

## Janna Benson-Caponera

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**From:** JBIHelpDesk <JBIHelpDesk@jbi-ltd.com>  
**Sent:** Tuesday, December 31, 2019 6:11 PM  
**To:** Janna Benson-Caponera  
**Subject:** FY 2019 SCAAP Award Drawdown Instructions!

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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# Justice Benefits, Inc.

Janna Benson-Caponera  
Grant Accounting and Reporting Manager  
Collin County, TX

**Great News! BJA has activated the drawdown link in the Grants Management System; therefore, you can now log in to the GMS and drawdown your award!**

**Award: \$277,219.00**

*Please send over printed pages to [jbihelpdesk@jbi-ltd.com](mailto:jbihelpdesk@jbi-ltd.com) after acceptance of award so we can confirm completion!*

## **FY 2019 SCAAP Award Acceptance and Drawdown Procedures**

### **STEP 1. Getting to the Grants Management System (GMS)**

1. Once online, you will need to type the following Internet address:

<https://grants.ojp.usdoj.gov>

### **STEP 2. Logging in to your GMS Account and Accepting your Award**

1. Enter the User ID and Password—These are the same as used during application process. (*Remember they are case sensitive*):

*NOTE: If you have forgotten your User ID and/or Password, you can call the GMS Hotline at 1-888-549-9901, Option 4, to receive them.*

**You are now logged into the Grants Management System Homepage!**

2. Locate FY 2019 SCAAP Application. Under the “Action” box (far right) is the link ‘Drawdown’. Click this link.
3. The next screen that appears is the Payment Acceptance Screen. You will find your jurisdiction’s award amount, as well as your Grant and Vendor Numbers in the heading of this screen. **PRINT** this page before doing anything else.
4. You must then select one or more uses for your award. Scroll through the list and click on your selection (hold “Ctrl” key down on keyboard to select more than one).
5. After making your “Use of Funds” selection, click in the check box located under the SCAAP Use of Funds List, certifying you understand these guidelines and requirements.
6. You can then click on the ‘Accept’ button at the bottom.
7. Once you have accepted your award, the next screen will appear confirming your drawdown acceptance as well as you should see your selection(s) for Use of Funds listed. **PRINT** this screen.
8. Please scan and email a copy of the two screens to:

[jbihelpdesk@jbi-ltd.com](mailto:jbihelpdesk@jbi-ltd.com)

You can also fax the pages to:

972-406-3763

You are all done! Thank you!