



Grant Award Acceptance

Job Aid Reference Guide



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Introduction and Overview

How to Use this Guide

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

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

Linked Content



Home

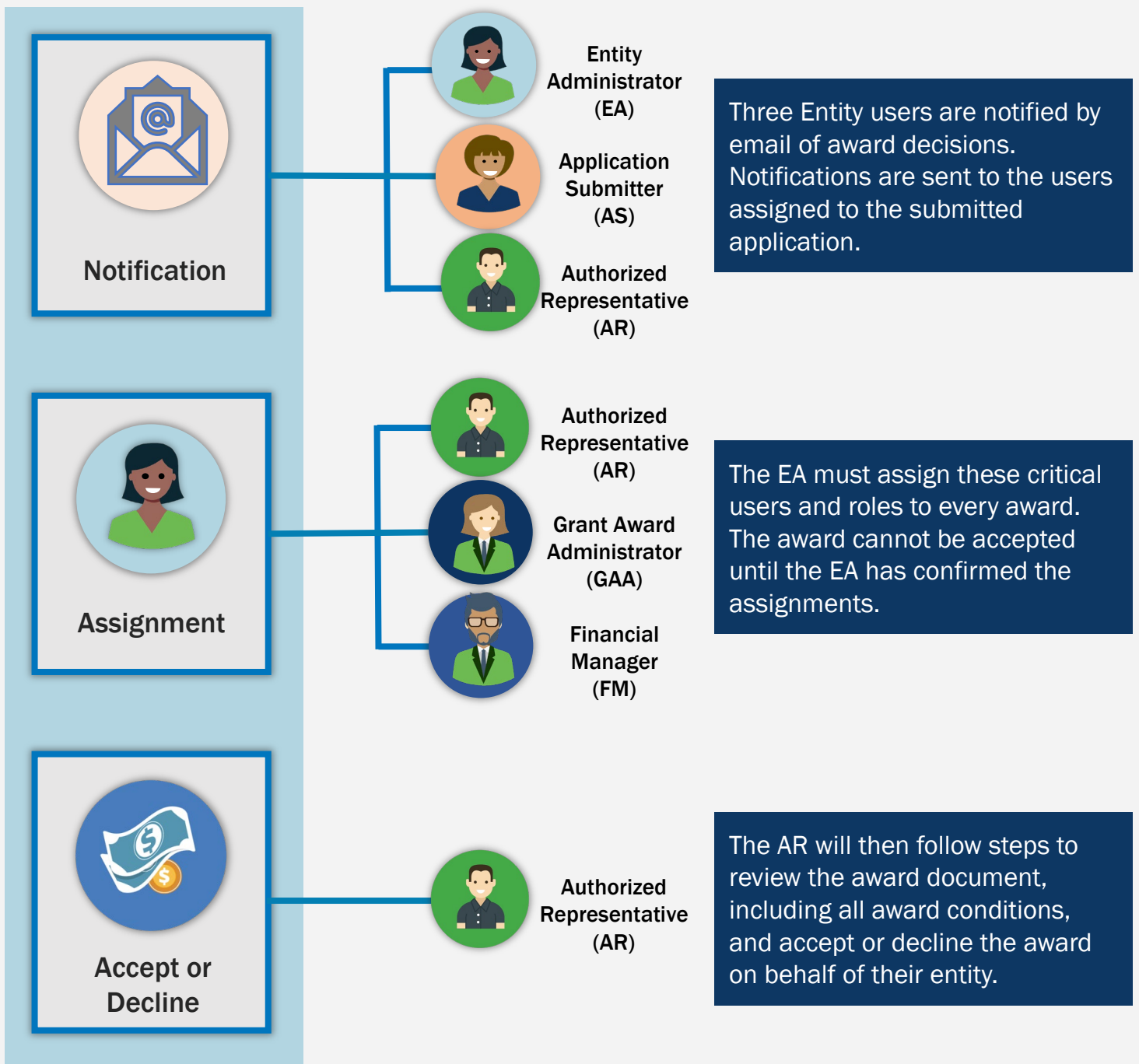
This JARG utilizes a chapter linked Table of Contents. In addition, a link has been included on each page to help the user quickly return to the Table of Contents by using the **Home** icon. is located at the bottom of the page.

IMPORTANT

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

Award Acceptance Overview

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



Award Acceptance Key Points

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

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



Award Acceptance Key Points (COPS Office Awards)

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

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

For **Law Enforcement** agencies:

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

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

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



New Award



Part 1:
Confirm/Assign Participants
(Entity Administrator)

Confirm/Assign Participants (Entity Administrator)

Steps 1 - 2

Select Case ID

First, the Entity Administrator (EA) must complete the **Confirm/Assign Participants** action to ensure required award assignments are in place for the new award.

- 1) Log into JustGrants. View assignments on **My Worklist**.
- 2) Select the **Case ID** for an item with a **PENDING-AWARD EXTERNALS ASSIGNEES** Case Status.

Welcome JohnElectronicBusinessPoc Doe

Entity Administrator: JohnElectronicBusinessPoc Doe

Alerts (0)
No data to display

My Worklist

1956 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
FAW-348019		Funded Award	15PBJA-24-GG-01162-CAPL	Dunya - MID P122 User session - Manual Budget - OJP-BJA SUPP award	OJP-BJA	Pending-Award External Assignee
FAW-347709		Funded Award	15PSMA-24-GG-01146-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
FAW-347512		Funded Award	15OWW-24-GG-01134-ENGA	FY24FormulaNewDesign	OWW	Pending-Award External Assignee
FAW-347502		Funded Award	15PSMA-24-GG-01118-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
FAW-346740		Funded Award	15OWW-25-GG-00096-STOP	Dunya OWW Manual Budget Initial award	OWW	Pending-Award External Assignee
FAW-346739		Funded Award	15OWW-25-GG-00092-STOP	Dunya OWW Manual Budget Initial award	OWW	Pending-Award External Assignee
FAW-346478		Funded Award	15OWW-24-GG-01094-ENGA	FY24FormulaNewDesign	OWW	Pending-Award External Assignee
FAW-345983		Funded Award	15OWW-24-GG-01088-ENGA	FY24FormulaNewDesign	OWW	Pending-Award External Assignee
FAW-345982		Funded Award	15OWW-24-GG-01087-ENGA	FY24FormulaNewDesign	OWW	Pending-Award External Assignee
FAW-345981		Funded Award	15OWW-24-GG-01082-ENGA	FY24FormulaNewDesign	OWW	Pending-Award External Assignee
FAW-345980		Funded Award	15OWW-24-GG-01081-ENGA	FY24FormulaNewDesign	OWW	Pending-Award External Assignee
FAW-345976		Funded Award	15OWW-24-GG-01075-ENGA	FY24FormulaNewDesign	OWW	Pending-Award External Assignee
FAW-345972		Funded Award	15OWW-24-GG-01065-ENGA	FY24FormulaNewDesign	OWW	Pending-Award External Assignee
FAW-343775		Funded Award	15PBJA-23-GG-03263-JAGX	KVDONTUSE	OJP-BJA	Pending-Award External Assignee
FAW-343523		Funded Award	15PBJA-25-GG-00069-CAPL	Dunya 041724 BJA Initial Web-Based Conditional Clearance - SAM EoP121 Regression	OJP-BJA	Pending-Award External Assignee
FAW-343276		Funded Award	15PBJA-25-GG-00072-AWAX	Dunya 041724 BJA Initial Web-Based Conditional Clearance - SAM EoP121 Regression	OJP-BJA	Pending-Award External Assignee
FAW-343272		Funded Award	15PSMA-25-GG-00066-AWAX	FY25 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
FAW-343008		Funded Award	15PBJA-24-GG-00412-AWAX	SI Disparate Flag 4/2/2024	OJP-BJA	Pending-Award External Assignee
FAW-341036		Funded Award	15COPS-24-GG-00330-METH	FY24 COPS Template New Design	COPS	Pending-Award External Assignee
FAW-339831		Funded Award	15PBJA-24-GG-00301-AWAX	CB BF Disparate Flag Data for BIX	OJP-BJA	Pending-Award External Assignee
FAW-339830		Funded Award	15PBJA-24-GG-00300-AWAX	CB BF Disparate Flag Data for BIX	OJP-BJA	Pending-Award External Assignee
FAW-340406		Funded Award	15PSMA-24-GG-00069-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee
FAW-328513		Funded Award	15PSMA-24-GG-00038-AWAX	FY24 Adam Walsh Act	OJP-SMART	Pending-Award External Assignee

Confirm/Assign Participants (Entity Administrator)

Step 3

Assign Users

Review pre-assigned users. These users have previously been given these roles and logged into JustGrants. This section auto-populates, but sometimes it won't (such as when the role hasn't been assigned).

3) Use the dropdown menu to assign a different user.

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

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

Role	Assigned To	Name
Authorized Representative	justgrants025.authorizedrep@gmail.com	justgrants025.authorizedrep.jgts@ext
Grant Award Administrator	justgrants025.grantawardadmin@gmail.com	justgrants025.grantawardadmin.jgts@ext
Financial Manager	justgrants025.multipleroles@gmail.com	justgrants025.multipleroles.jgts@ext
Alternate Grant Award Administrator	justgrants025.altgrantawardadmin@gmail.com	justgrants025.altgrantawardadmin.jgts@ext

Confirm/Assign Participants (Entity Administrator)

Steps 4 – 6

Review
Assignments

- 4) Select one user for each role. This will assign the user as a **participant** on this award.
- 5) Select the **trash can** icon to remove a user from an award (only applicable for **Alternate Grant Award Administrator**).
- 6) Select **Save** to save the current participants and continue working on the page.

OR

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

JUSTGrants
JUSTICE GRANTS SYSTEM

Home
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Funded Award
(15PB)A-24-GG-01162-CAPL **PENDING AWARD EXTERNAL ASSIGNMENT**
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

Solicitation Title: Duruya - MID P122 User session - Manual Budget - OJP-BJA SUPP award
Project Title: Duruya ORG25 BJA MB Initial Award
Project Period: 4/1/24 - 3/2/25
Managing Office: OJP
DOJ Grant Manager: GrantManaReBJA.jgtsint
Grant Award Administrator:
FAW Case ID: FAW-348019

Solicitation Category: N/A
Federal Award Amount: \$33,400.00
Program Office: BJA
UEI: QPN9Y8GZ9PZ
TIN: *****0000

Confirm/Assign Participants

Role	Assigned To	Name
Authorized Representative	justgrants025.authorizedrep@gmail.com	justgrants025.authorizedrep.jgtsint
Grant Award Administrator	justgrants025.grantawardadmin@gmail.com	justgrants025.grantawardadmin.jgtsint
Financial Manager	justgrants025.grantawardadmin@gmail.com justgrants025.multipleroles@gmail.com	justgrants025.multipleroles.jgtsint
Alternate Grant Award Administrator	justgrants025.altgrantawardadmin@gmail.com	justgrants025.altgrantawardadmin.jgtsint

Cancel

Case details
Last updated by JohnElectronicBusinessPoc Doe (13h ago)
Created by AgentSystem-Queue-ServiceLevel.ProcessEvent (3d ago)

DOJ Grant Manager
GrantManaReBJA.jgtsint
Phone 111-111-1111
Email GrantManaReBJA@ojp.usdoj.stg

Participants (7)
JohnElectronicBusinessPoc Doe Entity Administrator
justgrants025.grantawardadmin.jgtsint Grant Award Administrator
GrantManaReBJA.jgtsint Grant Manager
justgrants025.multipleroles.jgtsint Financial Manager
justgrants025.authorizedrep.jgtsint Authorized Representative

Progress Bar: FUNDED AWARD INITIAL SETUP → ACTIVE → INITIATE CLOSOUT → PROGRAMMATIC CLOSOUT → FINANCIAL CLOSOUT → UPMS HANDOFF

Training Resources
Privacy Policy

Confirm/Assign Participants (Entity Administrator)

Status Change

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

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Funded Award

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

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

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

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

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

Funded Award Information

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

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

Case details

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

DOJ Grant Manager
GrantManaReOVW.jgitsint

Phone
999-000-1111

Email
GrantManaReOVW@ojp.doj.stg

Training Resources
Privacy Policy



**Part 2:
Accept or Decline
(Authorized Representative)**

Accept or Decline (Authorized Representative)

Steps 1 - 2

Select Case ID

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

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

Welcome justgrants025.authorizedrep jgitsext

Entity Administrator: JohnElectronicBusinessPoc Doe

Alerts (0)
No data to display

My Worklist

18 results

Case ID	Due Date	Case Type	Award	Item Title	Office	Status
FAWS-55384	--	Supplement Award Package	15JOVW-24-GG-01034-	FY24FormulaNewDesign	OWW	Pending-Award Acceptance
FAWS-55383	--	Supplement Award Package	15JOVW-24-GG-01033-	FY24FormulaNewDesign	OWW	Pending-Award Acceptance
FAWS-55381	--	Supplement Award Package	15PSMA-24-GG-01031-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55376	--	Supplement Award Package	15JOVW-24-GG-01029-	FY24FormulaNewDesign	OWW	Pending-Award Acceptance
FAWS-55375	--	Supplement Award Package	15PSMA-24-GG-01030-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55374	--	Supplement Award Package	15JOVW-24-GG-01028-	FY24FormulaNewDesign	OWW	Pending-Award Acceptance
FAWS-55373	--	Supplement Award Package	15PSMA-24-GG-01027-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
FAWS-55292	--	Supplement Award Package	15PSMA-25-GK-00055-AWAX	DY 040824 OJP WBB with CONDITIONA CLEARANCE INITIAL	OJP-SMART	Pending-Award Acceptance
FAWS-55290	--	Supplement Award Package	15PSMA-25-GK-00058-CAPL	DY 040824 OJP WBB with CONDITIONA CLEARANCE INITIAL	OJP-SMART	Pending-Award Acceptance
FAWS-55288	--	Supplement Award Package	15JOVW-25-GK-00050-STOP	DY040924 OVV WBB INITIAL	OWW	Pending-Award Acceptance
FAW-336450	--	Funded Award	15JOVW-23-GG-03303-STOP	OWW Fiscal Year 2023	OWW	Pending-Award Acceptance
FAW-336449	--	Funded Award	15JOVW-24-GG-00214-STOP	FY24DiscretionaryTemplateNewDesign	OWW	Pending-Award Acceptance
FAWS-53370	--	Supplement Award Package	15JOVW-22-GG-03293-STOP	FY22 OVV Solicitation	OWW	Pending-Award Acceptance
FAWS-53267	--	Supplement Award Package	15JOVW-23-GG-03238-STOP	OWW Fiscal Year 2023	OWW	Pending-Award Acceptance
FAWS-53266	--	Supplement Award Package	15JOVW-23-GG-03239-STOP	OWW Fiscal Year 2023	OWW	Pending-Award Acceptance
FAWS-53254	--	Supplement Award Package	15JOVW-23-GG-03236-STOP	OWW Fiscal Year 2023	OWW	Pending-Award Acceptance
FAWS-53253	--	Supplement Award Package	15JOVW-23-GG-03236-STOP	OWW Fiscal Year 2023	OWW	Pending-Award Acceptance

Training Resources
Privacy Policy

Accept or Decline (Authorized Representative)

Step 3

Expand Sections

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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Funded Award

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

Solicitation Title:	OVW Fiscal Year 2023	Solicitation Category:	N/A
Project Title:	Dunya ORG 24	Federal Award Amount:	\$106.73
Project Period:	10/31/22 - 1/15/25	UEI:	QPN9V8GZ9PZ
Managing Office:	OVW	TIN:	****0000
DOJ Grant Manager:	GrantManaReOVW jgtsint		
Grant Award Administrator:	justgrants025.grantawardadmin jgtsint		
FAW Case ID:	FAW-336450		

Approval

Award Package Acceptance

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

Cancel Decline Accept

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

Case details

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

DOJ Grant Manager
GrantManaReOVW jgtsint
Phone
999.000.1111
Email
GrantManaReOVW@ojp.doi.gov

Participants (7)

- Justgrants025.grantawardadmin jgtsint Grant Award Administrator
- JohnElectronicBusinessPoc.Doe Entity Administrator
- GrantManaReOVW jgtsint GrantManager

Trainline Resources
Privacy Policy

Accept or Decline (Authorized Representative) Step 4

[View Award Letter](#)

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

The screenshot displays the JUSTgrants system interface. On the left is a navigation menu with items like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Funded Award' and includes a table with details such as Solicitation Title, Project Title, Project Period, Managing Office, DOJ Grant Manager, Grant Award Administrator, and FAW Case ID. Below this table, the 'Award Letter' section is expanded, showing a letter dated January 22, 2024, addressed to justgrants025.authorizedrep.jgtsint. The letter text includes information about the award approval, conditions, and next steps. On the right side, there are sections for 'Case details' (last updated by Queue processor) and 'Participants (7)' listing users like justgrants025.grantawardadmin.jgtsint and JohnElectronicBusinessPoc.Doe.

4

Accept or Decline (Authorized Representative)

Steps 5 – 6

Award
Information

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

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JUSTICE GRANTS SYSTEM

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

Recipient Information

Recipient Name
JGII Test Org25

UEI
QPN9Y8JGZ9PZ

Street 1
111 Street Rd

Street 2
--

City
Washington

State/U.S. Territory
District of Columbia

Zip/Postal Code
602

Country
United States

County/Parish
--

Province
--

Award Details

Federal Award Date
1/22/24

Award Type
Initial

Award Number
15J0VW-23-GG-03303-STOP

Supplement Number
00

Federal Award Amount
\$106.73

Funding Instrument Type
Grant

Assistance Listing Number	Assistance Listings Program Title
16.839	STOP School Violence

Statutory Authority
34 U.S.C. 12511

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

Participants (7)

- Justgrants025.grantawardadmin
JGII Test Org25
Grant Award Administrator
- JohnElectronicBusinessPoc.Doe
JD
Entity Administrator
- GrantManaReOVW@jgii.dpi.ste
GJ
Grant Manager
- Justgrants025.financialmanager
JGII Test Org25
Financial Manager
- Justgrants025.authorizedrep
JGII Test Org25
Authorize Representative

View all

999-000-1111
Email: GrantManaReOVW@jgii.dpi.ste

Trainee Resources
Privacy Policy

Accept or Decline (Authorized Representative)

Steps 7 – 8

Project Information

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

The screenshot shows the 'Funded Award' page in the JUSTgrants system. The page title is '(15J)OVW-23-GG-03303-STOP' with a 'PENDING-AWARD ACCEPTANCE' status. The awarded entity is 'JGII Test Org25'. The 'Project Information' section is expanded, showing the solicitation title '2023 OVW Fiscal Year 2023', the awarding agency 'OVW', and the application number 'GRANT1-283e-4833-9cbl-aca939824988'. Below this, there is a table with project details:

Project Title	Performance Period Start Date	Performance Period End Date
Dunya ORG 24	10/31/2022	01/15/2025
Budget Period Start Date	Budget Period End Date	
10/31/2022	01/15/2025	

Below the table, there is a certification checkbox with the text: 'I have read and understand the information presented in this section of the Federal Award Instrument.' This checkbox is checked. The page also includes a sidebar with navigation options like Home, Entity Profile, and Awards, and a footer with 'Trainee Resources' and 'Privacy Policy'.

Accept or Decline (Authorized Representative)

Steps 9 – 11

Financial
Information

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

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

9 Project Information
Financial Information

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

The recipient budget is currently under review.

I have read and understand the information presented in this section of the Federal Award Instrument. **10**

11 Other Award Documents
No other award documents have been added.

Award Conditions
Award Acceptance

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

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

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

C. Accept this award on behalf of the applicant.

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

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

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

Accept or Decline (Authorized Representative)

Steps 12 - 13

Review Award
Conditions

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

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JUSTICE GRANTS SYSTEM

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Funded Award
(15J0VW-23-GG-03303-STOP) **PENDING-AWARD ACCEPTANCE**
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)
Grant Award Administrator: justgrants025.grantawardadmin.jgitsint
FAW Case ID: FAW-236450

Approval

Award Package Acceptance

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

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

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Compliance with statutory and regulatory requirements

The recipient agrees to comply with all relevant statutory and regulatory requirements, which may include, among other relevant requirements, the recipient's compliance with the provisions of the Violence Against Women Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-183, the Violence Against Women Reauthorization Act of 2018, P.L. 115-321, and the Violence Against Women Reauthorization Act of 2022, P.L. 117-101, and any other applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

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

42
GSGSG

12

13

Case details

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

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

Participants (7)

- Justgrants025.grantawardadmin.jgitsint
Grant Award Administrator
- JohnElectronicBusinessPoc.Doe
Entity Administrator
- GrantManReOVW.jgitsint
Grant Manager
- Justgrants025.financialmanager.jgitsint
Financial Manager
- Justgrants025.authorizedrep.jgitsint
Authorize Representative

View all

Trainline Resources
Privacy Policy

Accept or Decline (Authorized Representative)

Steps 14 – 15

Accept or
Decline Award

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

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

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

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

14

15

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

Agency Approval

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

Authorized Representative

Declaration and Certification

Entity Acceptance

Title of Authorized Entity Official
Director IT

Name of Authorized Entity Official
justgrants025.authorizedrep.jgltsext

Signed Date And Time
6/14/2024 2:51 PM

Decline Accept

Accept or Decline (Authorized Representative)

Step 16

Confirm
Acceptance

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

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

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

Award Acceptance

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

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

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

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 24 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official	Name of Approving Official
Contractor	Mainul Islam

Authorized Representative

Declaration and Certification

Entity Acceptance

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

Cancel Decline **Accept**

Confirm award acceptance

This action will accept this award on behalf of your organization. Please confirm the Authorized Representative(s) listed on the acceptance page has the authority to make the Declaration and Certification above, and you would like to proceed with this action.

Cancel **Confirm**

16

Trainline Resources
Privacy Policy

Accept or Decline (Authorized Representative)

Steps 17 – 18

Close Award

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

Active Funded Award
(15)OVW-23-GG-03303-STOP **PENDING-ACCOUNTRECRATION**
Awarded Entity Legal Name: (JGII Test Org25) Doing Business As: (JGII Test Org25)

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

17

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

Solicitation Category: N/A
Federal Award Amount: \$106.73
UEI: QPN9Y8JGZ9PZ
TIN: *****0000

Progress: FUNDED AWARD INITIAL SETUP → **ACTIVE** → INITIATE CLOSURE → PROGRAMMATIC CLOSURE → FINANCIAL CLOSURE → UFMS HANDOFF

18

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

Case details
Last updated by justgrants025.authorizedrep.jgitsint (1m ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (4mo ago)

DOJ Grant Manager
GrantManaReOVW Jgitsint
Phone: 999-000-1111
Email: GrantManaReOVW@ojv.doi.gov

Participants (7)
justgrants025.grantawardadmin.jgitsint Grant Award Administrator
JohnElectronicBusinessPoc Doe Entity Administrator
GrantManaReOVW Jgitsint Grant Manager
justgrants025.financialmanager

Accept or Decline (Authorized Representative)

Steps 19 – 21

Decline Award

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

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

The screenshot displays the JUSTgrants system interface. The main content area is titled "Funded Award" and shows a "PENDING AWARD ACCEPTANCE" status. A modal window is open, titled "Please provide a justification for declining this award." The modal contains a text input field (Step 19), a file upload area with a paperclip icon and "Drag and drop files here" text (Step 20), and a "Submit" button (Step 21). The background page shows sections for "Award Acceptance", "Agency Approval", "Authorized Representative", and "Entity Acceptance".

A vertical green line is positioned on the left side of the page. A large, downward-pointing chevron shape is formed by two green lines meeting at a point at the bottom center. The area inside the chevron is filled with a dark blue color, while the area outside is filled with a light blue halftone pattern.

Supplemental Award



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

Verify and Confirm Authorized Representative (Entity Administrator)

Step 1

Select Case ID

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

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

JUSTgrants JUSTICE GRANTS SYSTEM

Welcome Serena Francesca Entity Administrator: Alak Dutta

Alerts (2)

My Worklist

2539 results

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

Verify and Confirm Authorized Representative (Entity Administrator)

Step 2

Re-assign AR

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

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

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

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

This case is currently assigned to the following Authorized Representative.

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

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

Yes No

Buttons: Cancel, Save, Submit

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

Right-hand panel:

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

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 3 – 4

No Re-assign AR

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

The screenshot displays the JUSTgrants system interface. The main content area shows a confirmation dialog titled "Verify And Confirm Authorize Representative". The dialog contains the following information:

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

The dialog asks: "Do you want to re-assign new Authorize Representative ?". The "No" radio button is selected. A green box highlights the "No" radio button, and a green circle with the number "3" is placed over it. A "Submit" button is highlighted with a green box, and a green circle with the number "4" is placed over it. The status bar at the bottom shows the current step as "ACCEPT / DECLINE SUPPLEMENT AWARD".

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 5 – 6

Status Change

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

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main header shows the system name and user profile. The left sidebar contains navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Supplement Award Package' with ID (15JOVW-24-GG-00460-STOP) and Supplement 01. The status is 'PENDING-AWARD ACCEPTANCE', highlighted with a green box and a green circle containing the number 6. A message box with a green border and the text 'Thank you! The next step in this case has been routed appropriately.' is highlighted with a green box and a green circle containing the number 5. The interface also includes a progress bar with steps: INITIATE SUPPLEMENT AWARD, ACCEPT / DECLINE SUPPLEMENT AWARD, DECLINED AWARD, ASAP ACCOUNT, and ACCEPTED AWARD. The 'Information' section lists details like ASAPAccountUpdateWithSupplementAward, FundedAwardAmount, ReAssignAuthRepYN, and SupplementalFAWCaseID. The right sidebar shows 'Case details', 'Recent content', and 'Participants'.

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 7 – 8

Yes,
Re-assign AR

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

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

Verify And Confirm Authorize Representative

This case is currently assigned to the following Authorized Representative.

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

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

Yes No

Assign To: (Choose User)

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

Cancel Save Submit

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

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

Recent content (2)

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

Participants (2)

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

Training Resources
Privacy Policy

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 9 – 10

Review New AR

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

The screenshot displays the JUSTgrants system interface. The main content area shows a 'SupplementalAward' (15PSMA-24-GG-00459-AWAX) with a status of 'Supplement 01' and 'PENDING-VERIFYAUTHORIZEDREP'. The 'Create Date' is '17-Apr-2024'. A message states: 'This case is currently assigned to the following Authorized Representative.' Below this, a table lists the assigned representative's details:

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

Below the table, a question asks: 'Do you want to re-assign new Authorize Representative?'. The 'Yes' radio button is selected. The 'Assign To:' dropdown menu is open, showing the selected representative's details in a table:

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

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

Verify and Confirm Authorized Representative (Entity Administrator)

Steps 11 - 12

Status Change

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

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

The screenshot displays the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and user profile information. The main content area shows a 'Supplement Award Package' for '15PSMA-24-GG-00459-AWAX' with a 'Create Date' of '17-Apr-2024'. The status is 'PENDING-AWARD ACCEPTANCE', highlighted in a purple box and labeled '12'. A green message box, labeled '11', contains the text: 'Thank you! The next step in this case has been routed appropriately.' Below the message is a progress bar with steps: 'INITIATE SUPPLEMENT AWARD', 'ACCEPT / DECLINE SUPPLEMENT AWARD', 'DECLINED AWARD', 'ASAP ACCOUNT', and 'ACCEPTED AWARD'. The 'ACCEPT / DECLINE SUPPLEMENT AWARD' step is currently active. An 'Information' section lists details such as 'ASAPAccountUpdateWithSupplementAward', 'FundedAwardAmount', 'ReAssignAuthRepYN', and 'SupplementalFAWCaseID'. On the right, there are sections for 'Case details', 'Recent content (3)', and 'Participants (2)'. The 'Participants' list includes 'JohnElectronicBusinessPoc Doe' (Entity Administrator) and 'justgrants026.authorizedrep' (Authorized Representative).



**Part 2:
Accept or Decline
(Authorized Representative)**

Accept or Decline Supplement Award (Authorized Representative)

Steps 1 - 2

Select Case ID

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

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

The screenshot shows the JustGrants user interface. At the top left is the JustGrants logo. The main header area says "Welcome justgrants025.authorizedrep jgitstext" and "Entity Administrator: JohnElectronicBusinessPoc Doe". Below the header is an "Alerts (0)" section. The main content area is titled "My Worklist" and contains a table with the following columns: Due Date, Case Type, Award, Solicitation Title, Office, and Status. The table is filtered to show 16 rows, all of which are "Supplement Award Package" type awards with a status of "Pending-Award Acceptance". A green box highlights the entire table area, with a callout "1" pointing to the "Alerts" section and a callout "2" pointing to the "My Worklist" section.

Due Date	Case Type	Award	Solicitation Title	Office	Status
--	Supplement Award Package	15JOVW-24-GG-01034-	FY24FormulaNewDesign	OYW	Pending-Award Acceptance
--	Supplement Award Package	15JOVW-24-GG-01033-	FY24FormulaNewDesign	OYW	Pending-Award Acceptance
--	Supplement Award Package	15PSMA-24-GG-01031-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
--	Supplement Award Package	15JOVW-24-GG-01029-	FY24FormulaNewDesign	OYW	Pending-Award Acceptance
--	Supplement Award Package	15PSMA-24-GG-01030-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
--	Supplement Award Package	15JOVW-24-GG-01028-	FY24FormulaNewDesign	OYW	Pending-Award Acceptance
--	Supplement Award Package	15PSMA-24-GG-01027-AWAX	FY24 Formula Template (New Redesign)	OJP-SMART	Pending-Award Acceptance
--	Supplement Award Package	15PSMA-25-GK-00055-AWAX	DY 040824 OJP WBB with CONDITIONA CLEARANCE INITIAL	OJP-SMART	Pending-Award Acceptance
--	Supplement Award Package	15PSMA-25-GK-00058-CAPL	DY 040824 OJP WBB with CONDITIONA CLEARANCE INITIAL	OJP-SMART	Pending-Award Acceptance
--	Supplement Award Package	15JOVW-25-GK-00050-STOP	DY040924 OYW WBB INITIAL	OYW	Pending-Award Acceptance
--	Funded Award	15JOVW-23-GG-03303-STOP	OYW Fiscal Year 2023	OYW	Pending-Award Acceptance
--	Funded Award	15JOVW-24-GG-00214-STOP	FY24DiscretionaryTemplateNewDesign	OYW	Pending-Award Acceptance
--	Supplement Award Package	15JOVW-22-GG-03293-STOP	FY22 OYW Solicitation	OYW	Pending-Award Acceptance
--	Supplement Award Package	15JOVW-23-GG-03238-STOP	OYW Fiscal Year 2023	OYW	Pending-Award Acceptance
--	Supplement Award Package	15JOVW-23-GG-03239-STOP	OYW Fiscal Year 2023	OYW	Pending-Award Acceptance
--	Supplement Award Package	15JOVW-23-GG-03236-STOP	OYW Fiscal Year 2023	OYW	Pending-Award Acceptance
--	Supplement Award Package	15JOVW-23-GG-03236-STOP	OYW Fiscal Year 2023	OYW	Pending-Award Acceptance

Accept or Decline Supplemental Award (Authorized Representative)

Step 3

Expand Sections

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

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

The screenshot displays the JUSTgrants interface for a Supplement Award Package. The main header shows the package name and status. The central area is an approval screen with a list of sections to be reviewed. A green box highlights the list, and a large green circle with the number '3' is overlaid on it. The right sidebar contains case details, open assignments, recent content, and participants.

Accept or Decline Supplemental Award (Authorized Representative)

Step 4

View Award
Letter

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

The screenshot displays the JUSTgrants system interface. The main content area shows a 'Supplement Award Package' with ID (15JOVW-23-GK-03283-STOP) 02, in a 'PENDING-AWARD ACCEPTANCE' status, created on 28-Feb-2024. The 'Award Letter' section is expanded, showing a letter dated February 28, 2024, addressed to MD Kamal. The letter text includes: 'On behalf of - Acting Attorney General Monty Wilkinson -, it is my pleasure to inform you the Office on Violence Against Women (OVW) has approved the application submitted by New JustGrants Test Stage Org26 for an award under the funding opportunity entitled 2022 FY22 OVW Solicitation. The approved award amount is \$1,000. Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents. Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OVW, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award. Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds. Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date. To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.'

A green circle with the number '4' is overlaid on the left side of the page, highlighting the 'Award Letter' section.

Accept or Decline Supplemental Award (Authorized Representative)

Step 5

Review All Section
Checkboxes

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

The screenshot displays the JUSTgrants interface for a 'Supplement Award Package'. The package details include:

- Supplement Award Package (15JOVW-22-GG-03291-STOP) Supplement 01** (PENDING-AWARD ACCEPTANCE)
- Create Date:** 03-Aug-2023
- Federal Award Date:** 8/3/23
- Award Type:** Continuation
- Award Number:** 15JOVW-22-GG-03291-STOP
- Supplement Number:** 01
- Federal Award Amount:** \$199,000
- Funding Instrument Type:** Grant

Additional information shown:

Assistance Listing Number	Assistance Listings Program Title
16.839	STOP School Violence

Statutory Authority
34 U.S.C. 12511

A checklist is visible, with the first item checked:

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

Below the checklist, several award sections are listed with expandable arrows:

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

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

5

Accept or Decline Supplemental Award (Authorized Representative)

Steps 6 – 7

Accept or
Decline Accept

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

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

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

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

Create Date: 12-Dec-2023

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

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

Authorized Representative

Declaration and Certification

Entity Acceptance

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

6

7

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

Accept or Decline Supplemental Award (Authorized Representative)

Step 8

Confirm
Acceptance

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

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

The screenshot displays the JUSTgrants interface. On the left is a navigation menu with options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a 'Supplement Award Package' for '15JQVW-23-GK-03283-STOP' with a status of 'PENDING-AWARD ACCEPTANCE'. Below this, there is an 'Entity Acceptance' section with fields for 'Title of Authorized Entity Official' (Testing New), 'Name of Authorized Entity Official' (Justgrants026.authorizedrep.jgits), and 'Signed Date And Time' (4/1/2024 2:02 AM). A modal dialog box titled 'Confirm award acceptance' is overlaid on the screen, containing the text: 'This action will accept this award on behalf of your organization. Please confirm the Authorized Representative(s) listed on the acceptance page has the authority to make the Declaration and Certification above, and you would like to proceed with this action.' The dialog has 'Cancel' and 'Confirm' buttons. A green circle with the number '8' is placed over the 'Confirm' button. At the bottom of the page, there is a breadcrumb trail: 'INITIATE SUPPLEMENT AWARD > ACCEPT / DECLINE SUPPLEMENT AWARD > DECLINED AWARD > ASAP ACCOUNT > AWARDED AWARD'. Below the breadcrumb, there are sections for 'Information' and 'Audit' with various fields and values.

Accept or Decline Supplemental Award (Authorized Representative)

Step 9

Status Change

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

The screenshot displays the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a case titled "Accepted Supplement Award (15JOVW-23-GK-03283-STOP) Supplement 02" with a status of "RESOLVED-SUPPLEMENTAWARDAACCEPTED". A green box highlights the message: "Thank you! The next step in this case has been routed appropriately." A circled number "9" is placed next to this message. Below the message is a progress bar with steps: INITIATE SUPPLEMENT AWARD, ACCEPT / DECLINE SUPPLEMENT AWARD, DECLINED A..., ASAP ACCOUNT, and ACCEPTED AWARD. The "ACCEPT / DECLINE SUPPLEMENT AWARD" step is currently active. Below the progress bar, there are tabs for "Information" and "Audit". The "Information" tab shows details for the "ASAPAccountUpdateWithSupplementAward" process, including a failure message: "Fail: (DOJ-Data-ASAP-Account)Unable to open an instance using the given inputs: pxObjClass = 'DOJ-Data-ASAP-Account', AccountIdentifier = '15JOVW23GK03283STOP', RecipientIdentifier = '5144503'Unable to open an instance using the given inputs: pxObjClass = 'DOJ-Data-ASAP-Account', AccountIdentifier = '15JOVW23GK03283STOP', RecipientIdentifier = '5144503'Unable to open an instance using the given inputs: pxObjClass = 'DOJ-Data-ASAP-Account', AccountIdentifier = '15JOVW23GK03283STOP', RecipientIdentifier = '5144503' Account doesn't exists". A table below shows the following data: FundedAwardAmount: 1,000; ReAssignAuthRepYN: Y; SupplemenatiFAWCaseID: ---. The right sidebar contains sections for "Case details" (Last updated by justgrants026.authorizedrep jgitsext (1m ago), Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (1mo ago)), "Recent content (4)" (Accepted Supplement 02 Package..., DOJ Justice Grants System - Award..., Initial Supplement 02 Package - 15J..., DOJ Justice Grants System - Award...), and "Participants (2)" (JohnElectronicBusinessPoc Doe, Entity Administrator; justgrants026.authorizedrep jgitsext, Authorized Representative).

Accept or Decline Supplemental Award (Authorized Representative)

Steps 10 – 12

Decline Award

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

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

The screenshot displays the JUSTgrants interface for a 'Supplement Award Package' (15JOVW-23-GG-03301-STOP) in a 'PENDING-AWARD ACCEPTANCE' state. A modal window titled 'Please provide a justification for declining this award.' is open, containing a text input field for justification (Step 10), a file upload area with a 'Select file(s)' button (Step 11), and a 'Submit' button (Step 12). The background page shows sections for 'Agency Approval', 'Authorized Representative' (with a checked 'Declaration and Certification' box), and 'Entity Acceptance'.

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Version 5.0



JUSTgrants

JUSTICE GRANTS SYSTEM