Financial Reporting, Performance Reporting, & Closeout
Virtual Q&A Session
OCTOBER 14, 2020
Etiquette & Technical Support

• Submit any questions you might have during the session via the WebEx Q&A function. Please address the question to “All Panelists”.
• If you need to increase the size of the screen, please click on View and either choose Full Screen or Zoom In/Zoom Out.
Session Information

- Please remember to stay muted in order to limit background noise.
- The video feature is disabled for all participants.
- Please add your questions to the Q&A section any time during the session.
- The JustGrants website provides additional resources, including answers to common questions: https://justicegrants.usdoj.gov.
Session Objectives

During this session we will:

• Help you prepare for the launch of JustGrants on October 15.
• Revisit some basic information about Financial Reporting, Performance Reporting, and Closeout and provide resources for additional learning.
• Answer your questions about Financial Reporting, Performance Reporting, and Closeout.

For more information on dates and required actions, please see the “How to Get Ready” page on https://justicegrants.usdoj.gov.
Agenda

- Resources
- Overview
  - Roles
  - Financial Reporting
  - Performance Reporting
  - Closeout
- Q&A Section
- Wrap-Up & Evaluations

For more information on dates and required actions, please see the “How to Get Ready” page on https://justicegrants.usdoj.gov.
Resources
Reminders

Tools to help you get ready:

- Check your emails for updates
- If not receiving update emails visit the JustGrants website for previous communications. Plus you will find:
  - Checklists
  - Training Videos
  - FAQs
  - User Support
  - Additional resources

For more information on dates and required actions, please see the “How to Get Ready” page on https://justicegrants.usdoj.gov.
Overview
Grant Award Administrator

The Grant Award Administrator will be able to:

- Generate a Closeout early if needed.
- Review a Closeout automatically generated one day after the project end date from My Worklist.
- Review the Closeout requirements.
- Submit the final performance report from the Closeout screen.
- View and add deliverables, as necessary.
- View award conditions.
- Add comments and attachments.
- Submit the Closeout package.

For more information on dates and required actions, please see the “How to Get Ready” page on [https://justicegrants.usdoj.gov](https://justicegrants.usdoj.gov).
The Financial Manager will be able to:

Certify and submit financial information and all federal financial reports on behalf of an Entity.

For more information on dates and required actions, please see the “How to Get Ready” page on https://justicegrants.usdoj.gov.
Financial Reporting

JustGrants web-based form collects Federal Financial Report (FFR) information and communicates it to the entity ASAP account. The FFR in JustGrants is modeled after OMB Standard Form 425. Keep in mind:

- Financial Managers may submit FFRs 10 calendar days or less from the reporting period end date.
- Final FFRs are submitted 90 days after the project period end date.
- Funds will be Suspended one day after the due date. Funds are frozen and released based on the status of the delinquent FFR.

For more information on dates and required actions, please see the “How to Get Ready” page on https://justicegrants.usdoj.gov.
### Reporting Period

#### FFR Reporting Periods

<table>
<thead>
<tr>
<th>Date Range</th>
<th>FFR Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1 – Mar. 31</td>
<td>April 30</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>July 30</td>
</tr>
<tr>
<td>July 1 – Sept. 30</td>
<td>October 30</td>
</tr>
<tr>
<td>Oct. 1 – Dec. 31</td>
<td>January 30</td>
</tr>
</tbody>
</table>

#### Due Date

Date the FFR is due for submission:
- April 30
- July 30
- October 30
- January 30

#### Funds Frozen

Date the funds are frozen if the FFR is not submitted:
- May 1
- July 31
- October 31
- January 31
Performance Reports are completed and submitted by the entity Grant Awards Administrator.

Reporting Frequency
Based on solicitation requirements

Performance Measure
Final Performance Reports are submitted as a Closeout requirement

Additional information:
Closeout Overview

How does Closeout work 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.

*For more information on dates and required actions, please see the “How to Get Ready” page on [https://justicegrants.usdoj.gov](https://justicegrants.usdoj.gov).*
Questions & Answers
Open Discussion
Question #1

Will my Grant Manager know when my reports have been submitted?
Once submitted, your Grant Manager is notified, and the reports are reviewed by DOJ personnel.
Question #2

When are closeouts generated?
Closeouts are automatically generated one day after the grant end date or automatically if an award is declined. You will be notified when the Closeout is generated and when it is due.
Question #3

How long does it take to complete the Closeout process?
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.
Question #4

If my reports are delinquent, will I still receive my funds?
Question #4: JustGrants Answer

No.

Failure to submit reports on time will result in a hold on funds.
Question #5

How do I release funds that are suspended because of a delinquent report?
Make sure that all reports are submitted.
Open Discussion
Wrap-Up
The upcoming transition to JustGrants and ASAP represents a significant IT modernization effort to develop and implement a single grants management system for all three DOJ grant-making components.
Key Dates

- **September–October 2020**
  Training transition resources available

- **September 22, 2020**
  Legacy systems were discontinued

- **September 23–October 14, 2020**
  Final data migration to JustGrants

- **October 15, 2020**
  JustGrants launch

For more information on dates and required actions, please see the “How to Get Ready” page on [https://justicegrants.usdoj.gov](https://justicegrants.usdoj.gov).
Future Q&A Virtual Sessions

- Oct. 20: Application Submission and Award Acceptance
- Oct. 21, 29: Award Management and Grant Award Modifications
- Oct. 27: Financial Reporting, Performance Reporting, and Closeout

For more information on dates and required actions, please see the “How to Get Ready” page on https://justicegrants.usdoj.gov.
Wrap-Up

• FAQ
• Posting of Recording
• Resources for
  o Financial Reporting
  o Performance Reporting
  o Closeout
  o JustGrantsTrainingSupport@usdoj.gov
• Evaluation

For more information on dates and required actions, please see the “How to Get Ready” page on https://justicegrants.usdoj.gov.
Thank You!