



# Grantee Acceptance

## JOB AID REFERENCE GUIDE



**JUST**grants

JUSTICE GRANTS SYSTEM

AUGUST 10, 2021

# Grantee Acceptance Overview



At this point in the process, your entity will need to either accept or decline your award. This section will show you how to do so, as well as how to access the information needed to review and approve inside the award details.

After funds have been obligated and the award package approved, JustGrants emails an award notification that the Automated Standard Application for Payments (ASAP) has begun. **You need to enroll in the ASAP system if you haven't already**, in order to complete additional documentation.

You will complete the entire process of reviewing and accepting the award within JustGrants. All of the Award Package information is available on one screen, along with a Work Queue that calls out awards requiring your response.

If you decline an award, then a Closeout will need to be processed.



If the Authorized Representative changes between the time of application submission and award receipt, the Entity Administrator (EA) will need to update the Authorized Representative in JustGrants.

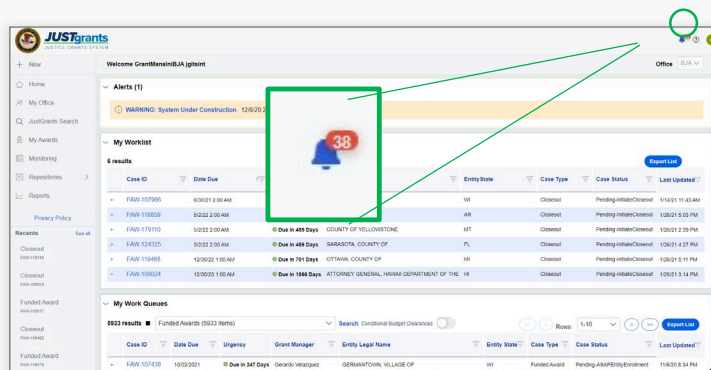
No grant adjustment is needed. The change will be made to the Entity Profile and will require the EA to invite the new Authorized Representative as the signing authority for the organization. Once invited and authenticated, the new information will reflect on the award package details.



# Key Takeaways



- Prior to accepting an award, the Entity Administrator must assign a Financial Manager, a Grant Award Administrator, and an Authorized Representative for each award.
- COPS grantees will have two Authorized Representatives assigned to each award; both are required to accept the award.
- When the Authorized Representative(s) log(s) into their JustGrants account, they can view accepted awards and awards that need to be accepted in their Worklist if the award has been assigned to them, or they can view all applications under the Applications menu.
- An email notification will also be sent to the Application Submitter, the Authorized Representative, and the Entity Administrator to sign and accept their award.
- Currently, the DOJ Grant Manager will be alerted by a bell notification in the upper right-hand corner of the JustGrants homepage that the Authorized Representative has accepted or declined an award.



- The system-generated award notification email is saved in JustGrants for audit purposes and becomes part of the history of the award.

Accepting or declining an award can *only* be done through JustGrants. You can print the PDF for reference.



# **Accept or Decline an Award**

# Step 1: Entity Administrator Select Award

## PENDING AWARDS

Welcome SAMY MISDARY

Alerts (2)

ⓘ WARNING: System Under Construction 12/6/20 2:27 PM

ⓘ WSR every Friday 2/9/21 9:48 AM

My Worklist

1 results

Case ID

Date Due

Urgency

Case Type

Case Status

Last Updated

FAW-215099

Funded Award

Submitted

02/05/2021 05:39 PM

Export List

*My Worklist displays all available awards.*

Sign into JustGrants.

- 1) Entity Administrator Select an award fromMy Worklist



# Step 2: Entity Administrator Assigns Contributors

## PENDING AWARDS

The screenshot displays the 'Funded Award' page in the JustGrants system. The top section shows award details for '15PSMA-21-GG-00249-AWAX' (Entity Legal Name: (SAMY MISDARY), Doing Business As: (SAMY MISDARY)). The 'Assign Contributors' section is highlighted, showing a red banner that says 'Please assign a Grant Award Administrator'. Below this, there are two rows of contributor information. The first row is for 'SAMY MISDARY' (Entity Administrator) with email 'justgrants011@gmail.com'. The second row is for 'GrantManaReSMART jgtsint' (Grant Manager) with email 'justgrants011.financialmanager@gmail.com'. The right sidebar shows 'Case details' including 'Last updated by Queue processor', 'Created by Agent', and 'Participants (4)'.

Funded Award	
(15PSMA-21-GG-00249-AWAX) <b>PENDING AWARD EXTERNAL &amp; ISSUED</b>	
Entity Legal Name (SAMY MISDARY) Doing Business As: (SAMY MISDARY)	
Solicitation Title: SMART FY 21 Support for Adam Walsh Act Implementation Grant Program	
Solicitation Category: Internet Safety	
Project Title: DY 092021	
Federal Award Amount \$50,000.00	
Project Period: 7/8/21 - 8/7/22	
Program Office: SMART	
Managing Office: OJP	
UEI: _____	
TIN: 011001100	
DOJ Grant Manager: GrantManaReSMART jgtsint	
Grant Award Administrator: _____	
FAW Case ID: FAW-307134	

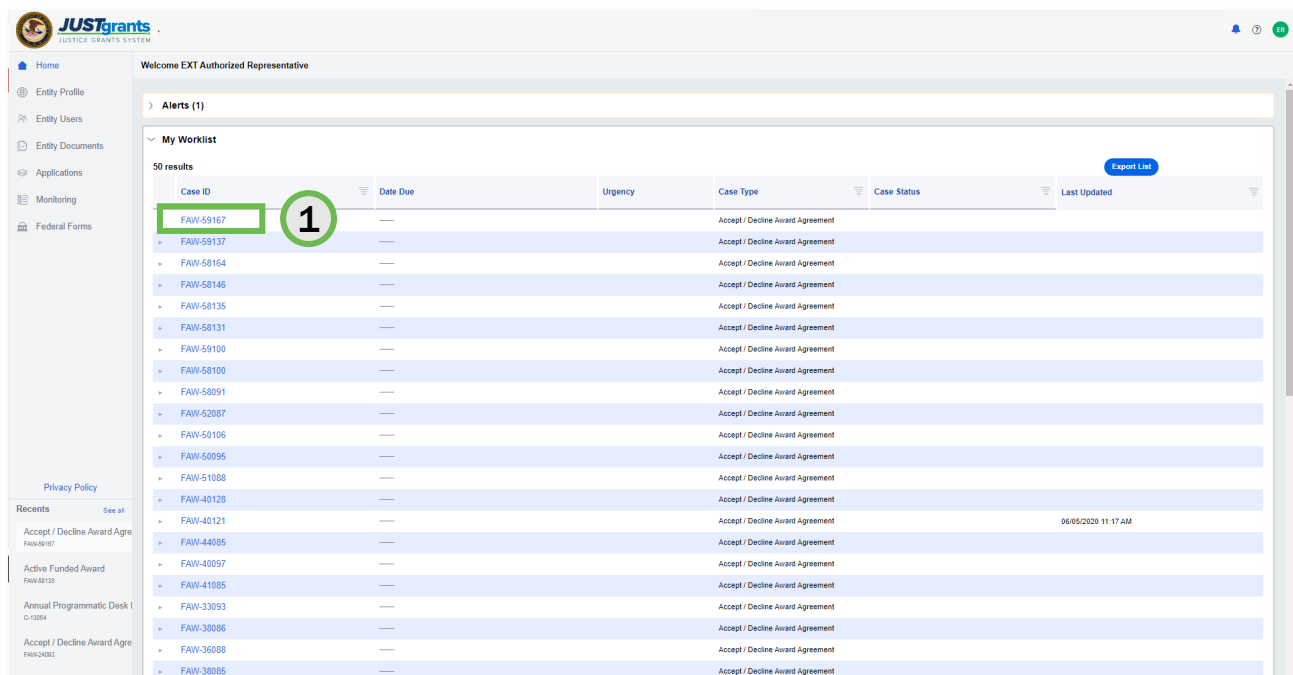
Assign Contributors	
Please assign a Grant Award Administrator	
Assign Contributors Select Party	
SM SAMY MISDARY	
User *	Name
justgrants011@gmail.com	SAMY MISDARY
Title	Phone Number
	12026161705
Entity Administrator OK	
Grant Manager	
Financial Manager OK	
Participants (4)	
SM SAMY MISDARY Entity Administrator	

Due to the fact that JustGrants supports many different type of awards, in order to accept an award, the Entity Administrator will need to assign a Financial Manager and Grant Award Administrator in DIAMD and JustGrants on the assign contributors screen. However, for SCAAP, those roles do not perform functions and can be the same person as the entity administrator and authorized representative

The Authorized Representative has legal authority to enter into agreements with the federal government and bind the organization to the award's conditions. If the Authorized Representative does not see an application in their worklist, it is not assigned to them.

# Step 3: Authorized Representative Selects Award

## PENDING AWARDS



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Welcome EXT Authorized Representative

Alerts (1)

My Worklist

50 results

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
FAIW-59167	---	---	Accept / Decline Award Agreement	---	---
FAIW-59137	---	---	Accept / Decline Award Agreement	---	---
FAIW-58164	---	---	Accept / Decline Award Agreement	---	---
FAIW-58146	---	---	Accept / Decline Award Agreement	---	---
FAIW-58135	---	---	Accept / Decline Award Agreement	---	---
FAIW-58131	---	---	Accept / Decline Award Agreement	---	---
FAIW-59100	---	---	Accept / Decline Award Agreement	---	---
FAIW-58100	---	---	Accept / Decline Award Agreement	---	---
FAIW-58091	---	---	Accept / Decline Award Agreement	---	---
FAIW-52087	---	---	Accept / Decline Award Agreement	---	---
FAIW-50106	---	---	Accept / Decline Award Agreement	---	---
FAIW-50095	---	---	Accept / Decline Award Agreement	---	---
FAIW-51088	---	---	Accept / Decline Award Agreement	---	---
FAIW-40128	---	---	Accept / Decline Award Agreement	---	---
FAIW-40121	---	---	Accept / Decline Award Agreement	---	06/05/2020 11:17 AM
FAIW-44085	---	---	Accept / Decline Award Agreement	---	---
FAIW-40097	---	---	Accept / Decline Award Agreement	---	---
FAIW-41005	---	---	Accept / Decline Award Agreement	---	---
FAIW-33093	---	---	Accept / Decline Award Agreement	---	---
FAIW-38086	---	---	Accept / Decline Award Agreement	---	---
FAIW-36088	---	---	Accept / Decline Award Agreement	---	---
FAIW-38085	---	---	Accept / Decline Award Agreement	---	---

*My Worklist* displays all available awards.

Sign into JustGrants.

1) Authorized Representative Select an award from *My Worklist* .

# Step 4: Authorized Representative Accept or Decline Award

## REVIEW

**SCAAP Use of Funds**

In accepting this award, the recipient declares and certifies, among other things, that any payment made will be used only for "correctional purposes," as required by 8 U.S.C. § 1231(i)(6). Please select at least one of the options below to indicate that payment will be used for one of the following allowable "correctional purposes."

- ☐ Salaries for corrections officers
- ☐ Overtime costs
- ☐ Corrections work force recruitment and retention
- ☐ Construction of corrections facilities
- ☐ Training/education for offenders
- ☐ Training for corrections officers related to offender population management
- ☐ Consultants involved with offender population
- ☐ Medical and mental health services
- ☐ Vehicle rental/purchase for transport of offenders
- ☐ Prison industries
- ☐ Pre-release/reentry programs

2) To accept the award, the Authorized Representative will need to expand all sections of the award package and certify via check boxes.

☐ Technology involving offender management/inter-agency information sharing

☐ Disaster preparedness continuity of operations for corrections facility

☒ I have read and understand the information presented in this section of the award instrument.



# Step 5: Accept or Decline Award

## ACCEPT AWARD

**Funded Award**  
(18PBJA-22-0K-00119-SCAA) [View Award Details](#)  
Entity Legal Name (JGRI Test Org25) Doing Business As (JGRI Test Org28 Doing Business As)  
[Actions](#)

**NSRP Award is in Pending status. Bid award is not available. For more information, view the Pending Bid award and Availability tab.**

☒ Declaration and Certification

**Entity Acceptance**

Title of Authorized Entity Official  
The Best Authorized Representative Ever

Name of Authorized Entity Official  
Brittany Franklin

Signed Date and Time  
6/11/2022 9:51 AM

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

**Note:** If a user fails to complete a section, the Accept button will not function.

3

You can choose to Accept or Decline the award.

The Authorized Representative title, contact information, and the date and time automatically populate the Acceptance tab.

- 3) Once all acceptance boxes in each tab have been selected, select **Accept** to proceed. After accepting, the system will display a banner indicating that the award has been accepted.

# Step 6: Accept or Decline Award

## DECLINE AWARD

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UNIT OF HEALTH SYSTEM

**Accept / Decline Award Agreement (15JOVW-20-GG-00090-STOP)**

Legal Name: JGSI Tech Org/RS  
Doing Business As: JGSI Tech Org/RS Doing Business As

Project Title	Organizational Readiness Formula Template Satisfaction Application Federal Award	Federal Award Amount	—
Project Period	7/25/20 - 6/24/20	Unspent Balance	—
Managing Office	OVW	USPS	0000000006
Grant Award Administration	NKSI Falato	TIN	260000000
PAW Case ID	FANV-58164		

**Approval**

**Award Package Acceptance**

[Legacy Award Package](#)

- > Award Letter
- > Award Information
- > Project Information
- > Financial Information
- > Award Conditions
- > Acceptance and Electronic Signature Page

**Agency Approval**

Title of Approving Official	Name of Approving Official	Signed Date and Time
Administrative	Mahul Islam	7/25/2020 3:30 PM

**Authorize Representative**

Accept / Decline Award Agreement

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

**Case details**

Last updated by: Vimala Neehan (1mo ago)  
Created by: Demo Grants Management Reviewer (1mo ago)

**Recent followers (0)**

**Recent content (0)**

**Participants (5)**

- NKSI Falato (Organization Administrator)
- NKSI Falato (Grant Award Administrator)

You can choose to Accept or Decline the award.

If you do not wish to accept the award:

4) Select the **Decline** button to proceed.



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