



# State Criminal Alien Assistance Program (SCAAP) Application Submission and Acceptance

## *Job Aid Reference Guide*



**JUST**grants  
JUSTICE GRANTS SYSTEM

October 2022

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# Welcome



# Overview



**Welcome to JustGrants!**

**JustGrants** is the **Department of Justice's (DOJ)** web-based, streamlined grants management software.

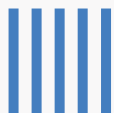
**JustGrants** provides applicants and grantees tremendous transparency and an improved user experience throughout the entire grants management process. JustGrants offers applicants and grantees:

- Efficient processes that allow for tracking progress and entering data directly;
- Improved data accuracy and access to that data via data validation and reporting tools;
- Organizational profiles with increased visibility for applicants and grantee organizations into grants and applications across DOJ;
- Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and manual data entry; and
- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.

**JustGrants is the tool for *all* grants management work.**



This software is a living product that evolves and improves over time. DOJ continues to enhance the software's functionality and expands its benefits for all users.



# Overview (Continued)

This Job Aid Reference Guide (JARG) helps users navigate the software and move through the JustGrants grants management functions, including:



- Feature overviews;
- Step-by-step instructions;
- Infographics;
- Glossary terms; and
- New feature summaries.

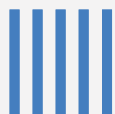
This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants [Training & Resources page](#).



## IMPORTANT

In JustGrants, be aware:

- The system **does not** “auto save” the user’s work.
- A warning message appears after 10 minutes of inactivity (per security requirements).
- The user will be automatically logged out after 15 minutes of inactivity (per security requirements).
- **Unsaved work will not be saved** at logout.





# **SCAAP Application Submission Overview**





# Overview



Welcome to *Application Submission*. This is just the beginning of the journey.

The Application Submission process involves completing and submitting web-based forms as well as attachments required by the published solicitation.

**Applicants have two application submission deadlines:**

-  **One deadline for Grants.gov**
-  **One deadline for JustGrants**

JustGrants provides a streamlined pathway for applicant submission information. Aside from the SF-424 form, which is completed in Grants.gov, most of the application is entered in JustGrants. Entity information is populated based upon entries made in SAM.gov and used in Grants.gov.

The mandatory SF-424 data fields must be fully completed in Grants.gov to complete part one of the two-step application process.

**The submission of preliminary estimations or responses in Grants.gov is acceptable.**





# Overview (Continued)

Data transferred to JustGrants from SF-424 can be edited in JustGrants during part two of DOJ's application process. However, there are two exceptions to the edits:

- **Entity identifiers:** Can only be changed directly in SAM.gov.
- **Contact information:** The two contacts (**Authorized Representative** and **Application Submitter**) listed in the SF-424 on Grants.gov are imported into JustGrants. Any information related to these two contacts that needs revising must be made by the organization's Entity Administrator (EA) in the DIAMD secure user management system.



## Printing

Printing the application before it is submitted is recommended. Note that the Application Submitter (discussed on the following page) can print the application at any time.

For more information about printing an application, refer to the [Printing an Application in JustGrants](#) Quick Reference Guide (QRG) located on the [JusticeGrants.usdoj.gov](https://JusticeGrants.usdoj.gov) resources website.



# Overview: Application Submitter

## *Application Submitter Abilities & Responsibilities*



- ✓ *Identify the forms needed to submit an application in JustGrants.*
- ✓ *Complete an application on behalf of an entity, including certifying information.*
- ✓ *Submit the application in JustGrants.*

**Begin by locating an application.**



# State Criminal Alien Assistance Program (SCAAP) Overview



OJP's Bureau of Justice Assistance (BJA) administers the **State Criminal Alien Assistance Program (SCAAP)**. OJP makes payments to states and units of local government that incur certain types of costs due to the incarceration of undocumented criminal aliens during a specific 12-month reporting period.

Payments are made in connection with undocumented aliens who had been convicted of at least one felony or two misdemeanors (typically for violations of state or local law) and who were incarcerated under the legal authority of the applicant government for at least four (4) consecutive days.



As part of its application, each applicant government provides information about incarcerated individuals. Each applicant government must also provide information pertinent to its average incarceration costs during the reporting period.

Broadly speaking, SCAAP payments are calculated from information provided by applicant governments in online applications, information provided to OJP by DHS regarding the DHS review of data on eligible inmates, and the amount of appropriated funds available for the SCAAP application cycle. All information submitted as part of an application is subject to review by OJP.





# Locate an Application

# Steps 1 – 2: Locate an Application

## My Worklist

**NOTE:** To verify that the correct application is displayed, select the caret to the left of the **Case ID** link to display the **Project Title** and **Application Number**. The **Application Number** corresponds to the Grants.gov tracking number.

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
<a href="#">A-4158215</a>			Grant Package	Pending/Draft	09/13/2022 12:04 PM

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
<a href="#">C-228011</a>	09/17/2021				
<a href="#">C-228053</a>	07/03/2021				
<a href="#">C-248007</a>	07/11/2021				
<a href="#">C-248009</a>	07/11/2021				
<a href="#">C-248013</a>	07/21/2021				
<a href="#">C-248012</a>	07/21/2021				
<a href="#">C-254443</a>	09/15/2021				09/13/2022 09:58 PM
<a href="#">C-254449</a>	09/15/2021				09/13/2022 09:12 PM
<a href="#">C-257397</a>	03/29/2022	15243 Days Past Due	CHP Solicitation FY2021	New	03/18/2022 11:28 AM
<a href="#">C-257399</a>	04/01/2022	15243 Days Past Due	CHP Solicitation FY2021	New	03/18/2022 09:38 PM

- 1) Select the **Home** link on the left to open a list of applications assigned to the user under the **My Worklist** section.
- 2) Select the **Case ID** link on the left to open a list of submitted applications for the user's entity.

**NOTE:** In the Applications screen, search for a **Grant Package** instead of an application.



# Step 3: Locate an Application: Selecting

## Select Application

The screenshot shows the JUSTgrants system interface. At the top, there is a navigation menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. Below the navigation, there is a header bar with a URL tampering vulnerability alert. The main content area is divided into sections: 'Alerts (1)' with a special alert about training grants.gov, 'My Worklist' with 1 result, and 'My COPS CHP/SVPP Survey List' with 10 results. The 'My Worklist' section contains a table with columns: Case ID, Date Due, Urgency, Case Type, Case Status, and Last Updated. The first row, with Case ID 'A-4158215', is highlighted in blue and has a green box around the Case ID and a circled '3' next to it. Below the table, there is a 'Grant Package Detail' section with fields for Project Title, Organizational Readiness, Program Office, Application Number, and Managing Office. The 'My COPS CHP/SVPP Survey List' section contains a table with columns: Case ID, Date Due, Urgency, Case Type, Case Status, and Last Updated. The table lists 10 applications, all with 'New' status and '19243 Days Past Due' urgency.

### 3) Select the application to open.

- The Application opens in edit mode when opened from the Application Submitter's worklist.
- If the Application is opened from the **Applications** menu, select the **Begin** link of the **Standard Application Screen Flow Display** to edit the data fields in the application.



# Duplicate Submissions

JustGrants **allows** *multiple* applications from a single Unique Entity Identifiers (UEI) under a single solicitation. When additional applications are submitted, a list of potential duplicates is displayed upon opening the application. The duplicates are displayed because they are applications from the same UEI responding to the same solicitation.

View the solicitation, application number, project title, and submitter name to determine if these are duplicates or if they should proceed as unique applications. Click a case ID to see if the applications are the same or different based on title.

This process prevents the possibility that duplicate applications are being presented. Verify the information on the **“Potential Duplicates”** screen. However, it is unlikely that an entity would process multiple SCAAP applications.

Grant Package (1) NEW Due: May 28, 2021 2:55:00 AM EDT

2 days from now

**Display Duplicate Cases**  
DUE IN 7 DAYS FROM NOW ID

The current case was identified as a potential duplicate of the following:

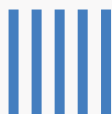
Case ID	Created on	Status	
A-263397	Feb 2, 2021	New	<a href="#">Why is this shown here?</a>

How do you want to resolve the event?

Close this case as duplicate

**Information** **Audit**

ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-COPS-2021-98794-DEV		
Application Case ID	Application Group Case ID	SF424_2_1
A-276367		





# Steps 4 – 6: Locate an Application: Navigating

## Navigating Solicitation

**NOTE:** There is a link to the solicitation at the top of the right-side column. This is a useful reference while filling out an application.

The screenshot displays the JUSTgrants application interface. The main content area shows a 'Grant Package' form for a 'Standard Applicant Information' section. The form includes fields for 'Funding Opportunity', 'CFDA Information', and 'Project Information'. A 'Cancel' button is highlighted with a green circle and the number 6. A 'Save' button is highlighted with a green circle and the number 5. A 'Continue' button is also visible. A sidebar on the right contains 'Solicitation Instructions' and 'Participants (3)'. A 'Receivables' list is on the left. A 'Privacy Policy' link is at the bottom left.

- 4) Navigate through the application using the menu navigation links on the right or the **Continue** button on the bottom right.
- 5) Save edits to the application by selecting the **Save** button on the bottom right.
- 6) To leave the application without saving changes, select the **Cancel** button on the bottom left. The **Cancel** button returns the user to the worklist without saving any changes.





# **Edit a SCAAP Application**

# Step 1: Edit an Application

## Application Submitter

**NOTE:** The following fields are automatically populated based on information entered by the applicant in Grants.gov:

- Project Title
- Proposed Project Start Date
- Proposed Project End Date
- Federal Estimated Funding (Federal Share)
- Applicant Estimated Funding (Non-Federal Share)
- Program Income Estimated Funding
- Total Estimated Funding

- 1) Select the **Standard Applicant Information** section. This data is populated from SAM.gov and Grants.gov once the application has been submitted using Grants.gov.

**NOTE:** Match and Program Income are not required and should be left blank.

**NOTE:** If a field is edited in JustGrants, returning to Grants.gov to update the information is not necessary.



# Steps 2 - 3: Edit an Application

## Application Submitter

The screenshot displays the 'Grant Package' edit page in the JUSTgrants system. The page title is 'Grant Package ( a-07c4-4e76-36d4-944b1c5946ea )' with a 'REVISIONS' indicator and a due date of 'September 27, 2022 12:03:00 PM EDT'. The main form area is divided into several sections:

- Project Information:** Includes fields for Project Title, Proposed Project Start Date (1/1/2021), Proposed Project End Date (9/30/2021), Federal Estimated Funding (Federal Share) (1000.00), Applicant Estimated Funding (Non-Federal Share) (0.00), Program Income Estimated Funding (0.00), and Total Estimated Funding (1000.00).
- Areas Affected by Project (Cities, Counties, States, etc.):** This section is highlighted with a green box and a '2' in a circle. It contains a text input field with '22310' and an 'Add' button.
- Application Type:** Includes a dropdown menu for 'Application Type' (set to 'Initial') and a 'Date Received' field (07/21/2021).
- Application Submitter Contact Information:** Includes fields for 'Application POC Prefix Name' (Mrs.), 'Application POC First Name' (Amy), 'Application POC Suffix Name', 'Application POC Middle Name', 'Application POC Last Name' (Callaghan), 'Organizational Affiliation', 'Title', and 'Email ID'.

A sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, and Training Resources. A 'Privacy Policy' link is also present. A 'Recents' section lists several 'Grant Package' entries. A 'Participants (3)' sidebar on the right shows user profiles for 'JohnEconomicBusinessPoc Doe' (Entity Administrator), 'justgrants24 applicationsubmitter' (Application Submitter), and 'jgbest' (Application Submitter).

- 2) Create up to 10 entries in the **Areas Affected by Project (Cities, Counties, States, etc.)** field.
- 3) Select **Confirm Authorized Representative** from the navigation menu.

**NOTE:** The **Areas Affected by Project (Cities, Counties, States, etc.)** field should describe as closely as possible the geographical area affected by the project. Enter Zip Codes, Counties, Parishes, Congressional Districts, States, or other areas.



# Steps 4 - 6: Edit an Application

## Application Submitter

The screenshot shows the 'Confirm Authorized Representative' step in the JustGrants application submission process. The interface includes a navigation menu on the left, a main content area with a dropdown menu for selecting an authorized representative, and a right-hand sidebar with 'Verify Legal Name and Address' highlighted. Numbered callouts 4, 5, and 6 indicate the steps: 4 points to the dropdown menu, 5 points to the 'Confirm Representative' button, and 6 points to the 'Verify Legal Name and Address' option in the sidebar.

Information	Grant Package	Application Versions
Application Info GrantSubmissionHeader OpportunityID O-BJA-2021-174176-5TG	SolicitationID SI-174176	Solicitation Title BJA FY 21 SCAP
Application Case ID A-416816	Application Group Case ID AG-128838	SF424_2_1
Grant Manager		

- 4) Select the **Authorized Representative** from the dropdown menu.
- 5) Select **Confirm**.
- 6) Select **Verify Legal Name and Address** from the navigation menu.

**NOTE:** The **Authorized Representative** MUST be someone from the entity that is legally authorized to enter into a binding agreement with the DOJ.

The EA must invite the Authorized Representative to register in JustGrants, and the Authorized Representative must both register AND log in to JustGrants to appear in the dropdown menu.



# Steps 7 - 9: Edit an Application

## Application Submitter

The screenshot shows the 'Verify Legal Name, Doing Business As, and Legal Address' screen in the JustGrants system. The page is titled 'Grant Package' with ID 'a-07c4-4e76-86d4-944b1c5946ea' and a due date of September 27, 2022. The main form area is divided into several sections: 'Entity Name' (Legal Name: JGIH Test Org24, Doing Business As: JGIH Test Org24 Doing Business As, UEI: SNEFPUBVMWIKJ), 'Physical Address' (Street 1: 111 Street Rd, City: Washington, State: U.S. Territory: District of Columbia, Zip: 00002), 'Mailing Address' (identical to physical address), and 'Certification' (checkbox 'I confirm this is the correct entity' is checked). A sidebar on the right contains 'Solicitation Instructions' and 'Participants (3)'. A green circle with the number '9' highlights the 'SCAAP Applicant Information' link in the sidebar. A green circle with the number '8' highlights the 'I confirm this is the correct entity' checkbox in the Certification section.

- 7) Scroll to the bottom of the **Verify Legal Name and Address** screen.
- 8) Select the **I confirm this is the correct entity** check box. This is a required entry and confirms that the information displayed in the **Verify Legal Name and Address** section is accurate.
- 9) Select the **SCAAP Applicant Information** section from the navigation menu.

**NOTE:** The information in this section of the application is passed from SAM.gov to JustGrants. If there are discrepancies in this information, the information must be corrected in SAM.gov. Allow 24 hours for any changes made in SAM.gov to be reflected in JustGrants.





# SCAAP Applicant Information



# Steps 1 - 4: Complete the SCAAP Applicant Information Section

## Application Submitter

The screenshot displays the SCAAP Applicant Information section in the JUST Grants system. The interface includes a sidebar with navigation options, a main content area with 'SCAAP Applicant Information' and 'Required Information on Eligible Inmates', and a right-hand panel with 'Solicitation Instructions'. A file upload dialog is open, showing a file named 'Inmate File' selected. A 'Submit' button is highlighted in the dialog.

- 1) Navigate to the **SCAAP Application Information** section.
- 2) Navigate to the **Upload Inmate File** button. The inmate file must be a .txt file; no other file types are accepted. See the corresponding SCAAP [solicitation](#) for details on inmate eligibility and the file requirements.
- 3) Locate the **Inmate File** on the user's workstation or shared drive.
- 4) Attach the **Inmate File**.



# Step 5: Complete the SCAAP Applicant Information Section

## Application Submitter

Name	Category	Comment	Uploaded By	Date
Test Inmate for FBI Validation - LESC - 1.txt	SCAAP Inmate File	Test Inmate for FBI Validation - LESC - 1	Sanjeeva Seelam	2/23/22 12:16 PM

### Inmate records containing errors:

Last Name	First Name	Middle Nam	Date of Bir	Inmate ID	Country	Date Incarcera	Date Relea	FBI Num	LESC#	Errors
DEGRAFF	CHARLES	IVAN	3/10/98	141118	RUSSI	8/31/18	9/4/18	J32H6EL	0000	1. Please enter spaces, if there is no value for LESCIAQ. 2. LESC number should be between 7-8 characters
CHAVEZ-MON	BULMARO		12/16/75	84279	MEXIC	2/18/19	6/30/19	00000		1. FBI number was entered as zeros. If the FBI number is not available, please enter 10 spaces. If FBI number is fewer than 10 characters, enter the FBI number first, and then insert spaces for the remainder for the field length.

- 5) (As needed) If errors exist and the application submitter intends to correct the errors, take the following steps:
  - a) Delete the attached **Inmate File** using the trash can icon to the right of the file name.
  - b) Correct the records in the inmate file.
    - a) Select the **Upload Inmate File** button. The inmate file must be a .txt file.
    - b) Locate the **Inmate File** on the user's workstation or shared drive.
    - c) Attach the **Inmate File**.



# Step 6: Complete the SCAAP Applicant Information Section

## Application Submitter

### Required Information on "Eligible Inmates"

Reporting Period: July 1, 2019 - June 30, 2020

6

Your file has been successfully uploaded, but contains rejected inmate records. Errors have been identified below, please remediate these errors and upload a corrected Inmate File. If you continue this application without remediating the identified errors, then the associated inmate record(s) will not be considered as part of your application.

Details	Count
Accepted Inmate Records	75
Rejected Inmate Records	1019728
Total Inmates	1019803
Total Inmates Saved	75

### Required Information on "Eligible Inmates"

Name	Category	Comment	Uploaded By	Date
<a href="#">Appendix A Inmate Records1 FINAL.txt</a>	SCAAP Inmate File	Appendix A Inmate Records1 FINAL	Leticia Vizcaino	5/13/22 3:33 PM

- 6) (As needed) If errors exist and the application submitter does not intend to correct the file, a message appears



**NOTE:** If errors are present in the inmate file, a message will display indicating which records in the file contain errors. **If the application submitter chooses to continue processing the file without updating these records, all other records will be processed, however, the rows with errors will not be included in the award calculation.**



# Step 7: Complete the SCAAP Applicant Information Section

## Application Submitter

The screenshot shows the 'Grant Package' page for 'a-07c4-4e76-86d4-944b1c5946ea'. The 'Required Information on "Correctional Officers"' section is active, with a reporting period of July 1, 2019 - June 30, 2020. A green box highlights the following input fields:

Total number of full-time "correctional officers" employed by the applicant government, during the reporting period:	5
Total number (reported as FTEs) of part-time correctional officers employed by the applicant government, during the reporting period:	4
Total Number of full-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period:	5
Total Number of part-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period:	
Sum of lines 1 through 4: "correctional officer" FTEs (during reporting period):	14
Actual salary expenditure for "correctional officers" during the reporting period. (Enter in dollars; do not use commas)	50000

Below the highlighted fields is the "Correctional Officer" salary expenditures detail section, which includes an 'Attach' button and a table with columns for Name, Category, Comment, Uploaded By, and Date.

- 7) Enter information in the “Correctional Officer” salary expenditures detail (for the corresponding reporting period) section. See the corresponding SCAAP [solicitation](#) for details on the correction officer salary, bed count, and total inmate days.

**NOTE:** Please see the corresponding SCAAP [solicitation](#) for the definition of “correctional officer”.



# Steps 8 - 11: Complete the SCAAP Applicant Information Section

## Application Submitter

The screenshot shows the 'Grant Package' page for 'Correctional Officers' in the JUSTgrants system. The reporting period is July 1, 2019 - June 30, 2020. The form contains several input fields, with steps 8, 9, 10, and 11 highlighted by a green box. The fields are:

Field Label	Value
Total number of full-time 'correctional officers' employed by the applicant government, during the reporting period:	5
Total number reported as FTEs of part-time correctional officers employed by the applicant government, during the reporting period:	4
Total Number of full-time correctional officers providing services to the applicant government as employees of 'contract correctional facilities' during reporting period:	5
Total Number of part-time correctional officers providing services to the applicant government as employees of 'contract correctional facilities' during reporting period:	
Sum of lines 1 through 4: 'correctional officer' FTEs (during reporting period):	14
Actual salary expenditure for 'correctional officers' during the reporting period. (Enter in dollars; do not use commas)	50000

Below the form is a section for 'Correctional Officer' salary expenditures detail, with an 'Attach' button and a table with columns: Name, Category, Comment, Uploaded By, Date.

- 8) Enter the total number of full-time “Correctional officers” employed by the applicant government during the reporting period. This is a required field.
- 9) Enter the TOTAL number of reported full and part-time correctional officers employed by the applicant government during the reporting period.
- 10) Enter the total number of full-time correctional officers providing services to the applicant government as employees of “contract correctional facilities” during the reporting period.
- 11) Enter the total number of part-time correctional officers providing services to the applicant government as employees of “contract correctional facilities” during the reporting period.

# Steps 12 - 17: Complete the SCAAP Applicant Information Section

## Application Submitter

The screenshot shows the JUSTGrants system interface. The main content area is titled "Required Information on 'Correctional Officers'" and includes a "Reporting Period: July 1, 2010 - June 30, 2020". The form contains several input fields:

- Total number of full-time 'correctional officers' employed by the applicant government, during the reporting period: 5
- Total number reported as FTEs of part-time correctional officers employed by the applicant government, during the reporting period: 4
- Total Number of full-time correctional officers providing services to the applicant government as employees of 'contract correctional facilities' during reporting period: 5
- Total Number of part-time correctional officers providing services to the applicant government as employees of 'contract correctional facilities' during reporting period: (empty)
- Sum of lines 1 through 4: 'correctional officer' FTEs (during reporting period): 14
- Actual salary expenditure for 'correctional officers' during the reporting period. (Enter in dollars; do not use commas): 50000

Below these fields is a section titled "'Correctional Officer' salary expenditures detail (for the reporting period)". It contains a text box with the instruction "Click on the Attach button to upload the required attachment (detail on actual salary expenditures for correctional officers)" and an "Attach" button. A table with columns for Name, Category, Comment, Uploaded By, and Date is visible below this section.

- 12) Enter the sum of lines 1 through 4: “correctional officer” FTEs (during reporting period).
- 13) Enter the actual salary expenditure for “correctional officers” during the reporting period. This is a required field.
- 14) Select the **Attach** button to upload the “Correctional Officer” salary expenditure details (for the reporting period). This is a required field.
- 15) Locate the file on the workstation or shared drive.
- 16) Select **Open**.
- 17) Select **Attach**.

**NOTE:** Commas are not valid characters when entering currency values. JustGrants accepts only numeric entries.

# Step 18 - 23: Complete the SCAAP Applicant Information Section

## Application Submitter

The screenshot shows the 'Grant Package' page in the JUSTgrants system. The reporting period is July 1, 2019 - June 30, 2020. The 'Facilities Information' section contains the following fields:

- 'Maximum bed count' for the reporting period: 400
- 'Total all inmate days' for the reporting period: 4000

Below these fields is a section for 'All inmate days, by reporting day' detail. It includes an 'Attach' button and a table with columns: Name, Category, Comment, Uploaded By, and Date. The table currently shows 'No attachments'.

The bottom navigation bar shows the following steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARD PACKAGE READY. The current step is COMPLETE AND SUBMIT.

- 18) In the **Facilities Information** section, enter the “Maximum Bed Count” for the reporting period. This is a required field.
- 19) Enter the “Total all inmate days” for the reporting period. This is a required field.
- 20) Select the **Attach** button to upload the “All inmate days, by reporting day” detail (for the reporting period) file.
- 21) Locate the file on the user’s workstation or shared drive.
- 22) Select **Open**.
- 23) Select **Attach**.



**Submit the  
SCAAP Application**

# Steps 1 - 2: Submit the SCAAP Application

## Application Submitter

The screenshot displays the JUSTgrants application submission interface. The main content area shows a 'Required Certification to OJP by the Submitting Government Official' form. The form includes a signature block with the following details:

SignatureID  
justgrants024.applicationsubmitter@gmail.com  
Signing Date / Time  
7/21/21 10:58 AM

Below the form is a progress bar with four stages: INITIATE, COMPLETE AND SUBMIT, REVIEW, and BUDGET REVIEW. The 'COMPLETE AND SUBMIT' stage is currently active.

On the right side, there is a sidebar with a '2' in a circle indicating the current step. The sidebar menu includes 'Station Instructions', 'Disclosures And Assurances', and 'Participants (3)'. The 'Disclosures And Assurances' section is expanded, showing 'SCAAP Applicant Government and Submitting Government Official' and 'SCAAP Information on Eligible Immigrants'. Below this, there are links for 'SCAAP Information on Correctional Officers and Pacifiers' and 'Certify and Submit'.

At the bottom of the sidebar, there are 'Save' and 'Continue' buttons.

- 1) Select the **Disclosures and Assurances** section.
- 2) Open the **SCAAP Applicant Government and Submitting Government Official** menu option.

# Steps 3 - 4: Submit the SCAAP Application

## Application Submitter

**Required Certification to ODP by the Submitting Government Official:**  
**Information on "Eligible Inmates"**

On behalf of myself and the applicant government, and in support of this application to the FY 2020 program, I certify to ODP, under penalty of perjury, that the information on "eligible inmates" entered or uploaded as part of this online application to the FY 2020 program-- (1) was determined and is reported here using due diligence, and in accordance with the requirements, definitions, and instructions set out in the ODP document entitled State Criminal Justice Assistance Program: FY 2020 Program Requirements and Application Instructions, and (2) is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review. I further certify that I have the legal authority to make this certification to ODP, including from the chief executive of the applicant government.

I understand and acknowledge that ODP will rely upon this certification as a material representation in making any SCAAP payment under the FY 2020 program, and that this certification is subject to review by USD01. I also understand that, if this certification is false or otherwise inaccurate or misleading (including because of omission of a material fact), both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in the certification in this online application as to the "Applicant Government and Submitting Government Official."

**3**

SignatureID  
\_\_\_\_\_  
Signing Date (Y, M, D)  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**4**

**SCAAP Information on "Eligible Inmates"**

**Participants (3)**

- JohnEstron@BusinessPod Doe  
Entity Administrator
- justgrants24\_applicationsubmitter  
jg@best  
Application Submitter

**Receivables** **See all**

Information	Grant Package	Application Versions
ApplicationID: GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title
O-BJA-2021-174176-STG	SI-174176	BJA FY 21 SCAAP
Application Case ID	Application Group Case ID	SF424_2_1
A-416816	AG-129838	
Grant Manager		

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

- 3) Select the acknowledgement check box.
- 4) Open the **SCAAP Information on "Eligible Inmates"** menu option.



# Steps 5 - 6: Submit the SCAAP Application

## Application Submitter

The screenshot displays the JUSTgrants application submission interface. The main content area shows a certification form with a green box around a check box and a circled '5' next to it. The right sidebar shows a menu with a green box around the 'SCAAP Information on "Correctional Officers" and "Facilities"' option and a circled '6' next to it. The bottom of the screen shows a progress bar and a table of application details.

**Required Certification to ODP by the Submitting Government Official:**  
**Information on "Correctional Officers" and "Facilities"**

On behalf of myself and the applicant government, and in support of this application to the FY 2020 program, I certify to ODP, under penalty of perjury, that the information on "correctional officers" and "correctional facilities" entered or uploaded as part of this online application to the FY 2020 program-- (1) was determined and is reported here using due diligence, and in accordance with the requirements, definitions, and instructions set out in the ODP documents entitled State Criminal Alien Assistance Program: FY 2020 Program Requirements and Application Instructions, and (2) is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review. I further certify that I have the legal authority to make this certification to ODP, including from the chief executive of the applicant government.

I understand and acknowledge that ODP will rely upon this certification as a material representation in making any SCAAP payment under the FY 2020 program, and that this certification is subject to review by USDQI. I also understand that, if this certification is false or otherwise inaccurate or misleading (including because of omission of a material fact), both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in the certification in this online application as to the "Applicant Government and Submitting Government Official."

5

6

Participants (3)

- JohnElectronicBusinessProc Dev Entity Administrator
- justgrants24 applicationsubmitter jgbeat Application Submitter

Back Save Continue

Information	Grant Package	Application Versions	Solicitation ID	Solicitation Title
Application ID: GrantSubmissionHeader Opportunity ID	O-BJA-2021-174176-STG		SI-174176	BJA FY 21 SCAAP
Application Case ID	A-416816	Application Group Case ID	AG-129838	SF424_2_1
Grant Manager				

- 5) Select the acknowledgement check box.
- 6) Open the **SCAAP Information on "Correctional Officers" and "Facilities"** menu option.

# Steps 7 - 8: Submit the SCAAP Application

## Application Submitter

Grant Package ( a-07c4-4e76-86d4-944b1c5d46ea ) **REVISIONARY** Due September 27, 2022 12:03:00 PM EDT

**Required Certification to ODP by the Submitting Government Official:  
Information on "Correctional Officers" and "Facilities"**

On behalf of myself and the applicant government, and in support of this application to the FY 2020 program, I certify to ODP, under penalty of perjury, that the information on "correctional officers" and "correctional facilities" entered or uploaded as part of this online application to the FY 2020 program-- (1) was determined and is reported here using due diligence, and in accordance with the requirements, definitions, and instructions set out in the ODP documents entitled State Criminal Alien Assistance Program: FY 2020 Program Requirements and Application Instructions, and (2) is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review. I further certify that I have the legal authority to make this certification to ODP, including from the chief executive of the applicant government.

I understand and acknowledge that ODP will rely upon this certification as a material representation in making any SCAAP payment under the FY 2020 program, and that this certification is subject to review by USD01. I also understand that, if this certification is false or otherwise inaccurate or misleading (including because of omission of a material fact), both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in the certification in this online application as to the "Applicant Government and Submitting Government Official."

7

SignatureID  
justgrants24 applicationsubmitter@gmail.com  
Signing Date / Time  
7/21/21 10:57 AM

8

Participants (3)

- JohnElectronicBusinessProc Dev Entity Administrator
- justgrants24 applicationsubmitter jg@beat Application Submitter

Progress: INITIATE > COMPLETE AND SUBMIT > REVIEW > BUDGET REVIEW > AWR/PACKAGE READY

Information	Grant Package	Application Versions
Application ID	GrantSubmissionHeader Opportunity ID	Solicitation ID
O-BJA-2021-174176-STG		SI-174176
Solicitation Title		BJA FY 21 SCAAP
Application Case ID	Application Group Case ID	SF424_2_1
A-416816	AG-129838	
Grant Manager		

Back Save Continue

- 7) Select the Acknowledgement check box.
- 8) Select **Certify and Submit**.



# Step 9: Submit the SCAAP Application

## Application Submitter

**JUSTgrants** JUSTICE GRANTS SYSTEM

Grant Package ( a-07c4-4e76-86d4-944b1c5946ea ) **REVISIONS** Due September 27, 2022 12:03:00 PM EDT

### Certify and Submit

SCAAP Applicant Information

REQUIRED Information on "Eligible Inmates"

Reporting Period: July 1, 2019 - June 30, 2020

Details	Count
Accepted Inmate Records	0
Rejected Inmate Records	1
Total Inmates	1
Total Inmates Saved	0

Required Information on "Eligible Inmates"

Name	Category	Comment	Uploaded By	Date
Inmate File List	SCAAP Inmate File	Inmate File	justgrants024.applicationsubmitter	9/18/22 3:07 PM

Inmate records containing errors:

A-Number	Last Name	First Name	Middle Name	Date of Birth	Inmate ID	Country	Date Incarcerated	Date Released	FBI Number	LE SC IAQ	Errors
No items											

Required Information on "Correctional Officers"

Back Save Submit

Solicitation Instructions

- Standard Applicant Information
- Closure And Assurance
- Certify and Submit**

Participants (3)

- JohnElectronicBusinessPos Doe Entity Administrator
- justgrants024.applicationsubmitter justgrants Application Submitter

- Review the application by selecting the carets to open each section.



# Steps 10 - 12: Submit the SCAAP Application

## Application Submitter

Grant Package ( a-07c4-4e76-86d4-944b1c5946ea ) Final Review Due September 27, 2022 12:03:00 PM EDT

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

Expand to view errors

### Certify and Submit

- SCAAP Applicant Information [Edit application](#)
- Disclosures and Assurances
  - SCAAP Applicant Government and Submitting Government Official
  - SCAAP information on "Eligible Inmates"
  - SCAAP information on "Correctional Officers" and "Facilities"
- Final Review and Certification of Application confirmation

11

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARD PACKAGE READY

Information	Grant Package	Application Versions
Applications: GrantSubmissionHeader OpportunityID O-BJA-2021-174176-STG	SolicitationID SI-174176	Solicitation Title BJA FY 21 SCAAP
Application Case ID A-416916	Application Group Case ID AG-129828	SF424_2_1
Grant Manager		

12

10) Items marked with a **red asterisk** are required components. The application will not be submitted until the section is complete or an attachment is included.

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

12) Select the **Submit** button on the bottom right.

**NOTE:** The Status becomes **Submitted**. JustGrants will validate that all required items have been submitted and all certifications have been submitted.

**NOTE:** To print a SCAAP application, follow the steps to print an application in JustGrants using the [Printing an Application in JustGrants Job Aid Reference Guide](#).





# Assign Contributors



# Step 1: Assigning Contributors

## SELECT AWARD

The screenshot shows the JUSTgrants Justice Grants System interface. The user is logged in as JohnElectronicBusinessPoc Doe. The 'My Worklist' section displays 8 results in a table. The first row is highlighted, and a green box and a circled '1' indicate the selection process.

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
FAW-307228	—	—	Funded Award	Pending-Award External Assignee	12/15/2021 04:09 PM
FAW-307125	—	—	Funded Award	Pending-Award External Assignee	09/16/2021 09:00 PM
FAW-307120	—	—	Funded Award	Pending-Award External Assignee	09/15/2021 12:24 PM
FAW-307116	—	—	Funded Award	Pending-Award External Assignee	09/14/2021 10:35 AM
FAW-287085	—	—	Funded Award	Pending-Award External Assignee	06/16/2021 05:14 PM
FAW-281088	—	—	Funded Award	Pending-Award External Assignee	06/16/2021 03:55 PM
FAW-285085	—	—	Funded Award	Pending-Award External Assignee	06/15/2021 05:25 PM
FAW-284087	—	—	Funded Award	Pending-Award External Assignee	06/15/2021 03:26 PM

Prior to an Award being accepted or declined, the Entity Administrator should follow these steps to assign contributors:

- 1) Sign into JustGrants and select an award from *My Worklist* that requires contributors be assigned (**Pending-Award External Assignees** under the **Case Status** column).



# Steps 2 – 3: Assigning Contributors

## MISSING CONTRIBUTORS

**NOTE:** The textbox at the top of the page indicates the award status as: **PENDING-AWARD EXTERNAL ASSIGNEE**, denoting one or more assigned contributor is missing.

The screenshot displays the JUSTgrants Justice Grants System interface. At the top, a navigation menu includes Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Funded Award' and shows details for award (15JOVW-21-GK-00227-SASP) with a status of 'PENDING-AWARD EXTERNAL ASSIGNEE'. Below this, the 'Assign Contributors' section is highlighted with a red banner indicating missing roles: 'Grant Award Administrator' and 'Financial Manager'. A dropdown menu for 'Select Party' is open, showing a list of users and their roles. The 'JohnElectronicBusinessPoc: Doe' user is selected, with roles 'Alternate Grant Award Administrator', 'Financial Manager', and 'Grant Award Administrator'. The interface also shows a 'Case details' sidebar with information about the last updated by, created by, and DOJ Grant Manager.

- 2) Review any missing contributors listed in the banner at the top of the page.
- 3) To add a contributor, open the **Select Party** field and select the role(s) to add.

# Steps 4 – 5: Assigning Contributors

## ASSIGN ROLE

The screenshot shows the 'Funded Award' page in the JUSTgrants system. The award is identified as (15JOVW-21-GK-00221-HOMI) and is in a 'PENDING-AWARD EXTERNAL ASSIGNED' state. The entity is 'JGII Test Org25 Doing Business As'. The page lists several roles and their assigned users:

- Grant Award Administrator:** Assigned to 'justgrants025.grantawardadmin jgitsext'. A green box highlights the user selection dropdown, and a circled '4' is next to it. An 'OK' button is highlighted with a green box, and a circled '5' is next to it.
- GrantManager:** Assigned to 'GrantManaRe-BJA jgitsint'.
- Financial Manager:** Assigned to 'justgrants025.multipleroles@gmail.com'.
- Authorize Representative:** Assigned to 'justgrants025.multipleroles jgitsext'.

The right sidebar shows a 'Participants (4)' list with the following users:

- JohnElectronicBusinessPoc Doe Entity Administrator
- GrantManaRe-BJA jgitsint GrantManager
- justgrants025.multipleroles jgitsext Authorize Representative
- justgrants025.applicationsubmi jgitsext Application Submitter

- 4) Open the drop-down menu with the list of users assigned the role and select the user who will fulfill that role on this award.
- 5) Select the **OK** button associated with the role.

# Step 6: Assigning Contributors

## SELECT SUBMIT

The screenshot shows the 'Funded Award' page in the JUSTgrants system. The page title is 'Funded Award' with a status of 'PENDING-AWARD EXTERNAL ASSIGNEE'. The entity is '(15JOVW-21-GK-00227-SASP) (JGII Test Org25)'. The page lists three contributors:

- Contributor 1:** justgrants025.financialmanager jgitsext. Phone Number: +11234355434. Action: Authorize Representative (OK).
- Contributor 2:** justgrants025.authorizedrep jgitsext. Phone Number: 1231234444. Action: Authorize Representative (OK).
- Contributor 3:** justgrants025.applicationsubmitter jgitsext. Phone Number: 1231231234. Action: Application Submitter (OK).

At the bottom of the page, there are three buttons: 'Cancel', 'Save', and 'Submit'. A green circle with the number '6' highlights the 'Submit' button. A green box highlights the 'Save' and 'Submit' buttons. The 'Submit' button is highlighted with a blue glow. The page also shows a progress bar at the bottom with steps: FUNDED AWARD INITIAL SET..., ACTI..., INITIATE CLOSEO..., PROGRAMMATIC CLOSEO..., FINANCIAL CLOSEO..., and UFMS HANDO...

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



# Assigning Contributors

## AWARD ACCEPTANCE

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**Funded Award**  
(15JOVW-21-GK-00227-SASF) **PENDING-AWARD ACCEPTANCE**  
Entity Legal Name (JGII Test Org25 Doing Business As)

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

Solicitation Title:	OWW StkNotif0914e	Solicitation Category:	
Project Title:	This is a test	Federal Award Amount:	\$0.00
Project Period:	1/1/22 - 2/28/23	UEI:	GGTESTUEI025
Managing Office:	OWW	TIN:	250000000
DOJ Grant Manager:	GrantManaRe-BJA jgitsint		
Grant Award Administrator:	justgrants025.grantawardadmin jgitsext		
FAW Case ID:	FAW-307131		

**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)
---------------	------------------	---------------	-------------------	------------------------	----------------------------------	--------------------------------	--------------------------------

**Case details**  
Last updated by JohnElectronicBusinessPoc Doe (1m ago)  
Created by Agent(System-Queue-Service\_Level\_ProcessEvent) (10mo ago)  
DOJ Grant Manager GrantManaRe-BJA jgitsint  
Phone 111-111-4444

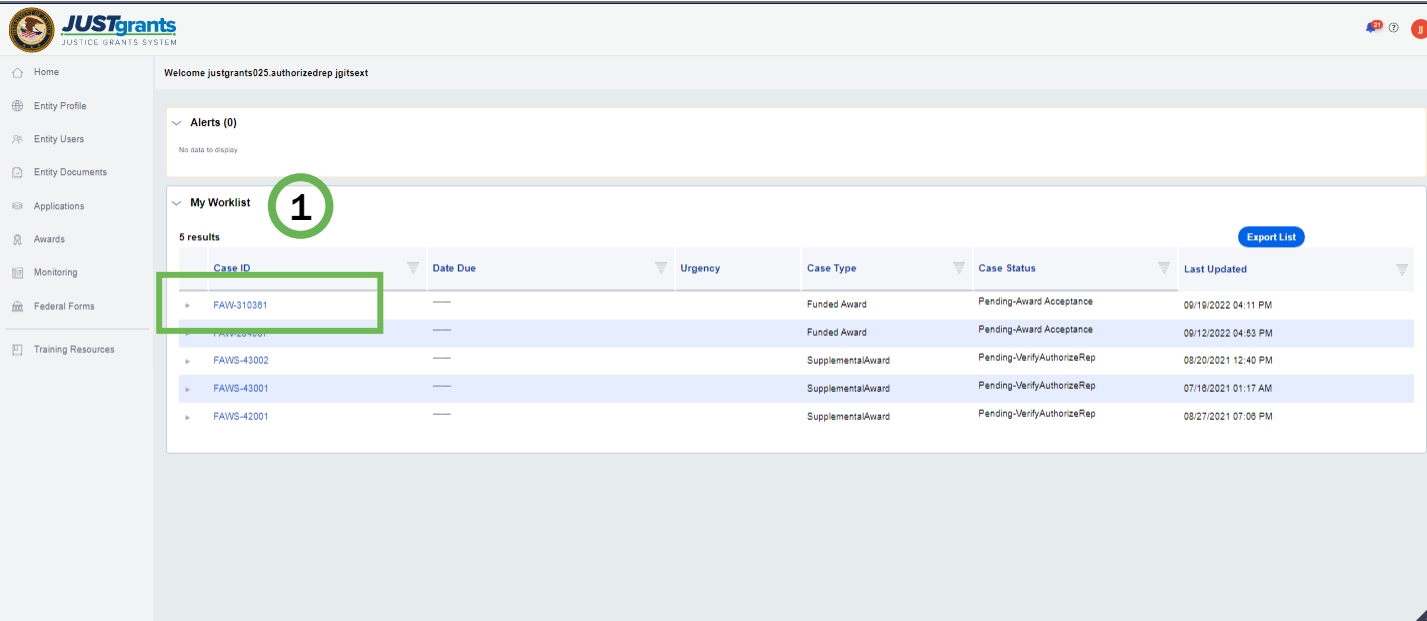
After submitting the contributor changes, the award status in the textbox at the top of the page changes from **PENDING-EXTERNAL ASSIGNEE** to **PENDING-AWARD ACCEPTANCE**. The award is then routed to the worklist for the assigned Authorized Representative (AR).

**NOTE:** The AR assigned to an award has the authority to accept the award on behalf of the organization. The Entity Administrator must confirm the individual assigned as AR has the proper authority.

**Accept a SCAAP Award**

# Step 1: Accept a SCAAP Award

## Authorized Representative



Welcome justgrants025.authorizedrep.jgitstext

Alerts (0)  
No data to display

My Worklist **1**

5 results [Export List](#)

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
FAW-310391	—	—	Funded Award	Pending-Award Acceptance	09/19/2022 04:11 PM
FAW-204601	—	—	Funded Award	Pending-Award Acceptance	09/12/2022 04:53 PM
FAWS-43002	—	—	SupplementalAward	Pending-VerifyAuthorizeRep	08/20/2021 12:40 PM
FAWS-43001	—	—	SupplementalAward	Pending-VerifyAuthorizeRep	07/18/2021 01:17 AM
FAWS-42001	—	—	SupplementalAward	Pending-VerifyAuthorizeRep	08/27/2021 07:05 PM

1) Select the award from **My Worklist**.

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

**NOTE:** There are no post-award reporting requirements for a SCAAP award.

**NOTE:** There is no closeout requirement for SCAAP. Once the funds are drawn down in ASAP, the award will be closed.



# Step 2: Accept a SCAAP Award

## Authorized Representative

**Funded Award**  
(15PB-JA-22-RR-00682-SCAA) **PENDING AWARD ACCEPTANCE**  
Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

- > Award Letter
- > Award Information
- > Award Conditions
- > SCAAP Certifications
- > SCAAP Use of Funds
- ▼ Award Acceptance

**2**

**Agency Approval**

Title of Approving Official	Name of Approving Official	Signed Date And Time
Acting Assistant Attorney General	AgencySigOAAAG jgitsint	9/13/22 2:58 PM

**Authorized Representative**

Declaration and Certification

**Participants (7)**

- justgrants025.grantawardadmin jgitsint Grant Award Administrator
- JohnElectronicBusinessPool Doe Entity Administrator
- GrantManaRe-BJA jgitsint Grant Manager
- justgrants025.financialmanager jgitsint Financial Manager
- justgrants025.authorizedrep jgitsint Authorize Representative

- 2) To accept the award, the AR must expand all sections of the award package and certify via check boxes. The AR's title, contact information, and the date and time automatically populate the acceptance tab.



# Steps 3 - 5: Accept a SCAAP Award

## Authorized Representative

The screenshot shows the 'Funded Award' page in the JUSTgrants system. The page is titled 'Funded Award' and includes a breadcrumb trail: '(15PB-JA-22-RR-00682-SCAA) PENDING AWARD ACCEPTANCE'. The main content area is divided into two sections: 'Agency Approval' and 'Authorized Representative'. The 'Agency Approval' section contains a table with the following data:

Title of Approving Official	Name of Approving Official	Signed Date And Time
Acting Assistant Attorney General	AgencySigQAAG jgitsint	9/13/22 2:58 PM

The 'Authorized Representative' section contains a checkbox for 'Declaration and Certification' which is checked. Below this is the 'Entity Acceptance' section, which contains the following data:

Title of Authorized Entity Official	Name of Authorized Entity Official	Signed Date And Time
Director IT	justgrants025.authorizedrep.jgitsint	9/20/2022 8:28 AM

At the bottom of the page, there are two buttons: 'Decline' and 'Accept'. The 'Accept' button is highlighted with a green box and a circled '3', and the 'Decline' button is highlighted with a green box and a circled '4'.

- 3) Once all acceptance boxes in each tab have been selected, select **Accept** to proceed. After accepting, the system will display a banner indicating the award has been accepted.
- 4) If an organization wishes to decline an award, select the **Decline** button to proceed. A mandatory explanation box appears.
- 5) Type the reason for declining and select the **Submit** button.

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



# Appendix









# Award Attachments

*Entity Administrators and Authorized Representatives can attach these items to awards*

**Attach the following items as required to award deliverables for DOJ review.**

-  **Attachments**
-  **SCAAP Eligible Inmate File**
-  **SCAAP Total Inmate Days Report**
-  **SCAAP Total Corrections Officer Salary Report**



# Record Type Prefixes

*The following case number prefixes are used in JustGrants.*

Case	Case Number Prefix
Application	A-
ASAP Authorization	AA-
Annual Programmatic Review*	APDR-
Award Package	AW-
Funding Approval	FA-
Funded Award	FAW-
Funded Supplemental Award	FAWS-
Federal Financial Report	FFR-
Grant Award Modification	GAM-
Monitoring	M-
Performance Report	PR-
Solicitation Initiation	SI-
Solicitation Template	ST-
UFMS Obligation	UO-

\*Desk Review



# Terminology

# JustGrants Terminology

*The arrival of JustGrants brings some new words and phrases the user needs to know.*

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## A–C

### Annual Programmatic Desk Review

The Annual Programmatic Desk Review (APDR) is conducted on all Funded Awards and consists of seven questions that grantees must answer. APDRs take place within the Funded Award in JustGrants.

### Award Conditions

In the legacy system, this was referred to as “Special Conditions”.

### Case ID

The Case ID is the unique identifier for every type of record in JustGrants. For example, the Case ID for an application is the Application number. For a Funded Award, the Case ID is the Award Number. Each type of record has a Case ID.

### Case Status

The status is the type of record that is displayed. The status list displayed is determined by the type of case associated with it.

# JustGrants Terminology

*The arrival of JustGrants brings some new words and phrases the user needs to know.*

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## C–F

### Category

Documents uploaded to the Entity Documents repository are categorized:

- Disclosure of Process Related to Executive Compensation
- Budget Financial Management Questionnaire
- Budget Indirect Cost Rate Agreement
- File
- Legacy Attachments
- Proof of 501 © Status (Nonprofit Organization Only)

### Financial Manager

The Financial Manager is a grantee role responsible for submitting federal financial reports (FFRs), processing financial Grant Award Modifications (GAMs), and initiating closeout.

### Funded Award

A funded award is an award that has been approved for fund disbursement to a grantee and has been accepted by that grantee.

# JustGrants Terminology

*The arrival of JustGrants brings some new words and phrases the user needs to know.*

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## G–R

### Grant Award Administrator

This is the grantee role that manages many aspects of the grant. This role allows a grantee to view and submit performance reports, initiate Grant Award Modifications (GAMs), review and respond to monitoring issues as applicable, upload documents, and view award, application, and solicitation information.

### Grant Award Modification (GAM)

A request for a modification to a key element to a funded award. Most GAMs can be initiated by a grantee but must be approved by DOJ personnel. GAMs can be created to extend the project period, updated the project scope, modify programmatic costs, reduce the budget amount, modify the budget, or modify the sole source.

### Program Office

Within the Office of Justice Programs (OJP), there are several Program Offices:

- Bureau of Justice Assistance (BJA)
- Bureau of Justice Statistics (BJS)
- National Institute of Justice (NIJ)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office for Victims of Crime (OVC)
- Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)



# JustGrants Terminology

*The arrival of JustGrants brings some new words and phrases the user needs to know.*

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## S-U

### Role Names

Roles determine the access a user is granted in the system. Users may be granted multiple roles in JustGrants, depending on the tasks they perform.

### Survey Repository

A library of questions, question pages, and question sets that make up questionnaires that are included in solicitations. The answers applicants supply in these questionnaires provide the basis for performance reporting in funded awards.

### UEI

Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government.

### Urgency

The number of days until or since the due date of the case, whether it is an application, a grant package, an award, a federal financial report, a performance report, or other items in JustGrants.



**JUST**grants  
JUSTICE GRANTS SYSTEM