Financial Reporting, Performance Reporting, and Closeout
Virtual Q&A Session
OCTOBER 27, 2020
The COPS Office, OJP, and OVW value our grantees’ many contributions to promoting public safety, reducing crime, and serving victims. By transitioning to the new systems, we will provide an improved user experience that will allow you to focus on carrying out the important work you do for our Nation.
Agenda

• Etiquette and Technical Support
• Session Information and Objectives
• Review of Onboarding Information
• Resources
• Overview of Roles
• Financial and Reporting Performance
• Closeout
• Q&A Section
• Wrap-Up and Evaluations

For more information on dates and required actions, please see the “Getting Started” page on [https://justicegrants.usdoj.gov](https://justicegrants.usdoj.gov).
Etiquette and 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.
New Systems

Grants Management System (GMS)
Office of Justice Programs (OJP)
Office on Violence Against Women (OVW)

NexGen
Office of Community-oriented Policing Services (COPS)

Justice Grants System (JustGrants)
COPS, OJP, and OVW

Digital Identity and Access Management Directory (DIAMD)
DOJ’s secure user management system

Grants Payment Request System (GPRS)
COPS, OJP, and OVW

Automated Standard Application for Payments (ASAP)
COPS, OJP, and OVW

For more information on dates and required actions, please see the “Getting Started” page on https://justicegrants.usdoj.gov.
Accessing JustGrants and ASAP

Invitations to JustGrants and ASAP were emailed to every entity’s E-Biz POC, as listed in SAM.gov. If you did not receive an email, follow these steps:

1. Check your E-Biz POC designation in SAM.gov by:
   a. Visiting SAM.gov.
   b. Select “Search Records” and enter your entity’s information.
   c. View “POCs” (including E-Biz POC) within the Entity Profile.

2. Have your E-Biz POC check their SPAM folder for onboarding enrollment invitations.

3. If the invitations are not in the SPAM folder, email JustGrants.Support@usdoj.gov (JustGrants) or Ask.OCFO@usdoj.gov (ASAP) to inquire about the status of your invitation emails.

For more information on dates and required actions, please see the “Getting Started” page on https://justicegrants.usdoj.gov.
Resources
The 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.
Reminders

Tools to help you get ready:

- Check your emails for updates.
- If you are 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 “Getting Started” page on [https://justicegrants.usdoj.gov](https://justicegrants.usdoj.gov).
### User Support

<table>
<thead>
<tr>
<th>JustGrants Onboarding and Use</th>
<th>ASAP Enrollment Invitation Status</th>
<th>ASAP System Issues and Use</th>
<th>SAM.Gov E-Biz POC Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JustGrants.Support</strong> @usdoj.gov or 833–872–5175</td>
<td><strong><a href="mailto:Ask.OCFO@usdoj.gov">Ask.OCFO@usdoj.gov</a></strong></td>
<td><strong><a href="mailto:asaphelpdesk@fiscal.treasury.gov">asaphelpdesk@fiscal.treasury.gov</a></strong> or 855-868-0151</td>
<td><strong><a href="https://www.fsd.gov">https://www.fsd.gov</a></strong> or 866-606-8220</td>
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</tbody>
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Overview
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 “Getting Started” page on 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 “Getting Started” page on https://justicegrants.usdoj.gov.
Financial Reporting

The 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 the 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 “Getting Started” page on https://justicegrants.usdoj.gov.
Reporting Period

FRR Reporting Periods

<table>
<thead>
<tr>
<th>Date range reported for the Federal Financial Report (FFR)</th>
<th>Due Date</th>
<th>Funds Frozen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1 – Mar. 31</td>
<td>April 30</td>
<td>May 1</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>July 30</td>
<td>July 31</td>
</tr>
<tr>
<td>July 1 – Sept. 30</td>
<td>October 30</td>
<td>October 31</td>
</tr>
<tr>
<td>Oct. 1 – Dec. 31</td>
<td>January 30</td>
<td>January 31</td>
</tr>
</tbody>
</table>

Due Date

Date the FFR is due for submission

Funds Frozen

Date the funds are frozen if the FFR is not submitted

Reporting period ending on September 30th has been extended to November 30th
DEMO
Performance Reports are completed and submitted by the entity Grant Awards Administrator.

Performance Measure
Final Performance Reports are submitted as a Closeout requirement

Easy Access
Closeout Requirement Section

Attach Files
Upload Attachments with Performance Reports as needed

Reporting Frequency
Based on solicitation requirements

Immediate
Submission is immediate and visible in JustGrants

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 “Getting Started” 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?
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.
Wrap-Up
Future Q&A Virtual Sessions

**Oct. 29:** Award Management and Grant Award Modifications

For more information on dates and required actions, please see the “Getting Started” page on [https://justicegrants.usdoj.gov](https://justicegrants.usdoj.gov).
Wrap-Up

• FAQ
• Posting of Recording of Virtual Q&A Sessions
• Resources for
  o Financial Reporting
  o Performance Reporting
  o Closeout
• JustGrantsTrainingSupport@usdoj.gov
• Evaluation

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