Closeout
Job Aid Reference Guide

January 2023
Version 2.0
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How to Use this Guide

This Job Aid Reference Guide (JARG) will help users navigate the JustGrants Grant Award Administrator role within the Award Closeout and is part of the training resource library accessible on the JustGrants 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 located at the bottom left corner of the page.
Overview

JustGrants is the Department of Justice’s (DOJ) 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 allow for tracking progress and entering data directly

• Improved data accuracy and access to 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

• Integration with SAM.gov and Grants.gov to maintain consistent entity information and 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 continues to enhance the software’s functionality and expand benefits for all users.
Overview (Continued)

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

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

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

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.
Closeout Overview
Closeout is the end of the grant process. To complete a closeout, the Grant Award Administrator must submit the final federal financial and performance reports, the financial reconciliation, and must verify that all award conditions comply with the terms and conditions of the award, and all award deliverables are attached. The Closeout must be submitted within 120 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 award is declined.
- **Closeouts are automatically submitted** 121 days after the end date of the grant.

**NOTE:**
- Notification occurs when the closeout is generated and when it is due.
- **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.
Features and Responsibilities

JustGrants features help you complete your **Closeout** requirements with information displayed on one screen. From there, navigate to the application; funding recommendation; and funded award tabs, including FFRs (SF-425), Performance Reports, and GAMs. Also, DOJ staff and grantees see similar screens.

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

**The Grant Award Administrator is able to:**

- Generate a Closeout prior to end date of award if needed
- Review the requirements
- Submit the federal financial report from the **Closeout** screen
- Add comments
- Add attachments
- Submit the Closeout package
- Review Closeout cases assigned specifically to them
Award Closeout

Step 1

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 the Case ID for an award to begin.
Award Closeout

Step 2

1. Click the drop-down menu to select the Closeout Type.
3) Scroll to the **Requirements** section and review, selecting any link within the screen to review details, as necessary. The final Federal Financial Report can be viewed by opening the **Final Federal Financial Report** link. The Final Performance Report and all award deliverables are available to view in the **Performance Management** section of the award. Award conditions are found in the **Award Conditions** section of the award.

4) Select the **Comments** box to add any notes needed.

**NOTE:** The Financial Reconciliation screen displays financial information. To view, a final FFR must be submitted.
5) Select the **Upload** button to attach files to the award for review during the Closeout process.

6) Select the **Submit** button 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 OCFO helpdesk at [Ask.OCFO@usdoj.gov](mailto:Ask.OCFO@usdoj.gov) to make the edits.
Initiating a Closeout Prior to End Date
Initiating a Closeout Prior to End Date

Step 1

This is the process for the Grant Award Administrator (GAA) to Initiate a Closeout prior to the end date of the award.

1) From the JustGrants landing page, select the Awards link.
2) Select the **Award ID** for the Award to initiate closeout.

**NOTE:** Each column can be filtered by selecting the **down arrow**, or sorted by selecting the **small arrow** corresponding to the column.
3) Select **Begin** corresponding to the **Programmatic** line.
4) Select the Closeout tab.

5) Select the **Closeout Award** button. The award moves from PENDING-ACTIVE status to PENDING-INITIATECLOSEOUT status, and the **Grant Award Administrator** can follow the steps indicated on slides 10-13 to complete the award closeout process.
Appendix
Prefixes
# Record-Type Prefixes

The following case number prefixes are used in JustGrants.

<table>
<thead>
<tr>
<th>CASE</th>
<th>CASE NUMBER PREFIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>A-</td>
</tr>
<tr>
<td>ASAP Authorization</td>
<td>AA-</td>
</tr>
<tr>
<td>Annual Programmatic Review*</td>
<td>APDR-</td>
</tr>
<tr>
<td>Award Package</td>
<td>AW-</td>
</tr>
<tr>
<td>Funding Approval</td>
<td>FA-</td>
</tr>
<tr>
<td>Funded Award</td>
<td>FAW-</td>
</tr>
<tr>
<td>Funded Supplemental Award</td>
<td>FAWS-</td>
</tr>
<tr>
<td>Federal Financial Report</td>
<td>FFR-</td>
</tr>
<tr>
<td>Grant Award Modification</td>
<td>GAM-</td>
</tr>
<tr>
<td>Monitoring</td>
<td>M-</td>
</tr>
<tr>
<td>Performance Report</td>
<td>PR-</td>
</tr>
<tr>
<td>Solicitation Initiation</td>
<td>SI-</td>
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<tr>
<td>Solicitation Template</td>
<td>ST-</td>
</tr>
<tr>
<td>UFMS Obligation</td>
<td>UO-</td>
</tr>
</tbody>
</table>
Terminology
JustGrants Terminology (A – C)

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

**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.
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.
JustGrants Terminology (G)

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.

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.
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
SAM.gov

SAM.gov 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 within 1 to 5 days. Keep in mind:

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

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

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

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

**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.