

JUSTGRANTS VIRTUAL Q&A SESSION: FINANCIAL REPORTING, PERFORMANCE REPORTING, AND CLOSEOUT FREQUENTLY ASKED QUESTIONS (FAQS)

The JustGrants Training Team conducted a Virtual Q&A Sessions for Financial Reporting, Performance Reporting, and Closeout. Below are the frequently asked questions (FAQS) from the October 14, and November 16, 2020 sessions:

1. Will the system still send out emails when performance or financial reports are due?

Yes, JustGrants will send emails regarding report due dates.

2. Is it possible to have multiple Financial Managers assigned to one award? We can currently have multiple Financial Points of Contact (FPOCs).

No, you can only have one Financial Manager per award at this time.

3. When might you develop an Alternate Financial Manager role so that more than one person is able to file Federal Financial Reports (FFRs) for a specific award?

We understand that many of our award recipients are interested in having an Alternate Financial Manager, and we intend to develop this functionality in the future.

4. Do FFRs need to be submitted prior to requesting payment in ASAP?

No. Payment requests do not have to align with FFRs. You are able to draw funds more frequently than quarterly reports.

5. Our agency has many grants, and each grant has a different Grant Award Administrator. Are we able to limit a Grant Award Administrator's access to specific grant awards?

Yes, your entity will need to assign a specific Grant Award Administrator to each award. The Grant Award Administrator role is not universally applied across grants.

6. What did the “10 calendar days or less due date” for Financial Managers refer to?

Financial Managers can submit their report as early as 10 days before the end of the reporting period.

7. What is the due date for the recently ended financial reporting period?

For the July – September 2020 reporting period, the due date has been extended to December 30.

8. Can an FFR be saved without being submitted?

Yes, users can save a draft response and return to the report at a later time and submit the FFR. Users must click submit before the due date in order to maintain access to grant funds.

9. Will we continue to report in the OJP Performance Management Tool (PMT) after the January reporting cycle?

At this time, we can only speak to reporting in January. We will provide any additional information on reporting closer to January. The end goal is to have all performance reporting in JustGrants.

10. Can the Authorized Representative opt out of email notifications that are not specific to actions they need to take? For example, that a report is due or that a report has been submitted?

No, at this time, the Authorized Representative will not be able to opt out of emails.

11. In GMS, we could have one person enter the financial data and then the Financial Manager would review and submit. With the multi-factor authentication in JustGrants, can we still do that in some way?

At this time, only the assigned Financial Manager can submit the FFR.

12. Is PMT due quarterly along with the FFR or just semi-annually?

The reporting deadlines are dependent on what is defined in the solicitation.

13. When using ASAP to complete drawdowns, how would we find out the agency code and fund availability? Have we transitioned to using ASAP for drawdowns?

The transition to using ASAP for began on October 15. Your entity’s E-Biz POC should have received an invitation to complete enrollment for your DOJ awards. For more information on ASAP enrollment, including how to add the DOJ code to an existing account, please review the ASAP FAQs [here](#).

14. Where will the slide deck be posted?

The slide decks for all Q&A session topics are posted in the Virtual Q&A Sessions section of the Justice Grants website Training Resources page here: <https://justicegrants.usdoj.gov/training-resources/justgrants-training/virtual-qa-sessions>

15. Is the JustGrants and ASAP login information the same?

No, JustGrants and ASAP login information is separate because these are two distinct systems.

16. Are there any timeframe restrictions on when an early closeout can be initiated (assuming all award objectives have been met)?

No, there are no restrictions.

17. Is it correct that you cannot submit an FFR report in the first 20 days after the period end date of the report?

FFRs can be submitted beginning 10 days prior to the reporting end date up to the due date. For example, an FFR for the reporting period July 1 – September 30, can be submitted any time between September 20 – October 30.

For additional information on Financial Reporting, review the training materials located [here](#).

For additional information on Performance Reporting, review the training materials located [here](#) and the transition guidance [here](#).

For additional information on Closeout, review the training materials located [here](#).