

# Atascosa County Cybersecurity and Infrastructure Resilience Initiative

## Application Assembly and Signature Guide

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Field	Entry
Grants.gov deadline	April 21, 2026 at 11:59 p.m. Eastern Time
JustGrants deadline	April 28, 2026 at 5:00 p.m. Eastern Time
NOFO	BJA FY25 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Formula (O-BJA-2025-172542)
Packet purpose	Operational guide showing what is included in this packet and what must still be completed on official federal forms or in web-based systems.

## **A. Documents Included in This Packet**

- Atascosa\_County\_JAG\_Proposal\_Narrative\_Submission\_Ready.docx
- Atascosa\_County\_JAG\_Budget\_Worksheet\_and\_Budget\_Narrative\_Submission\_Ready.docx
- Atascosa\_County\_JAG\_JustGrants\_Text\_Pack.docx
- This application assembly and signature guide

## B. Required Components the County Must Still Complete in Official Systems or Official Federal Forms

Component	Status	Where completed	Notes
SF-424 in Grants.gov	Required	Official web form / Grants.gov	Must be submitted before JustGrants package can be completed.
JustGrants Standard Applicant Information	Required	JustGrants web entry	Populate legal entity, UEI, address, ZIP codes affected, and authorized representative.
Proposal Abstract	Required	JustGrants web entry	Copy from the JustGrants Text Pack and adjust if needed.
Financial Management and System of Internal Controls Questionnaire	Required	JustGrants web questionnaire	Typically completed with finance / auditor input.
JAG Survey	Required	JustGrants web questionnaire	Complete inside JustGrants.
Chief Executive Certifications and Assurances	Required to access funds	Official DOJ/BJA certification form	Use the official form referenced in the NOFO; this packet does not replace it.
Disclosure of Duplication in Cost Items	Required	JustGrants web entry	Complete with final information.
DOJ Certified Standard Assurances	Required	JustGrants acceptance	Review and accept in system.
DOJ Certifications on lobbying / debarment / drug-free workplace / coordination	Required	JustGrants acceptance	Review and sign in system.
SF-LLL lobbying disclosure	If applicable	Official federal form	Only if the County paid or will pay a person to lobby in connection with this award.
MOU for disparate jurisdictions	If applicable	Official attachment	Only needed if the County is applying as the fiscal agent for a disparate group.
Indirect cost rate agreement	If applicable	Attachment	Only include if the County will claim an approved indirect cost rate.

### C. Recommended Owner / Review Workflow

Role	Primary responsibilities
County IT	Proposal narrative, technical accuracy, vendor quote consistency, project scope, project title, abstract review
County Auditor / Finance	Financial Management and Internal Controls Questionnaire, budget review, duplication disclosure, procurement/financial controls review
Chief Executive / County leadership	Official Certifications and Assurances by the Chief Executive of the Applicant Government, governing body notification, public comment documentation
Authorized Representative / Grants administrator	SF-424 submission, JustGrants certification and final submission, record retention of submission receipts

#### **D. Suggested Final Pre-Submission Checks**

- Confirm the County's SAM.gov registration and UEI are active through the anticipated submission period and award period.
- Verify current FY25 JAG eligibility and whether the County appears in any disparate-group allocation requiring an MOU before submission.
- Confirm that all quoted costs used in the budget remain valid or update the budget worksheet to match final approved pricing.
- Confirm whether the County will request any administrative or indirect costs. This draft currently requests none.
- Retain Grants.gov and JustGrants confirmation emails and any help desk ticket numbers in case technical issues occur.
- Ensure the proposal narrative attachment remains within the NOFO's formatting limits: double-spaced, 12-point font, 1-inch margins, numbered pages, and not more than 10 pages.

## E. Note on This Packet

This packet is designed to be submission-ready for the narrative and budget attachments, while recognizing that federal forms, certifications, and system questionnaires must still be completed in their official formats. **It is not a substitute for the Chief Executive Certification form, the SF-424, the JustGrants web forms, or any official DOJ disclosure that must be accepted or signed in the federal systems.**