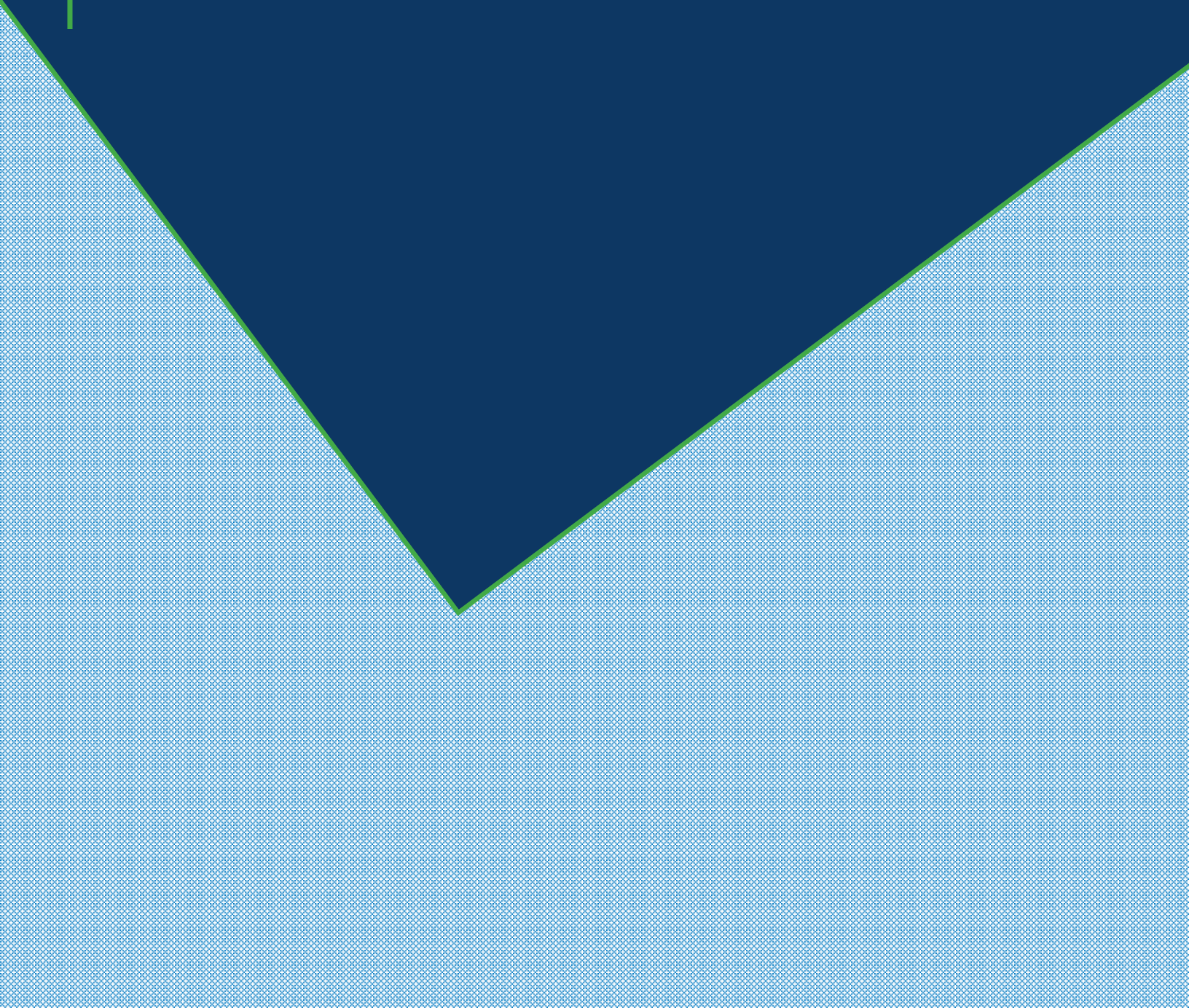
Participants (3)

- SF Serena Francesca Entity Administrator
- CZ Carl Zhang AuthorizedRepresentative2
- AC Amy Callaghan Application Submitter

Save **Continue**



Memoranda of Understanding (MOU) and Other Supportive Documents



MOU and Other Supportive Documents

Steps 1 – 2

- 1) Open the **MOUs and Other Supportive Documents** section.
- 2) Select **Upload**.

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 lists navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package (00815034) PENDING-DRAFT" with a due date of June 30, 2026. Below this, the "Memoranda of Understanding (MOUs) and Other Supportive Documents" section is highlighted with a green box and a circled "1". An "Upload" button is also highlighted with a green box and a circled "2". The interface includes a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD/PACKAGE READY. The "COMPLETE AND SUBMIT" step is currently active. Below the progress bar, there is a table with application details:

Information	Grant Package	Application Versions
OpportunityID O-COPS-2024-200050-QA	NOFO ID SI-200050	Funding Opportunity Title CB Test
Application Case ID A-414688	Application Group Case ID AG-223017	SF424_2_1 ---

On the right side, there is a "Notice of Funding Opportunity Instructions" section with a list of items: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents (highlighted with a green box), Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below this is a "Participants (4)" section listing four individuals: Serena Francesca (Entity Administrator), MD Kamal (Authorized Representative), Carlos Gastelum (Authorized Representative 2), and Amy Callaghan (Application Submitter). At the bottom right, there are "Save" and "Continue" buttons.

MOU and Other Supportive Documents

Steps 3 – 5

- 3) Drag and drop MOUs or other documentation into the white field or use **Select file(s)** to locate the file on the computer.
- 4) Change the name of the file if needed. The category will display as "Memoranda of Understanding (MOUs) and Other Supportive Documents."
- 5) Select **Attach**.

The screenshots show a web application interface for uploading documents. The first screenshot shows the 'Attach file(s)' dialog box with a green circle and the number 3 around the 'Select file(s)' button. The second screenshot shows the same dialog box with a table of files and a green circle and the number 4 around the 'Attach' button. A green circle and the number 5 are also around the 'Attach' button in the second screenshot.

Grant Package (00815034) **PENDING DRAFT** Due: June 30, 2026 3:47:00 PM EDT

Memoranda of Understanding (MOUs) and Other Supportive Documents*

The recommended files to upload are PDF, Microsoft Word and Excel.

Upload

Information Grant Package Application Versions

OpportunityID
O-COPS-2024-200050-QA

Application Case ID
A-414688

WORD ID
SI-2000

Applicant
AG-223

Attach file(s)

Drag and drop files here

OR

Select file(s)

Cancel Attach

3

Grant Package (00815034) **PENDING DRAFT** Due: June 30, 2026 3:47:00 PM EDT

Memoranda of Understanding (MOUs) and Other Supportive Documents*

Attach file(s)

Drag and drop files here

OR

Select file(s)

Name*	File	Category
O-SMART-2024-190924-STC-DIC_OIP_SUPP_WB8_CC-V1_Si-190924.pdf	O-SMART-2024-190924-STC-DIC_OIP_SUPP_WB8_CC-V1_Si-190924.pdf	Memoranda of Understanding (MOUs) and Other Supportive Documents

Cancel Attach

4

5

MOU and Other Supportive Documents

Steps 6 – 7

- 6) Continue uploading all relevant documentation as required in the funding opportunity.
- 7) Select **Continue** to progress to the next section of the application.

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Grant Package (00815034) **PENDING-DRAFT** Due June 30, 2026 3:47:00 PM EDT

Memoranda of Understanding (MOUs) and Other Supportive Documents

6

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by	Date Added
O-SMART-2024-190924-STG-DY_OJP_SUPP_WBB_CC-VI_Si-190924.pdf	Memoranda of Understanding (MOUs) and Other Supportive Documents	Amy Callaghan	09/27/2024

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

Information Grant Package Application Versions

OpportunityID	NOFO ID	Funding Opportunity Title
O-COPS-2024-200050-QA	SI-200050	CB Test

Application Case ID	Application Group Case ID	SF424_2_1
A-414688	AG-223017	--

Back

Notice of Funding Opportunity Instructions

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- MOUs and Other Supportive Documents**
- Additional Application Components
- > Disclosure And Assurances
- Other
- Certify and Submit

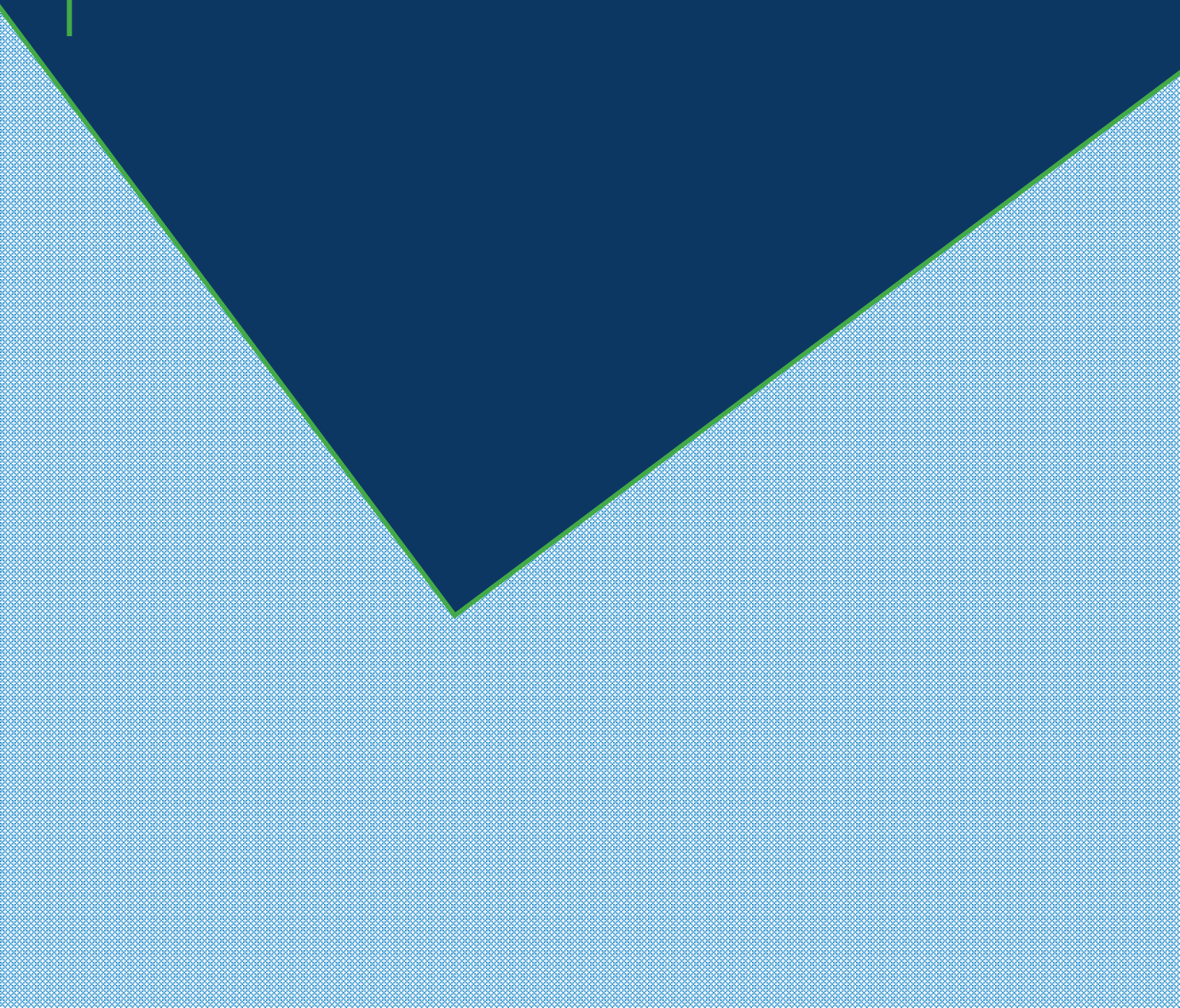
Participants (4)

- SF Serena Francesca Entity Administrator
- MK MD Kamal Authorized Representative
- CG Carlos Gastelum Authorized Representative2
- AC Amy Callaghan Application Submitter

Save **7** Continue



Additional Application Components



Additional Application Components

Steps 1 – 4

- 1) Open the **Additional Application Components** section.
- 2) Expand the appropriate caret(s) to display the **Upload** button. Required components are marked with a red asterisk.
- 3) Select **Upload** and follow the prompts to attach a file.
- 4) Select **Continue** to proceed.

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Grant Package (00815034) **PENDING-DRAFT** Due June 30, 2026 3:47:00 PM EDT

Curriculum Vitae or Resumes*

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Tribal Authorizing Resolution*

Timeline Form*

Letters of Support*

Additional Attachments

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

OpportunityID O-COPS-2024-200050-QA	NOFO ID SI-200050	Funding Opportunity Title CB Test
Application Case ID A-414688	Application Group Case ID AG-223017	SF424_2_1 --

Notice of Funding Opportunity Instructions

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- Additional Application Components**
- > Disclosure And Assurances
- Other
- Certify and Submit

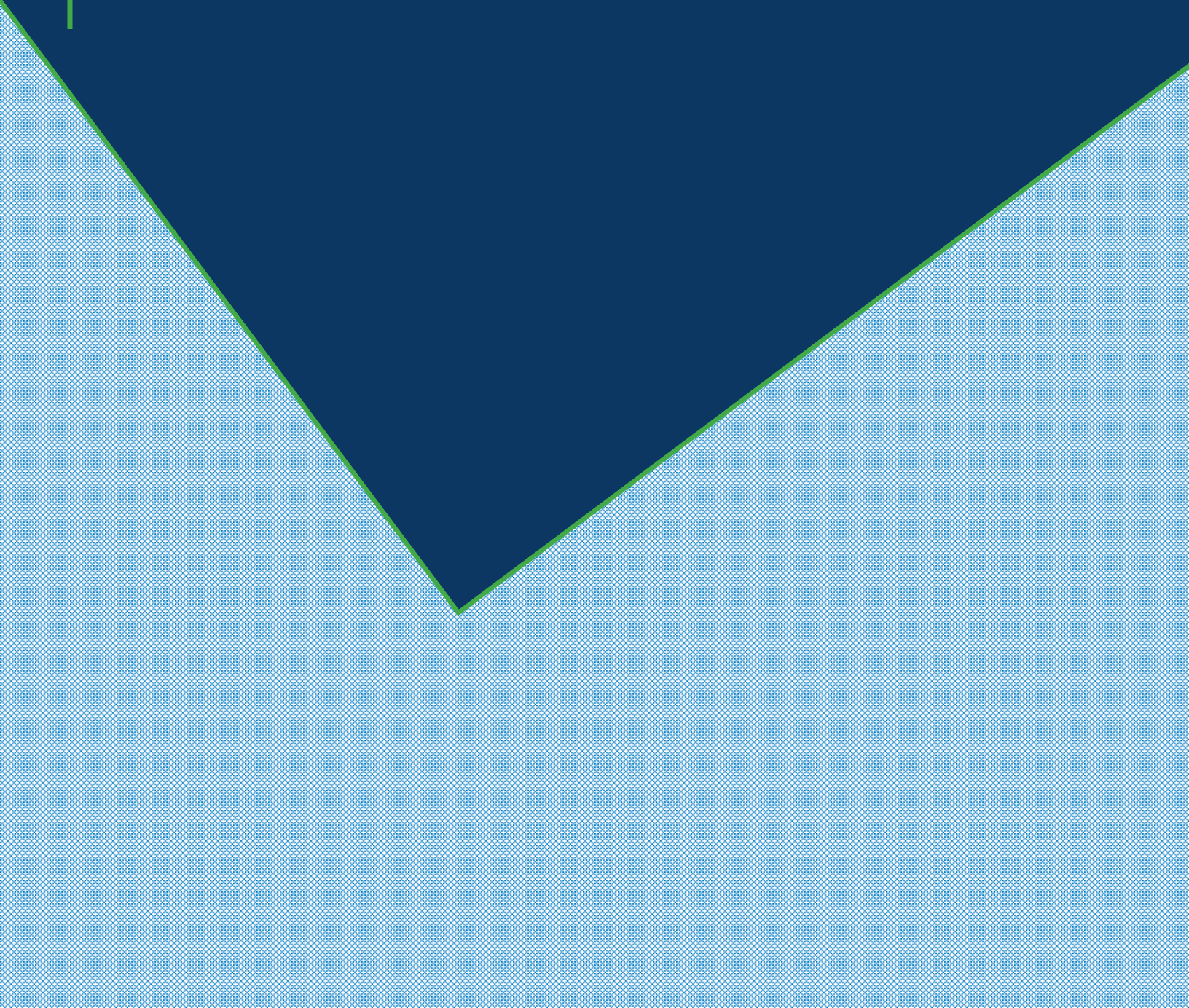
Participants (4)

- SF Serena Francesca Entity Administrator
- MK MD Kamal Authorized Representative
- CG Carlos Gastelum AuthorizedRepresentative2
- AC Amy Callaghan Application Submitter

Back Save Continue



Disclosures and Assurances





Disclosure of Lobbying Activities



Disclosure of Lobbying Activities

Steps 1 – 2

Applicants are required by law to complete and submit a lobbying disclosure form (**Standard Form [SF-LLL]**) if they have paid or will pay any person to lobby in connection with the award for which they are applying, **and** the application is for an award value of more than \$100,000.

NOTE: This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organizations, that are permitted by other federal law.

- 1) Open **Disclosures and Assurances**.
- 2) Open **Disclosure of Lobbying Activities**.

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Grant Package (00815034) **PENDING-DRAFT** Due June 30, 2026 3:47:00 PM EDT

Disclosure of Lobbying Activities

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69.

Note: Most applicants do not engage in activities that trigger this disclosure requirement.

Is the applicant required to complete and submit a lobbying disclosure form (SF-LLL) for this application?

☐ No
☐ Yes

1
2

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD PACKAGE READY

Information Grant Package Application Versions

OpportunityID O-COPS-2024-200050-QA	NOFO ID SI-200050	Funding Opportunity Title CB Test
Application Case ID A-414688	Application Group Case ID AG-223017	SF424_2_1 ---

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 - DOJ Certifications Regarding Lobbying
 - Other Disclosures and Assurances
 - Declaration and Certification to DOJ as to Application Submission
 - Other
 - Certify and Submit

Participants (4)

SF Serena Francesca
Entity Administrator

Save Continue

Disclosure of Lobbying Activities

Select Yes or No

- If the applicant selects **No**, they are not required to complete or submit an SF-LLL.
- If the applicant selects **Yes**, they are required to complete and submit an SL-LLL.

Grant Package (00815034) **PENDING DRAFT** ⌚ Due June 30, 2026 3:47:00 PM EDT Actions

Disclosure of Lobbying Activities *

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying **AND** this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69.

Note: Most applicants do not engage in activities that trigger this disclosure requirement.

Is the applicant required to complete and submit a lobbying disclosure form (SF-LLL) for this application?

☒ No ☐ Yes

The applicant is not required to submit a lobbying disclosure under 31 U.S.C. 1352 for this application.

Information Grant Package Application Versions

OpportunityID O-COPS-2024-200050-QA	NOFO ID SI-200050	Funding Opportunity Title CB Test
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Participants (4)

SF Serena Francesca Entity Administrator

“No”
Option

Grant Package (00815034) **PENDING DRAFT** ⌚ Due June 30, 2026 3:47:00 PM EDT Actions

Disclosure of Lobbying Activities *

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying **AND** this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69.

Note: Most applicants do not engage in activities that trigger this disclosure requirement.

Is the applicant required to complete and submit a lobbying disclosure form (SF-LLL) for this application?

☐ No ☒ Yes

The applicant must [download the SF-LLL](#), complete it, and upload it to the application package. The application cannot be submitted until this form is uploaded.

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by
 Form SF-LLL 2.0-V7.0.pdf	LobbyingActivitiesDisclosure	--

Back Save Continue

NOTE: A link is provided to download and complete the SF-LLL.

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 - Certify and Submit

Participants (4)

SF Serena Francesca Entity Administrator

“Yes”
Option

Disclosure of Lobbying Activities

Steps 3 – 4

- 3) If yes, drag and drop the completed SF-LLL into the white field or use **Select file(s)** to locate the file on the computer. The completed SF-LLL is visible and is automatically assigned to the **Lobbying Activities Disclosure** category
- 4) Select **Attach** and then **Continue** to move to the next application section.

Grant Package (00815034) **PENDING GRAF** Due: June 30, 2026 3:47:00 PM EDT

Disclosure of Lobbying Activities*

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence any member of Congress, see 31 U.S.C. 1352; 28 C.F.R. part 89.

Note: Most applicants do not engage in activities that trigger this disclosure requirement.

Is the applicant required to complete and submit a lobbying disclosure form (SF-LLL)?

☐ No ☒ Yes

The applicant must download the SF-LLL, complete it, and upload it to this application.

Attach file(s)

Drag and drop files here

OR

Select file(s)

3

Attach

Participants (4)

Serena Francesca Entry Administrator

Grant Package (00815034) **PENDING GRAF** Due: June 30, 2026 3:47:00 PM EDT

Disclosure of Lobbying Activities*

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence any member of Congress, see 31 U.S.C. 1352; 28 C.F.R. part 89.

Note: Most applicants do not engage in activities that trigger this disclosure requirement.

Is the applicant required to complete and submit a lobbying disclosure form (SF-LLL)?

☐ No ☒ Yes

The applicant must download the SF-LLL, complete it, and upload it to this application.

Attach file(s)

Drag and drop files here

OR

Select file(s)

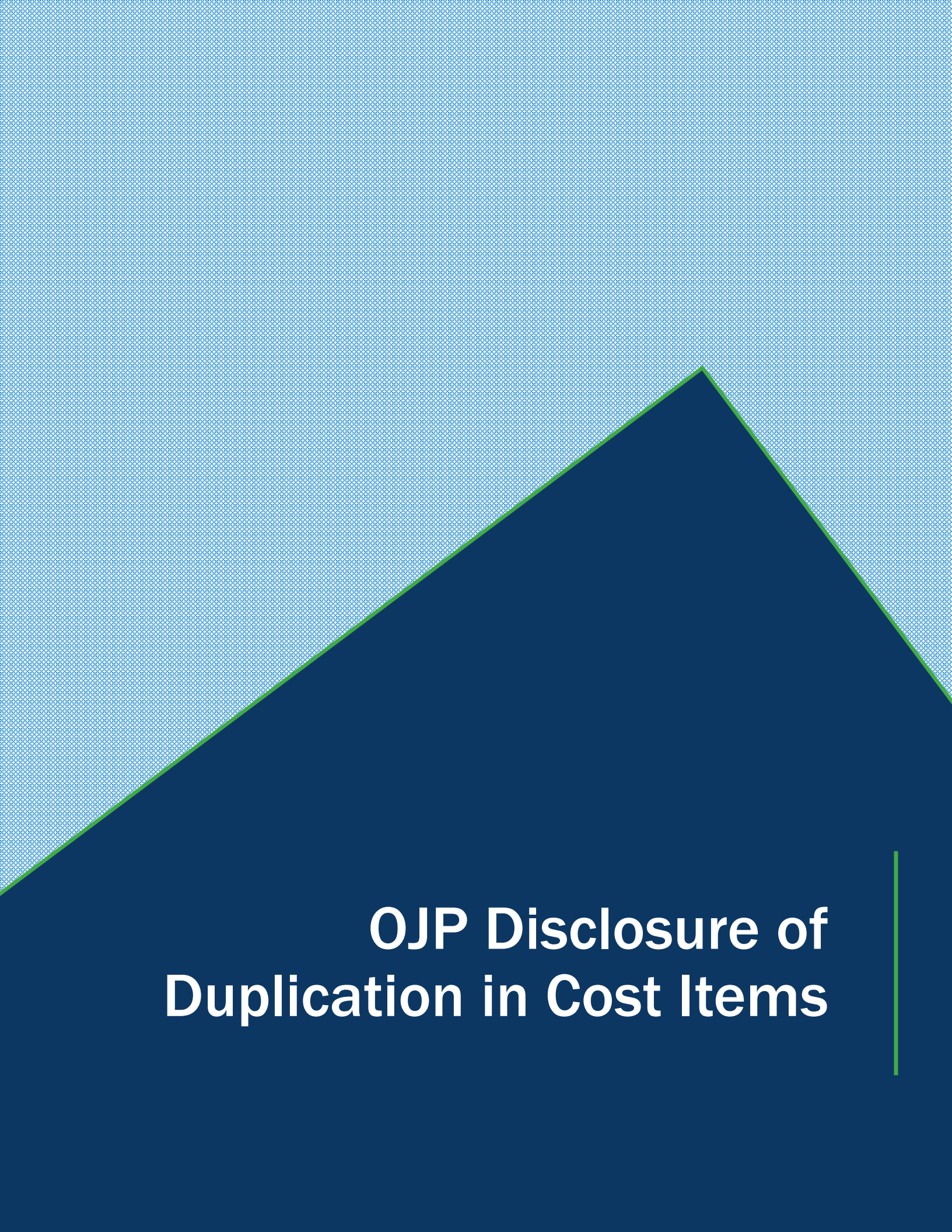
Name	File	Category
Form SFLLL_2_0-V2.0-DOJ-FW-GMS-WORK-APPLICATIONTESTCASE-A-414688.pdf	Form SFLLL_2_0-V2.0-DOJ-FW-GMS-WORK-APPLICATIONTESTCASE-A-414688.pdf	LobbyingActivitiesDisclosure

4

Attach

Participants (4)

Serena Francesca Entry Administrator



OJP Disclosure of Duplication in Cost Items

OJP Disclosure of Duplication in Cost Items Overview

OJP applicants must disclose whether they have (or are proposed as a subrecipient under) any pending applications within the past 12 months for federally funded grants or cooperative agreements that:

- Include requests for funding to support the same project being proposed in the application under this solicitation;
- Would cover any identical cost items outlined in the budget as part of the application under this funding opportunity. The applicant must disclose applications made directly to federal awarding agencies, plus applications for subawards of federal funds.

OJP Disclosure of Duplication in Cost Items

Steps 1 – 3

- 1) Open the **Disclosure of Duplication In Cost Items** section.
- 2) Select either **No** or **Yes** to the question whether the applicant has any pending applications in the past 12 months.
- 3) If **No**, select **Continue**.

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JUSTICE GRANTS SYSTEM

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Grant Package (00816725) **PENDING-DRAFT** Due July 30, 2027 12:44:00 PM EDT

Applicant Disclosure of Duplication in Cost Items *

☒ No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

☐ Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this funding opportunity and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this funding opportunity.

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

Information	Grant Package	Application Versions
Opportunity ID O-BJA-2024-204224-QA	NOFO ID SI-2042224	Funding Opportunity Title CS
Application Case ID A-422474	Application Group Case ID AG-212798	SF424_2_1 --

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- Other Disclosures and Assurances
- Declaration and Certification to DOJ as to Application Submission
- Other
- Certify and Submit

Participants (4)

SF Serena Francesca

Back Save **Continue**

OJP Disclosure of Duplication in Cost Items

Step 4

4) If **Yes**, add the duplicate cost item by selecting **Add Item** and inserting the following:

- Federal or State Funding Agency
- Solicitation (NOFO) Name/Project Name
- Grantor POC Name
- Grantor POC Phone
- Grantor POC Email

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Grant Package (00816725) **PENDING-DRAFT** Due July 30, 2027 12:44:00 PM EDT

Applicant Disclosure of Duplication in Cost Items *

☐ No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

☒ Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this funding opportunity and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this funding opportunity.

+ Add Item X Delete

Federal or State Funding Agency	Solicitation Name/Project Name	Grantor POC Name	Grantor POC Phone	Grantor POC Email

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD/PACKAGE READY

Information Grant Package Application Versions

Opportunity ID O-BJA-2024-204224-QA	NOFO ID SI-2042224	Funding Opportunity Title CS
Application Case ID A-422474	Application Group Case ID AG-212798	SF424_2_1 --

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Participants (4)

SF Serena Francesca

Save Continue

OJP Disclosure of Duplication in Cost Items

Steps 5 – 7

- 5) Select **Add Item** to add additional duplicate cost items and complete applicable text boxes.
- 6) Select **Delete** after highlighting items or rows to delete items or rows.
- 7) Select **Continue**.

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JUSTICE GRANTS SYSTEM

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Grant Package (00816725) **PENDING-DRAFT** Due July 30, 2027 12:44:00 PM EDT

Applicant Disclosure of Duplication in Cost Items*

☐ No. (Applicant Name on SF-424) does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

☒ Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this funding opportunity and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this funding opportunity.

5 [+ Add Item](#) [X Delete](#) **6**

Federal or State Funding Agency	Solicitation Name/Project Name	Grantor POC Name	Grantor POC Phone	Grantor POC Email
Health and Human Services	Drug Free Community	John Doe	123-234-3456	JDoe@gmail.com

7

Information Grant Package Application Versions

OpportunityID O-BJA-2024-204224-QA	NOFO ID SI-2042224	Funding Opportunity Title CS
Application Case ID A-422474	Application Group Case ID AG-212798	SF424_2_1 --

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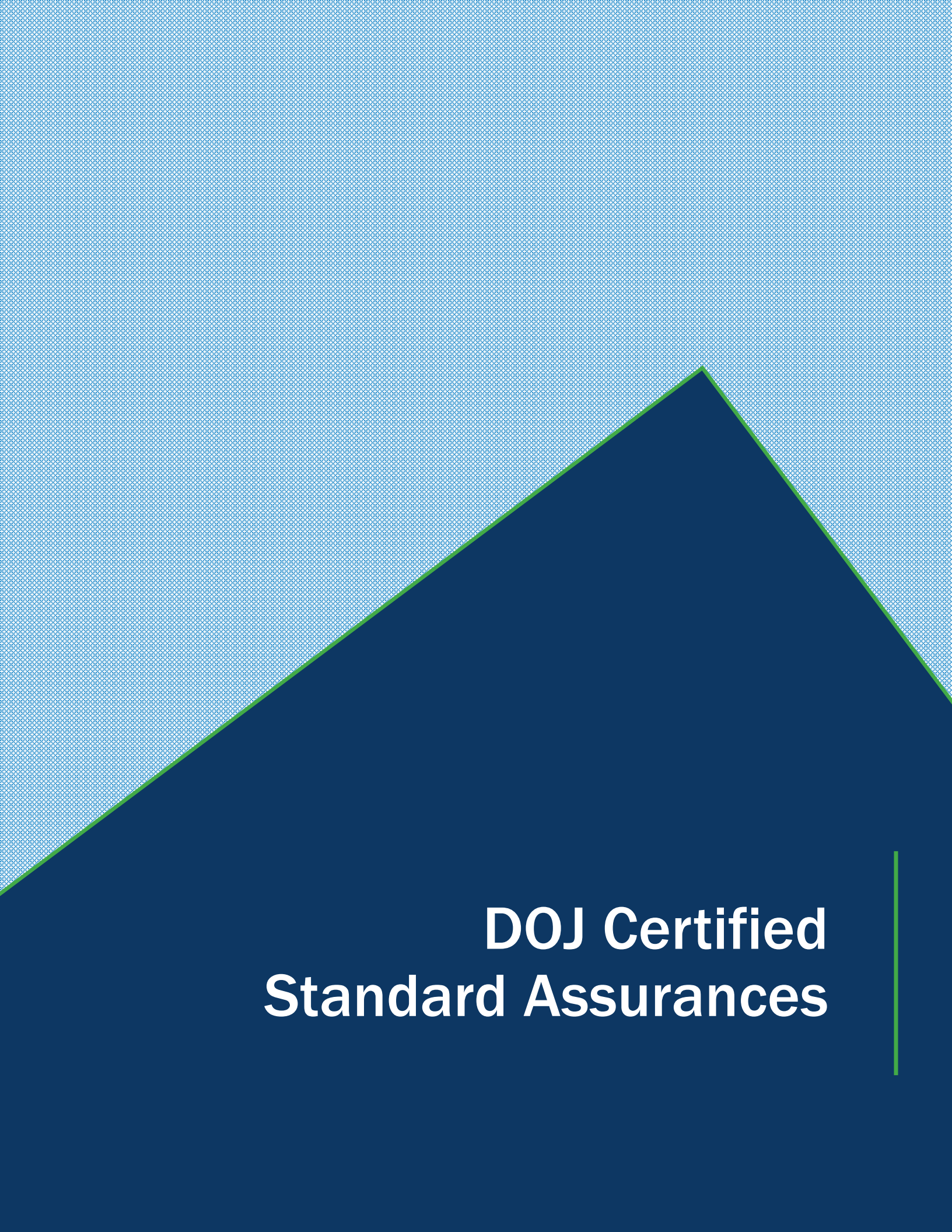
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- Other
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Participants (4)

SF Serena Francesca

[Save](#) [Continue](#)



DOJ Certified Standard Assurances

DOJ Certified Standard Assurances

Steps 1 - 2

Applicants are required to review and accept the **U.S. Department of Justice Certified Standard Assurances** by selecting the checkbox at the bottom of each notice.

1) Select DOJ Certified Standard Assurances.

DOJ Certified Standard Assurances*

OMB APPROVAL NUMBER 1121-0140
EXPIRES 05/31/2019

U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--
 - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

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 - Certify and Submit

Participants (4)

SF Serena Francesca
Entity Administrator

Save Continue

2) Select the checkbox after reading each notice. The applicant's Signer ID and Signing Date/Time are displayed below the acknowledgement checkbox.

Please Acknowledge*

☒ I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

SignerID
justgrants026.applicationssubmitter@gmail.com

Signing Date / Time
9/26/24 12:22 PM



DOJ Certifications Regarding Lobbying

DOJ Certifications Regarding Lobbying

Steps 1 - 2

Applicants must review and accept the **U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-free Workplace Requirements; or Coordination with Affected Agencies** by selecting the checkbox at the bottom of the notice.

1) Select DOJ Certifications Regarding Lobbying.

DOJ Certifications Regarding Lobbying: Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing

U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; LAW ENFORCEMENT AND COMMUNITY POLICING

Applicants should refer to the regulations and other requirements cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontracts) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

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Other
Certify and Submit

Participants (4)
SF Serena Francesca Entity Administrator

Back Save Continue

2) Select the checkbox after reading the notice. The applicant's Signer ID and Signing Date/Time are displayed below the acknowledgement checkbox.

Please Acknowledge *

☒ I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

SignerID
justgrants026.applicationssubmitter@gmail.com

Signing Date / Time
9/26/24 1:25 PM



Other Disclosures and Assurances

Other Disclosures and Assurances

Steps 1 – 3

- 1) Select **Other Disclosures and Assurances**.
- 2) Select **Upload** to add any files believed to be helpful to the Application. The following document types can be uploaded:
 - PDF;
 - Microsoft Word (.docx);
 - Excel (.xlsx).
- 3) Follow the prompts to upload a file from the computer and select **Continue** once done uploading files.

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 lists navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows the 'Grant Package (00815034)' in 'PENDING-DRAFT' status, with a due date of June 30, 2026. The 'Other Disclosures and Assurances' section is highlighted, featuring an 'Upload' button and a note: 'The recommended files to upload are PDF, Microsoft Word and Excel.' Below this, a progress bar indicates the current step is 'COMPLETE AND SUBMIT', with 'INITIATE' and 'BUDGET REVIEW' also visible. The 'Information' tab is active, displaying details for the 'O-COPS-2024-200050-QA' opportunity, including the NOFO ID (SI-200050), Application Case ID (A-414688), and Application Group Case ID (AG-223017). The 'Funding Opportunity Title' is 'CB Test'. The right sidebar contains the 'Notice of Funding Opportunity Instructions' and a list of application components, with 'Other Disclosures and Assurances' highlighted. The bottom right corner shows the 'Participants (4)' section, listing 'Serena Francesca' as the 'Entity Administrator'. The 'Continue' button is highlighted in the bottom right corner.

Grant Package (00815034) **PENDING-DRAFT** Due June 30, 2026 3:47:00 PM EDT

Other Disclosures and Assurances

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

2

1

3

Continue



Declaration and Certification to DOJ as to Application Submission

Declaration/Certification to DOJ as to Application Submission

Steps 1 – 2

Applicants are required to review and accept the **Declaration and Certification to DOJ as to this Application Submission** by selecting the checkbox at the bottom of the notice.

- 1) Select **Declaration and Certification to DOJ as to Application Submission**.
- 2) Select the checkbox after reading the **Declaration and Certification to DOJ as to this Application Submission** notice. The applicant's Signer ID and Signing Date/Time are displayed below the acknowledgement checkbox.

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and a sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package (00815034) PENDING-DRAFT" with a due date of June 30, 2026. The central section is titled "Declaration and Certification to the U.S. Department of Justice as to this Application Submission" and contains three numbered paragraphs of text. Below the text is a "Please Acknowledge" section with a checkbox labeled "I agree with the above statements." and a "SignerID" field. The right sidebar contains a "Notice of Funding Opportunity Instructions" section with a list of items, including "Declaration and Certification to DOJ as to Application Submission" which is highlighted with a green box and a red circle labeled "1". Below this is a "Participants (4)" section showing a list of participants. At the bottom of the page are links for "Training Resources" and "Privacy Policy", a "Back" button, and "Save" and "Continue" buttons.

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JUSTICE GRANTS SYSTEM

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Grant Package (00815034) PENDING-DRAFT Due: June 30, 2026 3:47:00 PM EDT Actions

Declaration and Certification to the U.S. Department of Justice as to this Application Submission

By [taking this action], I --

1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury: (1) I have authority to make this declaration and certification on behalf of the applicant; (2) I have conducted or there was conducted (including by the applicant's legal counsel as appropriate, and made available to me) a diligent review of all requirements pertinent to and all matters encompassed by this declaration and certification.

2. 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 application submission: (1) I have reviewed this application and all supporting materials submitted in connection therewith (including anything submitted in support of this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this declaration and certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this request; and (3) I have the authority to submit this application on behalf of the applicant.

3. 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.

Please Acknowledge

☒ I agree with the above statements.

SignerID
justgrants026.applicationsubmitter@gmail.com
Signing Date / Time
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- ✓ DOJ Certifications Regarding Lobbying
- ✓ Other Disclosures and Assurances
- Declaration and Certification to DOJ as to Application Submission**
- Other
- Certify and Submit

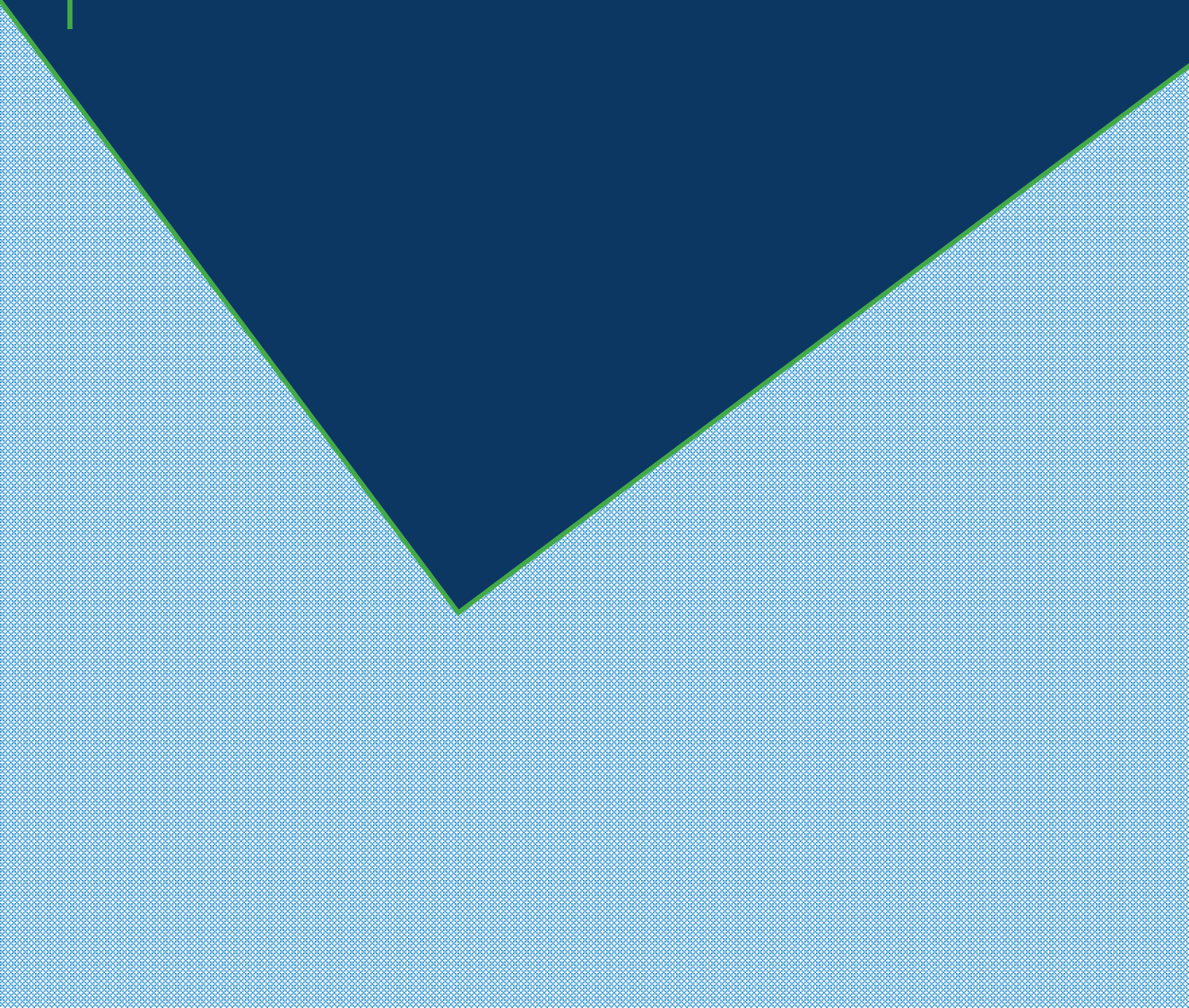
Participants (4)

- SF Serena Francesca
Entity Administrator

Training Resources Privacy Policy Back Save Continue



Other



Other

Steps 1 – 3

The **Other** section is for file attachments that are not required in other application sections but may be needed for the application.

- 1) Select **Other**.
- 2) Select **Upload** and follow the prompts to upload a file. File names can be updated/changed, but the category will display as **Other** in the attachments category.
- 3) Select **Continue** to move to the next application section.

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JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

Grant Package (00815034) **PENDING-DRAFT** Due June 30, 2026 3:47:00 PM EDT Actions

Other

2

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

OpportunityID O-COPS-2024-200050-QA	NOFO ID SI-200050	Funding Opportunity Title CB Test
Application Case ID A-414688	Application Group Case ID AG-223017	SF424_2_1 --

1

Other

Certify and Submit

Notice of Funding Opportunity Instructions

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- MOUs and Other Supportive Documents
- ✓ Additional Application Components
- > Disclosure And Assurances

Participants (4)

- SF Serena Francesca Entity Administrator
- MK MD Kamal Authorized Representative
- CG Carlos Gastelum AuthorizedRepresentative2
- AC Amy Callaghan Application Submitter

Back Save **Continue**

3



Certify and Submit Application in JustGrants



Certify and Submit

Steps 1 – 3

- 1) Select **Certify and Submit**.
- 2) Select the carets to expand in the section accordion file to review the application.
- 3) Select **Check for Errors**.

NOTE: This check will confirm that required fields (marked with a red asterisk) were completed throughout the application.

The screenshot displays the JUSTgrants application interface. The sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled 'Grant Package (00821181)' and includes a 'NEW' badge and a due date of November 30, 2024. Below this, a section titled 'Certify and Submit' features an accordion menu with the following items: Standard Applicant Information, Proposal Abstract, Tribal Community and Justice Profile, Proposal Narrative, Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Application Components, and Disclosures and Assurances. A green box labeled '2' highlights the accordion menu items. To the right of the accordion menu is a 'Notice of Funding Opportunity Instructions' section with a checklist of items: CTAS Selection, CTAS Standard Applicant Information, Proposal Abstract, Tribal Community & Justice Profile, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, and Other. A green box labeled '1' highlights the 'Certify and Submit' button in this section. Below the instructions is a 'Participants (2)' section listing two participants: JohnElectronicBusinessPoc Doe and justgrants025. A green box labeled '3' highlights the 'Check for Errors' button at the bottom right of the interface. The bottom of the page features a 'Home' button and a footer with the text 'Application Submission Job Aid Reference Guide | 87'.

Certify and Submit

Steps 4 – 5

- 4) Select the caret next to **Expand to view errors** to expand the accordion.
- 5) Review the error messages.

The screenshot displays the JUSTgrants application submission interface. On the left is a navigation sidebar with links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is titled "Grant Package (00815034) PENDING-DRAFT" with a due date of June 30, 2026. A red warning icon and message state: "Before proceeding, please address the error(s) indicated below." Below this is an accordion labeled "Expand to view errors" which is expanded, showing a list of error messages. These messages indicate that various required attachments are missing, including Pre-agreement Costs, Non-competitive Justification, Indirect Cost Rate Agreement, Consultant Rate, Employee Compensation Waiver, Financial Management and System of Internal Controls Questionnaire, Disclosure of Process Related to Executive Compensation, Budget Worksheet and Budget Narrative, Curriculum Vitae or Resumes, Tribal Authorizing Resolution, Timeline Form, and Letters of Support. The "Certify and Submit" section at the bottom contains four expandable items: Standard Applicant Information, Proposal Abstract, Proposal Abstract, and Proposal Narrative. To the right of this section is a "Notice of Funding Opportunity Instructions" panel with a checklist of application components, most of which are marked with green checkmarks. At the bottom right are buttons for "Save", "Check for Errors", and "Submit".

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Federal Forms

Grant Package (00815034) PENDING-DRAFT Due June 30, 2026 3:47:00 PM EDT Actions

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

Expand to view errors

- An attachment is a critical component for Pre-agreement Costs. Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Non-competitive Justification. Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Indirect Cost Rate Agreement (if applicable). Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Consultant Rate. Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Employee Compensation Waiver. Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status). Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Disclosure of Process Related to Executive Compensation. Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Budget Worksheet and Budget Narrative (attachment). Please return to the Budget/Financial Attachment section and provide a document for it.
- An attachment is a critical component for Curriculum Vitae or Resumes. Please return to the Additional Application Components section and provide a document for it.
- An attachment is a critical component for Tribal Authorizing Resolution . Please return to the Additional Application Components section and provide a document for it.
- An attachment is a critical component for Timeline Form. Please return to the Additional Application Components section and provide a document for it.
- An attachment is a critical component for Letters of Support . Please return to the Additional Application Components section and provide a document for it.
- Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit.

Certify and Submit

- Standard Applicant Information
- Proposal Abstract
- Proposal Abstract
- Proposal Narrative

Notice of Funding Opportunity Instructions

- Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- ✓ Additional Application Components
- Disclosure And Assurances

Back Save Check for Errors Submit

Certify and Submit

Steps 6 – 8

- 6) To fix errors in the application, expand the section(s) with the red alert indicator.
- 7) Select the **Edit application** link to go directly to that part of the application.
- 8) Correct the error and then return to the **Certify and Submit** section.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Federal Forms

Grant Package (00815034) **PENDING-DRAFT** Due June 30, 2026 3:47:00 PM EDT

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

Additional Application Components

Disclosure and Assurances **⚠**

Disclosure of Lobbying Activities

DOJ Certified Standard Assurances **⚠** [Edit application](#)

DOJ Certifications Regarding Lobbying: Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Other Disclosures and Assurances

Declaration and Certification to the DOJ as to this Application Submission

Other

☒ Final Review and Certification of Application confirmation

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Back Save Check for Errors Submit

SF Serena Francesca
Entity Administrator

MK MD Kamal
Authorized Representative

CG Carlos Gastelum
AuthorizedRepresentative2

AC Amy Callaghan
Application Submitter

Certify and Submit

Steps 9 – 10

9) Select the **Final Review and Certification of Application Confirmation** check box.

10) Select **Submit**.

The screenshot displays the JUSTgrants application submission interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows the 'Grant Package (00816725)' in a 'PENDING-DRAFT' state, with a due date of July 30, 2027, at 12:44:00 PM EDT. A list of document categories is shown, including 'Budget and Associated Documentation', 'Memoranda of Understanding (MOUs) and Other Supportive Documents', 'Additional Application Components Requested Documentation', 'Disclosures and Assurances UPDATE', and 'Other'. A green circle highlights the 'Final Review and Certification of Application confirmation' checkbox, which is checked. Below this, a progress bar shows the current step as 'COMPLETE AND SUBMIT'. A table at the bottom provides application details: Opportunity ID (O-BJA-2024-204224-QA), NOFO ID (SI-204224), Funding Opportunity Title (CS), Application Case ID (A-422474), Application Group Case ID (AG-212798), and SF424_2.1 (---). The right sidebar shows a 'Participants (4)' list with roles: Serena Francesca (Entity Administrator), Multiple Roles (Authorized Representative), and Amy Callaghan (Application Submitter). A green circle highlights the 'Submit' button in the bottom right corner.

9

10

[Training Resources](#)

[Privacy Policy](#)

[Back](#)

[Save](#)

[Check for Errors](#)

[Submit](#)

Certify and Submit

Steps 11 – 12

- 11) View the confirmation message and note that the application status changes to **Submitted**.
- 12) Select **Close** from the **Actions** dropdown menu to close the application.

NOTE: Once the application is submitted, the Application Submitter(s), Authorized Representative, and Entity Administrator will receive an email confirming the application was submitted.

The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation sidebar with links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a 'Grant Package (00816725)' with a status of 'SUBMITTED' and a due date of 'July 30, 2027 12:44:00 PM EDT'. A green message bar states: 'Thank you! The next step in this case has been routed appropriately.' Below this is a table with tabs for 'Information', 'Grant Package', and 'Application Versions'. The 'Information' tab is active, showing details for OpportunityID 'O-BJA-2024-204224-QA', NOFO ID 'SI-204224', Funding Opportunity Title 'CS', Application Case ID 'A-422474', Application Group Case ID 'AG-212798', and SF424_2_1. On the right, an 'Actions' dropdown menu is open, showing options: Refresh, No Actions, Recall Application, Print, and Close. A 'Recent documents' section shows 'No documents'. Below that, a 'Participants (4)' list includes: Serena Francesca (Entity Administrator), Multiple Roles (Authorized Representative), and Amy Callaghan (Application Submitter). The bottom of the page features a 'Home' button and a footer with 'Training Resources' and 'Privacy Policy' links.

OpportunityID	NOFO ID	Funding Opportunity Title
O-BJA-2024-204224-QA	SI-204224	CS

Application Case ID	Application Group Case ID	SF424_2_1
A-422474	AG-212798	--

Participants (4)

- SF Serena Francesca Entity Administrator
- MR Multiple Roles Authorized Representative
- AC Amy Callaghan Application Submitter



Additional Guidance





Locate an Application: Multiple Application Submitters

Multiple Application Submitters

Step 1

Up to three (3) Application Submitters (AS) can be assigned to an application. However, only one AS can work on the application at a time.

- 1) Select **Applications** link from the JustGrants left navigation menu to see all applications associated with the entity.

Applications - New JGII Test QA Organization 26 Doing Business As

5000 results

Rows: 1-10 [Export List](#)

☐ Select All	Application ID	Solicitation Title	Application Submitter	Authorized Representative	Status	Office	Date Due
☐	GRANT00799024	DG TEST DATA	Amy Callaghan	--	Draft	OVW-Programmatic	08/23/2030
☐	GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	Carlos Gastelum	Draft	OJP-BJA	02/21/2029
☐	GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	MD Kamal	Draft	OJP-BJA	02/21/2029
☐	GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	--	Draft	OJP-BJA	02/21/2029
☐	GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	--	New	OJP-BJA	02/21/2029
☐	GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	--	Draft	OJP-BJA	02/21/2029
☐	GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	MD Kamal	Draft	OJP-BJA	02/21/2029
☐	GRANT00801690	Darsh test data for 241812	Amy Callaghan	MD Kamal	Draft	OVW-Programmatic	10/01/2027
☐	GRANT00816725	APP Submission Critical Sections	Amy Callaghan	--	Draft	OJP-BJA	07/30/2027
☐	GRANT00799585	Ashif- New Design	Amy Callaghan	--	Draft	OJP-BJA	12/31/2026

Choose Role: (Choose Role) Assign to: (Choose User) [Assign](#)

Multiple Application Submitters

Steps 2 – 3

- 2) Select the **Application ID** caret to expand and view all entity users associated with the application, including all Application Submitters.
- 3) Select the **Application ID** link to open the application.

Applications - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As

5000 results

Application ID	Solicitation Title	Application Submitter	Authorized Representative	Status	Office	Date Due
GRANT00748363	Discretionary Template	Amy Callaghan JohnElectroniceBusinessPoc Doe	MD Kamal	Draft	OVW-Programmatic	---

Application Details

Project Title: Dunya's COVID KILLER AWARD
Total Estimated Funding: \$60,000.00
Proposed Project Start Date: 1/1/2022
Proposed Project End Date: 12/31/2022

Role	Assigned To	Name	Pending Assignments	Assigned to	Status
ApplicationSubmitter	BJASOLADMIN	Demo BJA - Solicitation Administrator	Standard Applicant Information Screen Flow	justgrants026@gmail.com	Pending-Draft
ApplicationSubmitter2	justgrantsapplicant24@gmail.c...	Amy Callaghan			
Authorized Representative	justgrants026.authorizedrep@...	MD Kamal			
Entity Administrator	justgrants026@gmail.com	JohnElectroniceBusinessPoc Doe			

Completed-DIAMDonboarding OJP-SMART ---

Completed-DIAMDonboarding OJP-SMART ---

Pending-DIAMDonboarding OJP-BJA ---

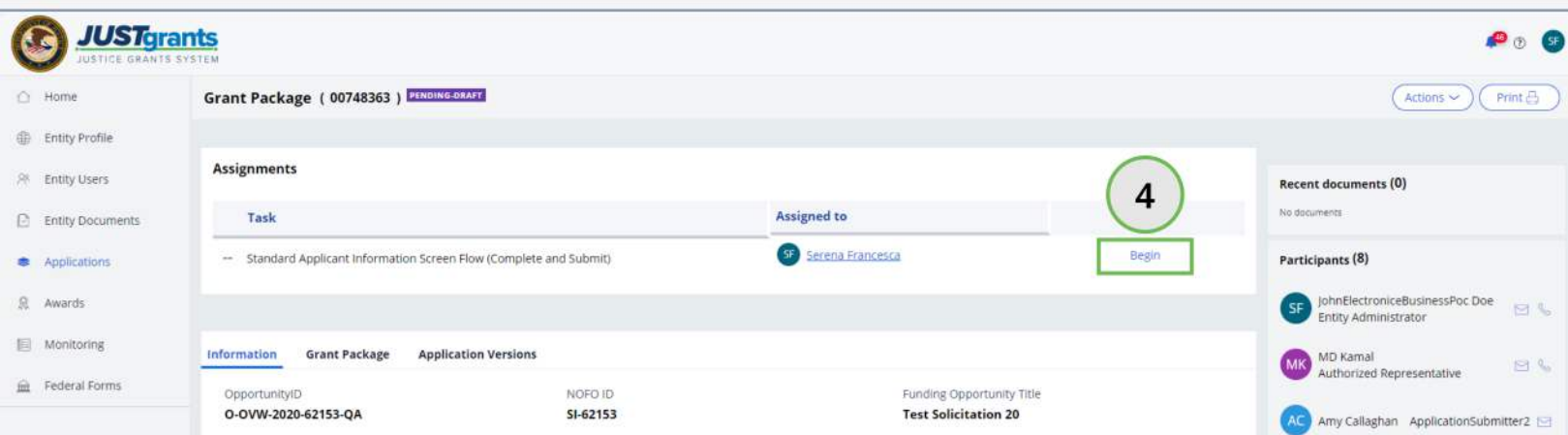
Multiple Application Submitters

Step 4

4) To edit an application, the AS will either:

- Select the **Begin** link;
- Select **Edit Application** from the **Actions** dropdown menu if the Begin link is not visible.

NOTE: Only one AS can edit an application at a time. If another AS is currently working on the application, a message displays that reads: “User {Username} is currently editing the application. You cannot edit until {Username} closes the application.”



JUSTgrants JUSTICE GRANTS SYSTEM

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

Grant Package (00748363) **PENDING-DRAFT** Actions Print

Assignments

Task	Assigned to
Standard Applicant Information Screen Flow (Complete and Submit)	SF Serena Francesca 4 Begin

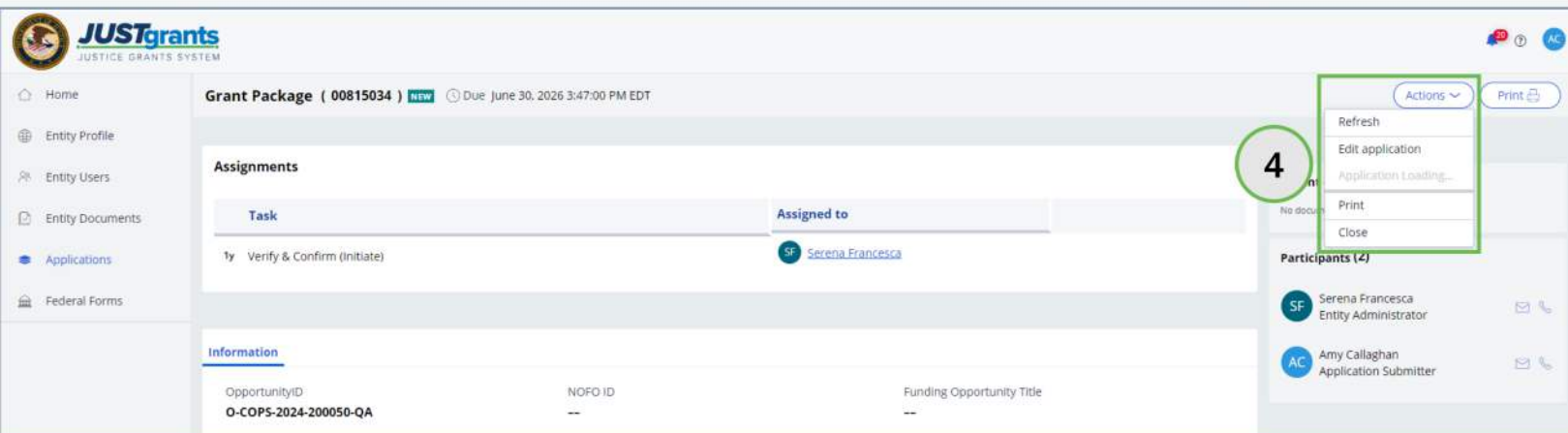
Information Grant Package Application Versions

OpportunityID	NOFO ID	Funding Opportunity Title
O-OVW-2020-62153-QA	SI-62153	Test Solicitation 20

Recent documents (0)
No documents

Participants (8)

- SF JohnElectronicBusinessPoc Doe Entity Administrator
- MK MD Kamal Authorized Representative
- AC Amy Callaghan ApplicationSubmitter2



JUSTgrants JUSTICE GRANTS SYSTEM

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

Grant Package (00815034) **NEW** Due June 30, 2026 3:47:00 PM EDT Actions Print

Assignments

Task	Assigned to
1x Verify & Confirm (Initiate)	SF Serena Francesca 4

Information

OpportunityID	NOFO ID	Funding Opportunity Title
O-COPS-2024-200050-QA	--	--

Participants (4)

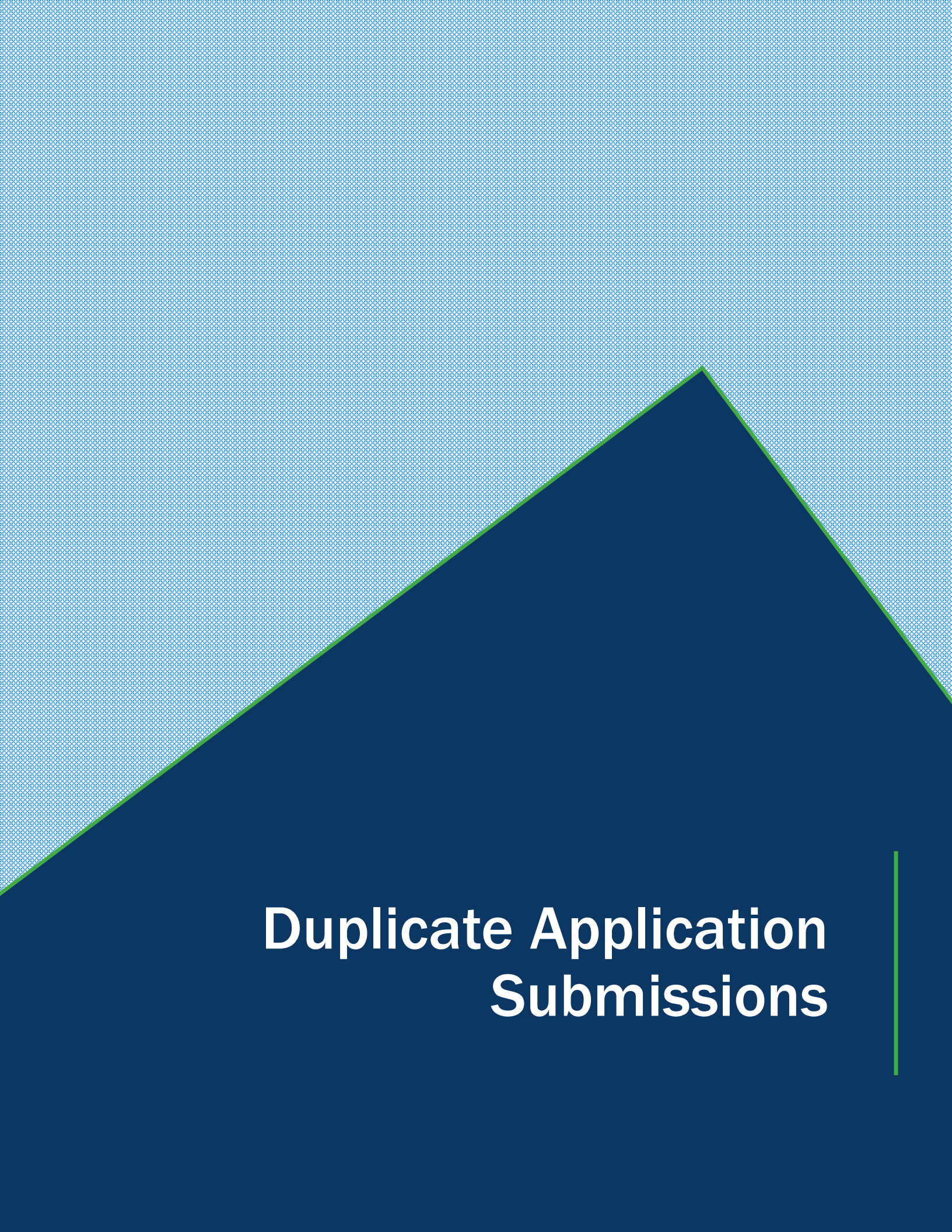
- SF Serena Francesca Entity Administrator
- AC Amy Callaghan Application Submitter

Multiple Application Submitters

Step 5

- 5) Select **Submit** in the pop-up window to proceed with editing the application or **Cancel** to return without saving changes.

The screenshot displays the JUSTgrants Justice Grants System interface. On the left is a navigation sidebar with links: Home, Entity Profile, Entity Users, Entity Documents, Applications (highlighted), and Federal Forms. The main content area shows a 'Grant Package (00815034)' with a 'NEW' status and a due date of 'June 30, 2026 3:47:00 PM EDT'. Below this is an 'Assignments' table with one entry: 'Verify & Confirm (Initiate)' assigned to 'Serena Francesca'. To the right, there are sections for 'Recent documents (0)' and 'Participants (2)', listing 'Serena Francesca, Entity Administrator' and 'Amy Callaghan, Application Submitter'. A pop-up window titled 'Edit application' is centered on the screen, asking 'Are you sure you want to edit this application?'. It features a 'Cancel' button and a 'Submit' button. A green circle with the number '5' is overlaid on the 'Submit' button, indicating the current step in a sequence. The bottom of the page includes links for 'Training Resources' and 'Privacy Policy'.



Duplicate Application Submissions

Duplicate Application Submissions

Overview

Applicants can create multiple applications for unique projects under a single funding opportunity when the NOFO allows it.

The **Display duplicate cases** list identifies possible duplicate applications received from Grants.gov based on the entity identifier and NOFO title.

The screenshot shows the JUSTgrants Justice Grants 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 displays a 'Grant Package (00800611)' with a 'NEW' tag and a due date of February 21, 2029. A red banner indicates 'The deadline was 11 months ago'. A modal titled 'Display duplicate cases' is open, showing a list of applications under opportunity O-BJA-2023-158046-QA. The modal includes a table with columns: Case ID, Application Number, Created on, and Case Status. Below the table, there are radio buttons to 'Remove this application' or 'Continue with this application' for application A-334137. The modal also has 'Cancel', 'Save', and 'Submit' buttons. On the right side of the interface, there are sections for 'Recent documents (0)' and 'Participants (2)', listing Serena Francesca as the Entity Administrator and Amy Callaghan as the Application Submitter.

Case ID	Application Number	Created on	Case Status
A-334143	GRANT00800611	Sep 18, 2023	Draft
A-334141	GRANT00800611	Sep 18, 2023	Resolved-Duplicate
A-334139	GRANT00800611	Sep 18, 2023	Draft
A-334135	GRANT00800611	Sep 18, 2023	Draft
A-334133	GRANT00800611	Sep 18, 2023	Draft
A-334132	GRANT00800611	Sep 18, 2023	Draft

Select an option for A-334137 GRANT00800611

☐ Remove this application ☐ Continue with this application

Cancel Save Submit

Information

OpportunityID	NOFO ID	Funding Opportunity Title
O-BJA-2023-158046-QA		

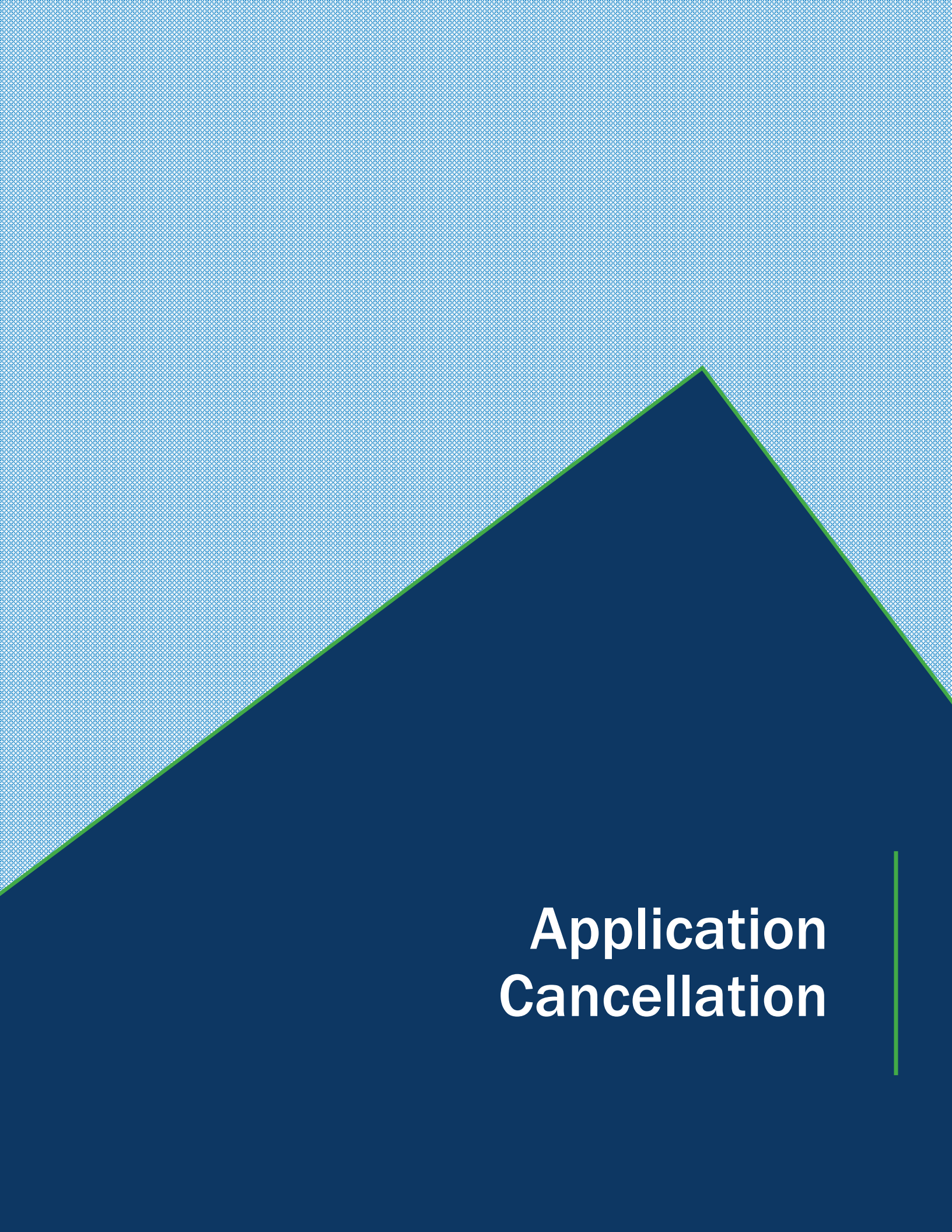
Duplicate Application Submissions

Steps 1 – 2

- 1) Review the details of each application by selecting **Case ID**.
 - If the application represents a unique project, select **Continue with this application**.
 - If the application is a duplicate, select **Remove this application**. The case status will change to Duplicate-Resolved.
- 2) Select **Submit**.

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 lists navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled "Grant Package (00800611) NEW" with a due date of February 21, 2029. A red banner indicates "The deadline was 11 months ago". Below this, a section titled "Display duplicate cases" states: "Your Entity has submitted multiple applications under opportunity O-BJA-2023-158046-QA. Review the potentially duplicate applications. Then select an option to either remove or continue with application A-334137 GRANT00800611." A table lists several applications with columns for Case ID, Application Number, Created on, and Case Status. The application A-334137 is highlighted. Below the table, a modal prompts the user to "Select an option for A-334137 GRANT00800611" with two radio buttons: "Remove this application" (labeled with a green circle 1) and "Continue with this application" (labeled with a green circle 2). At the bottom of the modal are "Cancel", "Save", and "Submit" buttons. The right sidebar shows "Recent documents (0)" and "Participants (2)" including Serena Francesca (Entity Administrator) and Amy Callaghan (Application Submitter).

Case ID	Application Number	Created on	Case Status
A-334143	GRANT00800611	Sep 18, 2023	Draft
A-334141	GRANT00800611	Sep 18, 2023	Resolved-Duplicate
A-334139	GRANT00800611	Sep 18, 2023	Draft
A-334135	GRANT00800611	Sep 18, 2023	Draft
A-334133	GRANT00800611	Sep 18, 2023	Draft
A-334132	GRANT00800611	Sep 18, 2023	Draft



Application Cancellation

Application Cancellation

Step 1

IMPORTANT!

Cancelling an application is not reversible. Once an application is cancelled, it may not be reopened by an applicant. Grants.gov requires a *new* application submission for the NOFO if a previous application for that NOFO was cancelled.

- 1) After opening the application to be cancelled, select **Cancel Application** from the Actions dropdown menu.

The screenshot displays the JUSTgrants application interface. On the left is a navigation sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows details for a 'Grant Package (00815034)' in a 'PENDING-DRAFT' state, with a due date of June 30, 2026. The form is divided into sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. The 'Funding Opportunity' section contains fields for Federal Agency Name, Funding Opportunity Number, Funding Opportunity Title, Competition Identification Number, Competition Identification Title, and Due Date. The 'CFDA Information' section contains fields for CFDA Number and CFDA Program Title. The 'Project Information' section contains fields for Project Title, Proposed Project Start Date, Proposed Project End Date, Federal Estimated Funding, Applicant Estimated Funding, Program Income Estimated Funding, and Total Estimated Funding. On the right side, there is a sidebar with a list of participants and a 'Participants (4)' section. A green circle with the number '1' highlights the 'Actions' dropdown menu in the top right corner, which contains options: Refresh, Cancel Application, Print, and Close. The 'Cancel Application' option is the one to be selected according to the instructions.

Standard Applicant Information		
Funding Opportunity		
Federal Agency Name	Funding Opportunity Number	Funding Opportunity Title
Office of Community Oriented Policing Services	O-COPS-2024-200050-QA	Test Solicitation
Competition Identification Number	Competition Identification Title	Due Date
---	---	June 30, 2026 3:47:00 PM EDT
CFDA Information		
CFDA Number	CFDA Program Title	
16.031	Emmett Till Cold Case Investigations Program	
Project Information		
Project Title	Proposed Project Start Date	Proposed Project End Date
Test Descriptive Title of Application's Project	1/1/2023	7/30/2024
Federal Estimated Funding	Applicant Estimated Funding	Program Income Estimated Funding
1,000.00	0.00	0.00
Total Estimated Funding		
1,000.00		

Application Cancellation

Steps 2 – 3

- 2) Enter a justification in the **Cancellation Reason** text box.
- 3) Select **Submit**.

Grant Package (00815034) **PENDING-DRAFT** ⌚ Due June 30, 2026 3:47:00 PM EDT Actions

Performing this action will cancel the application. This action cannot be undone. Do you wish to continue?

Case Resolve Status
Resolved-Cancelled

Cancellation Reason *

Enter reasoning for cancelling the application in the Cancellation Reason text box. After entering cancellation reasoning, select the Submit button.

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

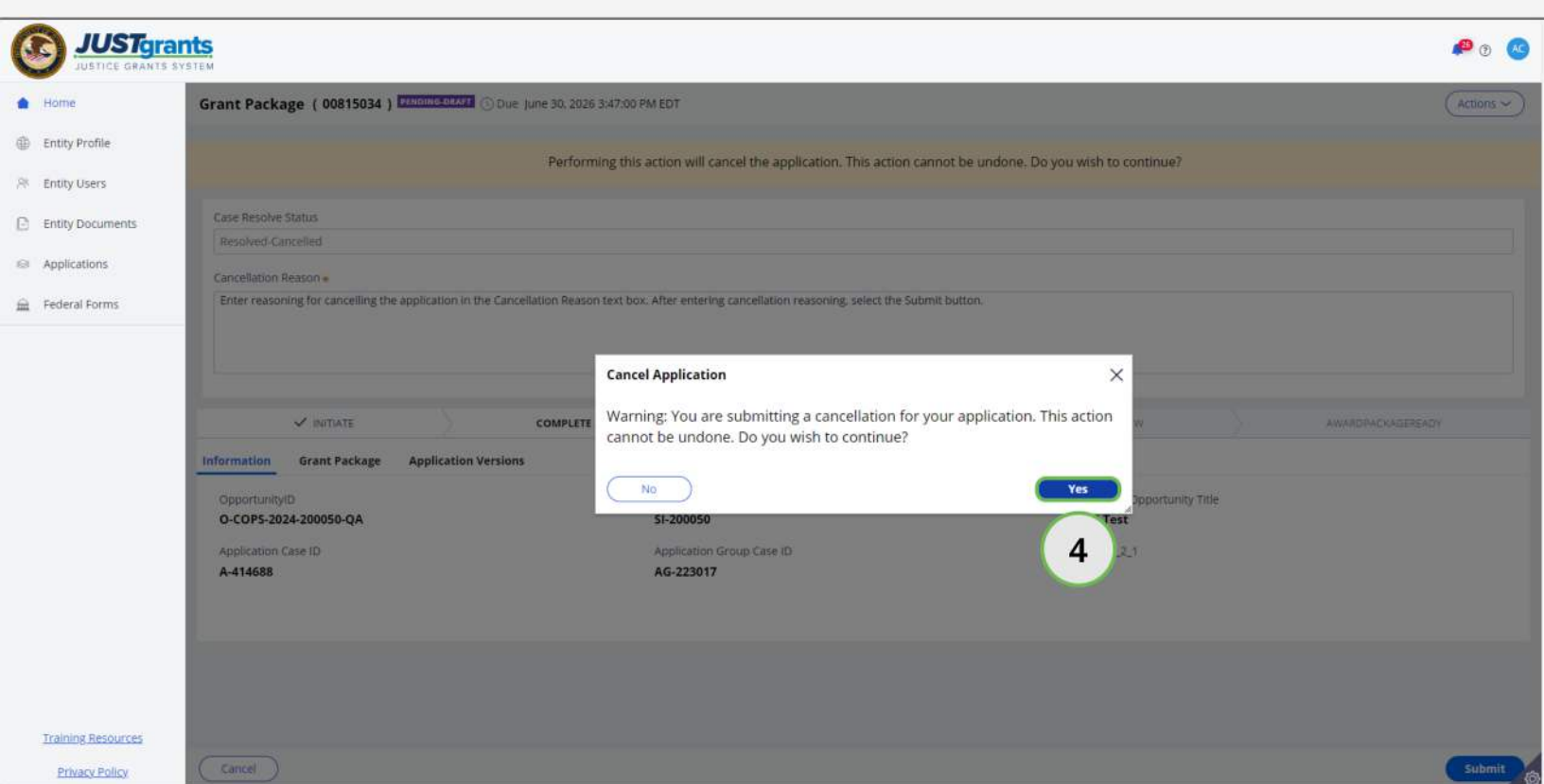
Information	Grant Package	Application Versions
OpportunityID O-COPS-2024-200050-QA	NOFO ID SI-200050	Funding Opportunity Title CB Test
Application Case ID A-414688	Application Group Case ID AG-223017	SF424_2_1 --

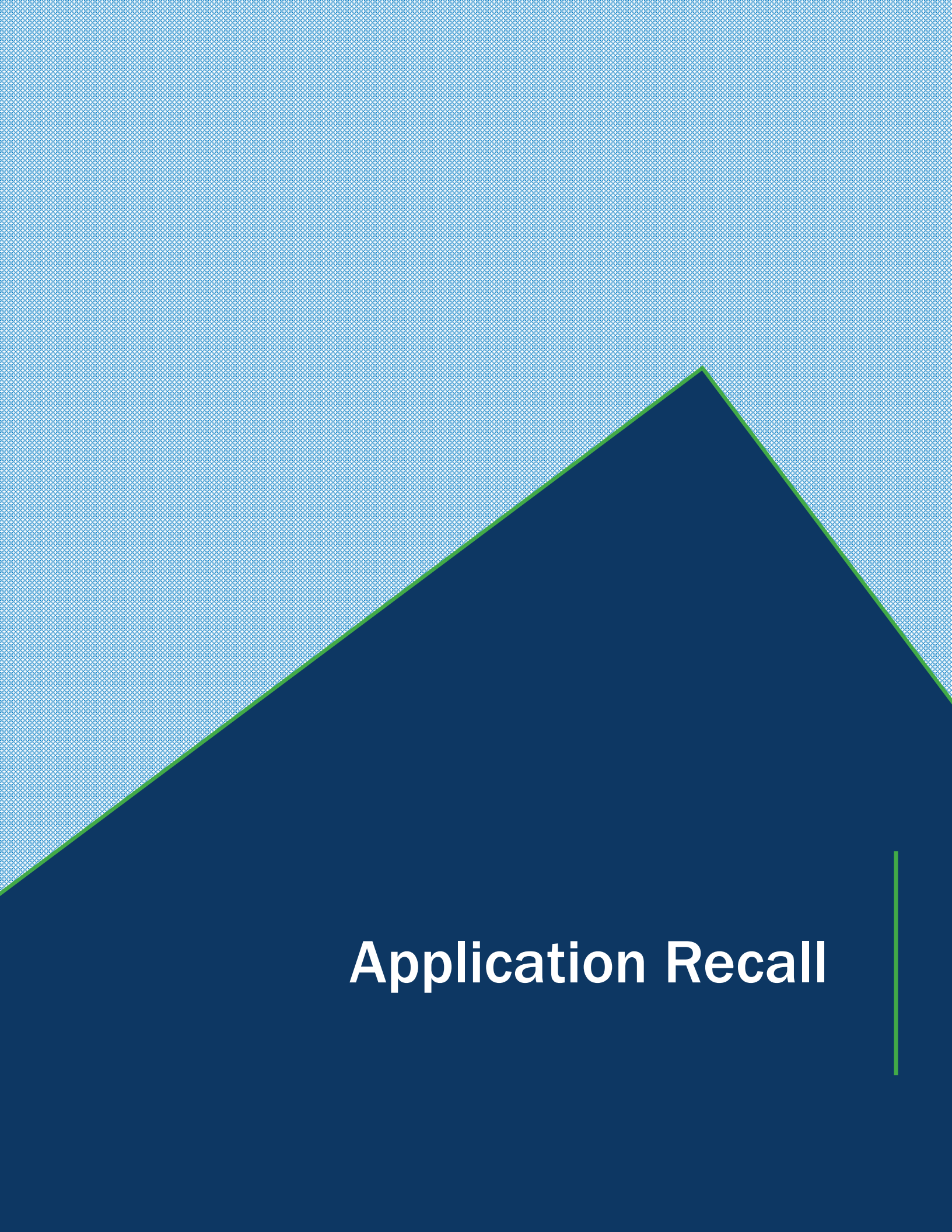
[Cancel](#) **Submit**

Application Cancellation

Step 4

- 4) Confirm application cancellation in the confirmation pop-up window.
- Select **Yes** to cancel the application. The application status will become Resolved-Cancelled on the home page.
 - Select **No** to stop the application cancellation. JustGrants will return to the home page.





Application Recall



Application Recall

Step 1

IMPORTANT!

The assigned Application Submitter can recall a submitted application before the JustGrants deadline. A recalled application must be resubmitted before the deadline, or the application will not be considered for award.

- 1) Once the application to be recalled has been selected, select **Recall Application** from the **Actions** menu.

The screenshot displays the JustGrants Justice Grants System interface. On the left is a navigation sidebar with links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows the 'Grant Package (00815235)' status as 'SUBMITTED' with a due date of June 30, 2026. Below this is a table with three tabs: 'Information', 'Grant Package', and 'Application Versions'. The 'Information' tab is active, showing details for OpportunityID (O-BJA-2024-200432-QA), NOFO ID (SI-200432), Funding Opportunity Title (CB), Application Case ID (A-415400), Application Group Case ID (AG-208845), and SF424_2_1 (---). On the right, a dropdown menu is open, showing options: Refresh, No Actions, Recall Application, Print, and Close. A green circle with the number '1' highlights the 'Recall Application' option. Below the menu is a 'Participants (3)' section listing Serena Francesca (Entity Administrator), MD Kamal (Authorized Representative), and Amy Callaghan (Application Submitter).

Information	Grant Package	Application Versions
OpportunityID O-BJA-2024-200432-QA	NOFO ID SI-200432	Funding Opportunity Title CB
Application Case ID A-415400	Application Group Case ID AG-208845	SF424_2_1 ---

Application Recall

Steps 2 – 3

- 2) Enter a reason for recalling the application in the **Recall Application Confirmation** pop-up window.
 - If you do not want to recall the application, select **Cancel** or X.
- 3) Select **Submit**. The application status will become **Pending-Draft**.

The screenshot displays the JUSTgrants Justice Grants System interface. A pop-up window titled "Recall Application Confirmation" is centered on the screen. The pop-up contains the following text:

If you recall this application, it will change to "Pending-Draft" status. The application will then become editable and will need to be submitted before the deadline.

If you want to continue with the recall action, please enter a reason for the recall and click submit. Otherwise, click cancel.

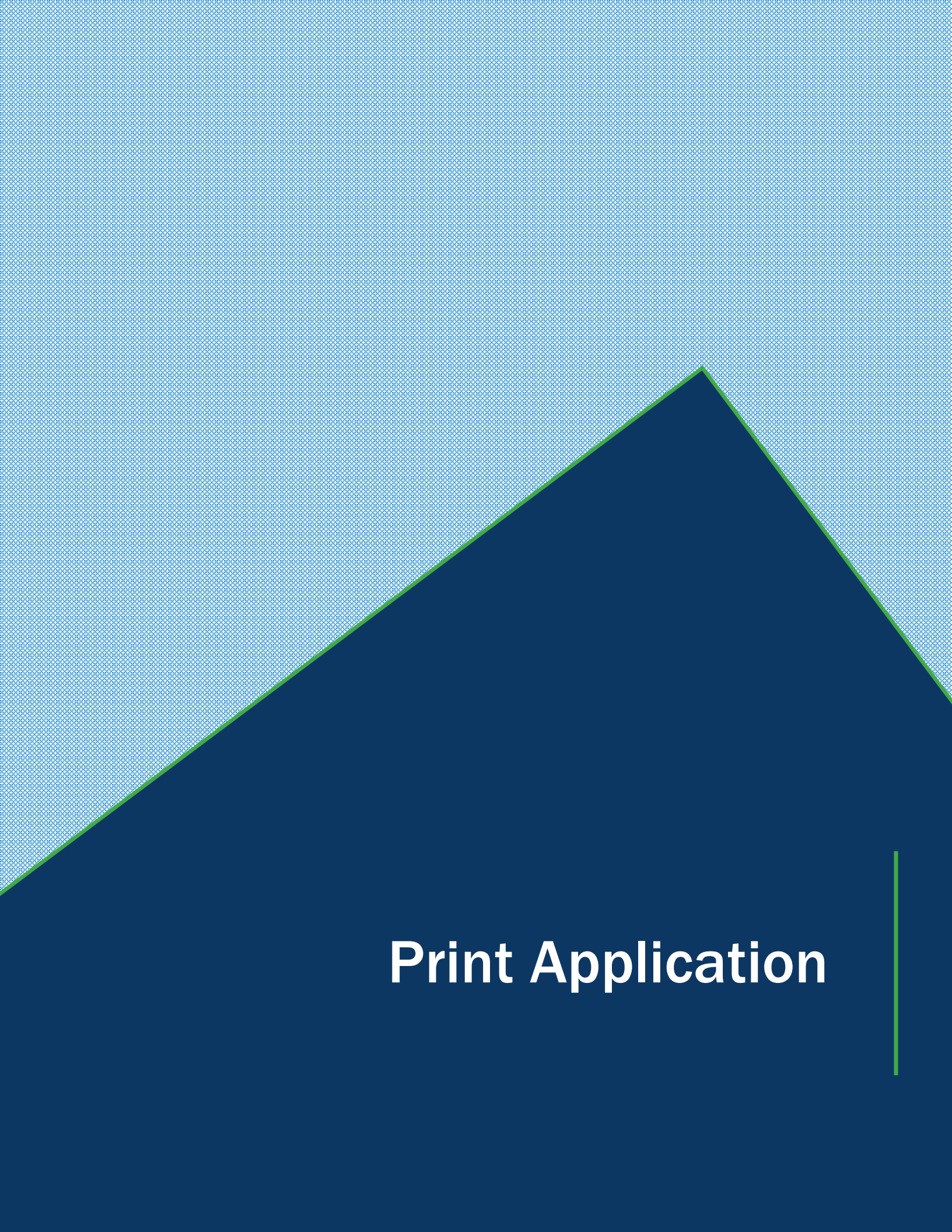
Reason *

Enter a reason for the application recall in the Recall Application Confirmation text box. Then select Submit button. Selecting the Cancel button returns user to Home page.

At the bottom of the pop-up are two buttons: "Cancel" and "Submit".

Numbered callouts are present: a green circle with the number "2" points to the "Reason" text input area, and a green circle with the number "3" points to the "Submit" button.

The background interface shows a sidebar with navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area displays "Grant Package (00815235)" with a "SUBMITTED" status and a due date of "June 30, 2026 9:28:00 AM EDT". It also shows a table with columns for OpportunityID, NOFO ID, and Funding Opportunity Title. On the right side, there are sections for "Recent documents (0)" and "Participants (3)" listing users like Serena Francesca, MD Kamal, and Amy Callaghan.



Print Application

Print Application

Steps 1 - 3

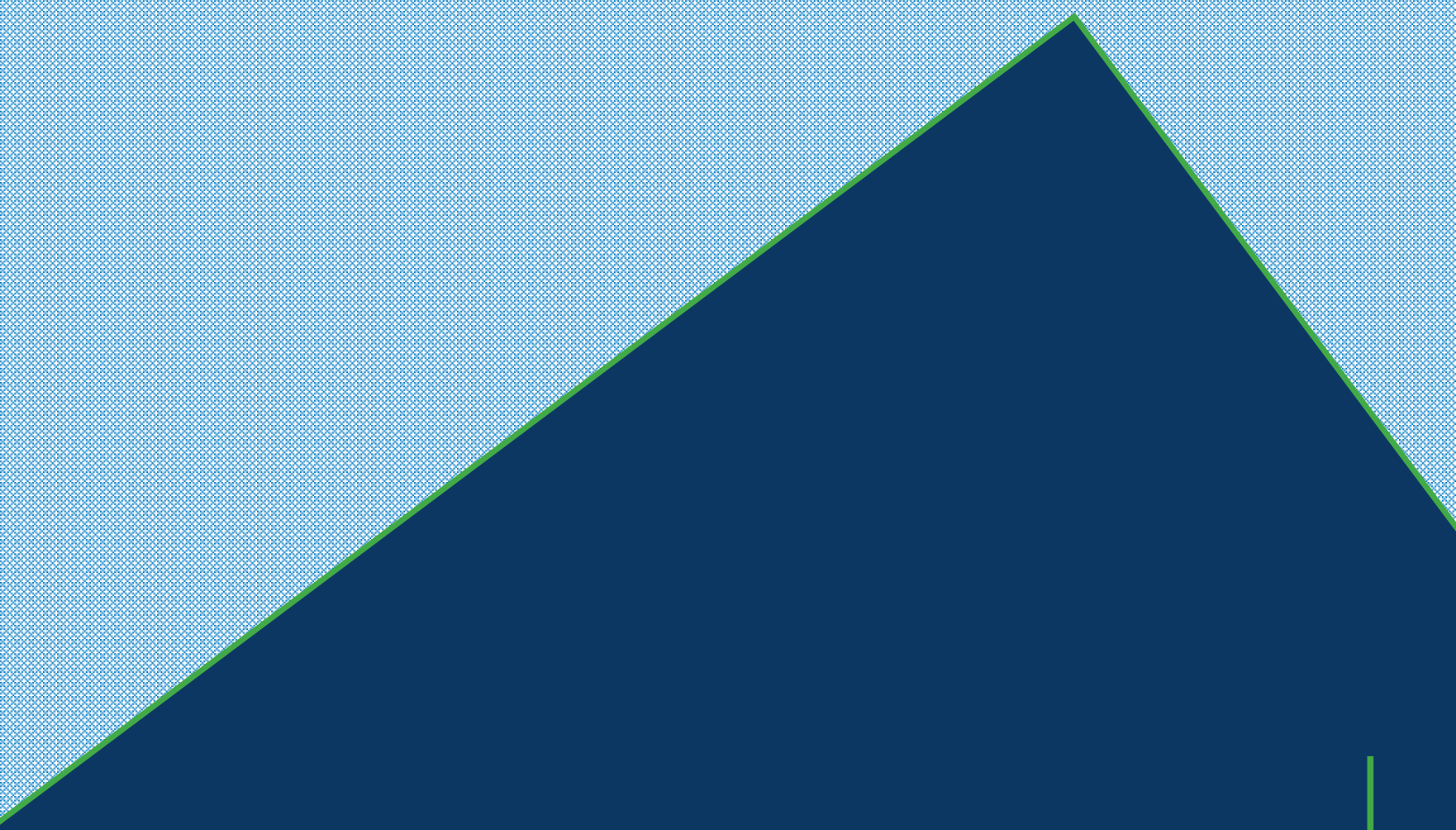
- 1) Select the **Print** option from the **Actions** dropdown menu.

The screenshot shows the JUSTgrants application form for Grant Package 00808034. A red banner at the top states "The deadline for this application has passed". The form is divided into sections: Standard Applicant Information, Funding Opportunity, CFDA Information, and Project Information. On the right side, there is a sidebar with a list of actions: Refresh, Cancel Application, Print, and Close. The 'Print' option is highlighted with a green circle and the number 1.

- 2) Select the printer from the drop-down menu.
- 3) Select **Print**.

The screenshot shows the JUSTgrants application form with the 'Print' dialog box open. The dialog box has a 'Printer' section with a dropdown menu showing 'Microsoft Print to PDF'. Below this, there are options for 'Copies' (1), 'Layout' (Portrait), and 'Pages' (All). The 'Print' button is highlighted with a green circle and the number 3.

NOTE: Application attachments must be printed individually. Attachments are located within their corresponding application section.



Application Process Status Codes



Status Codes

The following status codes will be displayed during the application process:

Pending - New

Application has been assigned.

Pending - Draft

Application has been opened, and work has begun.

Submitted

Application has been submitted to DOJ for review.

**Pending-Change
Requested**

Grant Manager has returned the application for additional changes.

**Pending-Financial
Change Requested**

Application has been returned to the Application Submitter for financial changes.

