



Closeout

Job Aid Reference Guide

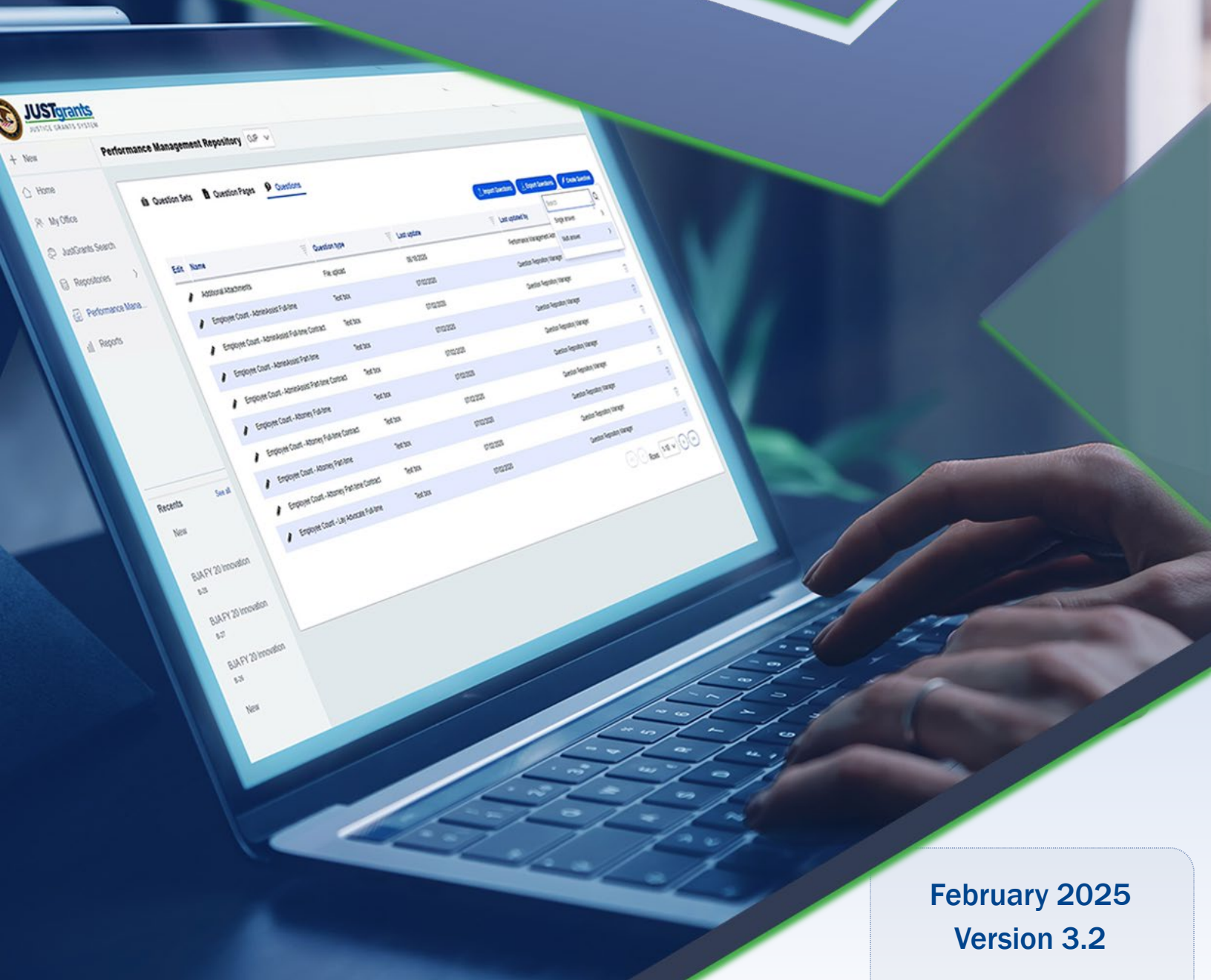


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Introduction



How to Use this Guide

This Job Aid Reference Guide (JARG) helps users navigate the JustGrants Grant Award Administrator (GAA) role within the award Closeout. All training resources can be accessed on the JustGrants Training Training & Resources page.

Linked Content

This JARG utilizes a chapter linked Table of Contents. In addition, a link has been included on each page to help the user quickly return to the Table of Contents.



Select the **Home** icon.

Home



Closeout Overview



Closeout

Closeout occurs at the end of the grant process. To complete a closeout, the GAA must submit the final **Federal Financial Report (FFR)** and **Performance Reports (PRs)**. The financial reconciliation must verify that all award conditions comply with the terms and conditions of the award and that all award deliverables are attached. The **Closeout** must be submitted within **120 days** after the grant award expires or is terminated.

If the award has an **in-progress** Grant Award Modification (GAM), it must be resolved before award closeout can be submitted. In-progress GAMs appear as one of the closeout requirements. See the [Award Closeout \(Pending Grant Award Modification\)](#) section for additional information on resolving in-progress GAMs.

NOTE: Notification occurs when the closeout is generated and when it is due. The **Final SF-425** must be submitted to view the financial reconciliation.

120 days after the project period end date, drawdowns will not be available until the financial reconciliation period during closeout review.

Closeout (cont.)

The Department of Justice (DOJ) will review the materials to ensure compliance with the grant terms and conditions and ensure all funds are spent appropriately. The process may generate requests for additional documentation or justifications until the DOJ Finance Office confirms full compliance and closes the award. Within JustGrants:

- **Closeouts are automatically generated** one day after the grant end date or automatically if the award is declined.
- **Closeouts are automatically submitted to DOJ** 121 days after the grant end date if the GAA fails to do so within the allotted 120 days.

Features and Responsibilities



JustGrants features help the user complete the Closeout requirements with information displayed on one screen. From there, the user can navigate to the application, funding recommendations, and funded award tabs including FFRs (SF-425), PRs, and GAMs. DOJ staff and grantees access similar screens.

The GAA leads the Closeout completion efforts and has several unique abilities:

- Generate a Closeout prior to the end date of the award, if needed;
- Review the requirements;
- Submit the FFR from the Closeout screen;
- Add comments;
- Add attachments;
- Submit the Closeout package;
- Review specifically assigned Closeout cases.

Closeout Notifications

JustGrants Closeout notifications are programmed messages or alerts sent via email to inform the user of upcoming deadlines, status updates, and other closeout events.



Closeout notifications are sent via email when:

- A closeout is past the due date (121 days after project period end date);
- The award moves to resolved-closed status (award is closed);
- Action needs to be taken for closeout three (3) days before the due date;
- A closeout is due in ten (10) days;
- A closeout is initiated/created;
- A closeout is declined;
- A closeout is change requested.



Award Closeout

Award Closeout Key Points

The Award Closeout is the process for the 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.

There are six (6) closeout types available:

- **Administrative Funding Adjustments** are used when funds are moved from one entity to another for completion of the proposed project. This type of closeout is only performed by DOJ staff.
- **Compliant** is used when all final documents are completed (final PR, final FFR, compliance with all award conditions, and financial reconciliation).
- **Declined** is only used by the DOJ staff if an award is declined. This type is visible but not editable by recipients. The declined closeout type will automatically display if the Authorized Representative (AR) declines the award.
- **Noncompliant** is used when closeout requirements are not completed within 120 calendar days after the end of the grant.
- **Other** is viewable by all recipients; however, it should not be used. **Other** should only be used by DOJ staff.
- **State Criminal Alien Assistance Program (SCAAP)** is specific to a particular type of award. This type of closeout should not be selected by recipients.

Award Closeout

Step 1

Select Award

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

1) Select the **Case ID** for an award to begin.

NOTE: Entity Administrator (EA) identification is displayed on the landing page. Hover over the EA name and receive the following message: “**Contact your Entity Administrator to update roles and manage user assignments to Applications and Awards.**”

The screenshot displays the JustGrants Justice Grants System interface. The top navigation bar includes the JustGrants logo and a welcome message: "Welcome justgrants026.grantawardadmin jgitsext". The user's role is identified as "Entity Administrator: JohnElectronicBusinessPoc Doe".

The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms.

The main content area shows the "My Worklist" section, which is highlighted with a green box. It displays 1615 results in a table. A green circle with the number "1" is placed over the "Alerts (0)" section, indicating the first step in the process.

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
FAW-324341	10/27/2024	Closeout	15PBJA-23-GG-03244-AWAX	AZ-GRANT-MY.TEST.Solicitation	OJP-BJA	Submitted
FAW-307522	10/29/2024	Closeout	15PBJA-23-GK-00004-AWAX	190036 Testing	OJP-BJA	Submitted
FAW-348028	10/29/2024	Closeout	15JCOPS-24-AG-01167-LEMH	CB BF COPS Test	COPS	Submitted
AW-309806	---	Award Package				Submitted
AW-309609	---	Award Package				Submitted
AW-309594	---	Award Package				Submitted

At the bottom of the page, there are links for "Training Resources" and "Privacy Policy".

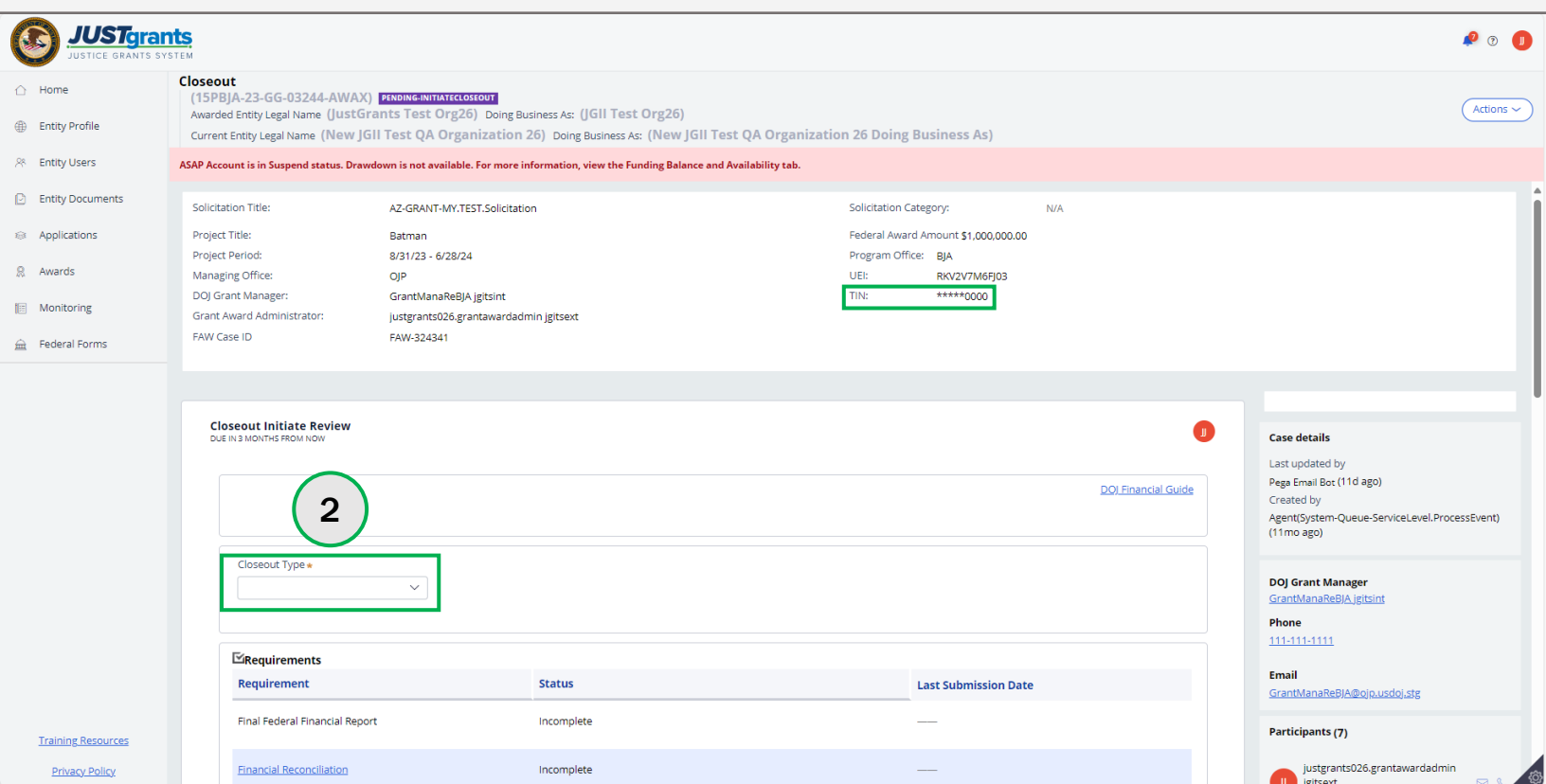
Award Closeout

Step 2

Closeout Type

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

NOTE: As added security, the Tax Identifier Number (TIN) number has been hidden except for the last four digits.



JUSTgrants
JUSTICE GRANTS SYSTEM

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Closeout
(15PBJA-23-GG-03244-AWAX) **PENDING-INITIATECLOSEOUT**
Awarded Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)
Current Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title: AZ-GRANT-MY.TEST.Solicitation
Solicitation Category: N/A
Project Title: Batman
Federal Award Amount \$1,000,000.00
Project Period: 8/31/23 - 6/28/24
Program Officer: BJA
Managing Office: OJP
UEI: RKV2V7M6FJ03
DOJ Grant Manager: GrantManaReBJA.jgitsint
TIN: *****0000
Grant Award Administrator: justgrants026.grantawardadmin.jgitsint
FAW Case ID: FAW-324341

Closeout Initiate Review
DUE IN 3 MONTHS FROM NOW

2

Closeout Type

☒ Requirements

Requirement	Status	Last Submission Date
Final Federal Financial Report	Incomplete	---
Financial Reconciliation	Incomplete	---

Case details
Last updated by
Pega Email Bot (11d ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(11mo ago)

DOJ Grant Manager
GrantManaReBJA.jgitsint
Phone
111-111-1111
Email
GrantManaReBJA@ojp.usdoj.stg

Participants (7)
justgrants026.grantawardadmin
jgitsint

Award Closeout

Steps 3 – 4

Review Requirements

- 3) Navigate to the **Requirements** section. Select any link on the screen to review details, as necessary. View the final FFR by opening the **Final Federal Financial Report** link. The final PR and all award deliverables are visible in the award's **Performance Management** section. The award conditions are visible in the award's **Award Conditions** section.
- 4) Select the **Comments** box to add notes.

NOTE: The Financial Reconciliation screen displays financial information. A final FFR must be submitted for viewing access.

The screenshot displays the JUSTgrants Award Closeout interface. The main content area shows the 'Closeout' section for a specific award. The 'Requirements' table is highlighted with a green box, showing the status of various requirements. The 'Comments' input field is highlighted with a red box, indicating where to add notes.

Requirement	Status	Last Submission Date
Final Federal Financial Report	Complete	3/20/2022
Financial Reconciliation	Incomplete	—
Final Performance Report	Incomplete	—
Award Conditions	—	—
Deliverables	—	—

The 'Comments' section is currently empty, with a text input field and a 'Comments History' table below it.

Award Closeout

Steps 5 – 6

Submit Closeout

- 5) Select **Upload** to attach files to the award for review during the **Closeout** process.
- 6) Select **Submit** to send the **Closeout** information to the DOJ office for review.

NOTE: Financial managers can only edit final FFRs up to the award due date. To adjust the final FFR after the due date, contact the Office of the Chief Financial Officer (OCFO) helpdesk at Ask.OCFO@usdoj.gov to make any edits.

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JUSTICE GRANTS SYSTEM

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Closeout
Closeout
Grant Award Modification

Closeout
(15JOVW-22-GG-01850-STOP) **PENDING-INITIATECLOSEOUT**
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

Attachments
Upload
The recommended files to upload are PDF, Microsoft Word, Excel, Access and Email Message.

Funded Award
Award Package
Award Conditions
Award Details
Award Attachments
Performance Management
Funding Balance and Availability
Federal Financial Report (FFR)
Grant Award Modification (GAM)

Performance Reporting
Report Number
Type of Report
Reporting Period
Due Date of Report
Status
PR-356802
Final
Oct 1, 2021 to Mar 24, 2022
Jul 22, 2022
Pending-Review

Award Deliverables
Name
Category
Comment
Uploaded By
Date
Status
No attachments
Add Attachment

Cancel Save **Submit**



Award Closeout (Pending Grant Award Modification)

Award Closeout (Pending GAM)

Overview

Closeout requirements prevent a user from moving a **Closeout** forward if there is an active pending **Grant Award Modification (GAM)** on the **Funded Award (FAW)**.

If there is a pending GAM on the FAW, the FAW **Requirements** section will include a **Grant Award Modification** row. A warning triangle is displayed, and the status of the GAM row will read as **Incomplete**. When the user hovers over the warning triangle, the GAM **Case ID** and **Status** are displayed.

The following statuses **are considered pending**, and will prevent submission of Closeout:

- Pending-Approval;
- Pending-ChangeRequest;
- Pending-Resubmitted-BCGAM.

If there are no pending GAMs on the FAW, then the GAM row **will not** be visible in the FAW Requirements section.

The following statuses **are not considered pending**, and will allow submission of the Closeout:

- Resolved-Completed;
- Resolved-Deleted;
- Resolved-Denied;
- Resolved-Incomplete;
- Resolved-Withdrawn;
- Pending-UFMS.

Award Closeout (Pending GAM)

Steps 1 – 2

Closeout Type

- 1) Open the drop-down menu to select the **Closeout Type**.
- 2) Hover over the **Grant Award Modification** warning triangle to display the GAM's **Case ID** and **Status**.

Closeout
(15PSMA-24-GG-00319-AWAX) **PENDING-INITIATECLOSEOUT**
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Closeout Initiate Review
DUE IN 18 DAYS FROM NOW

1

Closeout Type *
Compliant

2

Requirement	Status	Last Submission Date
Final Federal Financial Report	Incomplete	--
Financial Reconciliation	Incomplete	--
Final Performance Report	Incomplete	--
Grant Award Modification	Incomplete	--
Award Conditions	Status	--
Deliverables	Status	--

Case ID **Status**
GAM-220120 Pending Approval

Comments

Case details
Last updated by
Queue processor(jpsStandardProcessor.ResaveWorkObjec
(3mo ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(3mo ago)

DOJ Grant Manager
[GrantManaReSMART.jgtsint](#)
Phone
123-123-1231
Email
[GrantManaReSMART@ojp.usdoj.stg](#)

Participants (7)

- justgrants025.grantawardadmin
jgtsint
Grant Award Administrator
- JohnElectronicBusinessPoc Doe
jgtsint
Entity Administrator
- GrantManaReSMART.jgtsint
GrantManager
- justgrants025.multipieroles
jgtsint
Financial Manager
- justgrants025.authorizedrep
jgtsint
Authorize Representative

[View all](#)

Award Closeout (Pending GAM)

Step 3

Submission
Error

- 3) The **Submit** button is now active. Selecting **Submit** will cause an **error** and the following error message will be displayed related to the the Closeout Case: **“Close Out: Error: Please ensure all outstanding GAMs are resolved prior to submitting closeout.”**

The screenshot displays the JUSTgrants interface for a 'Funded Award'. The 'Award Package' tab is active, showing a list of items: Award Letter, Award Information, Project Information, Financial Information, Award Conditions, and Award Acceptance. The 'Submit' button is highlighted with a green circle and the number 3. A green arrow points from the 'Submit' button to a red error message box that reads: 'Close Out: Error: Please ensure all outstanding GAMs are resolved prior to submitting closeout.'

Closeout
(15PSMA-24-GG-00319-AWAX) **PENDING INITIATE CLOSEOUT**
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Close Out: Error: Please ensure all outstanding GAMs are resolved prior to submitting closeout.

Solicitation Title:	FY24 Formula Template (New Redesign)	Solicitation Category:	N/A
Project Title:	Ash Test Data	Federal Award Amount:	\$1,307.93
Project Period:	1/1/23 - 3/30/24	Program Office:	SMART
Managing Office:	OJP	UEI:	QPN9Y8JGZ9PZ
DOJ Grant Manager:	GrantManReSMART.jgitsint	TIN:	*****0000
Grant Award Administrator:	justgrants025.grantawardedmin.jgitsint		
FAW Case ID	FAW-341030		

Closeout Initiate Review
DUE IN 18 DAYS FROM NOW

Case details
Last updated by



Initiating Closeout Prior to End Date



Initiating Closeout Prior to End Date

Step 1

Select Award

This is the process used by the GAA to initiate a **Closeout** prior to the award's end date.

1) Select **Awards** from the **JustGrants** landing page.

JUSTgrants
JUSTICE GRANTS SYSTEM

Welcome Carlos Gastelum

Entity Administrator: Alak Dutta

Alerts (2)

My Worklist

1292 results

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
PR-229859	07/30/2024	Performance Report	15JOVW-24-RR-01810-STOP	FY24FormulaNewDesign	OVW	New
PR-229009	07/30/2024	Performance Report	15JOVW-24-AG-01538-STOP	Alak' test data	OVW	New
PR-228869	10/30/2024	Performance Report	15PSMA-24-GG-01780-AWAX	FY24 Adam Walsh Act	OJP-SMART	New
PR-228344	10/30/2024	Performance Report	15JOVW-24-GG-01794-STOP	Mush Test Data OVW	OVW	New
PR-228216	10/30/2024	Performance Report	15PSMA-24-GG-01792-AWAX	Mush Test Data OJP	OJP-SMART	New
PR-134184	06/26/2024	Performance Report	15PBJA-21-GG-00446-AWAX	BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - State Solicitation	OJP-BJA	Pending-ChangeRequest
PR-134125	06/25/2024	Performance Report	15PBJA-21-GG-00446-AWAX	BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - State Solicitation	OJP-BJA	Pending-ChangeRequest
PR-227164	10/30/2024	Performance Report	15PSMA-24-GG-01766-AWAX	Test data for Mush	OJP-SMART	New

Training Resources




Privacy Policy

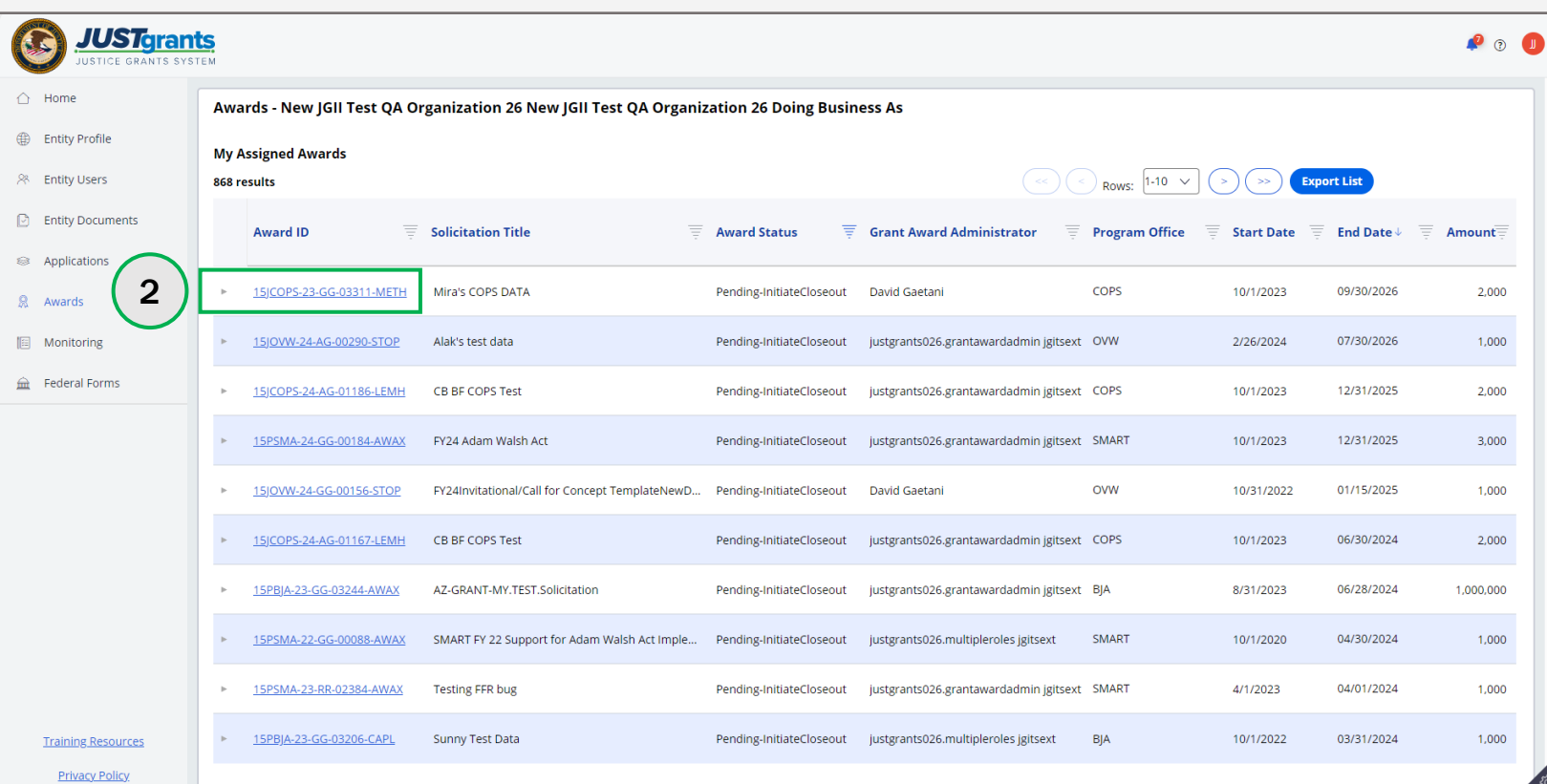
Initiating Closeout Prior to End Date

Step 2

Select Award ID

2) Select the **Award ID** to initiate closeout.

NOTE: Filter a column by selecting the **down arrow**  or sort up or down by selecting the column heading and utilizing the **arrow**   direction.



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Awards - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As

My Assigned Awards
868 results

Export List

Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
15JCOPS-23-GG-03311-METH	Mira's COPS DATA	Pending-InitiateCloseout	David Gaetani	COPS	10/1/2023	09/30/2026	2,000
15JCOWW-24-AG-00290-STOP	Alak's test data	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	OVW	2/26/2024	07/30/2026	1,000
15JCOPS-24-AG-01186-LEMH	CB BF COPS Test	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	10/1/2023	12/31/2025	2,000
15PSMA-24-GG-00184-AWAX	FY24 Adam Walsh Act	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	SMART	10/1/2023	12/31/2025	3,000
15JCOWW-24-GG-00156-STOP	FY24Invitational/Call for Concept TemplateNewD...	Pending-InitiateCloseout	David Gaetani	OVW	10/31/2022	01/15/2025	1,000
15JCOPS-24-AG-01167-LEMH	CB BF COPS Test	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	10/1/2023	06/30/2024	2,000
15PBIA-23-GG-03244-AWAX	AZ-GRANT-MY.TEST.Solicitation	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	BJA	8/31/2023	06/28/2024	1,000,000
15PSMA-22-GG-00088-AWAX	SMART FY 22 Support for Adam Walsh Act Imple...	Pending-InitiateCloseout	justgrants026.multipleroles jgitsext	SMART	10/1/2020	04/30/2024	1,000
15PSMA-23-RR-02384-AWAX	Testing FFR bug	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	SMART	4/1/2023	04/01/2024	1,000
15PBIA-23-GG-03206-CAPL	Sunny Test Data	Pending-InitiateCloseout	justgrants026.multipleroles jgitsext	BJA	10/1/2022	03/31/2024	1,000

Initiating Closeout Prior to End Date

Step 3

Select Begin

3) Select **Begin** on the corresponding to the **Programmatic** line.

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Active Funded Award' and shows details for award (15)COPS-24-GG-01110-METH, which is in a 'PENDING-ACTIVE' status. A red banner indicates that the ASAP Account is in Suspend status, and drawdown is not available. Below this, a table lists award details such as Solicitation Title, Project Title, Project Period, Managing Office, DOJ Grant Manager, Grant Award Administrator, and FAW Case ID. The 'Assignments' table is visible, showing tasks assigned to the user 'justgrants026.grantawardadmin.jgitstxt'. The 'Task' column lists 'Programmatic (Active)', 'Performance Report (PR-421347)', 'Performance Report (PR-419871)', and 'Federal Financial Report (FFR-708792)'. The 'Assigned to' column shows the user's name. The '3' in the 'Assigned to' column is circled in green, and the 'Begin' button next to it is highlighted with a green box. The right sidebar contains 'Case details' and 'Participants (7)'.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms

Active Funded Award
(15)COPS-24-GG-01110-METH **PENDING-ACTIVE**
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)
Current Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY24 COPS Template New Design	Solicitation Category:	N/A
Project Title:	Alak's test data	Federal Award Amount	\$2,000.00
Project Period:	5/31/24 - 12/31/26	UEI:	RKV2V7M6FJ03
Managing Office:	COPS	COPS ORI:	---
DOJ Grant Manager:	GrantManaReCOPS.jgitstxt	TIN:	*****0000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitstxt		
FAW Case ID	FAW-346997		

Assignments

Task	Assigned to
zy Programmatic (Active)	Funded Awards
Performance Report (PR-421347)	
Complete Performance Measure Survey	justgrants026.grantawardadmin.jgitstxt Begin
Performance Report (PR-419871)	
Complete Performance Measure Survey	justgrants026.grantawardadmin.jgitstxt Begin
Federal Financial Report (FFR-708792)	
Repair flow configuration	Work queue record for Broken Processes (aka problem flows) Begin

Case details
Last updated by Queue processor(GenerateQuarterlyFFRProcessor) (2h ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (1mo ago)
DOJ Grant Manager
GrantManaReCOPS.jgitstxt
Phone
111-111-9999
Email
GrantManaReCOPS@ojp.doj.stg
Participants (7)

Training Resources Privacy Policy

Initiating Closeout Prior to End Date

Steps 4 – 5

Select Closeout

- 4) Select the **Closeout** link.
- 5) Select **Closeout Award**. The award moves from **Pending-Active** status to **Pending-Initiate Closeout**. The GAA can follow the steps in the [Award Closeout](#) section of this document to complete the award closeout process.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms

Active Funded Award
(15)COPS-24-GG-01110-METH **PENDING-ACTIVE**
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)
Current Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY24 COPS Template New Design	Solicitation Category:	N/A
Project Title:	Alak's test data	Federal Award Amount	\$2,000.00
Project Period:	5/31/24 - 12/31/26	UEI:	RKV2V7M6FJ03
Managing Office:	COPS	COPS ORI:	---
DOJ Grant Manager:	GrantManaReCOPS.jgtsint	TIN:	*****0000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsext		
FAW Case ID	FAW-346997		

Award Information
DUE IN 2 YEARS 5 MONTHS FROM NOW

Award Package Award Conditions Award Details Award Attachments Performance Management Funding Balance and Availability Federal Financial Report (FFR) Grant Award Modification (GAM) **Closeout**

Award closeout has not yet been initiated.

Closeout Award

Case details
Last updated by Queue processor(GenerateQuarterlyFFRProcessor) (2h ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (1mo ago)

DOJ Grant Manager
GrantManaReCOPS.jgtsint
Phone 111-111-9999
Email GrantManaReCOPS@ojp.doj.stg

Participants (7)

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✓ FUNDED AWARD INITIAL SETUP ACTIVE INITIATE CLOSEOUT PROGRAMMATIC CLOSEOUT FINANCIAL CLOSEOUT UFMS HANDOFF



Initiating Grant Award Modification (GAM) During the Closeout Process

Initiating GAM During the Closeout Process Overview

The JustGrants system has certain technical configurations that determine if and how a GAA could initiate a GAM during the award closeout period.

The GAA cannot initiate a **Project Period Extension (PPE) GAM less than 30 days prior to the project period end date** or when the award is in **any Closeout** status. The GAA must coordinate with their Grant Manager to initiate a PPE GAM or change request the closeout to the GAA.

The GAA can still initiate **Financial** (Budget Modifications or Sole Source Approvals) or **Programmatic** GAMs (Scope Changes and Programmatic Costs) when the award is in **Pending-Initiate Closeout** or **Pending-Change Request Closeout** status.

The GAA cannot initiate the financial or programmatic GAMs when the award is in **Pending-Programmatic Closeout** or **Pending-Financial Closeout** status. The GAA must coordinate with their Grant Manager to request the award be change requested back or to initiate a GAM on their behalf for an award in these statuses.

Neither internal nor external users can initiate any GAMs once an award reaches **Resolved-Closed** status.

Initiating GAM During the Closeout Process

Step 1

Select Award

The GAA can initiate a **Financial** or **Programmatic** GAM when the FAW is in **Pending-Initiate Closeout** or **Pending-Change Request Closeout** status.

- 1) Select the **Award ID** for an award to begin.

The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards (highlighted), Monitoring, and Federal Forms. The main content area is titled 'Awards - New JustGrants Test Stage Org26 New JGII Test Stage Org26'. Below this is a section for 'My Assigned Awards' showing '814 results'. A table lists awards with columns: Award ID, Solicitation Title, Award Status, Grant Award Administrator, Program Office, Start Date, End Date, and Amount. The first row is highlighted with a green box. A red circle with the number '1' is positioned next to the 'Award ID' column header.

Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
15JQVW-24-AG-00290-STOP	SMART FY 20 Support for Adam Walsh Act Imple...	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	OVW	2/26/2024	07/30/2026	1,000
15PSMA-24-GG-00184-AWAX	SMART FY 20 Support for Adam Walsh Act Imple...	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	SMART	10/1/2023	12/31/2025	3,000
15JCOPS-23-GK-03219-METH	Annual-calendar vc	Pending-InitiateCloseout	David Gaetani	COPS	7/1/2023	01/31/2024	100,000
15JCOPS-23-GK-03218-METH	Annual-calendar vc	Pending-InitiateCloseout	David Gaetani	COPS	7/1/2023	01/31/2024	100,000
15PBIA-23-GK-01669-COAP	Annual-calendar vc	Pending-InitiateCloseout	justgrants026.multipieroles jgitsext	BJA	1/15/2023	12/15/2023	57
15JCOPS-23-GG-03302-METH	Annual-calendar vc	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	1/1/2023	12/31/2023	1,000
15JQVW-23-GG-03301-STOP	test PR	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	OVW	1/1/2023	12/31/2023	1,000
15JCOPS-23-GG-03281-METH	Dunya.yilmazer Mar_-2_2021	Pending-InitiateCloseout	JohnElectronicBusinessPoc Doe	COPS	1/1/2023	12/31/2023	1,000
15JCOPS-23-GG-03271-METH		Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	1/1/2023	12/31/2023	900
15JCOPS-22-GG-03324-METH		Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	1/1/2023	12/31/2023	2,000

Initiating GAM During the Closeout Process

Step 2

Select Begin

2) Select the **Begin** link to open the award for closeout.

JUSTgrants
JUSTICE GRANTS SYSTEM

Closeout
(15PBJA-23-GG-03244-AWAX) **PENDING-INITIATECLOSEOUT**
Awarded Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)
Current Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	AZ-GRANT-MY.TEST.Solicitation	Solicitation Category:	N/A
Project Title:	Batman	Federal Award Amount	\$1,000,000.00
Project Period:	8/31/23 - 6/28/24	Program Office:	BJA
Managing Office:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	GrantManaReBJA.jgitsint	TIN:	*****0000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsext		
FAW Case ID	FAW-324341		

Assignments

Task	Assigned to	Action
3mo Closeout Initiate Review (Initiate Closeout)	justgrants026.grantawardadmin.jgitsext	2 Begin
Performance Report (PR-417822)	justgrants026.grantawardadmin.jgitsext	Begin
Complete Performance Measure Survey	justgrants026.grantawardadmin.jgitsext	Begin
Performance Report (PR-414287)	justgrants026.grantawardadmin.jgitsext	Begin
Complete Performance Measure Survey	justgrants026.grantawardadmin.jgitsext	Begin
Performance Report (PR-410859)	justgrants026.grantawardadmin.jgitsext	Begin
Complete Performance Measure Survey	justgrants026.grantawardadmin.jgitsext	Begin
Performance Report (PR-410071)	justgrants026.grantawardadmin.jgitsext	Begin
Complete Performance Measure Survey	justgrants026.grantawardadmin.jgitsext	Begin

Case details
Last updated by
Pega Email Bot (11d ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(11mo ago)

DOJ Grant Manager
GrantManaReBJA.jgitsint
Phone
111-111-1111
Email
GrantManaReBJA@ojp.usdoj.stg

Participants (7)
justgrants026.grantawardadmin.jgitsext

Initiating GAM During the Closeout Process

Step 3

Scroll to Funded Award Section

3) On the **Closeout** page, scroll to the **Funded Award** section.

The screenshot displays the JUSTgrants interface. On the left is a navigation menu with links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Closeout' and shows details for a grant with ID (15PBJA-23-GG-03244-AWAX) in a 'PENDING-INITIATECLOSEOUT' status. A red banner indicates the 'ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.' Below this, a table lists grant details: Solicitation Title (AZ-GRANT-MY.TEST.Solicitation), Project Title (Batman), Project Period (8/31/23 - 6/28/24), Managing Office (OJP), DOJ Grant Manager (GrantManaReBJA.jgitsint), Grant Award Administrator (justgrants026.grantawardadmin.jgitstxt), FAW Case ID (FAW-324341), Solicitation Category (N/A), Federal Award Amount (\$1,000,000.00), Program Office (BJA), UEI (RKV2V7M6FJ03), and TIN (*****0000). A green box highlights the 'Closeout Initiate Review' section, which includes a 'Closeout Type' dropdown and a table of requirements. The requirements table has columns for Requirement, Status, and Last Submission Date. Two requirements are listed: 'Final Federal Financial Report' and 'Financial Reconciliation', both with a status of 'Incomplete'. A red circle with the number '3' is placed over the 'Closeout Initiate Review' section. On the right side of the page, there are sections for 'Case details' (last updated by Pega Email Bot, created by Agent/System-Queue-ServiceLevel.ProcessEvent), 'DOJ Grant Manager' (GrantManaReBJA.jgitsint), 'Phone' (111-111-1111), 'Email' (GrantManaReBJA@ojp.usdoj.stg), and 'Participants (7)' (justgrants026.grantawardadmin.jgitstxt).

Closeout
(15PBJA-23-GG-03244-AWAX) **PENDING-INITIATECLOSEOUT**
Awarded Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)
Current Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	AZ-GRANT-MY.TEST.Solicitation	Solicitation Category:	N/A
Project Title:	Batman	Federal Award Amount	\$1,000,000.00
Project Period:	8/31/23 - 6/28/24	Program Office:	BJA
Managing Office:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	GrantManaReBJA.jgitsint	TIN:	*****0000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitstxt		
FAW Case ID	FAW-324341		

Closeout Initiate Review
DUE IN 3 MONTHS FROM NOW

Closeout Type

Requirement	Status	Last Submission Date
Final Federal Financial Report	Incomplete	---
Financial Reconciliation	Incomplete	---

Case details
Last updated by
Pega Email Bot (11d ago)
Created by
Agent/System-Queue-ServiceLevel.ProcessEvent (11mo ago)

DOJ Grant Manager
[GrantManaReBJA.jgitsint](#)
Phone
[111-111-1111](#)
Email
[GrantManaReBJA@ojp.usdoj.stg](#)

Participants (7)
[justgrants026.grantawardadmin.jgitstxt](#)

Initiating GAM During the Closeout Process

Step 4

Select GAM Tab

- 4) Select the **Grant Award Modification** tab from the **Funded Award** section.

The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Closeout' and shows details for award package (15PSMA-24-GG-00184-AWAX) and awarded entity (New JustGrants Test Stage Org26). A red banner indicates the account is in suspend status. The 'Funded Award' section contains a tabbed interface with the following tabs: Award Package, Award Conditions, Award Details, Award Attachments, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), and Grant Award Modification (GAM). The 'Grant Award Modification (GAM)' tab is highlighted with a green box and a green circle containing the number 4. Below the tabs, the 'GAM Selection' section includes a 'Type of Award Change' dropdown menu and a 'Create New GAM' button. Further down, there are two sections: 'In Progress GAMs' and 'Completed GAMs', each with a table of GAM details. The 'In Progress GAMs' table has columns for GAM ID, Status, Type of Award Change, Award Change Subtype, Originated by, and Last Modified Date. The 'Completed GAMs' table has the same columns. Both tables show 'No Items'.

Initiating GAM During the Closeout Process

Step 5

Select Type of Award Change

- 5) Select either **Financial** or **Programmatic** from the **Type of Award Change** selection menu.

The screenshot shows the JUSTgrants interface for the 'Closeout' process. The header includes the JUSTgrants logo and navigation links. The main content area is titled 'Closeout' and shows the award details for '15PSMA-24-GG-00184-AWAX'. A red banner indicates 'ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.' The 'Funded Award' section is active, and the 'Grant Award Modification (GAM)' tab is selected. The 'GAM Selection' dropdown menu is open, showing options: 'Select', 'Financial', 'Project Period Extension', and 'Programmatic'. A green box highlights the dropdown, and a green circle with the number '5' is next to it. Below the dropdown, there are two tables: 'In Progress GAMs' and 'Completed GAMs'. Both tables have columns for GAM ID, Status, Type of Award Change, Award Change Subtype, Originated by, and Last Modified Date. The 'In Progress GAMs' table is currently empty, and the 'Completed GAMs' table also shows no items.

Closeout
(15PSMA-24-GG-00184-AWAX) **PENDING-INITIATECLOSEOUT**
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Funded Award

GAM Selection

Type of Award Change
Select
Financial
Project Period Extension
Programmatic

In Progress GAMs

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
No Items					

Completed GAMs

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
No Items					

Initiating GAM During the Closeout Process

Project Period Extension (PPE) Error

Select Type of
Award Change

An error displays if the GAA selects the **Project Period Extension** option from the **Type of Award Change** selection menu. A GAA cannot initiate a PPE GAM within 30 days of the project period end date. At that time, only the **Grant Manager** can initiate a PPE GAM.

The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled "Closeout" and shows details for a specific award: (15J0VW-22-GG-02950-STOP) with a status of "PENDING-CHANGEREQUESTCLOSEOUT". Below this, a red error banner states: "ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab." The "Funded Award" section contains a "GAM Selection" form where "Type of Award Change" is set to "Project Period Extension". A "Create New GAM" button is visible. A green-bordered box highlights a red error message: "A project period extension grant award modification (GAM) can be created by only a DOJ grant manager within thirty days of the project period end date. Please contact your DOJ Grant Manager." Below this, the "In Progress GAMs" section shows a table with columns: GAM ID, Status, Type of Award Change, Award Change Subtype, Originated by, and Last Modified Date. The table is currently empty, displaying "No Items".

Initiating GAM During the Closeout Process

Step 6

Select Type of
Award Subtype

- 6) Select the **Award Subtype** from the **Award Change Subtype** selection menu.

The screenshot shows the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and a sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Closeout' and displays the 'Award Change Subtype' dropdown menu. The dropdown menu is open, showing options: Select, Budget Clearance, Budget Modification, Budget Reduction, Direct Deobligation, and Sole Source Approval. A green circle with the number 6 highlights the dropdown menu. The interface also shows a 'Funded Award' section with tabs for Award Package, Award Conditions, Award Details, Award Attachments, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), and Grant Award Modification (GAM). The 'GAM Selection' section includes a 'Type of Award Change' dropdown menu set to 'Financial' and a 'Create New GAM' button. Below this, there are sections for 'In Progress GAMs' and 'Completed GAMs', each with a table of GAM details. The 'In Progress GAMs' table has columns for GAM ID, Status, Type of Award Change, Award Change Subtype, Originated by, and Last Modified Date. The 'Completed GAMs' table has the same columns. The 'In Progress GAMs' table shows one item with GAM ID FAW-335434. The 'Completed GAMs' table shows one item with GAM ID FAW-335434. A red banner at the top of the main content area states: 'ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.'

Initiating GAM During the Closeout Process

Step 7

Select Create
New GAM

7) Select Create New GAM.

JUSTgrants
JUSTICE GRANTS SYSTEM

Closeout
(15PSMA-24-GG-00184-AWAX) **PENDING-INITIATECLOSEOUT**
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Funded Award

Award Package Award Conditions Award Details Award Attachments Performance Management Funding Balance and Availability Federal Financial Report (FFR) **Grant Award Modification (GAM)**

GAM Selection

Type of Award Change: Financial
Award Change Subtype: Sole Source Approval

Create New GAM

7

In Progress GAMs FAW-335434

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
No Items					

Completed GAMs FAW-335434

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
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Initiating GAM During the Closeout Process

Step 8

Complete New
GAM

- 8) Complete the fields in the GAM. The displayed fields reflect the information required for the type of GAM selected. The example displays the fields in a Budget Modification GAM.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms

Grant Award Modification GAM-218570
(15PSMA-24-GG-00184-AWAX) **NEW**
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Project Budget Summary

Categories	Approved Budget	Requested Changes	Revised Budget
Personnel	\$600.00	---	\$ 600.00
FringeBenefits	\$600.00	---	\$ 600.00
Travel	\$600.00	---	\$ 600.00
Equipment	\$600.00	---	\$ 600.00
Supplies	\$600.00	---	\$ 600.00
Construction	\$600.00	---	\$ 600.00
Subawards (subgrants)	\$600.00	---	\$ 600.00
Procurement Contracts	\$600.00	---	\$ 600.00
Other Costs	\$600.00	---	\$ 600.00
Total Direct Costs	\$5,400.00	---	\$5,400.00
Indirect Costs	\$1,600.00	---	\$ 1,600.00
Total Project Costs	\$7,000.00	100.00%	\$7,000.00
Total Project Cost Breakdown			
Federal Funds	\$3,000.00	\$0.00	\$3,000.00 42.86%

Training Resources
Privacy Policy

Initiating GAM During the Closeout Process

Steps 9 – 10

Add Justification
and Upload
Documents

- 9) Enter justification for the GAM in the **Justification** text field.
- 10) Select **Upload Doc** to attach any necessary documents to support the GAM.

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows the 'Grant Award Modification' (GAM-218570) page. The 'Justification' text field is highlighted with a green box and a red circle with the number 9. Below the justification field, the 'Budget/Financial Documentation' section is visible, with the 'Upload Doc' button highlighted by a red circle and the number 10. The page also shows the 'Awarded Entity Legal Name' and 'Current Entity Legal Name' fields.

Initiating GAM During the Closeout Process

Step 11

Upload Documents

- 11) Either drag and drop or choose **Select File(s)** to upload needed documents.

The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Grant Award Modification GAM-218570 (15PSMA-24-GG-00184-AWAX)'. Below the title, it shows 'Awarded Entity Legal Name (New JustGrants Test Stage Org26)' and 'Doing Business As: (New JGII Test Stage Org26)'. A 'Justification' text area is visible. An 'Attach file(s)' dialog box is open in the center, featuring a dashed box for dragging files, a paperclip icon, and the text 'Drag and drop files here'. Below this, it says 'OR' and provides a 'Select file(s)' button. At the bottom of the dialog are 'Cancel' and 'Attach' buttons. A large green circle with the number '11' is overlaid on the dialog. In the background, under 'Budget/Financial Documentation', there is a section for 'Budget Worksheet and Budget Narrative (attachment)' with an 'Upload Doc' button and a message stating 'No documents have been uploaded for Budget Worksheet and Budget Narrative (attachment)'. Below this, there are expandable sections for 'Pre-agreement Costs (also known as Pre-award Costs)' and 'Indirect Cost Rate Agreement (if applicable)'.

Initiating GAM During the Closeout Process

Steps 12 – 13

Upload Documents

12) Rename the document if needed. The category for the uploaded document corresponds to the category in the GAM. To remove the uploaded document, select the trash can icon.

13) Select **Attach**.

The screenshot shows the JUSTgrants system interface. The main header includes the JUSTgrants logo and navigation links. The left sidebar contains a list of navigation items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area displays the 'Grant Award Modification' page for GAM-218570. A modal dialog box titled 'Attach file(s)' is open, showing a file upload area with a paperclip icon and the text 'Drag and drop files here'. Below this, there is a table with columns 'Name', 'File', and 'Category'. The table contains one row with the values 'Links', 'Links.docx', and 'Budget Worksheet and Budget Narrative (attachment)'. A green box highlights the table. A green circle with the number 12 is positioned over the 'Name' column. A green circle with the number 13 is positioned over the 'Attach' button in the bottom right corner of the dialog box.

Initiating GAM During the Closeout Process

Step 14

Submit GAM

14) Select **Submit** to send the GAM to DOJ for review.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms

Grant Award Modification GAM-218570
(15PSMA-24-GG-00184-AWAX) **NEW**
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Budget Worksheet and Budget Narrative (attachment)

Name	Category	Created by	Date Added
Links.docx	Budget Worksheet and Budget Narrative (attachment)	justgrants026.grantawardadmin jgitsext	03/25/2024

[Upload Doc](#)

- > Pre-agreement Costs (also known as Pre-award Costs)
- > Indirect Cost Rate Agreement (if applicable)
- > Consultant Rate
- > Limitation on Employee Compensation; Waiver
- > Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)
- > Additional Attachments

> Grants Management Comments

[Cancel](#) [Delete GAM](#) [Save](#) [Submit](#)

14

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF GAM FULFILLMENT

Initiating GAM During the Closeout Process

Steps 15 – 16

Close GAM

- 15) A message displays which reads, “Thank you! The next step in this case has been routed appropriately.”
- 16) Select **Close** from the **Actions** menu to close the GAM and return to My Assigned Awards.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms

Grant Award Modification GAM-218571
(15JOVW-22-GG-02950-STOP) **PENDING-APPROVAL**
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Thank you! The next step in this case has been routed appropriately.

15

16

Actions ▾
Refresh
No Actions
Print
Close

Case details
Last updated by justgrants026.grantawardadmin jgitsext (1m ago)
Created by justgrants026.grantawardadmin jgitsext (1m ago)

Participants (0)
No Items

Training Resources
Privacy Policy

https://stage-justgrants.usdoj.gov/prweb/PRAuth/app/JGITS/_3yZ68xoiJpDExTOT4XnAjjAXmVNeW*/ITABTHREAD2?pyActivity=FinishAssignment&pzFromFrame=pyWorkPage&pzPrimaryPageName=pyWorkPage&pzTransactionId=255352baedcb3357339b59889c500168&pzHarnessID=HID00B4753707A3E1EEE0B7B12AFD19A1F#

February 2025
Version 3.2



JUSTgrants
JUSTICE GRANTS SYSTEM