Financial Reporting, Performance Reporting, and Closeout

Virtual Q&A Session

NOVEMBER 16, 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 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
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](http://www.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.OCFO@usdoj.gov

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*For more information on resolving technical questions with JustGrants, please see the Justice Grants website User Support page: [https://justicegrants.usdoj.gov/user-support](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 to use JustGrants, please check out the Justice Grants website (the hub for JustGrants information and resources) at [https://justicegrants.usdoj.gov](https://justicegrants.usdoj.gov).
What JustGrants tasks do users need the most support with?
Overview
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
The Financial Manager can:

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
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.

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

Easy Access Closeout Requirement Section

Performance Measure
Final Performance Reports are submitted as a Closeout requirement

Attach Files
Upload Attachments with Performance Reports as needed

Immediate
Submission is immediate and visible in JustGrants

Reporting Frequency
Based on solicitation requirements
## Performance Report Frequency and Due Dates

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<th>Start Date</th>
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<tr>
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<td><strong>OVW Annual</strong></td>
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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](https://justicegrants.usdoj.gov/training-resources/justgrants-training/closeout)
Questions & Answers
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?
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](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

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

- **COPS**
  - Email: askcopsrc@usdoj.gov
  - Phone: (800) 421-6770

- **OJP**
  - Email: JustGrants.Support@usdoj.gov
  - Phone: (833) 872-5175

- **OVW**
  - Email: OVW.JustGrantsSupport@usdoj.gov
  - Phone: (866) 655-4482

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.

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
- Evaluation

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