

Closeout

Job Aid Reference Guide



JUSTgrants
JUSTICE GRANTS SYSTEM

September 15, 2020

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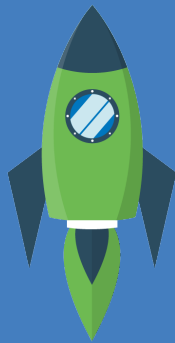
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This section provides Record Type Prefixes, JustGrants Terminology, and background on SAM.Gov and Grants.gov

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Welcome



Overview



Welcome to JustGrants!

JustGrants is the Department of Justice's (DOJ) new web-based, streamlined grants management software.

JustGrants provides applicants and grantees tremendous transparency and an improved user experience throughout the entire process of grants management. JustGrants offers applicants and grantees:

- Efficient processes that allow for tracking progress and entering data directly;
- Improved data accuracy and access to that data through data validation and reporting tools;
- Organizational profiles with increased visibility for applicant and grantee organizations into all their grants and applications across DOJ;
- Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and manual data entry; and
- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.



JustGrants is your tool for *all* grants management work.

Plus, this software is a living product that will evolve and improve over time. DOJ will continue to enhance the software's functionality and expand benefits for all users.

Overview (Continued)

This Job Aid Reference Guide will help you navigate the software as you move through JustGrants grants management functions, including:



- Feature overviews;
- Step-by-step instructions;
- Infographics;
- Glossary terms; and
- New feature summaries.

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants [Training & Resources page](#).



IMPORTANT

During the initial release of JustGrants, please be aware:

- The system **does not** “auto save” your work.
- You will see a warning message after 10 minutes of inactivity (per security requirements).
- You will be automatically logged out if you are inactive for 15 minutes (per security requirements).
- **Unsaved work will not be saved** at logout.



JustGrants Initial Release



JustGrants is brand-new system software. What you will be using is the *initial release*. Using this version, you will have everything you need to:

- Apply for funding;
- Accept or decline awards; and
- Manage awards.

JustGrants is a work in progress as the developers build out features and respond to user feedback. If you want to visualize this, think of JustGrants as a house you are building. You start with the basics: walls; roof; and a door. The building is livable.



Every so often, you add new features like an extra bathroom, a front porch, or a deck. After all major elements are in place, you can continue to personalize and modify to make it ideal. JustGrants is built similarly—access now with finishing touches as we go along using it.



Despite this continued development, the initial release of JustGrants is already a better experience than the previous software. JustGrants was developed specifically to improve upon the existing system software.

All aspects of grant management have been integrated into this new, single system, allowing you to enter information into an application, access it, accept your grant package, manage your funded award, and complete your Closeout activities.



Closeout

Closeout Overview



Here we are at the end of the grant process: **Closeout**. In order to complete a closeout, you must submit the final financial, performance, and other reports required under the grant within 90 days after the grant award expires or is terminated.

DOJ will review the materials to ensure compliance with the grant terms and conditions and to ensure you spent all the funds appropriately. The process can take several months if there are financial concerns, questions to reconcile, or any property involved.

Within JustGrants:

Closeouts are automatically generated one day after the grant end date or automatically if an award is declined.

Closeouts are automatically *submitted* when it is 91 days after the end date of the grant.



Please note:

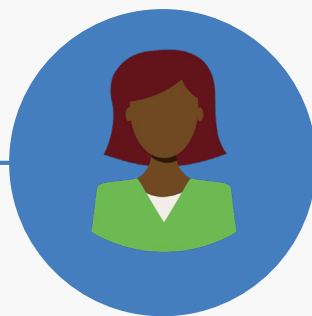
- You will be notified when the Closeout is generated and when it is due.
- You **must submit a final SF-425** to view the financial reconciliation.
- You will **forfeit final disbursement if not requested within 90 days of the award end date.**

Features and Responsibilities



JustGrants new features help you complete your Closeout requirements with information displayed on one screen. From there, you can navigate to the application; funding recommendation; and funded award tabs, including FFRs (SF-425), Performance Reports, and GAMs. Plus, internal and external users will see similar screens.

The Grant Award Administrator will lead your efforts in completing Closeout and they have several unique abilities:



The Grant Award Administrator will be able to:

- *Generate a Closeout early if needed*
- *Review the requirements*
- *Submit the performance report from the Closeout screen*
- *Add comments*
- *Add attachments*
- *Submit the Closeout package*
- *Review Closeout cases assigned specifically to them*
- *Reassign Closeouts to another user.*

Closeout: Step 1

Select Award

Welcome Lisa Hartman

Alerts (1)

WARNING: System Under Construction 8/19/20 2:27 PM

My Worklist **1**

9 results

Export List

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-1118	02/15/2020	200 Days Past Due	Performance Report		
PR-32	02/15/2020	200 Days Past Due	Performance Report		
PR-33	05/16/2020	109 Days Past Due	Performance Report		
PR-1119	08/15/2020	18 Days Past Due	Performance Report		
PR-1036	08/15/2020	18 Days Past Due	Performance Report		
PR-2128	10/29/2020	Due In 57 Days	Performance Report		
PR-34	11/08/2020	Due In 67 Days	Performance Report		
FAW-87088	11/30/2020	Due In 88 Days	Closeout	Pending-InitiateCloseout	
F-44114	—		Federal Financial Report		

My Worklist holds all awards specific to you.

This is the process for the Grant Award Administrator (GAA) to review and submit a Closeout. The GAA has the authority and ability to administer and manage a Closeout on behalf of an Entity.

From the JustGrants landing page, select the **My Worklist** link. All the awards that are ready for Closeout appear on this screen.

1) **Select** an award to begin.

Closeout: Step 2

Closeout Type

Closeout (15JOVW-20-GG-00197-STOP) **PENDING-INITIATECLOSEOUT**

Legal Name: _____

Doing Business As: JGII Test Org27 Doing Business As

Solicitation Title: OVW FY 2020 Transitional Housing Assistance Grants for Victims of :

Project Title: Organizational Readiness: Formula Template Solicitation Application Federal Award Amount \$450,000.00
1 Unpaid Balance: _____

Project Period: 7/31/19 - 8/31/20

Managing Office: OVW DUNS: 000000027

Grant Award Administrator: Lisa Hartman TIN: 270000000

FAW Case ID: FAW-87088

Closeout Initiate Review
DUE IN 2 MONTHS 27 DAYS FROM NOW

[DOJ Financial Guide](#)

Closeout Type

2

- Compliant
- Noncompliant
- Administrative Funding Adjustment
- Other

Requirements

Requirement	Status	Last Submission Date
Final Federal Financial Report	Complete	8/31/2020
Financial Reconciliation	Incomplete	
Final Performance Report	Resolved-Completed	8/31/2020

Case details

Last updated by
Virtual Assistant (1d ago)

Created by
Mainul Islam (1d ago)

Open assignments

- Closeout Initiate Review (Current)
Lisa Hartman
- Performance Report (PR-5015)
Resolved-Completed
Amy's Demo (C-38014) New
- Performance Report (PR-6009)
Resolved-Completed
Amy's Demo (C-39008) New
- Performance Report (PR-5013)
Resolved-Completed
Amy's Demo (C-38013) New
- Annual Programmatic Desk Review (APDR-52119)

Initiate your Closeout Review.

2) Click the drop-down menu to select the **Closeout Type**.

Closeout: Step 3 - 4

Requirements

The screenshot displays the 'Closeout' page for a grant with ID (15JOVW-20-GG-00197-STOP) in a 'PENDING-INITIATECLOSEOUT' state. The 'Doing Business As' is 'JGII Test Org27 Doing Business As'. The 'Requirements' section is highlighted with a green box and a circled '3'. It contains a table with the following data:

Requirement	Status	Last Submission Date
Final Federal Financial Report	Complete	8/31/2020
Financial Reconciliation	Incomplete	
Final Performance Report	Resolved-Completed	8/31/2020
Award Conditions	—	
Deliverables	—	

Below the requirements is a 'Comments' section, also highlighted with a green box and a circled '4', which includes a text input field and a 'Comments History' table with columns for 'Comment Date Time', 'Commented By', and 'Comments'. The right sidebar shows a list of items, including 'Performance Report (PR-5015)', 'Annual Programmatic Desk Review (APDR-52149)', and several 'Federal Financial Report' entries.

Note: The Financial Reconciliation screen displays financial information. To view, a final FFR must be submitted.

You can add comments as needed directly in JustGrants.

- 3) Scroll to the **Requirements** section and review, selecting any link within the screen to review details, as necessary. The submitted FFR is at the FFR link. The Final Performance Report is available at the respective tab. Award conditions are at the respective tab. Deliverables are listed in the Performance Management tab.
- 4) Select the **Comments** box to add any notes needed.

Closeout: Step 5 – 6

Submission

The screenshot displays the JUSTgrants interface for an Active Funded Award. The main content area is divided into two sections: Attachments and Funded Award. The Attachments section has an 'Upload' button highlighted with a green circle containing the number 5. The Funded Award section contains a table with columns for Award Package, Conditions, Award Details, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), Grant Award Modification (GAM), and Monitoring. Below the table is a 'Legacy Award Package' button and a list of expandable items: Award Letter, Award Information, Project Information, Financial Information, Award Conditions, and Acceptance and Electronic Signature Page. At the bottom of the main content area, there are buttons for 'Cancel', 'Withdraw Closeout', 'Save', and 'Submit'. The 'Submit' button is highlighted with a green circle containing the number 6. The right-hand sidebar shows a list of participants, including 'EXT Grant Award Administrator', 'M External 2 Organization Administrator', 'Financial Manager', 'EXT Authorized Representative AuthorizeRep', and 'Alternate Grant Award Administrator'. The top of the interface shows the 'Active Funded Award' status and a 'PENDING IMMEDIATE CLOSEOUT' label.

Attachments can be uploaded into JustGrants.

- 5) Scroll further down *Attachments*, select the **Upload** button to provide any needed attachments.
- 6) Select the **Submit** button to send your Closeout information to your respective DOJ office for review.

Appendix





Prefixes



Record Type Prefixes

The following case number prefixes are used in JustGrants.

CASE	CASE NUMBER PREFIX
Application	A-
ASAP Authorization	AA-
Annual Programmatic Review*	APDR-
Award Package	AW-
Funding Approval	FA-
Funded Award	FAW-
Funded Supplemental Award	FAWS-
Federal Financial Report	FFR-
Grant Award Modification	FFR-
Monitoring	M-
Performance Report	PR-
Solicitation Initiation	SI-
Solicitation Template	ST-
UFMS Obligation	UO-

*Desk Review



Terminology

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

A–C

Annual Programmatic Desk Review

The Annual Programmatic Desk Review (APDR) is conducted on all Funded Awards and consists of seven questions that grantees must answer. APDRs take place within the Funded Award in JustGrants.

Award Conditions

In the legacy system, this was referred to as “Special Conditions”.

Case ID

The Case ID is the unique identifier for every type of record in JustGrants. For example, the case ID for an application is the Application number. For a Funded Award, the Case ID is the Award Number. Each type of record has a Case ID.

Case Status

The status is the type of record that is displayed. The status list displayed is determined by the type of case associated with it.

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

C-G

Category

Documents uploaded to the Entity Documents repository are categorized as:

- Disclosure of Process Related to Executive Compensation
- Budget Financial Management Questionnaire
- Budget Indirect Cost Rate Agreement
- File
- Legacy Attachments
- Proof of 501 © Status (Nonprofit Organization Only)

Financial Manager

The Financial Manager is a grantee role responsible for submitting federal financial reports (FFRs), processing financial Grant Award Modifications (GAMs) , and initiating closeout.

Funded Award

A funded award is an award that has been approved for fund disbursement to a grantee and has been accepted by that grantee.

Grant Award Administrator

A grantee role that manages many aspects of the grant. This role allows a grantee to view and submit performance reports, initiate some Grant Award Modifications (GAMs), review and respond to monitoring issues as applicable, upload documents, and view award, application, and solicitation information.

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

G–R

Grant Award Modification (GAM)

A request for a modification to a key element to a funded award. Most GAMs can be initiated by a grantee but must be approved by DOJ personnel. GAMs can be created to extend the project period, updated the project scope, modify programmatic costs, reduce the budget amount, modify the budget, or modify the sole source.

Program Office

Within the Office of Justice Programs (OJP), there are several Program Offices:

- Bureau of Justice Assistance (BJA)
- Bureau of Justice Statistics (BJS)
- National Institute of Justice (NIJ)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office for Victims of Crime (OVC)
- Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)

Role Names

Roles determine the access a user is granted in the system. Users may be granted multiple roles in JustGrants, depending on the tasks they perform.

JustGrants Terminology

JustGrants arrival brings along some new words and phrases you will need to know.

S-U

Survey Repository

A library of questions, question pages, and question sets that make up questionnaires that are included in solicitations. The answers applicants make to the questions in these questionnaires provide the basis for performance reporting in funded awards.

UEI

Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government.

Urgency

The number of days until or since the due date of the case, whether it is an application, a grant package, an award, a federal financial report, a performance report, or other item in JustGrants.



SAM.Gov and Grants.Gov



What is SAM.gov? It is considered the Federal Government’s “source of truth” or “authoritative source” of information regarding entities.

Entities **must** register in SAM.gov in order to apply for funding on Grants.gov and **must** maintain active registration throughout the life of their federal award(s). Information added or updated in SAM.gov generally will appear in JustGrants the following day. Keep in mind:

All Entity-level data is managed in SAM.gov. JustGrants pulls its Entity information directly from SAM.gov to ensure consistency and integrity.

1

Updates to Entity information occur in SAM.gov. JustGrants performs daily automated SAM.gov checks to collect current Entity information.

2

All Entity information is registered in SAM.gov and needs to be updated there by the Entity Administrator rather than through a grant modification.

3

If an Entity’s SAM.gov registration is not active or has expired, its award can be delayed/suspended until the registration is active.

4

Grants.gov



Grants.gov is a location for grant seekers to find and apply for federal funding opportunities and is home to information on more than 1,000 grant programs. The program also vets grant applications for federal grant-making agencies like DOJ.

Grants.gov provides a central website where federal agencies can post discretionary funding opportunities that grantees can easily find and apply to.

Grants.gov was established in 2002 and is managed by the U.S. Department of Health and Human Services. Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget (OMB).

Key Benefits

- 1 Helps the grant community learn about available opportunities.
- 2 Facilitates interaction with the Federal Government.
- 3 Simplifies grant application, saving money, time, and hassle.
- 4 Makes researching and finding federal grants easier.
- 5 Makes electronic grant application processing easier.
- 6 Provides a secure, reliable source to apply for federal grants.



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