

# Financial Reporting, Performance Reporting, and Closeout

Virtual Q&A Session

OCTOBER 27, 2020



**JUST**grants  
JUSTICE GRANTS SYSTEM

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

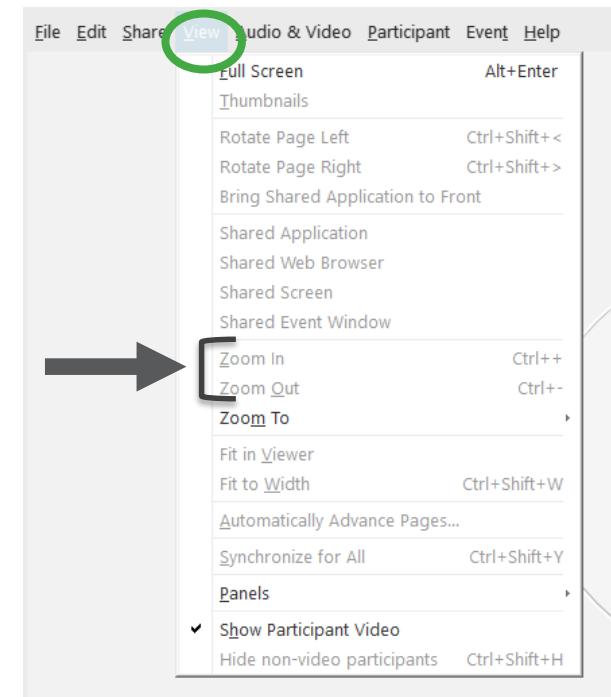
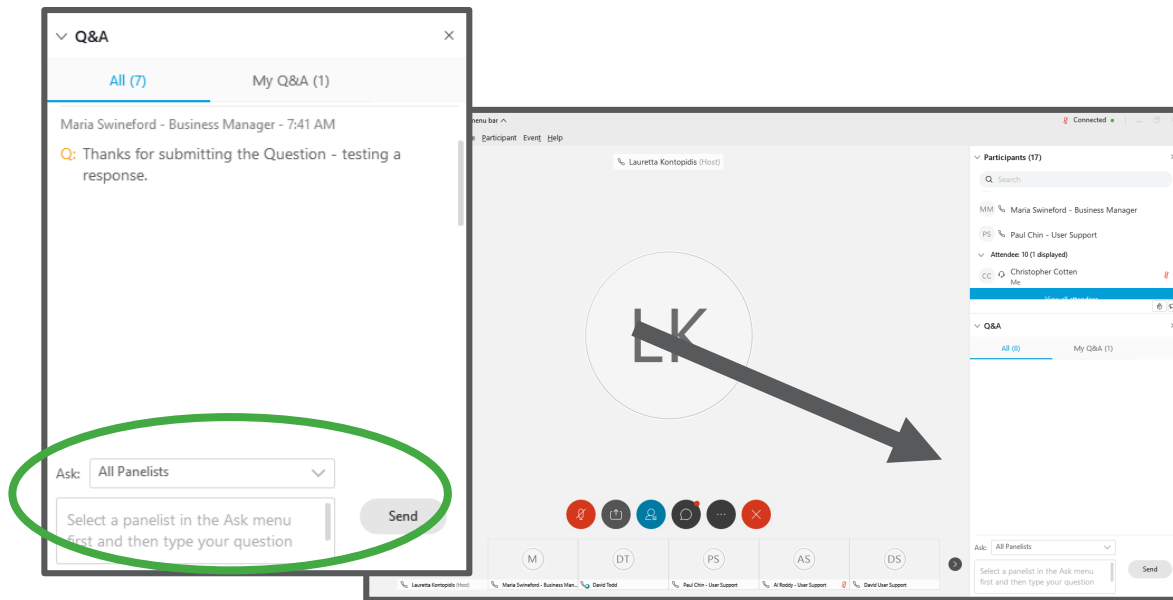
- Etiquette and Technical Support
- Session Information and Objectives
- Review of Onboarding Information
- Resources
- Overview of Roles
- Financial and Reporting Performance
- Closeout
- Q&A Section
- Wrap-Up and Evaluations

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



# 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](mailto:JustGrants.Support@usdoj.gov) (JustGrants) or [Ask.OCFO@usdoj.gov](mailto: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



# Key Dates

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.

## THE COPS OFFICE (COPS) GRANTEE ACTION DATES FOR SYSTEM TRANSITION

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.

For COPS award recipients, please see key dates below for actions to be taken in NexGen prior to September 22, 2020.

### Award Modifications and Extensions

Award recipients must submit all modification and extension requests to COPS in NexGen no later than 8/3/2020. Any modification or extension requests not officially approved by the COPS Office by 9/18/2020 will be denied, and the grantee will need to resubmit in JustGrants after 10/15/2020.

### 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 may be applied after 7/30/2020 for any report that has not been submitted. The hold will remain in place until submission.

**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 10/30/2020. The due date has been extended 30 days to accommodate the transition to JustGrants. Grantees can submit their reports in JustGrants starting on 10/15/2020. A withholding of funds may be applied after 10/30/2020 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. COPS will grant extensions on the closeout process, including the submission of final reports.



## COPS Grantee Action Dates

COPS

## 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 requested 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.



## OJP Grantee Action Dates

OJP

## OFFICE ON VIOLENCE AGAINST WOMEN (OVW) ACTION DATES FOR SYSTEM TRANSITION

The use of the Grants Management System (GMS) and Grants Payment Request System (GPRS) will be discontinued on September 22, 2020. Data for all current active awards from GMS 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 OVW award recipients will need to take. Key dates for these actions are below:

### Grant Adjustment Notices (GAN)

Recipients must submit all GANs to OVW in GMS no later than 8/14/2020. This includes any GAN that is in a change requested status. For GANs still in a change requested status on 8/31/2020, the GAN will be denied and the recipient will need to resubmit in JustGrants after 10/15/2020. (GANs to change an Authorized Representative that are necessary to process award acceptances will continue to be processed until 9/18/2020.)

### 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.

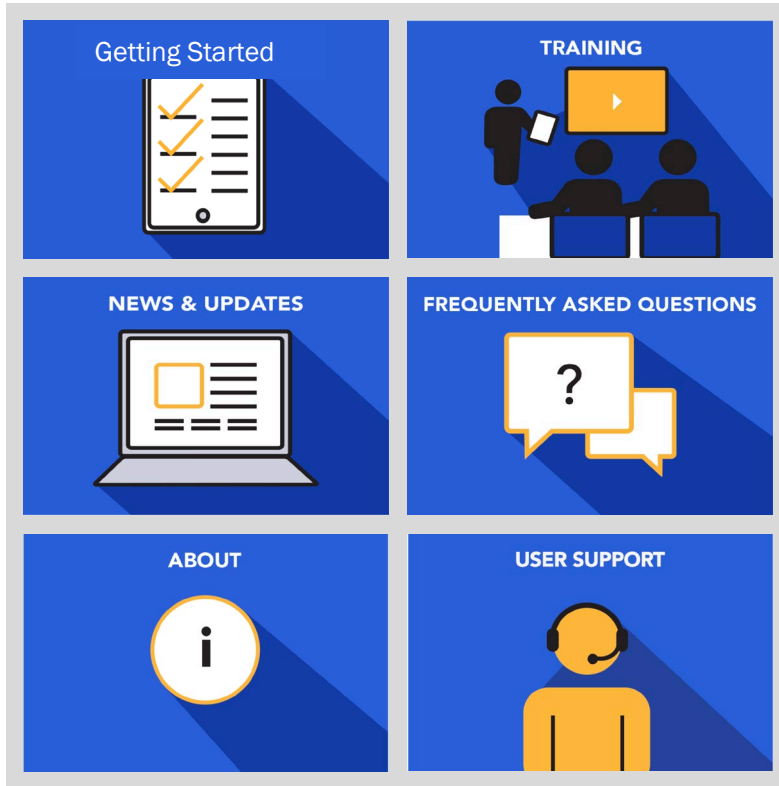
**Quarterly Federal Financial Reports (FFRs)** – Regular (Period ending 9/30/2020): FFRs for the period ending 9/30/2020 will be due in JustGrants no later than 10/30/2020. The due date has been extended 30 days to accommodate the transition to JustGrants. Award recipients can submit their reports in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



## OVW Grantee Action Dates

OVW

# 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>.*



# User Support

**JustGrants  
Onboarding and Use**

[JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)  
or  
833-872-5175

**ASAP Enrollment  
Invitation Status**

[Ask.OCFO@usdoj.gov](mailto:Ask.OCFO@usdoj.gov)

**ASAP System  
Issues and Use**

[asaphelpdesk@fiscal.treasury.gov](mailto:asaphelpdesk@fiscal.treasury.gov)  
or  
855-868-0151

**SAM.Gov  
E-Biz POC Issues**

<https://www.fsd.gov>  
or  
866-606-8220

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



# Overview

# Grant Award Administrator



## The Grant Award Administrator will be able to:

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- *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>.*



# Financial Manager



The Financial Manager will be able to:

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*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

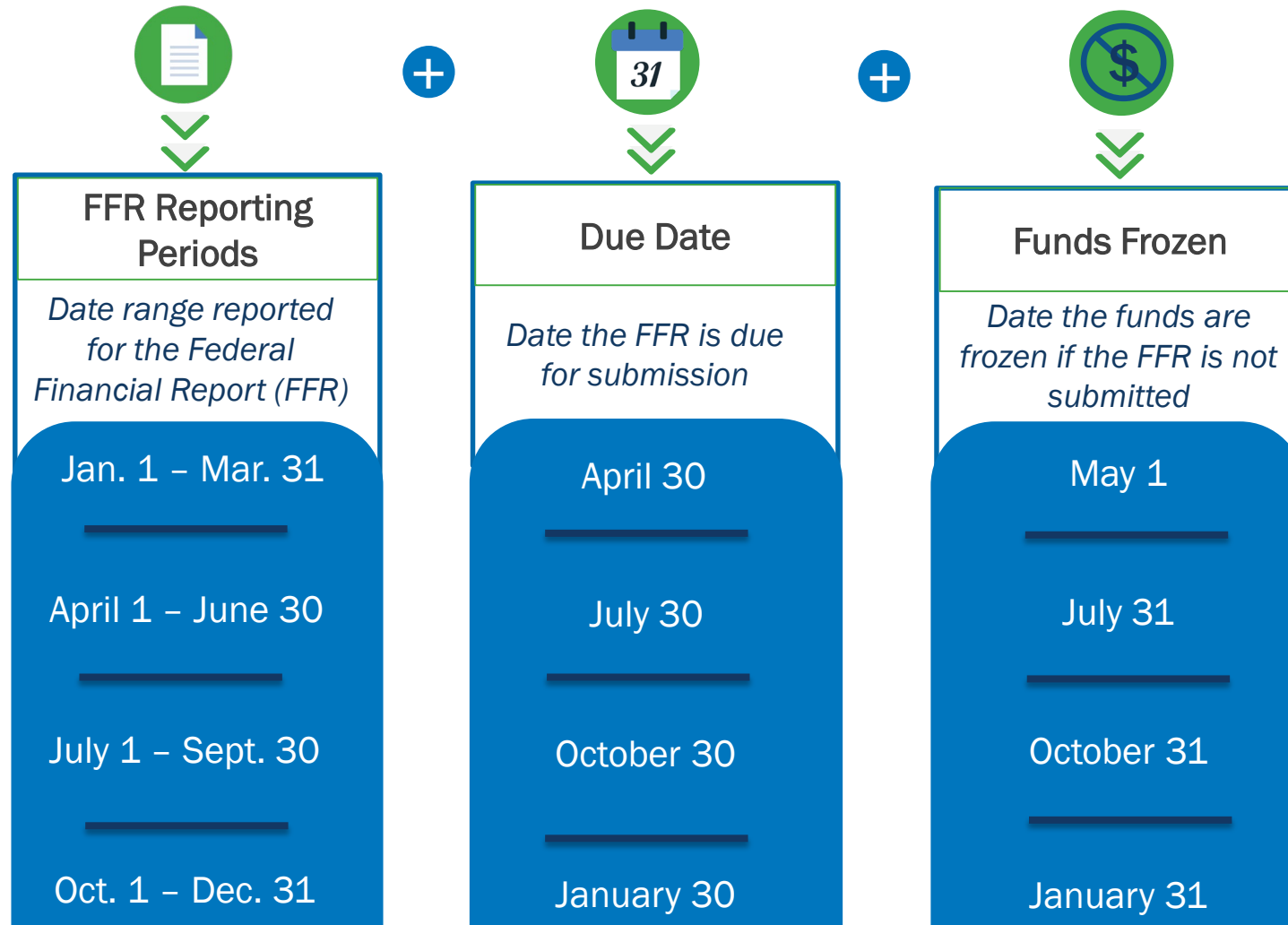
The JustGrants web-based form collects Federal Financial Report (FFR) information and communicates it to the Entity ASAP account. The FFR in JustGrants is modeled after the OMB Standard Form 425. Keep in mind:

- 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



Reporting period ending on September 30<sup>th</sup> has been extended to November 30<sup>th</sup>



**DEMO**

# Financial and Performance Reporting



## Easy Access

Closeout Requirement  
Section

Performance Reports are  
completed and submitted by  
the entity Grant Awards  
Administrator.



## Reporting Frequency

Based on solicitation  
requirements



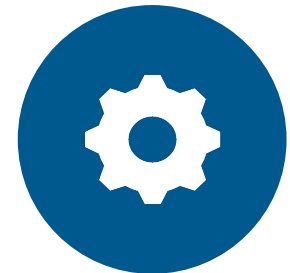
## Attach Files

Upload Attachments  
with Performance  
Reports as needed



## Performance Measure

Final Performance Reports are submitted  
as a Closeout requirement



## Immediate

Submission is  
immediate and  
visible in JustGrants

*Additional information:*  
<https://justicegrants.usdoj.gov>.

# 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>.



# Questions & Answers



# Open Discussion

# Question #1



Will my Grant Manager know when my reports have been submitted?

# Question #1: *JustGrants* Answer

Once submitted, your Grant Manager is **notified**, and the reports are reviewed by DOJ personnel.

# Question #2



When are closeouts generated?



## Question #2: *JustGrants* Answer

**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?

## Question #3: *JustGrants* Answer

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?

## Question #5: *JustGrants* Answer

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>.*



# Wrap-Up

- FAQ
- Posting of Recording of Virtual Q&A Sessions
- Resources for
  - Financial Reporting
  - Performance Reporting
  - Closeout
- [JustGrantsTrainingSupport@usdoj.gov](mailto: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!