

# Financial Reporting, Performance Reporting, and Closeout

Virtual Q&A Session

NOVEMBER 16, 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 aim to provide an improved user experience that will allow you to focus on carrying out the important work you do for our Nation.

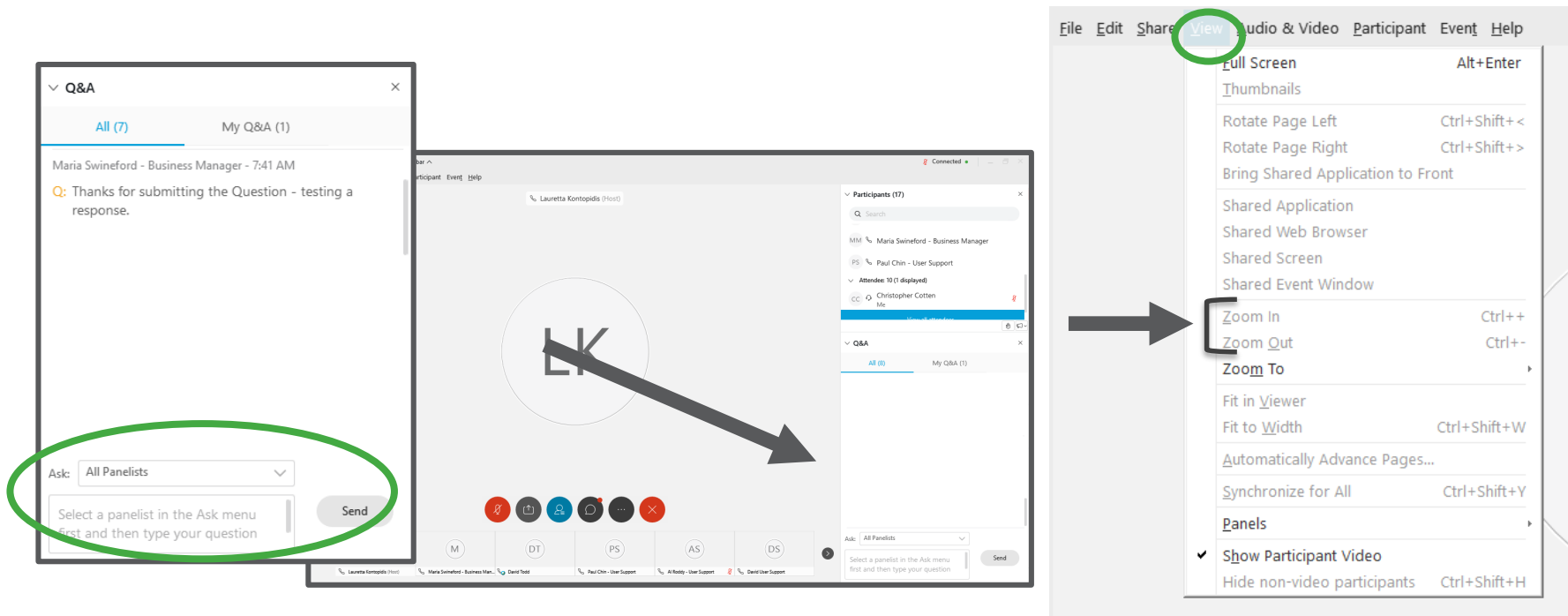
# Agenda

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



# 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.



*For more information on how to use JustGrants, please check out the Justice Grants website (the hub for JustGrants information and resources) at <https://justicegrants.usdoj.gov>.*



# Resources

# 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

# Enrollment in JustGrants and ASAP

Invitations to **JustGrants** (via DIAMD) and **ASAP** were **emailed** to every entity's Electronic Business Point of Contact (E-Biz POC), as listed in SAM.gov. If you are an E-Biz POC and **did not receive** an email, follow these steps:

To **check** your E-Biz POC designation in SAM.gov:

- 1) **Visit** SAM.gov
- 2) **Select** "Search Records" and **enter** your entity's information
- 3) **View Details, including** "POCs" (including E-Biz POC) within Entity Profile

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

If the invitation is not in the SPAM folder, the E-Biz POC should:

**EMAIL:**

**JustGrants**

JustGrants.Support@usdoj.gov

**ASAP System**

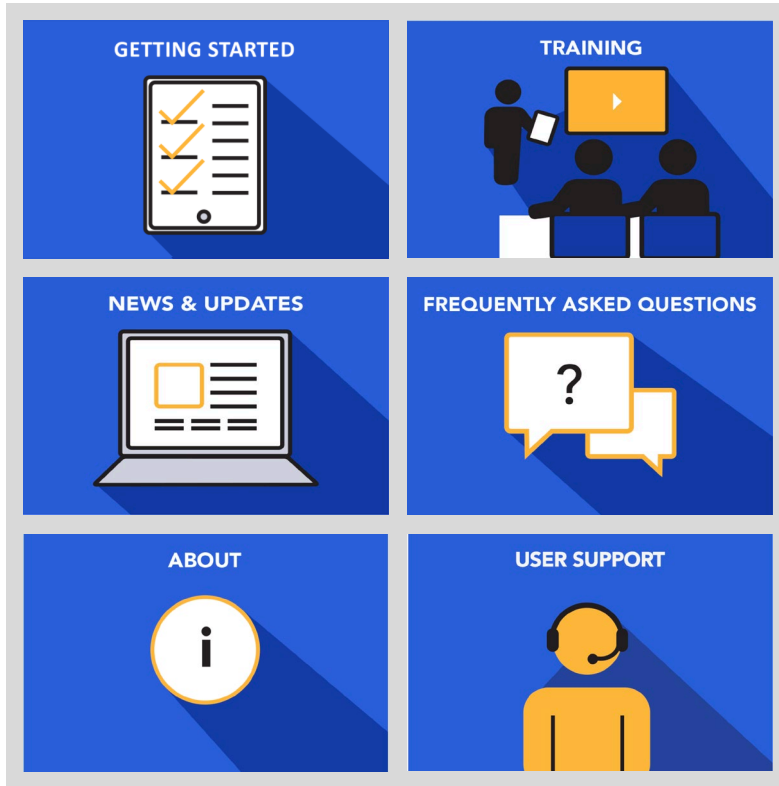
Ask.OCF0@usdoj.gov

For more information on resolving technical questions with JustGrants, please see the Justice Grants website User Support page: <https://justicegrants.usdoj.gov/user-support>





# Reminders



## Tools to help you get ready:

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

*For more information on how use JustGrants, please check out the Justice Grants website (the hub for JustGrants information and resources) at <https://justicegrants.usdoj.gov>.*



# Known Support Needs

**What JustGrants tasks do users need the most support with?**



# Overview

# Grant Award Administrator



## The Grant Award Administrator can:

- *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 about roles, please see the "Roles Matrix" page at <https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/user-roles-matrix.pdf>*



# Financial Manager



## The Financial Manager can:

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

For more information about roles, please see the "Roles Matrix" page at <https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/user-roles-matrix.pdf>



# Financial Reporting

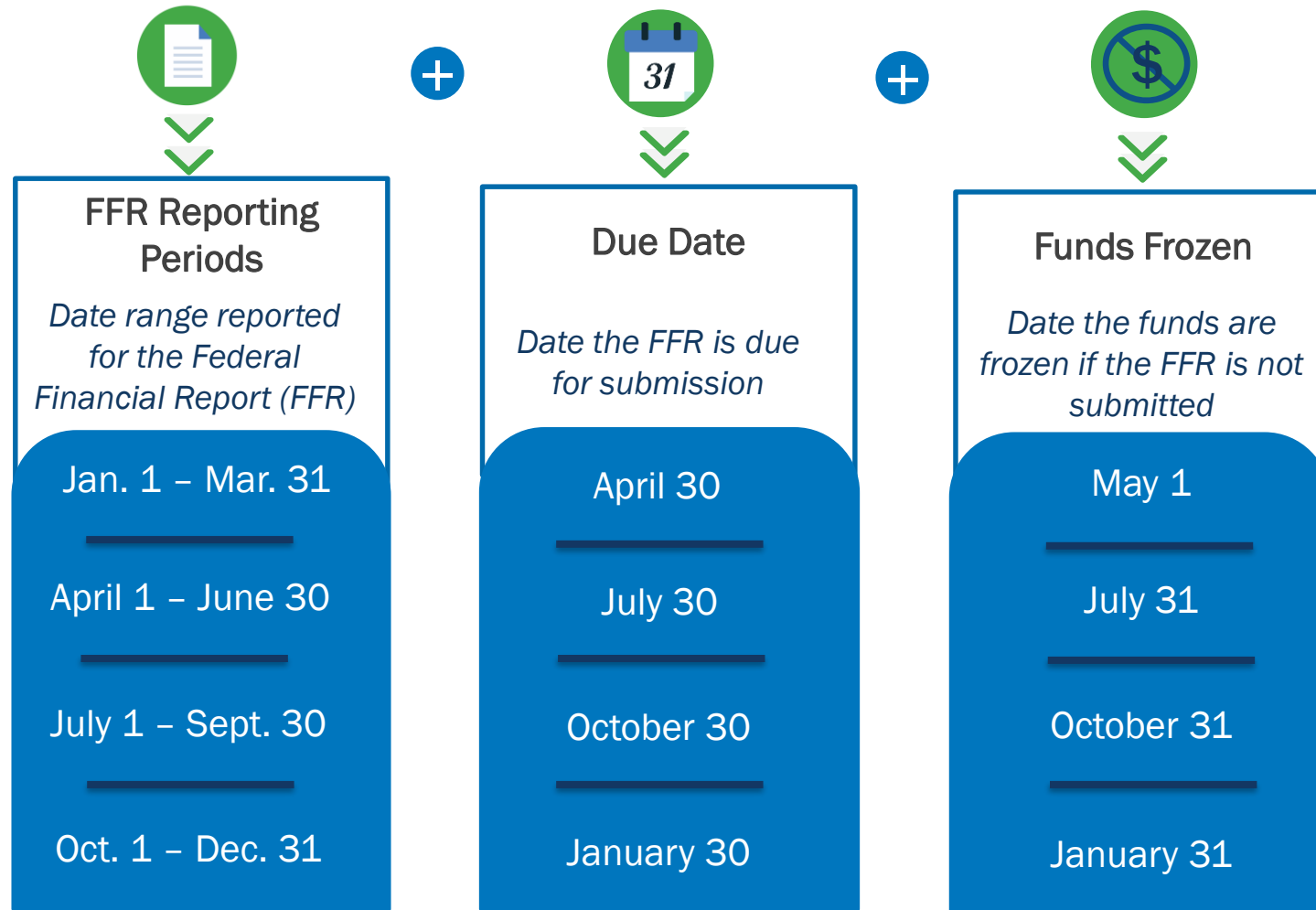
The JustGrants web-based form collects Federal Financial Report (FFR) information and communicates it to the Entity ASAP account. The FFR in JustGrants is modeled after the OMB Standard Form 425. Keep in mind:

- 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 Financial Reporting, please see Justice Grants training page at <https://justicegrants.usdoj.gov/training-resources/justgrants-training/financial-reporting>.*



# Reporting Period



**Reporting period ending on September 30 has been extended to November 30.**

# Demonstration



# 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

# Performance Report Frequency and Due Dates

Start Date	End Date	Due Date
Quarterly		
1-Jan	31-Mar	30-Apr
1-Apr	30-Jun	30-Jul
1-Jul	30-Sep	30-Oct
1-Oct	31-Dec	30-Jan
Semiannual Regular		
1-Jan	30-Jun	30-Jul
1-Jul	31-Dec	30-Jan
Annual Fiscal Year		
1-Oct	30-Sep	30-Oct
Annual Calendar		
1-Jan	31-Dec	30-Jan
COPS Semi-annual		
1-Feb	31-Jul	31-Aug
1-Aug	31-Jan	2-Mar
OVW Annual		
1-Jan	31-Dec	30-Mar
Annual Other		
dynamic; defined at solicitation	dynamic; defined at solicitation	dynamic; defined at solicitation

# 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 Closeout, please see Justice Grants training page at <https://justicegrants.usdoj.gov/training-resources/justgrants-training/closeout>*

# Questions & Answers

# 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

Once delinquent reports are submitted the hold will be released. This process usually takes about 24 hours.

# Wrap-Up

# JustGrants User Support Information

## Self-Service Support

- <https://justicegrants.usdoj.gov>
- Self-service options
- Most common user support-related questions
- Links to step-by-step instructions

Explore a range of self-service support tools which address many frequent support needs (e.g., password resets).

## Technical Support:

[JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

Or

**(833) 872-5175**

- Monday – Friday between the hours of 5:00 AM and 9:00 PM, EST
- Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST.

If you're not able to resolve the issue using the Self-Service Support section, please contact JustGrants Support.



# Help the 'Help Desk' Help You

Items to have handy when reaching out to the Help Desk:

- ✓ A clear statement of the issue
- ✓ DUNS
- ✓ Active Award Number
- ✓ The roles they have in JustGrants
- ✓ A screen shot of your entity profile that contains your entity information
- ✓ A screen shot of the issue you are facing that captures the entire browser and where you are in the application
- ✓ The steps you took to get there
- ✓ Date and time when the issue occurred
- ✓ Operator ID (email address for login)
- ✓ Browser Version



# Grant-Related Support Contact Information

For **grant-related** support, **contact** the grant manager listed on the award, or the appropriate funding office:

  <a href="mailto:askcopsrc@usdoj.gov">askcopsrc@usdoj.gov</a>  (800) 421-6770	  <a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a>  (833) 872-5175	  <a href="mailto:OVW.JustGrantsSupport@usdoj.gov">OVW.JustGrantsSupport@usdoj.gov</a>  (866) 655-4482
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Questions **related to an open solicitation** should be directed to the point of contact listed in the solicitation.

# ASAP Support Contact Information



- For more information about requesting funds in **Automated Standard Application for Payment (ASAP)**, please refer to the user guide.
- If you haven't received your ASAP enrollment email invitation or need assistance in completing the ASAP enrollment, contact [Ask.OCFO@usdoj.gov](mailto:Ask.OCFO@usdoj.gov).

Please be sure to provide your organization's DUNS.

*Please note that all DOJ-related ASAP accounts will be suspended for the last 3 business days of every month for required account reconciliation. Funds will be available again on the first of the month.*

# 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 at <https://justicegrants.usdoj.gov>.*





Thank You!