Award Acceptance in JustGrants For Department of Justice (DOJ) grants

Each Authorized Representative (Commissioner/person accepting award), ApplicationSubmitter, and OrgainzationAdministrator will receive an email notification to accept their award. So, there will be multiple eyes on this.

Log-in to the DOJ site where the JustGrants app is found:

JustGrants Resources | U.S. Department of Justice (usdoj.gov)

Enter Email Address and Password for your account. OFM will have set up your account and you would have received a notification with a temporary password. Let us know if you need help with that step.

DEPARTMENT JUSTICE
Sign In
Email Address
jadams-berger@bouldercounty.org
Remember me
Next
Need help signing in?
Email Address
jadams-berger@bouldercounty.org
Password
••••••
Remember me
Sign In

Next, request a verification code that will be sent to your device – this should also be set up for you in your profile - enter code once received

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SMS Authent	ication							
(+1 XXX-XXX	-8212)							
Haven't received an again, click Re-send	SMS? To try d code.							
Enter Code								
721038	Re-send code							
Do not challenge me on this device for the next 60 minutes								
Verify								

Once in, select the JustGrants App



Once in JustGrants, your screen should look something like this:

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🛆 Home	Welcome Jim Adams Berger										
Entity Profile											
😤 Entity Users	Alerts (3)										
Entity Documents	Important Information on Reporting and Closeouts 1/27/21 2:45 PM Notice for Performance Report Submissions 1/27/21 2:53 PM										
Search Applications											
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Monitoring	Monitoring										
🚊 Federal Forms	Federal Forms V My Worklist										
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	Case ID 🔤 Date Due 👼 Urgency Case Type 👼 Case Stat										
	No Data Equind										

The "Home" item – upper left – is also considered the "Worklist." Here you will find all pending awards. Select the relevant award:

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Entity Documents	∽ My Worklist				_			
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	 FAW-51088 		Accept / Decline Award Agreement					
Privacy Policy	 FAW-40128 		Accept / Decline Award Agreement					
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Active Funded Award	 FAW-40097 		Accept / Decline Award Agreement					
FA04-88128	 FAW-41085 		Accept / Decline Award Agreement					
Annual Programmatic Desk I	 FAW-33093 		Accept / Decline Award Agreement					
D-13054	 FAW-38086 	FNIV-3006 Accept / Dedite Avard Agreement						
Accept / Decline Award Agre Revolution	FAW-36088	-	Accept / Decline Award Agreement					
	 FAW-38085 	-	Accept / Decline Award Agreement					

Next, to accept the award, you need to open and accept the information for each tab of the Award Details page. Once updated, the notification column will read: "notification scheduled". It is also

important to review all of the award conditions at this stage, which should probably be done in collaboration with the relevant grant manager.

	Accept / Decline Award Ag	reement (15JOVW-29-GG-00	090-STOP) 📼				
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		Managing Office:	ovw	DUNE	00000026		
		Grant Award Admenistrator	Nikki Falato	7191	25000000		
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Finally, the Authorized Representative title, the contact information, and the day/date automatically populate the Acceptance tab. Once all acceptance boxes in each tab have been selected, click Accept to proceed. After accepting, the system will display a banner indicating that the award has been accepted.

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