

Award acceptance instructions:

Access the Grants Management System web site at <http://grants.ojp.usdoj.gov> and log on using your SCAAP user id and password. Locate the Application status block that contains your 2004 SCAAP application - you will see "View" and "Drawdown" links under the Action header located on the right side of this block. Click on "Drawdown." This will take you to an acceptance screen that displays your grant number, jurisdiction name, and award amount at the top. We recommend printing this screen for your records.

At the bottom of the screen, there is an "Accept" and "Decline" button. After you accept your award, you will be taken to a screen that confirms your acceptance. Applicants are now required to accept awards online within 45 calendar days of award notice, in accordance with the Office of Justice Programs (OJP) Financial Guide, Part II, Chapter 2, Acceptance Procedures requiring acceptance/drawdown of awards with 45 days of notice of award, and Part IV, Chapter 2, § 16.606 State Criminal Alien Assistance Program (SCAAP) requiring an "expeditious draw-down of payments."

Jurisdictions accepting SCAAP awards are not required to submit financial or progress reports to OJP. Additionally, awarded funds are not restricted and may be used by the jurisdiction for any purpose not prohibited by federal law. With your acceptance of SCAAP's terms, conditions, and award amount, OJP will initiate an electronic payment in that amount to your bank account of record, as verified through the on-line SCAAP registration process and in accordance with applicable E-Government rules and requirements.

If you have any technical, system-related questions or cannot locate your user id and password for GMS, please call the GMS Helpdesk at 1-888-549-9901 or email them at GMSHelp@ojp.usdoj.gov.

All issues related to the electronic transfer of funds or the bank account of record must be referred to the OC Customer Service Center by calling 800-458-0786 or emailing AskOC@ojp.usdoj.gov. Please allow 15 business days for the electronic payment process to be complete before contacting OC. Please have the grant and vendor numbers (noted on your GMS award acceptance screen) available when you call. If you email GMS or OC, please copy the program office so that we may assist with follow-up and assistance, at SCAAP@ojp.usdoj.gov.