

# OFFICE OF JUSTICE PROGRAMS (OJP) GRANTEE ACTION DATES FOR SYSTEM TRANSITION

The Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP), and the Office on Violence Against Women (OVW) are transitioning to new grants and payment management systems in October 2020. The use of legacy systems, including the Grants Management System (GMS), NexGen, and the Grants Payment Request System (GPRS), will be discontinued on September 22, 2020. Data for all current active awards from GMS and NexGen will be migrated to JustGrants. This will include all open, active awards and any awards that have not yet reached final closure. During the migration period between September 23 and October 14, grantees will not be able to take any action in legacy systems or the new JustGrants system. All award management activities will take place in JustGrants starting October 15, 2020.

**In the weeks leading up to the October 15 transition, there are a number of actions current OJP award recipients will need to take. Key dates for these actions are below:**

## **Grant Adjustment Notices (GAN)**

Grantees must submit all GANs to OJP in GMS no later than 8/24/2020. This includes any GAN that is in a change requested status. For GANs still in a change request status on 8/31/2020, the GAN will be denied and the grantee will need to resubmit in JustGrants starting 10/15/2020.

## **Award Acceptance**

Grantees can accept their FY 2020 awards in GMS through 9/22/2020. Between 9/23/2020 and 10/14/2020, OJP will not be able to process award acceptances. Starting 10/15/2020, awards will be accepted through JustGrants.

## **Federal Financial Reports: Quarterly and Final**

**Quarterly Federal Financial Reports (FFRs) – Regular (Period ending 6/30/2020):** FFRs for the period ending 6/30/2020 are due no later than 7/30/2020 and are not impacted by this transition. A withholding of funds will be applied after 7/30/2020 for any report that has not been submitted. The hold will remain in place until submission.



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**Quarterly Federal Financial Reports (FFRs) – Regular (Period ending 9/30/2020):** FFRs for the period ending 9/30/2020 will be due in JustGrants no later than 11/30/2020. The due date has been extended 30 days to accommodate the transition to JustGrants. Grantees can submit FFRs in JustGrants starting on 10/15/2020. A withholding of funds will be applied after 11/30/2020 for any report that has not been submitted. The hold will remain in place until submission.

**Federal Financial Reports (FFRs) – Final:** Final FFRs are typically due 90 days after the award end date as part of the closeout process. OJP will grant extensions on the closeout process, including the submission of final reports, depending on the award end date to ensure adequate time to learn the new JustGrants system. See the “Award Closeout” section below for additional information.

<b>FEDERAL FINANCIAL REPORTS: QUARTERLY</b>						
<b>Reporting Period</b>	<b>Due By Date</b>	<b>Reporting in GMS</b>	<b>Reporting in JustGrants</b>	<b>Due Date Extended</b>	<b>Delinquent After</b>	<b>Delinquent Reports</b>
<b>Quarterly</b>						
April 1– June 30	7/30/2020	Through 9/22/2020	10/15/2020 and after	N/A	7/30/2020	Withholding will be applied after 7/30/2020
July 1– September 30	10/30/2020	N/A	10/15/2020 and after	11/30/2020	11/30/2020	Withholding will be applied after 11/30/2020

**Progress Reporting and Performance Measure Reporting: Semi-Annual, Annual, and Final**

**Semi-Annual Progress Reports:** Semi-annual progress reports for the period ending 6/30/2020 will be due in GMS by 7/30/2020 and are not impacted by this transition. A withholding of funds will be applied starting 7/31/2020 for any report that has not been submitted. The hold will remain in place until submission. Any progress reports left in a change request status as of 9/22/2020 will need to be resubmitted in JustGrants after 10/15/2020.

**Annual Progress Reports (Fiscal, Calendar):** Annual progress reports due December 2020 and beyond are not impacted by this transition and will be submitted in JustGrants.

**Final Progress Reports:** Final progress reports are due 90 days after the award end date as part of the closeout process. OJP will grant extensions on the closeout process, including the submission of final reports, depending on the award end date to ensure adequate time to learn the new JustGrants system. See the “Award Closeout” section below for additional information.

**Performance Measure Tool (PMT), Trafficking Management Information System (TIMS), and BJA’s Training and Technical Assistance Reporting Portal (TTARP) Reporting:** Submissions for the period ending 6/30/2020 are due in PMT, TIMS, and TTARP by 7/30/2020 and are not impacted by this transition.

More details on performance reporting for the periods ending 9/30/2020 and beyond will be made available soon on the [JustGrants website](#). This includes subrecipient reporting and training on how to submit performance data in JustGrants through the new Performance Management Report.

<b>PROGRESS AND PERFORMANCE MEASURES REPORTING</b>						
<b>Reporting Period</b>	<b>Due By Date</b>	<b>Reporting in GMS/PMT</b>	<b>Reporting in JustGrants</b>	<b>Due Date Extended</b>	<b>Delinquent After</b>	<b>Delinquent Reports</b>
<b>Semi-Annual Progress Reports</b>						
January 1 – June 30	7/30/2020	Through 9/22/2020	10/15/2020 and after, if not submitted prior to 9/22/2020	N/A	7/30/2020	Withholding will be applied after 7/30/2020
<b>Annual Progress Reports</b>						
Various reporting periods by fiscal year, calendar year	Due date prior to 9/22/2020	Through 9/22/2020	10/15/2020 and after, if not submitted prior to 9/22/2020	N/A	Original due date	Withholding will be applied after original due date
<b>Performance Measure Reporting</b>						
Period ending 6/30/2020	7/30/2020	In PMT, TIMS, TTARP through 9/22/2020	More details to follow	N/A	7/30/2020	N/A

### **Award Closeout**

- For awards that ended 5/31/2020, final reports, deliverables, and closeout packages are due by 8/29/2020. Funds will be withheld as part of the closeout process on the date the closeout is submitted in GMS, or on the 91st day after the award end date on 8/30/2020, whichever comes first.
- For awards that ended 6/30/2020, final reports, deliverables, and closeout packages are due by 9/28/2020. OJP will grant an extension until 11/30/2020 to submit final reports, deliverables, and closeout packages in JustGrants. Funds will be withheld as part of the closeout process on the date the closeout is submitted in JustGrants or on 12/01/2020, whichever comes first.
- For awards that end 7/31/2020, final reports, deliverables, and closeout packages are due by 10/29/2020. OJP will grant an extension until 11/30/2020 to submit final reports, deliverables, and closeout packages in JustGrants. Funds will be withheld as part of the closeout process on the date the closeout is submitted in JustGrants or on 12/01/2020, whichever comes first.

- For awards that end 8/30/2020 and beyond, final reports, deliverables, and closeout packages are due within 90 days. Funds will be withheld as part of the closeout process on the date the closeout is submitted in JustGrants or on the 91st day after the award end date, whichever comes first.

<b>AWARD CLOSEOUT</b>				
<b>Award End Date</b>	<b>Closeout Package Due By Date</b>	<b>Closeout Package Submitted in GMS</b>	<b>Closeout Package Submitted in JustGrants</b>	<b>Due Date Extended</b>
5/31/2020	8/29/2020	Through 9/22/2020	10/15/2020 and after	N/A
6/30/2020	9/28/2020	N/A	10/15/2020 and after	11/30/2020
7/31/2020	10/29/2020	N/A	10/15/2020 and after	11/30/2020
8/30/2020 and later	Within 90 days	N/A	10/15/2020 and after	N/A

### **Funds Drawdown in the Grants Payment Request System (GPRS)**

OJP is authorizing grantees to drawdown 30 days advance funding beginning 9/15/2020 through 9/22/2020. If the grantee is not able to spend the funds (greater than \$50,000) within 10 days after expiration of the 30-day advance funding period (10/15/2020 through 10/22/2020, depending on the date of the drawdown), the grantee will have to return the funds to OJP. Reminder to BJA JAG and CESF grantees that you can drawdown all funds in GPRS through 9/22/2020.

### **Refunds**

Any checks or refund payment must be received no later than 9/15/2020 to be processed prior to the 9/22/2020 system migration. Any checks or refunds not processed prior to the system migration will be processed starting 10/15/2020.