



Application Submission

Job Aid Reference Guide

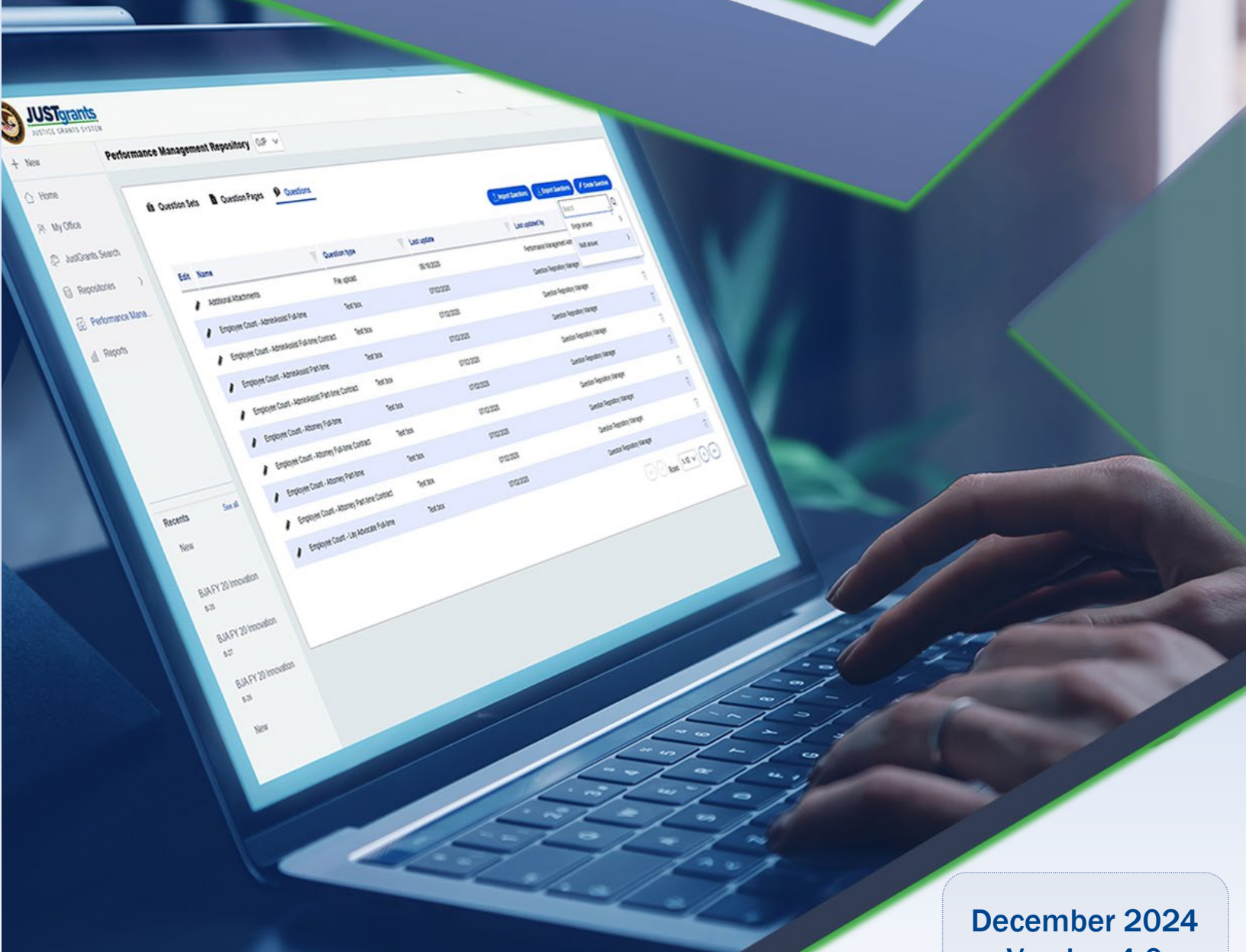


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A vertical green line is positioned on the left side of the page. A large, downward-pointing chevron shape is formed by two green lines meeting at a point at the bottom center. The area inside the chevron is filled with a light blue halftone pattern,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

Application Submission Overview

Application Submission

Process Overview



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

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



Grants.gov

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

Step 1



JustGrants

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

Step 2

IMPORTANT!

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

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



Step 1: Grants.gov Application

Step 1

Grants.gov Application



IMPORTANT!

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

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

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

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

- ✓ Search Grants.gov for the Opportunity Number listed in the NOFO
- ✓ Submit the SF-424 form in Grants.gov to begin the application process

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



Step 1

Grants.gov: SF-424 Page 1



View Burden Statement OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission: Preapplication Application Changed/Corrected Application

* 2. Type of Application: New Continuation Revision

* If Revision, select appropriate letter(s):
* Other (Specify):

* 3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: 5b. Federal Award Identifier:

State Use Only:
6. Date Received by State: 7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

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

d. Address:

* Street1:
* Street2:
* City:
* County/Parish:
* State:
* Province:
* Country: USA: UNITED STATES
* Zip / Postal Code:

e. Organizational Unit:

Department Name: Division Name:

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

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:
Title:
Organizational Affiliation:
* Telephone Number: Fax Number:
* Email:

Complete the required fields in SF-424.

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

Pg. 1 of 3

SF-424

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

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

Step 1

Grants.gov: SF-424 Page 2



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

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

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

SF-424 Pg. 2 of 3

Step 1

Grants.gov: SF-424 Page 3



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

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

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

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

NOTE: After submitting the Grants.gov application, SF-424 cannot be changed. However, the corresponding data fields within the JustGrants application can be updated, if changes are needed.

Moving into JustGrants



After the SF-424 is submitted, Grants.gov sends a series of confirmation e-mails. Contact Grants.gov if these e-mails are not received.

JustGrants will then:

- ❖ Create a new application and pre-populate certain data from the SF-424
- ❖ E-mail the person listed in Section 8f of the SF-424 link to access the JustGrants application

Section 8f

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

Prefix:	<input type="text"/>	* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>		
* Last Name:	<input type="text"/>		
Suffix:	<input type="text"/>		
Title:	<input type="text"/>		
Organizational Affiliation:	<input type="text"/>		
* Telephone Number:	<input type="text"/>	Fax Number:	<input type="text"/>
* Email:	<input type="text"/>		

The Grants.gov portion of the application process is now complete. Go to Step 2: JustGrants Application.





Step 2: JustGrants Application

JustGrants Overview

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



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

Training: Application Submission

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

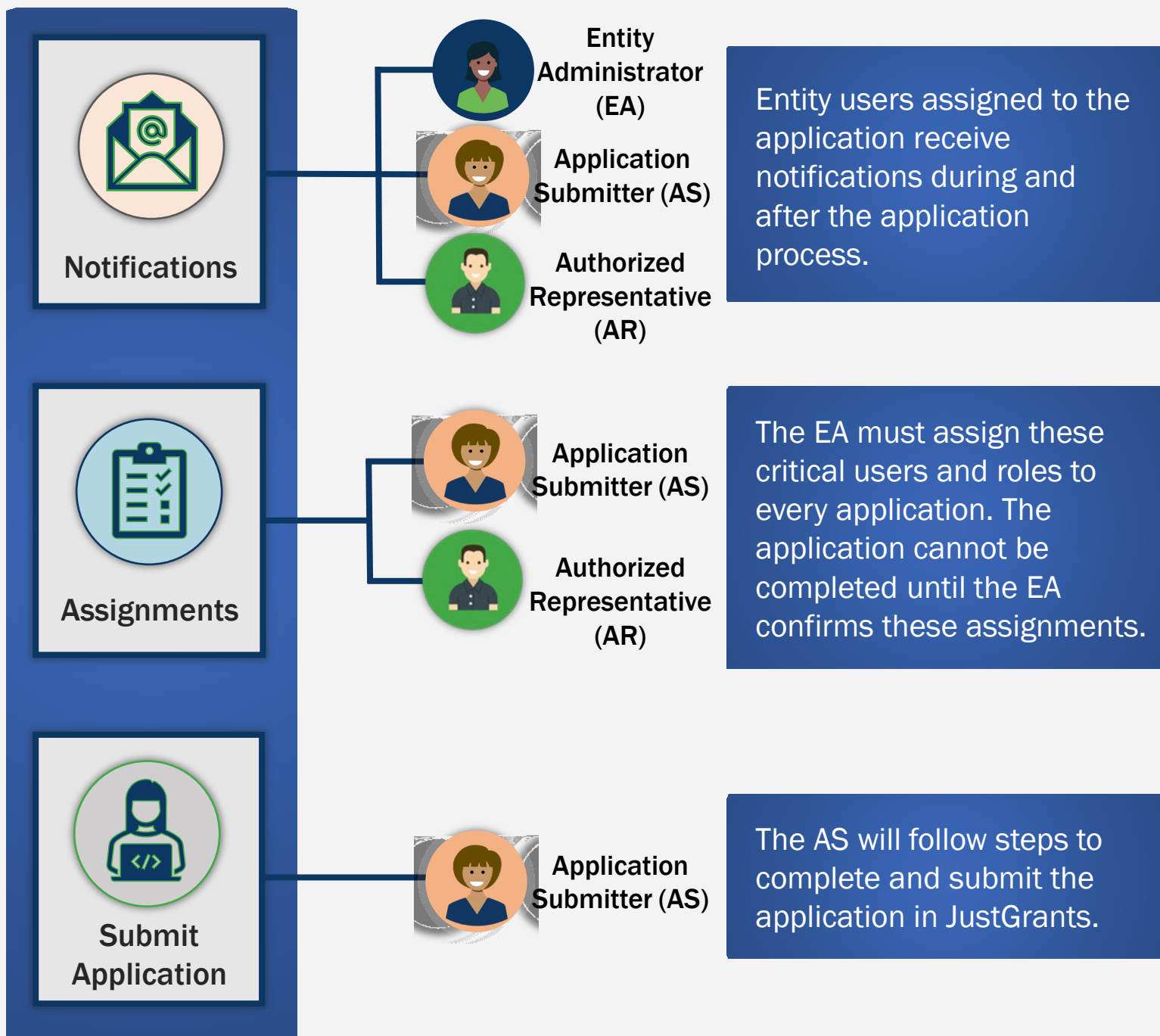
View a checklist, eLearning videos, reference guides, and other resources at <https://justicegrants.usdoj.gov/training/training-application-submission>.

Application Submission Overview

JustGrants



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





Locate and Navigate Application

Locate Application: My Worklist

Steps 1 – 2

There are two ways to access an application in JustGrants.

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

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

5000 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
A-319400	08/23/2030	Grant Package	--	--	OYW	Pending-Draft
A-334135	02/21/2029	Grant Package	--	--	OJP-BJA	Pending-Draft
A-334143	02/21/2029	Grant Package	--	--	OJP-BJA	Pending-Draft
A-342762	10/01/2027	Grant Package	--	Darsh test data for 241812	OYW	Pending-Draft
A-424274	07/30/2027	Grant Package	--	--	OJP-BJA	Pending-Draft
A-326955	12/31/2026	Grant Package	--	--	OJP-BJA	Pending-Draft
A-333262	12/31/2026	Grant Package	--	--	OJP-BJA	Pending-Draft
A-423448	07/31/2026	Grant Package	--	--	COPS	Pending-Draft
A-422480	07/31/2026	Grant Package	--	--	OYW	Pending-Draft
A-418451	06/30/2026	Grant Package	--	--	COPS	Pending-Draft
A-418450	06/30/2026	Grant Package	--	--	OJP-BJA	Pending-Draft
A-414688	06/30/2026	Grant Package	--	--	COPS	New
A-415018	06/30/2026	Grant Package	--	--	COPS	New

- 2) Select the **Case ID** caret to expand and display the **Grant Package Detail**.

21 results

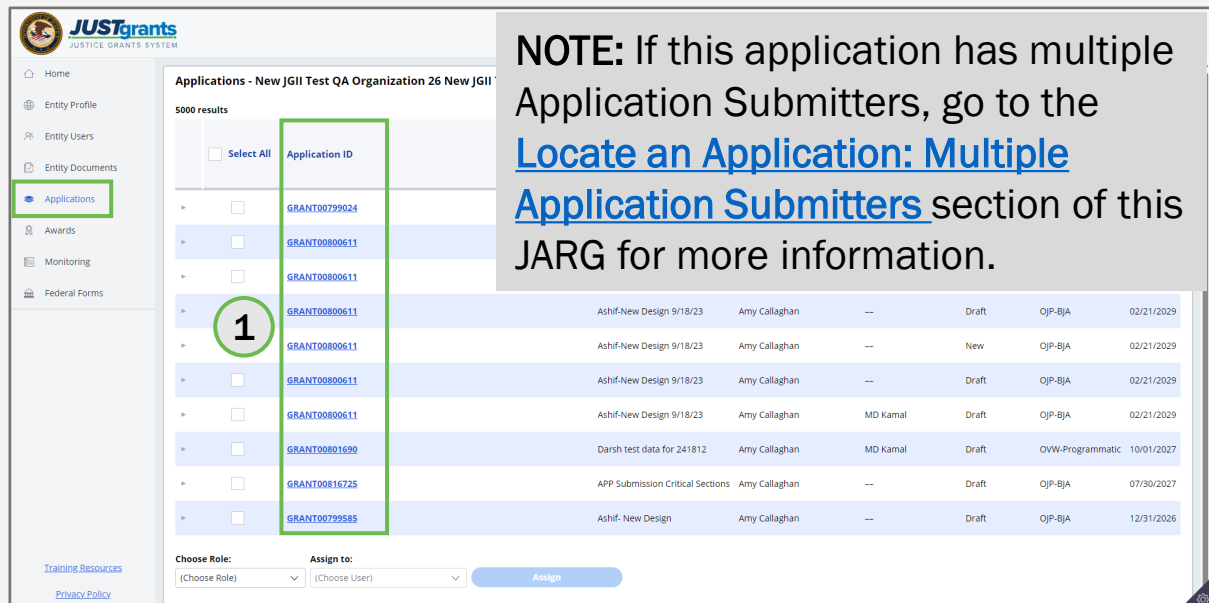
Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
A-334133	02/21/2029	Grant Package	--	--	OJP-BJA	Pending-Draft
Grant Package Detail						
Application Number GRANT00800611		Last Updated 9/30/24 5:18 PM		Project Title Test		
A-334132	02/21/2029	Grant Package	--	--	OJP-BJA	Pending-Draft
A-333262	12/31/2026	Grant Package	--	--	OJP-BJA	Pending-Draft
A-418450	06/30/2026	Grant Package	--	--	OJP-BJA	Pending-Draft
A-415400	06/30/2026	Grant Package	--	CB Test	OJP-BJA	Pending-Draft
A-334260	12/31/2025	Grant Package	--	Ashif-New Design 9/19/23	OJP-BJA	Pending-Draft
A-414345	06/29/2025	Grant Package	--	--	COPS	Pending-Draft
A-273297	01/31/2023	Grant Package	--	chhan test performance report	OJP-BJA	Submitted
A-273262	01/25/2023	Grant Package	--	--	OJP-BJA	Submitted

Locate Application: Applications Menu

Steps 1 – 2

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

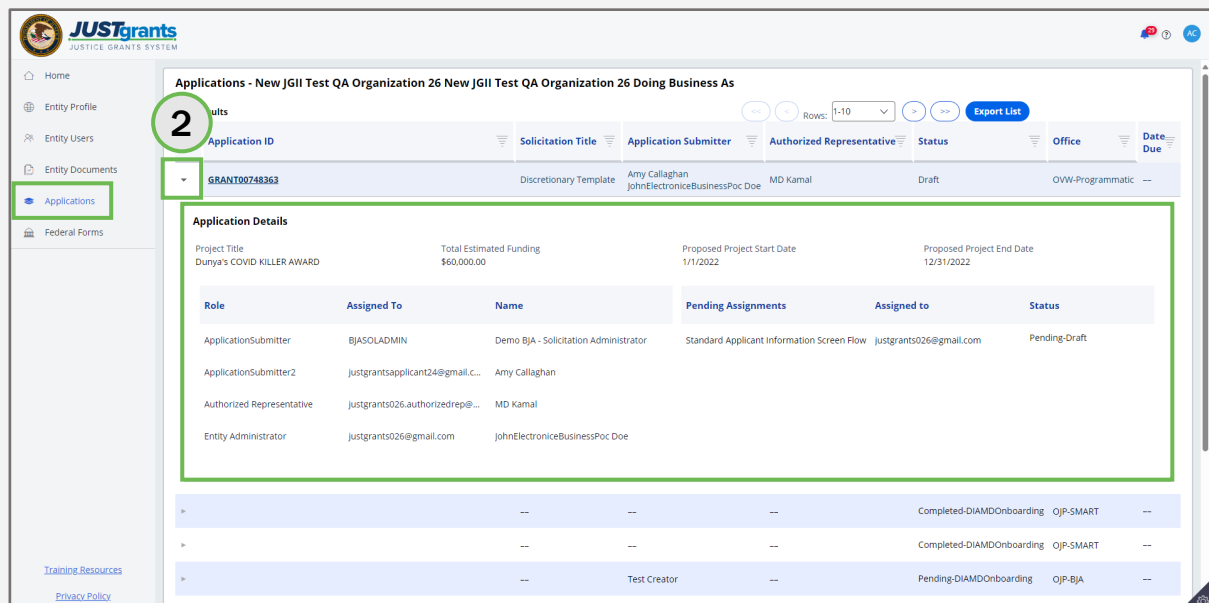
- 1) Select the **Application ID** link to open the application.



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

Application ID	Solicitation Title	Application Submitter	Authorized Representative	Status	Office	Date Due
GRANT00729024	Ashif-New Design 9/18/23	Amy Callaghan	--	Draft	OJP-BJA	02/21/2029
GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	--	New	OJP-BJA	02/21/2029
GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	--	Draft	OJP-BJA	02/21/2029
GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	MD Kamal	Draft	OJP-BJA	02/21/2029
GRANT00800611	Ashif-New Design 9/18/23	Amy Callaghan	MD Kamal	Draft	OJP-BJA	02/21/2029
GRANT00801690	Darsh test data for 241812	Amy Callaghan	MD Kamal	Draft	OWV-Programmatic	10/01/2027
GRANT00816725	APP Submission Critical Sections	Amy Callaghan	--	Draft	OJP-BJA	07/30/2027
GRANT00729585	Ashif- New Design	Amy Callaghan	--	Draft	OJP-BJA	12/31/2026

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



Application Details

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

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

Navigate Application

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

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

The screenshot displays the 'Grant Package (00815034)' interface in a 'PENDING-DRAFT' state. The main content area is divided into three sections: 'Standard Applicant Information', 'CFDA Information', and 'Project Information'. The 'Standard Applicant Information' section includes fields for 'Funding Opportunity' (Agency Name, Number, Title, Competition ID, Title, Due Date) and 'CFDA Information' (Number, Program Title). The 'Project Information' section includes fields for 'Project Title', 'Proposed Project Start Date', 'Proposed Project End Date', 'Federal Estimated Funding', 'Applicant Estimated Funding', and 'Program Income Estimated Funding'. A right-hand navigation menu is visible, listing sections like 'Standard Applicant Information', 'Confirm Authorized Representative', 'Verify Legal Name and Address', 'Proposal Abstract', 'Proposal Narrative', 'Budget and Associated Documentation', 'MOUs and Other Supportive Documents', 'Additional Application Components', 'Disclosure And Assurances', 'Other', and 'Certify and Submit'. A green box highlights the 'Standard Applicant Information' menu item, with a circled '2' next to it. At the bottom right, a 'Participants (2)' section lists 'Serena Francesca Entity Administrator' and 'Amy Callaghan Application Submitter', with a circled '1' next to the 'Continue' button. A grey box with a white border contains the text: 'NOTE: Use the Save button to ensure work is saved. Always save and logout before taking a break.' The 'Save' and 'Continue' buttons are highlighted with green boxes.

The background features a dark blue field with a large, downward-pointing chevron shape in a lighter blue color. A thin vertical line is positioned to the left of the text.

Standard Applicant Information

Standard Applicant Information

Steps 1 – 2

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

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

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

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

Standard Applicant Information

Funding Opportunity

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

CFDA Information

CFDA Number 16.031	CFDA Program Title Emmett Till Cold Case [1] s Program
-----------------------	---

Project Information

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

Notice of Funding Opportunity Instructions

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

Participants (2)

- SF Serena Francesca Entity Administrator
- AC Amy Callaghan Application Subm [2]

Cancel Save Continue

Standard Applicant Information

Steps 3 – 4

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

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

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

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

20111 🗑️

[Add](#)

Application Type

Application Type: Initial Date Received: 06/03/2024

Application Submitter Contact Information

Application POC Prefix Name Mr.	Application POC Middle Name --	Application POC Last Name Dutta
Application POC First Name Alak		
Application POC Suffix Name --		
Organizational Affiliation --	Title Please do not use this data	Email ID justgrants026.applicationsubmitter@gmail.com
Phone Number	Fax Number	

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

Cancel Save Continue

Standard Applicant Information

Steps 5 – 6

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

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

Type of Applicant

Type of Applicant 1: Select Applicant Type:★
A: State Government ▾

Type of Applicant 2: Select Applicant Type:
Select ▾

Type of Applicant 3: Select Applicant Type:
Select ▾

Other (specify):

Executive Order and Delinquent Debt Information

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

a. This application was made available to the State under the Executive Order 12372 Process for review on: State Review Available Date ★
 b. Program is subject to E.O. 12372 but has not been selected by the State for review
 c. Program is not covered by E.O. 12372.

6/16/2022

Is the Applicant Delinquent on Federal Debt?
No ▾

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

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

5

6

Cancel Save Continue ⚙️

Standard Applicant Information




Step 7

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

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

Is the Applicant Delinquent on Federal Debt?

SF424 Attachments (3)

Name	Date Added
 Form SF424 4 0-V4.0.pdf	6/3/24
 Form SFLLL 2 0-V2.0.pdf	6/3/24
 GrantApplication.xml	6/3/24

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

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

7

**Confirm Authorized
Representative**



Confirm Authorized Representative

Step 1

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

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

The screenshot shows the JustGrants system interface. The main content area is titled "Confirm Authorized Representative" and includes a dropdown menu for selecting an authorized representative. The dropdown menu is highlighted with a green box and a circled "1". Below the dropdown, there are fields for Prefix Name, First Name, Middle Name, Last Name, and Suffix Name. The right sidebar shows a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "COMPLETE AND SUBMIT" step is currently active. The bottom of the page features a "Home" button and a "Privacy Policy" link.

Confirm Authorized Representative

Step 2

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

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

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package (00800611) PENDING-DRAFT" with a due date of February 21, 2029 4:34:00 PM EST. The primary action is "Confirm Authorized Representative". Below this, a dropdown menu shows "Carlos Gastelum" as the selected representative. A pop-up window titled "Confirm Authorized Representative" is overlaid on the screen, containing the text: "An Authorized Representative must have the legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity. Please confirm the individual being selected has the authority to do so." The pop-up window has two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a green circle and the number "2". The background interface shows a sidebar with navigation options like Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area also includes sections for "Notice of Funding Opportunity Instructions" and "Participants (3)", listing users like Serena Francesca (Entity Administrator), Carlos Gastelum (Authorized Representative), and Amy Callaghan (Application Submitter). At the bottom, there is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "COMPLETE AND SUBMIT" step is currently active.

Confirm Authorized Representative

Steps 3 – 4

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

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

OJP/OVW

Confirm Authorized Representative

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

Select Authorized Representative *
MD Kamal

Confirmed Authorized Representative

Title
--

Prefix Name
--

First Name Middle Name Last Name
Carlos -- Gastelum

Suffix Name
--

Participants (3)

- Serena Francesca Entity Administrator
- Carlos Gastelum Authorized Representative
- Amy Callaghan Application Submitter

Back INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY Save **Continue**

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

COPS

Confirm Authorized Representative

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

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

Select Law Enforcement Executive/Program Official *

Confirmed Law Enforcement Executive

Title
--

Prefix Name
--

First Name Middle Name Last Name
MD -- Kamal

Suffix Name
--

Select Government Executive/Financial Official *

Confirmed Government Executive

Title
Government Executive

Prefix Name
Carlos Gastelum

First Name Middle Name Last Name
Carlos -- Gastelum

Suffix Name
--

Participants (4)

- Serena Francesca Entity Administrator
- MD Kamal Authorized Representative
- Carlos Gastelum

Back Save **Continue**



Verify Legal Name and Address

Verify Legal Name and Address

Step 1

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

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

JUSTgrants
JUSTICE GRANTS SYSTEM

Home | Entity Profile | Entity Users | Entity Documents | Applications | Federal Forms

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

Verify Legal Name, Doing Business As, and Legal Address

Entity Name

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

Physical Address

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

Designate as Legal Address

Mailing Address

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

Back | Save | Continue

Notice of Funding Opportunity Instructions

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

Participants (4)

- SF Serena Francesca Entity Administrator
- MK MD Kamal Authorized Representative
- Code Castalum

Verify Legal Name and Address

Steps 2 – 3

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

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

The screenshot displays the JustGrants system interface. The top navigation bar includes the JustGrants logo and a user profile icon labeled 'AC'. The main content area is titled 'Grant Package (00815019)' with a 'PENDING-DRAFT' status and a due date of 'June 29, 2025 11:22:00 AM EDT'. The left sidebar contains navigation links for Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area is divided into sections: 'Designate as Legal Address' (checked), 'Mailing Address' (with fields for Street 1, Street 2, County/Parish, City, Country, Congressional District, State/U.S. Territory, and Zip/Postal Code), 'Designate as Legal Address' (unchecked), and 'Certification*'. The 'Certification*' section includes a text box with the instruction: 'The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address is applicable to ALL applications and awards associated to this fiscal agent.' Below this is a numbered list item: '1. If this information is correct confirm/acknowledge to continue with completion of this application.' A blue box highlights the 'Please Confirm *' section, which contains a checked checkbox and the text 'I confirm this is the correct entity.' Below this is a 'Signer Name' field with the name 'Amy Callaghan' and a 'Certification Date / Time' field with the value '06/07/2024 10:49 AM'. A 'Back' button is located at the bottom left of the form. The right sidebar contains sections for 'Disclosure And Assurances' (with 'Other' and 'Certify and Submit' options) and 'Participants (3)' (listing Serena Francesca as Entity Administrator, Carl Zhang as Authorized Representative 2, and Amy Callaghan as Application Submitter). At the bottom right, there are 'Save' and 'Continue' buttons. A green circle with the number '2' is placed over the 'Please Confirm' section, and another green circle with the number '3' is placed over the 'Continue' button.



Proposal Abstract



Proposal Abstract

Steps 1 – 3

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

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

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Proposal Abstract

[Notice of Funding Opportunity Instructions](#)

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

Participants (4)
SF Serena Francesca
Entity Administrator
MK MD Kamal
Authorized Representative
CG Carlos Gastelum
Authorized Representative
AC Amy Callaghan
Application Submitter

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

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

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



Proposal Narrative

Proposal Narrative

Steps 1 – 2

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

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (314a35419c8199d844ab)" and is in a "PENDING-DRAFT" state, with a due date of "November 8, 2024 2:00:00 PM EST". A navigation bar at the top shows steps: INITIATE, COMPLETE AND SUBMIT (current), REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "Proposal Narrative" section is highlighted with a green circle and the number "2", and contains an "Upload" button. Below this is a table with application details:

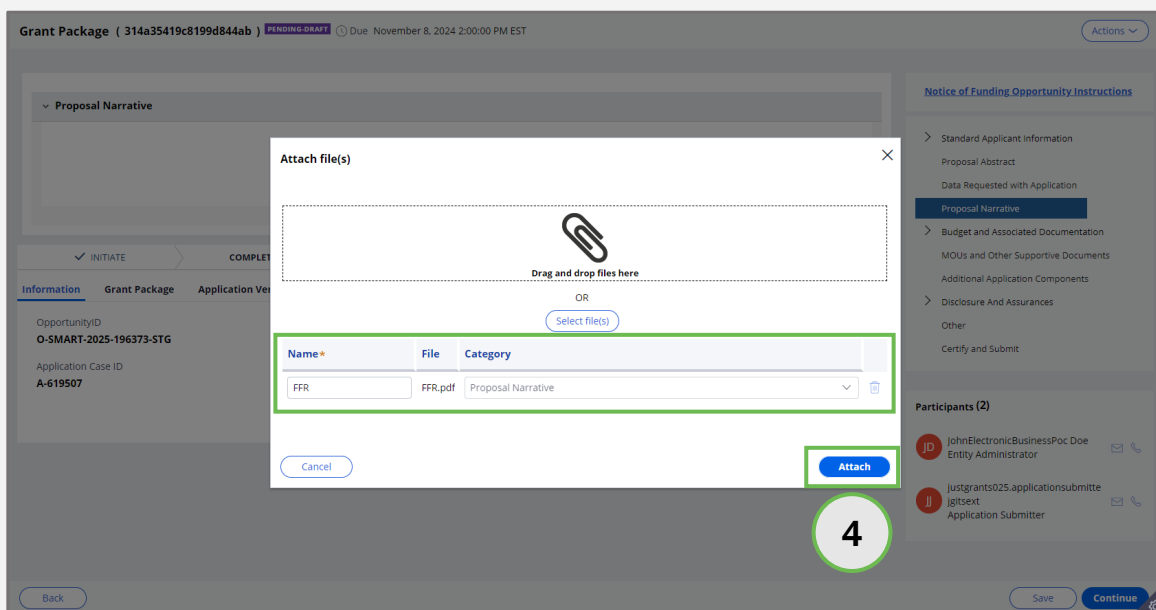
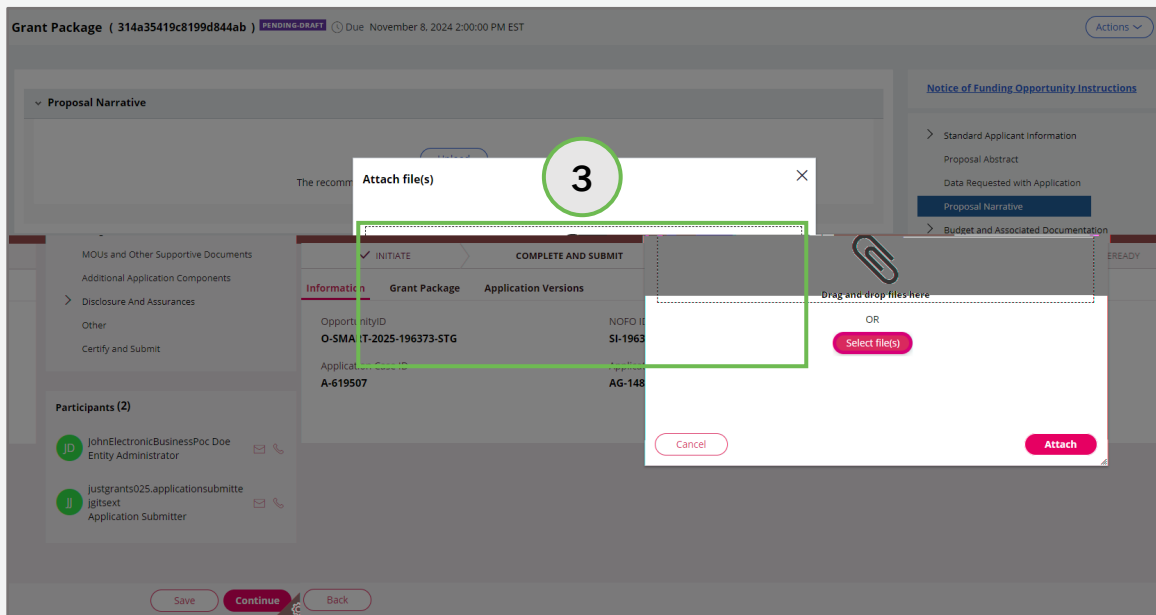
Information	Grant Package	Application Versions
OpportunityID O-SMART-2025-196373-STG	NOFO ID SI-196373	Funding Opportunity Title FY24FormulaTemplate
Application Case ID A-619507	Application Group Case ID AG-148759	SF424_2_1

On the right side, a sidebar contains a "Notice of Funding Opportunity Instructions" link (circled with a green "1") and a list of application components, with "Proposal Narrative" selected. Below this is a "Participants (2)" section listing "JohnElectronicBusinessPoc Doe" (Entity Administrator) and "justgrants025.applicationsubmitte" (Application Submitter). At the bottom right, there are "Save" and "Continue" buttons.

Proposal Narrative

Steps 3 – 4

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



Proposal Narrative

Steps 5 – 6

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

NOTE: For all uploads, file names are limited to 59 characters. If a file name is too long, a red-alert indicator appears on the file name. File sizes are limited to 25 mb. If a file was uploaded previously, JustGrants will not allow a second file to be uploaded with the same name. Change the name slightly to upload a second time.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Grant Package (314a35419c8199d844ab) PENDING-DRAFT" with a due date of "November 8, 2024 2:00:00 PM EST". A sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main area features a "Proposal Narrative" section with an "Upload" button and a table of uploaded files. A file named "FFR.pdf" is listed with a trash icon, which is circled in green and labeled with the number "5". Below this is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT (current), REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. A table below the progress bar provides details for the Opportunity ID (O-SMART-2025-196373-STG), Application Case ID (A-619507), NOFO ID (SI-196373), Application Group Case ID (AG-148759), and Funding Opportunity Title (FY24FormulaTemplate). On the right, there are sections for "Notice of Funding Opportunity Instructions" (listing various document types), "Participants (2)" (listing JohnElectronicBusinessPoc Doe and justgrants025.applicationsubmitter), and a "Continue" button circled in green and labeled with the number "6".

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Federal Forms

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

Actions

Proposal Narrative

Upload

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

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

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

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

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

Notice of Funding Opportunity Instructions

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

Participants (2)

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

Back Save Continue

6



Budget and Associated Documentation





Budget Overview

Budget Methods

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

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

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

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



Web-based Budget Documentation

Web-based Budget Documentation

Overview

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

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

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

The screenshot shows the JUSTgrants web-based budget documentation interface. The top navigation bar includes the JUSTgrants logo and the text "JUSTICE GRANTS SYSTEM". The main content area is titled "Grant Package (00800568) PENDING-DRAFT" and shows the date "Due December 31, 2026 12:13:00 PM EST". The interface is divided into several sections:

- Left Sidebar:** Contains navigation links for Home, Entry Profile, Entry Users, Entry Documents, Applications, and Federal Forms.
- Main Content Area:**
 - Buttons for "Add Year" and "Delete Year".
 - A section for "Year 1" with a sub-section for "Instructions".
 - A "Travel" section with a table for budgeting. The table has columns: Purpose of Travel, Location, Type of Expense, Basis, Cost, Quantity, # Of Staff, # Of Trips, Total Cost, Non-Federal Amt (Match or Prog Inc), Federal Amount, and Errors. A single row is visible with input fields for each column.
 - A summary row below the table showing "Travel Total Cost", "Total Non-Federal Amt (Match or Prog Inc)", and "Total Federal Amount", all currently at \$0.
 - An "Additional Narrative" section with a rich text editor.
- Right Sidebar:** Contains a "Notice of Funding Opportunity Instructions" menu with items like Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative, Budget and Associated Documentation (with sub-items like Conference Costs, Personnel, Fringe Benefits, Travel, Equipment, Supplies, Construction, SubAwards (Subgrants), Procurement Contracts, Other Costs, Indirect Costs), Consolidated Category Summary, Budget / Financial Attachments, MOUs and Other Supportive Documents, Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. At the bottom, it shows "Participants (3)" with a profile for Serena Francasca, Entry Administrator.

Web-based Budget Documentation

Steps 1 – 2

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

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

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

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

Consolidated Category Summary

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

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

	Total	Percentage
Total Project Cost	\$1,100	
Federal Funds	\$500	45.45%
Non-Federal Amount	\$600	54.55%
Match Amount	\$600	54.55%
Program Income	<input type="text" value="\$0"/>	0.00%

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

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

Web-based Budget Documentation

Steps 3 – 5

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

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

Budget Detail Summary View

Budget Category

- Personnel
- Fringe Benefits
- Travel

Budget Year

- Year 1

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

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

Additional Narrative

Equipment

Back Save **Continue**

Web-based Budget Documentation

Steps 6 – 7

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

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

The screenshot displays the JUSTgrants web application interface. The top navigation bar includes the JUSTgrants logo and a 'Home' button. The main content area is titled 'Grant Package (00821183)' and is in a 'PENDING-DRAFT' state. A red alert banner at the top lists three errors: 'Federal Estimated Funding', 'Applicant Estimated Funding', and 'Total Estimated Funding'. Below this, a table shows 'Total Project Costs' with columns for 'Total' and 'Percentage'. The 'Total Project Cost' is \$1,100. The 'Federal Funds' are \$500, and the 'Non-Federal Amount' is \$600. The 'Match Amount' is \$600, which is 54.55% of the total project cost. A red alert indicator is next to the 'Match Amount' value. A tooltip is visible over the 'Match Amount' value, stating: 'Total Project Cost: The values in the Budget Summary and Standard Applicant Information sections are not consistent. Click for more details.' The 'Budget Totals' section includes a 'Program Income' field set to \$0. On the right side, there are sections for 'Additional Application Components' and 'Participants (2)'. The 'Participants' section lists two users: 'JohnElectronicBusinessPoc Doe' (Entity Administrator) and 'justgrants025.applicationsubmitte' (Application Submitter). At the bottom right, there are 'Save' and 'Continue' buttons. A green circle with the number '6' is overlaid on the left side of the page, and a green circle with the number '7' is overlaid on the 'Continue' button.

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

Web-based Budget Detail Comparison

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

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

Standard Application Information

Project Information

Project Title: Proposed Project Start Date: Proposed Project End Date:

Federal Estimated Funding: Applicant Estimated Funding: Program Income Estimated Funding:

Total Estimated Funding:

Budget Summary

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

Budget Totals		
	Total	Percentage
Total Project Cost	\$125,951	
Federal Funds	\$125,824 ▲	99.90%
Non-Federal Amount	\$127	0.10%
Match Amount	\$127 ▲	0.10%
Program Income	<input type="text" value="\$"/>	0.00%

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

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



Budget/Financial Attachments

Budget/Financial Attachments

Steps 1 – 2

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

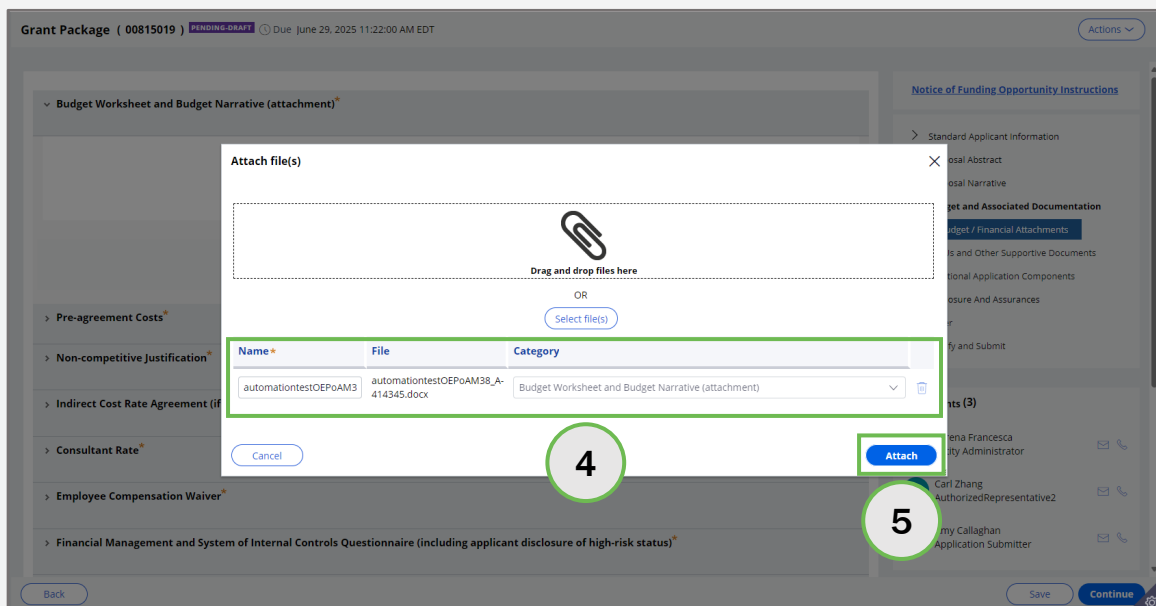
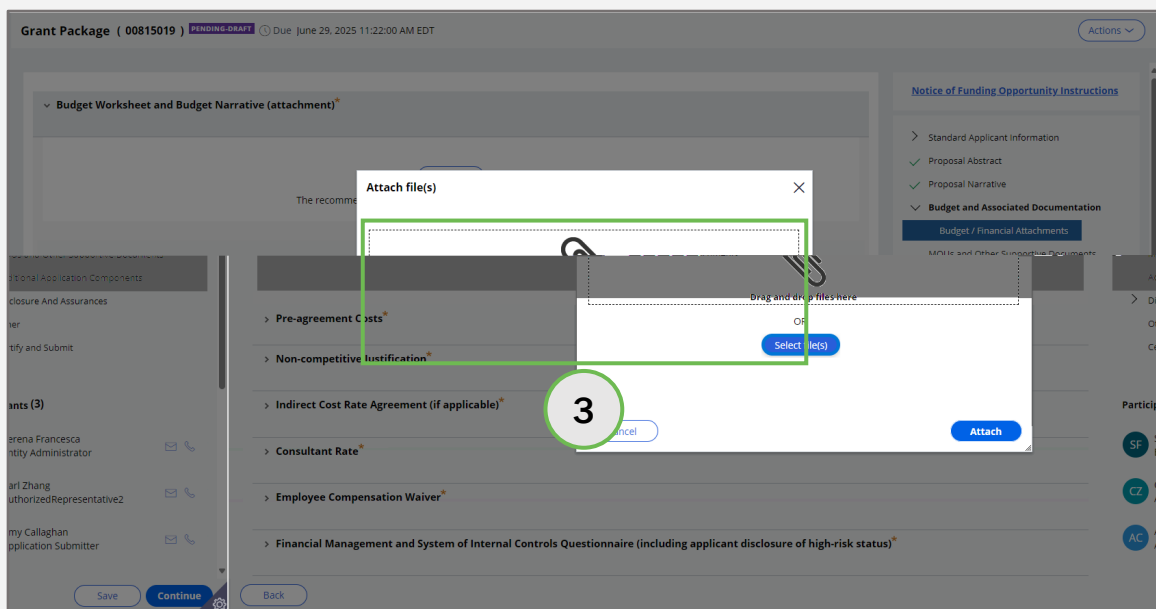
- 1) Open the **Budget/Financial Attachments** section.
- 2) Select **Upload** if the budget section of the application appears as a displayed image to upload a spreadsheet with the budget figures.

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and a user profile icon labeled 'AC'. The main content area is titled 'Grant Package (00815019)' with a status of 'PENDING-DRAFT' and a due date of 'June 29, 2025 11:22:00 AM'. A green circle with the number '2' highlights the 'Budget Worksheet and Budget Narrative (attachment)*' section, which contains an 'Upload' button and the text 'The recommended files to upload are PDF, Microsoft Word and Excel.' The right sidebar shows a list of sections, with 'Budget / Financial Attachments' highlighted and circled with a green circle and the number '1'. Below this, there are sections for 'Participants (3)' and 'MOUs and Other Supportive Documents'. The bottom of the interface features a 'Back' button, a 'Save' button, and a 'Continue' button.

Budget/Financial Attachments

Steps 3 – 5

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



Budget/Financial Attachments

Steps 6 – 9

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

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JUSTICE GRANTS SYSTEM

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

Budget Worksheet and Budget Narrative (attachment)*

Upload

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

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

Pre-agreement Costs*

Non-competitive Justification*

Indirect Cost Rate Agreement (if applicable)*

Consultant Rate*

Employee Compensation Waiver*

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

Back

Notice of Funding Opportunity Instructions

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

Participants (3)

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

Save **Continue**



Memoranda of Understanding (MOU) and Other Supportive Documents

MOU and Other Supportive Documents

Steps 1 – 2

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area is titled "Memoranda of Understanding (MOUs) and Other Supportive Documents" and features an "Upload" button highlighted with a green box and a circled "2". Below the main content area is a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREAD. The "REVIEW" step is highlighted with a green box and a circled "1".

The right sidebar contains a "Notice of Funding Opportunity Instructions" section with a list of items: Standard Applicant Information, Proposal Abstract, Proposal Narrative, Budget and Associated Documentation, MOUs and Other Supportive Documents (highlighted with a green box and a circled "1"), Additional Application Components, Disclosure And Assurances, Other, and Certify and Submit. Below this is a "Participants (4)" section listing four users: Serena Francesca (Entity Administrator), MD Kamal (Authorized Representative), Carlos Gastelum (Authorized Representative 2), and Amy Callaghan (Application Submitter).

The bottom of the interface includes a "Back" button, a "Save" button, and a "Continue" button.

MOU and Other Supportive Documents

Steps 3 – 5

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

The screenshots illustrate the steps for attaching a file to a grant package. The first screenshot shows the 'Attach file(s)' dialog box with a '3' in a circle. The second screenshot shows the same dialog box with a table of file details and an 'Attach' button, with a '4' in a circle around the table and a '5' in a circle around the 'Attach' button.

Name *	File	Category
O-SMART-2024-190924-S	O-SMART-2024-190924-STIG-DY_OJP_SUPP_WBB_CC-V1_SI-190924.pdf	Memoranda of Understanding (MOUs) and Other Supportive Documents

Continue uploading all relevant documentation as required in the funding opportunity.

- 7) Select **Continue** to progress to the next section of the application.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Memoranda of Understanding (MOUs) and Other Supportive Documents

6

[Upload](#)

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

Name	Category	Created by	Date Added	
O-SMART-2024-190924-STG-DY_OJP_SUPP_WBB_CC-V1_SL-190924.pdf	Memoranda of Understanding (MOUs) and Other Supportive Documents	Amy Callaghan	09/27/2024	

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

Information Grant Package Application Versions

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

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

Notice of Funding Opportunity Instructions

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

Participants (4)

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

7



Additional Application Components



Additional Application Components


Steps 1 – 4

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00815034)' in 'PENDING-DRAFT' status, due on June 30, 2026. A list of application components is shown, with 'Curriculum Vitae or Resumes*' selected and expanded. The 'Upload' button is highlighted with a green box and a circled '3'. The 'Additional Application Components' section on the right is highlighted with a green box and a circled '1'. The 'Applications' menu item in the left sidebar is highlighted with a green box and a circled '2'. The 'Continue' button at the bottom is highlighted with a green box and a circled '4'. The interface also shows a 'Participants (4)' list, a 'Training Resources' link, and a 'Privacy Policy' link.



Disclosures and Assurances



Disclosure of Lobbying Activities

Disclosure of Lobbying Activities

Steps 1 – 2

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

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

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Disclosure of Lobbying Activities*

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

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

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

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

No
 Yes

INITIATE | COMPLETE AND SUBMIT | REVIEW | BUDGET REVIEW | AWARDPACKAGEREADY

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

Back

Save Continue

Notice of Funding Opportunity Instructions

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- ✓ Additional Application Components
- ▼ **Disclosure And Assurances**
 - Disclosure Of Lobbying Activities**
 - DOJ Certified Standard Assurances
 - DOJ Certifications Regarding Lobbying
 - Other Disclosures and Assurances
 - Declaration and Certification to DOJ as to Application Submission
 - Other
 - Certify and Submit

Participants (4)

- SF Serena Francesca
Entity Administrator

Disclosure of Lobbying Activities

Select Yes or No

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

**“No”
Option**

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

Disclosure of Lobbying Activities*

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

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

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

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

No The applicant is not required to submit a lobbying disclosure under 31 U.S.C. 1352 for this application.

Yes

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

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

Notice of Funding Opportunity Instructions

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
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- ✓ Additional Application Components
- > **Disclosure And Assurances**
 - Disclosure Of Lobbying Activities**
 - DOJ Certified Standard Assurances
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 - Other Disclosures and Assurances
 - Declaration and Certification to DOJ as to Application Submission
 - Other
 - Certify and Submit

Participants (4)

- SF Serena Francesca Entity Administrator

Back Save Continue

**“Yes”
Option**

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

Disclosure of Lobbying Activities*

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

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

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

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

No

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

Upload

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

Name	Category	Created by
Form SFLLL 2 0-32.0.pdf	LobbyingActivitiesDisclosure	--

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

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

Notice of Funding Opportunity Instructions

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- ✓ Additional Application Components
- > **Disclosure And Assurances**
 - Disclosure Of Lobbying Activities**
 - DOJ Certified Standard Assurances
 - DOJ Certifications Regarding Lobbying
 - Other Disclosures and Assurances
 - Declaration and Certification to DOJ as to Application Submission
 - Other
 - Certify and Submit

Participants (4)

- SF Serena Francesca Entity Administrator

Back Save Continue

Disclosure of Lobbying Activities

Steps 3 – 4

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

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

Disclosure of Lobbying Activities *

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

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

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

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

No Yes

The applicant must download the SF-LLL, complete it, and submit it to the awarding agency.

The recommended action is to **Attach** the SF-LLL.

3

Name	Category	Created by
Form SFLLL 2_0-V2.0.pdf	LobbyingActivitiesDisclosure	--

Save Continue Back

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

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

Disclosure of Lobbying Activities *

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

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

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

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

No Yes

The applicant must download the SF-LLL, complete it, and submit it to the awarding agency.

The recommended action is to **Attach** the SF-LLL.

4

Name *	File	Category
Form SFLLL 2_0-V2.0_DOJ WORK-APPLICATIONTESTCASE A-414688.pdf	Form SFLLL 2_0-V2.0_DOJ-FW-GMS-WORK-APPLICATIONTESTCASE A-414688.pdf	LobbyingActivitiesDisclosure

Cancel Attach

Back

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY



OJP Disclosure of Duplication in Cost Items

OJP Disclosure of Duplication in Cost Items Overview

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

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

OJP Disclosure of Duplication in Cost Items

Steps 1 – 3

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

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package (00816725)" and is in a "PENDING-DRAFT" state, due on July 30, 2027. The interface includes a left sidebar with navigation options like Home, Entity Profile, and Applications. The main content area features a progress bar with steps: INITIATE, COMPLETE AND SUBMIT, REVIEW, BUDGET REVIEW, and AWARDPACKAGEREADY. The "COMPLETE AND SUBMIT" step is active, and the "Disclosure of Duplication in Cost Items" section is highlighted with a green box and a circled "1". This section contains a question about pending applications in the last 12 months, with radio buttons for "No" (selected) and "Yes". A "Back" button is at the bottom left. On the right, a "Notice of Funding Opportunity Instructions" sidebar lists various sections, with "Disclosure of Duplication in Cost Items" highlighted and circled with a "1". Below this, a "Participants (4)" section shows a participant named Serena Francesca, with a "Continue" button circled with a "3".

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

Applicant Disclosure of Duplication in Cost Items*

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

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

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Information Grant Package Application Versions

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

Notice of Funding Opportunity Instructions

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances
 - Disclosure Of Lobbying Activities
 - Disclosure of Duplication in Cost Items**
 - DOJ Certified Standard Assurances
 - DOJ Certifications Regarding Lobbying
 - Other Disclosures and Assurances
 - Declaration and Certification to DOJ as to Application Submission
 - Other
 - Certify and Submit

Participants (4)

SF Serena Francesca

Back Save Continue

OJP Disclosure of Duplication in Cost Items

Step 4

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

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package (00816725)' in a 'PENDING-DRAFT' status, due on July 30, 2027. The 'Disclosure of Duplication in Cost Items' section is active, with a green box highlighting the 'Add Item' button and a table for entering duplicate cost items. The table has the following columns: 'Federal or State Funding Agency', 'Solicitation Name/Project Name', 'Grantor POC Name', 'Grantor POC Phone', and 'Grantor POC Email'. A circled '4' is placed next to the 'Add Item' button. The interface also shows a navigation menu on the left, a progress bar at the bottom, and a sidebar on the right with various application components.

Federal or State Funding Agency	Solicitation Name/Project Name	Grantor POC Name	Grantor POC Phone	Grantor POC Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OJP Disclosure of Duplication in Cost Items

Steps 5 – 7

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Applicant Disclosure of Duplication in Cost Items*

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

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

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

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

INITIATE > **COMPLETE AND SUBMIT** > REVIEW > BUDGET REVIEW > AWARD/PACKAGE READY

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

Back Save **7** Continue

Participants (4)
SF Serena Francesca

Standard Applicant Information
Proposal Abstract
Proposal Narrative
Budget and Associated Documentation
MOUs and Other Supportive Documents
Additional Application Components
Disclosure And Assurances
Disclosure Of Lobbying Activities
Disclosure of Duplication in Cost Items
DOJ Certified Standard Assurances
DOJ Certifications Regarding Lobbying
Other Disclosures and Assurances
Declaration and Certification to DOJ as to Application Submission
Other
Certify and Submit



**DOJ Certified
Standard Assurances**

DOJ Certified Standard Assurances

Steps 1 - 2

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

1) Select DOJ Certified Standard Assurances.

DOJ Certified Standard Assurances*

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

U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

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

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

Back

Notice of Funding Opportunity Instructions

- > Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- ✓ Additional Application Components
- ✓ Disclosure And Assurances
 - DOJ Certified Standard Assurances
 - DOJ Certifications Regarding Lobbying
 - Other Disclosures and Assurances
 - Declaration and Certification to DOJ as to Application Submission
 - Other
 - Certify and Submit

Participants (4)

SF Serena Francesca
Entity Administrator

Save Continue

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

2 Please Acknowledge *

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

SignerID
justgrants026.applicationssubmitter@gmail.com

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



DOJ Certifications Regarding Lobbying

DOJ Certifications Regarding Lobbying

Steps 1 - 2

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

1) Select DOJ Certifications Regarding Lobbying.

The screenshot shows a web application interface for DOJ certifications. The main content area displays the 'U.S. DEPARTMENT OF JUSTICE CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; LAW ENFORCEMENT AND COMMUNITY POLICING'. A red circle with the number '1' highlights the 'DOJ Certified Standard Assurances' section, where the 'DOJ Certifications Regarding Lobbying' checkbox is checked. The right-hand sidebar shows a navigation menu with 'DOJ Certifications Regarding Lobbying' highlighted in blue. At the bottom, there are 'Save' and 'Continue' buttons.

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

The screenshot shows the 'Please Acknowledge' section of the application. A red circle with the number '2' highlights the acknowledgement checkbox, which is checked. Below the checkbox, the applicant's Signer ID is listed as 'justgrants026.applicationssubmitter@gmail.com' and the Signing Date / Time is '9/26/24 1:25 PM'.



Other Disclosures and Assurances

Other Disclosures and Assurances

Steps 1 – 3

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

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area shows the application progress: INITIATE, COMPLETE AND SUBMIT (highlighted with a green circle '2'), BUDGET REVIEW, and AWARDPACKAGEREADY. The 'Other Disclosures and Assurances' section is expanded, showing an 'Upload' button and a message: 'The recommended files to upload are PDF, Microsoft Word and Excel.' Below this, a table provides application details:

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

On the right side, the 'Notice of Funding Opportunity Instructions' panel is visible, with 'Other Disclosures and Assurances' highlighted by a green circle '1'. At the bottom right, the 'Participants (4)' section shows 'Serena Francesca, Entity Administrator' with a green circle '3' next to it. A 'Continue' button is highlighted with a green box at the bottom right.



**Declaration and
Certification to DOJ as to
Application Submission**

Declaration/Certification to DOJ as to Application Submission

Steps 1 - 2

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

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

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Grant Package (00815034) PENDING-DRAFT" with a due date of "June 30, 2026 3:47:00 PM EDT". The central section is "Declaration and Certification to the U.S. Department of Justice as to this Application Submission". It contains three numbered paragraphs of text. Below the text is a "Please Acknowledge" section with a checked checkbox and the text "I agree with the above statements." Below this, the "SignerID" information is displayed: "justgrants026.applicationsubmitter@gmail.com" and "9/26/24 3:42 PM". A green circle with the number "1" highlights the "Declaration and Certification to DOJ as to Application Submission" option in the right-hand sidebar. Another green circle with the number "2" highlights the checkbox in the "Please Acknowledge" section. The sidebar also shows a list of application components, including "Standard Applicant Information", "Proposal Abstract", "Proposal Narrative", "Budget and Associated Documentation", "MOUs and Other Supportive Documents", "Additional Application Components", "Disclosure And Assurances", "Disclosure Of Lobbying Activities", "DOJ Certified Standard Assurances", "DOJ Certifications Regarding Lobbying", "Other Disclosures and Assurances", and "Other". The "Participants (4)" section shows "Serena Francesca" as the "Entity Administrator".



Other

Other

Steps 1 – 3

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

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

The screenshot displays the JUSTgrants application submission interface. The top navigation bar includes the JUSTgrants logo and user information. The main content area is titled "Grant Package (00815034) PENDING-DRAFT" with a due date of June 30, 2026. The "Other" section is highlighted with a green circle labeled "2", and the "Upload" button is also circled in green. Below this, a progress bar shows the current step as "COMPLETE AND SUBMIT". A table below the progress bar provides details for the application, including Opportunity ID, NOFO ID, and Funding Opportunity Title. On the right side, the "Notice of Funding Opportunity Instructions" section is visible, with the "Other" category selected and highlighted with a green circle labeled "1". Below this, the "Participants (4)" section lists four individuals: Serena Francesca (Entity Administrator), MD Kamal (Authorized Representative), Carlos Gastelum (Authorized Representative 2), and Amy Callaghan (Application Submitter). The "Continue" button at the bottom right is highlighted with a green circle labeled "3".

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



Certify and Submit Application in JustGrants

Certify and Submit

Steps 1 – 3

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

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

The screenshot displays the JUSTgrants application submission interface. The main content area is titled "Certify and Submit" and contains an accordion menu with the following sections: Standard Applicant Information, Proposal Abstract, Tribal Community and Justice Profile, Proposal Narrative, Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Application Components, and Disclosures and Assurances. A green circle with the number "2" highlights the carets next to these sections. On the right side, there is a "Notice of Funding Opportunity Instructions" panel with a "Certify and Submit" button highlighted by a green circle with the number "1". Below this, the "Participants (2)" section lists two users: JohnElectronicBusinessPoc Doe (Entity Administrator) and justgrants025 (Application Su). A green circle with the number "3" highlights the "Check for Errors" button at the bottom right of the interface. The top navigation bar includes "Home", "Entity Profile", "Entity Users", "Entity Documents", "Applications", and "Federal Forms". The top right corner shows the "Grant Package (00821181)" and "Due: November 30, 2024 2:37:00 PM EST".

Certify and Submit

Steps 4 – 5

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

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and user information. The main content area shows a 'Grant Package (00815034)' in a 'PENDING-DRAFT' status, with a due date of June 30, 2026. A red error message box is visible, stating: 'Before proceeding, please address the error(s) indicated below.' Below this, an accordion menu is expanded to show a list of error messages, each detailing a missing attachment for various components like Pre-agreement Costs, Non-competitive Justification, Indirect Cost Rate Agreement, Consultant Rate, Employee Compensation Waiver, Financial Management and System of Internal Controls Questionnaire, Disclosure of Process Related to Executive Compensation, Budget Worksheet and Budget Narrative, Curriculum Vitae or Resumes, Tribal Authorizing Resolution, Timeline Form, and Letters of Support. The 'Certify and Submit' section is visible at the bottom, with expandable sections for 'Standard Applicant Information', 'Proposal Abstract', and 'Proposal Narrative'. A 'Notice of Funding Opportunity Instructions' sidebar is also present on the right, listing various application components with checkmarks indicating their status. The bottom of the interface features a 'Back' button and a 'Submit' button.

Certify and Submit

Steps 6 – 8

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

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

Additional Application Components

Disclosure and Assurances ⚠

Disclosure of Lobbying Activities

DOJ Certified Standard Assurances [Edit application](#)

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

Other Disclosures and Assurances

Declaration and Certification to the DOJ as to this Application Submission

Other

Final Review and Certification of Application confirmation

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAGEREADY

Back Save Check for Errors Submit

Certify and Submit

Steps 9 – 10

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

10) Select **Submit**.

The screenshot displays the JUSTgrants application submission interface. The main content area shows a list of application components with expandable sections: Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents, Additional Application Components Requested Documentation, Disclosures and Assurances UPDATE, and Other. A green circle highlights the 'Final Review and Certification of Application confirmation' checkbox, which is checked. Below this, a progress bar shows the current step as 'COMPLETE AND SUBMIT'. A table at the bottom provides application details:

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

On the right side, there is a 'Participants (4)' list with roles: Serena Francesca (Entity Administrator), Multiple Roles (Authorized Representative), and Amy Callaghan (Application Submitter). A 'Submit' button is highlighted with a green circle and the number 10.

Certify and Submit

Steps 11 - 12

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

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

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon labeled 'AC'. The main content area shows a 'Grant Package (00816725)' with a status of 'SUBMITTED' and a due date of 'July 30, 2027 12:44:00 PM EDT'. A green box highlights the 'SUBMITTED' status and the number '11'. Below this, a message states: 'Thank you! The next step in this case has been routed appropriately.' The interface features a sidebar with navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area has tabs for 'Information', 'Grant Package', and 'Application Versions'. The 'Information' tab is active, displaying a table with the following data:

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

On the right side, there is a 'Recent documents' section with 'No documents' listed. Below that is a 'Participants (4)' section listing: Serena Francesca (Entity Administrator), Multiple Roles (Authorized Representative), and Amy Callaghan (Application Submitter). A green box highlights the 'Actions' dropdown menu, which contains options: Refresh, No Actions, Recall Application, Print, and Close. The number '12' is circled next to the 'Actions' dropdown.



Additional Guidance



**Locate an Application:
Multiple Application
Submitters**

Multiple Application Submitters

Step 1

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

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

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

5000 results

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

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

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

Multiple Application Submitters

Steps 2 – 3

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

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a list of applications under the heading "Applications - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As". The first application is selected, and its details are expanded. The application ID "GRANT00748363" is highlighted with a green circle and labeled "2". The application details section is also highlighted with a green circle and labeled "3".

Application Details

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

Additional application details shown below the table:

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

Multiple Application Submitters

Step 4

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

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

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

JUSTgrants JUSTICE GRANTS SYSTEM

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

Grant Package (00748363) PENDING-DRAFT Actions Print

Assignments

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

Information Grant Package Application Versions

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

Recent documents (0) No documents

Participants (8)

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

JUSTgrants JUSTICE GRANTS SYSTEM

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

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

Assignments

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

Information

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

Participants (4)

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

Multiple Application Submitters

Step 5

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

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon labeled 'AC'. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, and Federal Forms. The main content area shows a 'Grant Package (00815034)' with a 'NEW' tag and a due date of 'June 30, 2026 3:47:00 PM EDT'. Below this, there is an 'Assignments' table with one entry: '1y Verify & Confirm (Initiate)' assigned to 'Serena Francesca'. A 'Recent documents (0)' section shows 'No documents'. A 'Participants (2)' section lists 'Serena Francesca Entity Administrator' and 'Amy Callaghan Application Submitter'. A pop-up window titled 'Edit application' is overlaid on the screen, asking 'Are you sure you want to edit this application?' and providing 'Cancel' and 'Submit' buttons. A green circle with the number '5' is positioned in the top right corner of the pop-up window.



Duplicate Application Submissions

Duplicate Application Submissions

Overview

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

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

The screenshot shows the JUSTgrants Justice Grants System interface. The main content area displays a 'Grant Package (00800611)' with a 'NEW' badge and a due date of February 21, 2029. A notification states 'The deadline was 11 months ago'. A modal titled 'Display duplicate cases' is open, showing a table of applications under opportunity O-BJA-2023-158046-QA. The table lists six applications, all created on September 18, 2023, with statuses ranging from 'Draft' to 'Resolved-Duplicate'. Below the table, there is a selection prompt for application A-334137, with options to 'Remove this application' or 'Continue with this application'. The interface includes a sidebar with navigation options like Home, Entity Profile, and Applications, and a right-hand panel with 'Recent documents' and 'Participants'.

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

Duplicate Application Submissions

Steps 1 – 2

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

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

The deadline was 11 months ago

Display duplicate cases
DUE IN 11 MONTHS AGO

Your Entity has submitted multiple applications under opportunity O-BJA-2023-158046-QA.
Review the potentially duplicate applications. Then select an option to either remove or continue with application A-334137 GRANT00800611.

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

Select an option for **A-334137 GRANT00800611** *

Remove this application Continue with this application

Cancel Save **Submit**

Recent documents (0)
No documents

Participants (2)

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

Information

OpportunityID: O_BJA_2023_158046_QA NOFO ID Funding Opportunity Title



Application Cancellation

Application Cancelation

Step 1

IMPORTANT!

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

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

The screenshot displays the JUSTgrants application interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The main content area shows a 'Grant Package (00815034)' in a 'PENDING-DRAFT' status, with a due date of June 30, 2026. The interface is divided into several sections: 'Standard Applicant Information', 'Funding Opportunity', 'CFDA Information', and 'Project Information'. On the right side, there is a sidebar with a list of application steps, including 'Standard Applicant Information', 'Confirm Authorized Representative', 'Verify Legal Name and Address', 'Proposal Abstract', 'Proposal Narrative', 'Budget and Associated Documentation', 'MOUs and Other Supportive Documents', 'Additional Application Components', 'Disclosure And Assurances', 'Other', and 'Certify and Submit'. A dropdown menu is open over the 'Standard Applicant Information' step, showing options: 'Refresh', 'Cancel Application', 'Print', and 'Close'. A green circle highlights the number '1' next to the 'Cancel Application' option. At the bottom of the page, there are 'Cancel', 'Save', and 'Continue' buttons.

Application Cancellation

Steps 2 – 3

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

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

Case Resolve Status
Resolved-Cancelled

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

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

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

Cancel Submit

Application Cancellation

Step 4

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

The screenshot shows the JUSTgrants interface with a confirmation pop-up window. The pop-up window is titled "Cancel Application" and contains the following text: "Warning: You are submitting a cancellation for your application. This action cannot be undone. Do you wish to continue?". There are two buttons: "No" and "Yes". The "Yes" button is highlighted with a green circle and the number "4". The background shows a "Grant Package (00815034)" in "PENDING-DRAFT" status, with a "Case Resolve Status" of "Resolved-Canceled" and a "Cancellation Reason" text box. The "Submit" button is visible at the bottom right of the page.



Application Recall

Application Recall

Step 1

IMPORTANT!

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

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

The screenshot displays the JUSTgrants interface for a submitted grant package. The main content area shows a table with the following data:

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

On the right side, the 'Actions' menu is open, and the 'Recall Application' option is highlighted. A green circle with the number '1' is placed over the 'Recall Application' option. The 'Participants' list on the right includes:

- SF Serena Francesca, Entity Administrator
- MK MD Kamal, AuthorizedRepresentative
- AC Amy Callaghan, Application Submitter

Application Recall

Steps 2 – 3

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

The screenshot shows the JUSTgrants interface with a 'Recall Application Confirmation' pop-up window. The pop-up window contains the following text:

Recall Application Confirmation

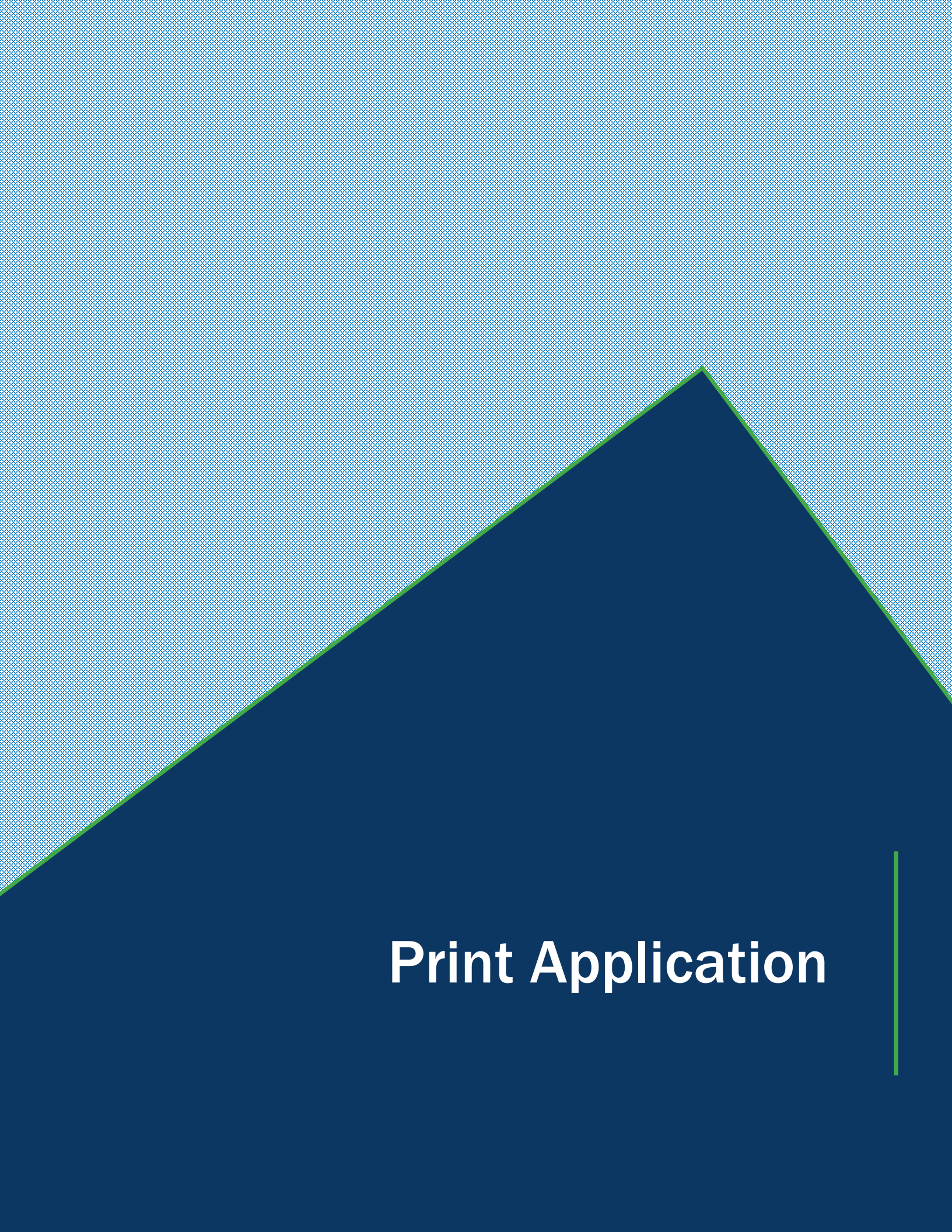
If you recall this application, it will change to "Pending-Draft" status. The application will then become editable and will need to be submitted before the deadline.

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

Reason *

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

At the bottom of the pop-up window, there are two buttons: 'Cancel' and 'Submit'. A green circle with the number '2' is placed over the 'Cancel' button, and a green circle with the number '3' is placed over the 'Submit' button.



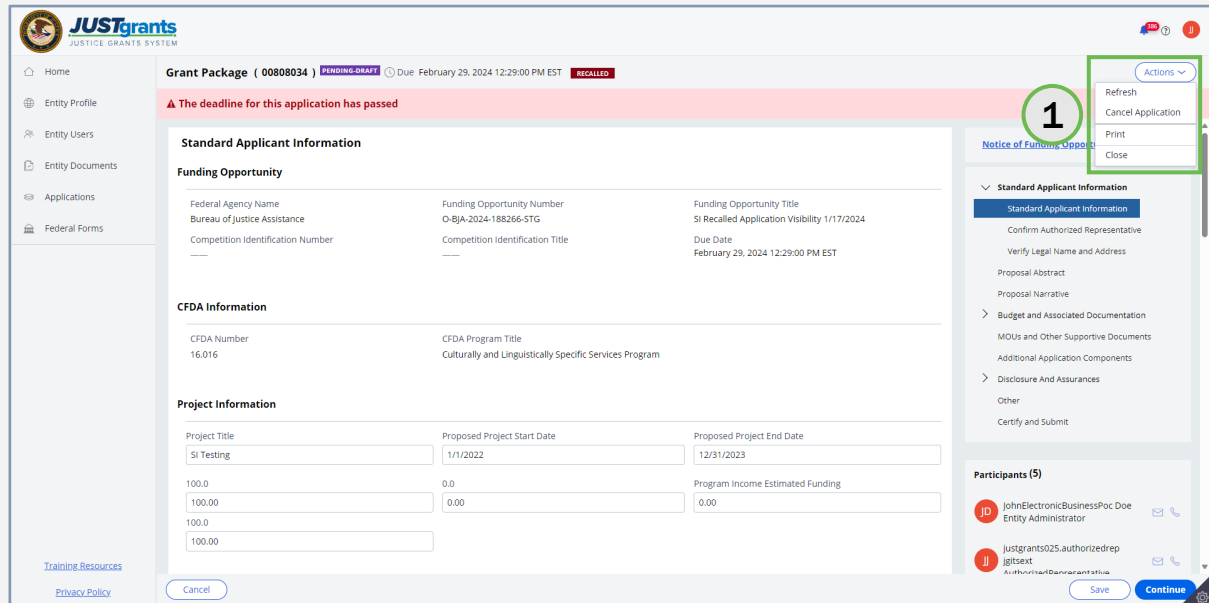
Print Application



Print Application

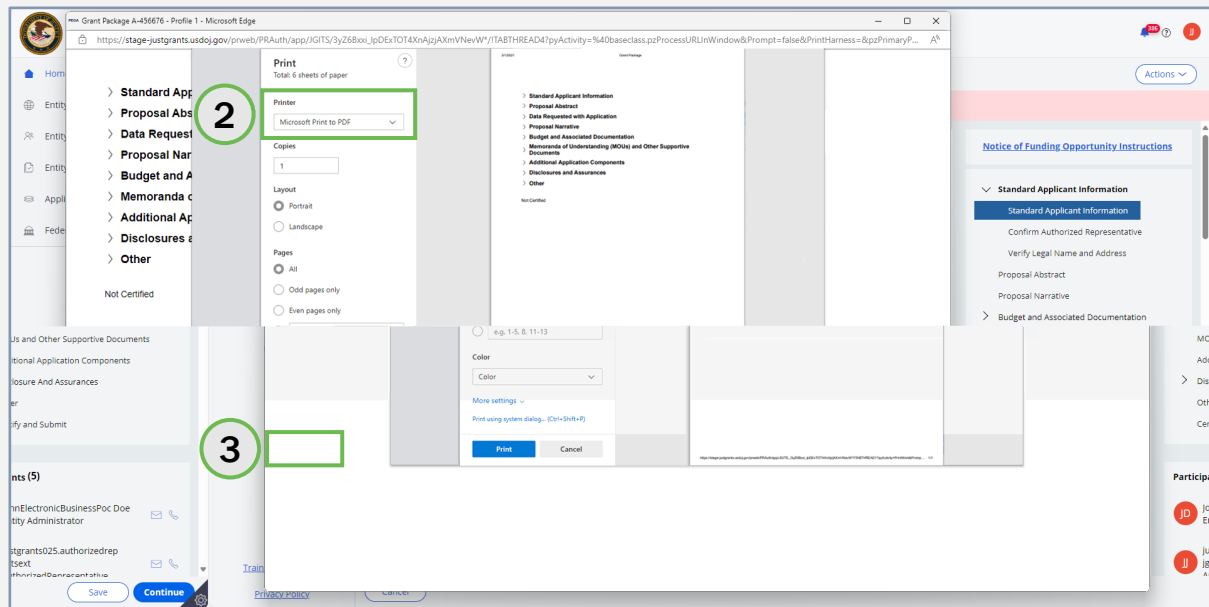
Steps 1 - 3

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

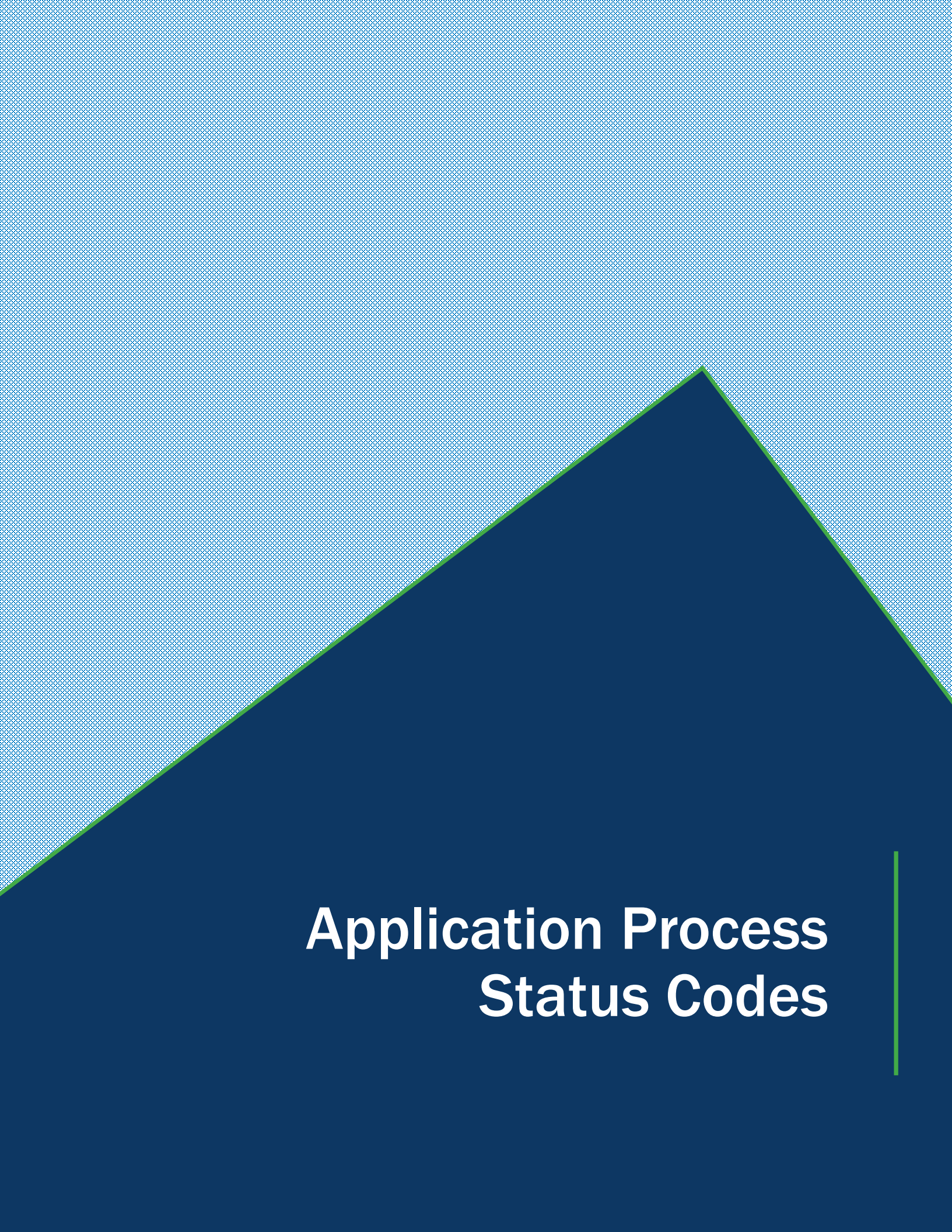


2) Select the printer from the dropdown menu.

3) Select **Print**.



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



Application Process Status Codes

Status Codes

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

Pending - New

Application has been assigned.

Pending - Draft

Application has been opened, and work has begun.

Submitted

Application has been submitted to DOJ for review.

Pending-Change Requested

Grant Manager has returned the application for additional changes.

Pending-Financial Change Requested

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

December 2024

Version 4.0



JUSTgrants
JUSTICE GRANTS SYSTEM