



## FY 2021 COPS Office Programs

### Navigating Solicitation Surveys in JustGrants

Please refer to the following steps to help guide you through initiating, completing, modifying, and obtaining the status of solicitation surveys in the JustGrants system.

1. To **initiate** a survey, please click on the **survey title** to open.

**Data Requested with Application**

∨ Solicitation Specific/Survey Questions

Survey Name	Status	Last Updated	Last updated by	
<b>AHTF Solicitation FY2021</b>	Open	4/7/21 1:53 PM	justgrants025.applicationssubmitter jgitsext	Re-Open

2. When you have **completed** the survey, please click the **“Finish”** button on the lower right corner of the screen. The system will direct you to a review screen displaying your survey responses.

Grant Package (A-270225)  
**AHTF Solicitation FY2021** (C-181025) **OPEN** Actions ∨

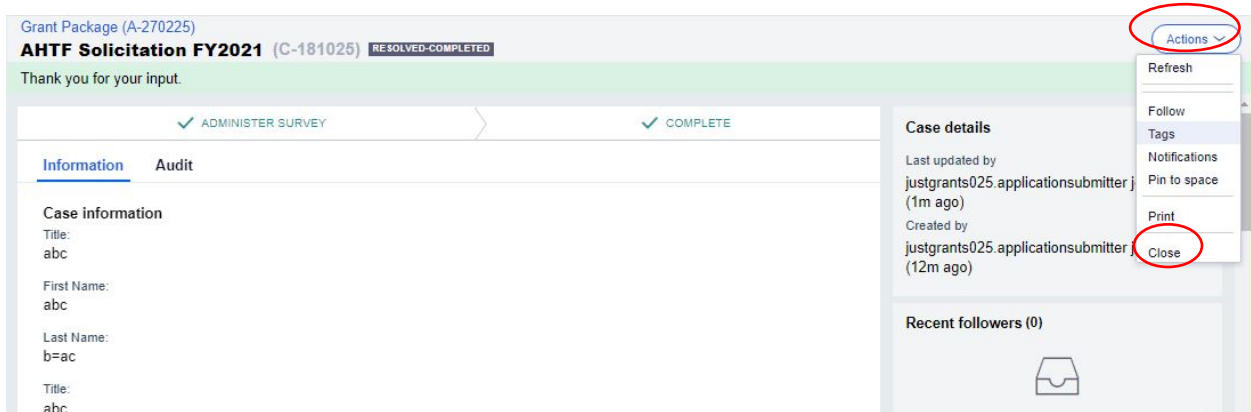
- ✓ 1. AGENCY ELIGIBILITY INFORMATION
- ✓ 2. GENERAL AGENCY INFORMATION
- ✓ 3. EXECUTIVE/CONTACT INFORMATION
- ✓ 4. LAW ENFORCEMENT AND COMMUNITY POLICING STRATEGY
- ✓ 5. NEED FOR FEDERAL ASSISTANCE
- ✓ 6. PREVIOUS AHTF AWARDS
- ✓ 7. 28 CFR PART 23 (CRIMINAL INTELLIGENCE)

**ACKNOWLEDGEMENT OF ELECTRONIC SIGNATURE**  
By checking the box below, the applicant indicates that he or she understands that the use of typed names in this application and the required forms, including the Assurances, Cert Lobbying Activities form, constitute electronic signatures and that the electronic signatures are the legal equivalent of handwritten signatures. I understand.

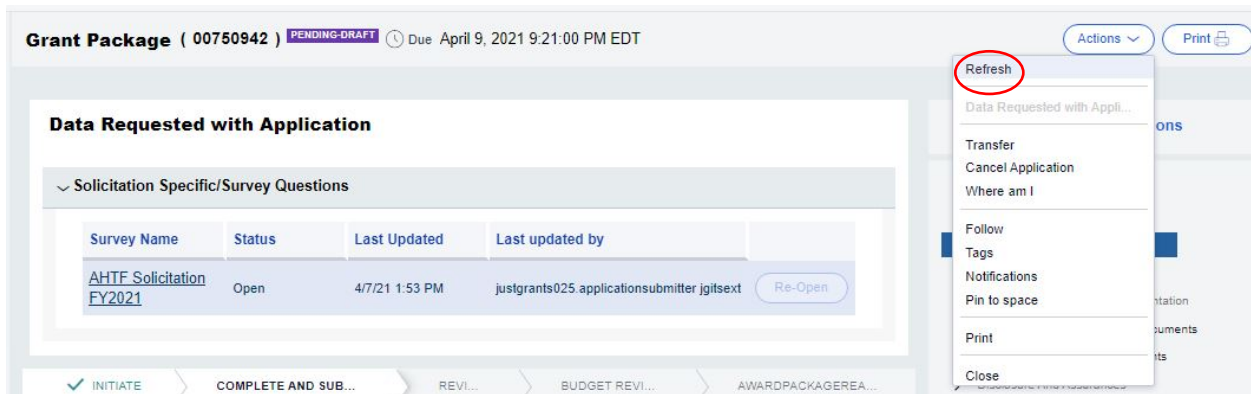
Back Save **Finish**

Please be advised: You may notice survey responses are not displayed properly in the survey response review screen. This is a known system bug, which is being corrected. Please be assured, your data is captured and saved in the JustGrants system.

- To go back to the **initial list of surveys**, go to the **“Actions”** menu at the top right hand of the screen and select **“Close”** to exit the survey review screen. The survey just completed will still display an **“Open”** status.



- To **confirm the completed status** of your survey, go back to the **“Actions”** menu and select **“Refresh.”** The status of your completed survey will change to **“Resolved-Completed.”**



- If you would like to **verify** the survey responses of a completed survey, you may click the **survey title** to reopen the selected survey to **view** your saved responses. If you would like to **change and/or update** the survey responses of a completed survey, you may click the **“Re-open”** option to **update** your saved responses.

**Grant Package ( 00750942 )** PENDING-DRAFT ⌚ Due April 9, 2021 9:21:00 PM EDT

### Data Requested with Application

∨ Solicitation Specific/Survey Questions

Survey Name	Status	Last Updated	Last updated by	
AHTF Solicitation FY2021	Resolved-Completed	4/7/21 1:56 PM	justgrants025.applicationssubmitter.jgitsext	<a href="#">Re-Open</a>

Remember, to **confirm the status** of a completed survey, you will need to click the **“Actions”** menu and **“Refresh.”**