



Closeout

Job Aid Reference Guide



JUSTgrants JUSTICE GRANTS SYSTEM

Performance Management Repository

Question Sets | Question Pages | Questions

Edit	Name	Question type	Last update	Actions
	Additional Attachments	File upload	08/10/2024	Remove from Repository Test issue
	Employee Court - Adversarial F-1 alone	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Adversarial F-1 alone Contract	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Adversarial Part-time	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Adversarial Part-time Contract	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Adversarial F-1 alone	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Adversarial F-1 alone Contract	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Adversarial Part-time	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Adversarial Part-time Contract	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Lay Adversarial F-1 alone	Text box	07/12/2024	Remove from Repository Test issue

Recents

- New
- BLA FY 20 Innovation 8.13
- BLA FY 20 Innovation 8.17
- BLA FY 20 Innovation 8.16
- New

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Introduction

How to Use this Guide

This Job Aid Reference Guide (JARG) helps users navigate the JustGrants Grant Award Administrator (GAA) role within the award Closeout. It is part of the training resource library accessible on the JustGrants [Training & Resources page](#).

Linked Content

This JARG utilizes a chapter linked Table of Contents. In addition, a link has been included on each page to help the user quickly return to the Table of Contents.



Select the **Home** icon.

Home



Closeout Overview

Closeout

Closeout occurs at the end of the grant process. To complete a closeout, the GAA must submit the final federal financial and performance reports (PR), the financial reconciliation, must verify that all award conditions comply with the terms and conditions of the award, and that all award deliverables are attached. The Closeout must be submitted within 120 days after the grant award expires or is terminated.

The Department of Justice (DOJ) will review the materials to ensure compliance with the grant terms and conditions and ensure all funds are spent appropriately. The process can take months if there are financial concerns, questions to reconcile, or any property involved. Within JustGrants:

- **Closeouts are automatically generated** one day after the grant end date or automatically if award declined.
- **Closeouts are automatically submitted to DOJ 121** days after the grant end date if the GAA fails to do so within the allotted 120 days.

NOTE:

- Notification occurs when the closeout is generated and when it is due.
- The **Final SF-425** must be submitted to view the financial reconciliation.
- **120 days** after the project period end date, drawdowns will not be available until the financial reconciliation period during closeout review.

Features and Responsibilities



JustGrants features help the user complete the Closeout requirements with information displayed on one screen. From there, the user can navigate to the application, funding recommendations, and funded award tabs including Federal Financial Report (FFRs) (SF-425), PRs, and Grant Award Modification (GAMs). DOJ staff and grantees access similar screens.

The GAA leads the Closeout completion efforts and has several unique abilities:

- Generate a Closeout prior to the end date of award, if needed;
- Review the requirements;
- Submit the FFR from the Closeout screen;
- Add comments;
- Add attachments;
- Submit the Closeout package;
- Review specifically assigned Closeout cases.

Closeout Notifications

JustGrants Closeout notifications are programmed messages or alerts sent via email to inform the user of upcoming deadlines, status updates, and other closeout events.



Closeout notifications are sent via email when:

- A closeout is past the due date (121 days after project period end date);
- The award moves to resolved-closed status (award is closed);
- Action needs to be taken for closeout three (3) days before the due date;
- A closeout is due in ten (10) days;
- A closeout is initiated/created;
- A closeout is declined;
- A closeout is change requested.



Award Closeout

Award Closeout Key Points

This is the process for the GAA to review and submit a Closeout. The GAA has the authority and ability to administer and manage a Closeout on behalf of an entity.

There are six (6) closeout types available:

- **Administrative Funding Adjustments** are used when funds are moved from one entity to another for completion of the proposed project. This type of closeout is only performed by DOJ staff.
- **Compliant** is used when all final documents are completed (final PR, final FFR, compliance with all award conditions, and financial reconciliation).
- **Declined** is only used by the DOJ staff if an award is declined. This type is visible, but not editable, by recipients. The declined closeout type will automatically display if the Authorized Representative (AR) declines the award.
- **Noncompliant** is used when closeout requirements are not completed within 120 calendar days after the end of the grant.
- **Other** is viewable by all recipients; however, it should not be used. **Other** should only be used by DOJ staff.
- **State Criminal Alien Assistance Program (SCAAP)** is specific to a particular type of award. This type of closeout should not be selected by recipients.

Award Closeout

Step 1

Select Award

From the JustGrants landing page, select the **My Worklist** link. All awards that are ready for **Closeout** are displayed on this screen.

1) Select the **Case ID** for an award to begin.

The screenshot shows the JustGrants interface. The top navigation bar includes Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area displays a 'Welcome' message and an 'Alerts (0)' section, which is circled in green with the number '1'. Below this is the 'My Worklist' section, which contains a table of 50 results. The table has columns for Case ID, Date Due, Urgency, Case Type, Case Status, and Last Updated. The first few rows of the table are as follows:

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
FAW-307389	07/22/2022	Due In 1 Day	Closeout	Submitted	03/24/2022 02:00 AM
FAW-307513	07/23/2022	Due In 2 Days	Closeout	Submitted	03/25/2022 02:00 AM
FAW-307390	07/24/2022	Due In 3 Days	Closeout	Submitted	03/26/2022 02:00 AM
FAW-307486	07/24/2022	Due In 3 Days	Closeout	Submitted	03/26/2022 02:00 AM
FAW-307300	07/26/2022	Due In 5 Days	Closeout	Submitted	03/28/2022 02:00 AM
FAW-307523	07/28/2022	Due In 7 Days	Closeout	Submitted	03/30/2022 02:00 AM
FAW-307724	07/29/2022	Due In 8 Days	Closeout	Submitted	03/31/2022 02:00 AM
FAW-307734	07/29/2022	Due In 8 Days	Closeout	Submitted	03/31/2022 02:00 AM
FAW-307434	07/29/2022	Due In 8 Days	Closeout	Submitted	03/31/2022 02:00 AM
FAW-307673	07/30/2022	Due In 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAW-307654	07/30/2022	Due In 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAW-307649	07/30/2022	Due In 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAW-307627	07/30/2022	Due In 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAW-307598	07/30/2022	Due In 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAW-307167	07/30/2022	Due In 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAW-307520	07/30/2022	Due In 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAW-307454	07/30/2022	Due In 9 Days	Closeout	Submitted	04/01/2022 02:00 AM

Award Closeout

Step 2

Closeout Type

2) Open the drop-down menu to select the **Closeout Type**.

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JUSTICE GRANTS SYSTEM

Closeout
(15JOVW-22-GG-01850-STOP) **PENDING-INITIATECLOSEOUT**
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

Solicitation Title: FY22 OVW Solicitation
Project Title: Organizational Readiness: Formula Template Solicitation Application 1
Project Period: 10/1/21 - 3/24/22
Managing Office: OVW
DOJ Grant Manager: regina.madison@usdoj.gov
Grant Award Administrator: justgrants026.grantawardadmin.jgitsext
FAW Case ID: FAW-307513

Solicitation Category: N/A
Federal Award Amount: \$1,000.00
UEI: RKV2V7M6FJ03
TIN: 260000000

Closeout Initiate Review
DUE IN 2 DAYS 15 HOURS FROM NOW

2

Closeout Type *

Requirement	Status	Last Submission Date
Final Federal Financial Report	Complete	3/20/2022
Financial Reconciliation	Incomplete	—
Final Performance Report	New	3/25/2022

Case details
Last updated by: FinDrAdminOCFO.jgitsint (1mo ago)
Created by: Agent(System-Queue-ServiceLevel.ProcessEvent) (3mo ago)

DOJ Grant Manager
regina.madison@usdoj.gov
Phone: 345-343-3551
Email: regina.madison@usdoj.gov

Participants (7)
justgrants026.grantawardadmin.jgitsext

Award Closeout

Steps 3 - 4

Review Requirements

- 3) Navigate to the **Requirements** section. Select any link on the screen to review details, as necessary. View the final FFR by opening the **Final Federal Financial Report** link. The final PR and all award deliverables are visible in the **Performance Management** section of the award. The award conditions are visible in the **Award Conditions** section of the award.
- 4) Select the **Comments** box to add notes.

NOTE: The Financial Reconciliation screen displays financial information. A final FFR must be submitted for viewing access.

Closeout
(15JOVW-22-GG-01850-STOP) **PENDING-INITIATECLOSEOUT**
Entity Legal Name: (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

Closeout Type: **Compliant**

Requirement	Status	Last Submission Date
Final Federal Financial Report	Complete	3/20/2022
Financial Reconciliation	Incomplete	—
Final Performance Report	Incomplete	—
Award Conditions	—	—
Deliverables	—	—

Comments

Comment Date Time	Commented By	Comments
No items		

Comments History

Comment Date Time	Commented By	Comments
No items		

Attachments

Agent(System-Queue-ServiceLevel.ProcessEvent) (3mo ago)

DOJ Grant Manager
regina.madison@usdoj.gov
Phone: 345-343-3551
Email: regina.madison@usdoj.gov

Participants (7)

- justgrants026.grantawardadmin | jgitsext | Grant Award Administrator
- JohnElectronicBusinessPoc | Doe | Entity Administrator
- regina.madison@usdoj.gov | Regina Madison | Grant Manager
- justgrants026.financialmanage | jgitsext | Financial Manager
- justgrants026.authorizedrep | jgitsext | Authorize Representative

Award Closeout

Steps 5 – 6

Submit Closeout

- 5) Select **Upload** to attach files to the award for review during the **Closeout** process.
- 6) Select **Submit** to send the **Closeout** information to the DOJ office for review.

NOTE: Financial managers can only edit final FFRs up to the award due date. To adjust the final FFR after the due date, contact the Office of the Chief Financial Officer (OCFO) helpdesk at Ask.OCFO@usdoj.gov to make any edits.

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JUSTICE GRANTS SYSTEM

Closeout
(15JOVW-22-GG-01850-STOP) **PENDING-INITIATECLOSEOUT**
Entity Legal Name: (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

5

Attachments

The recommended files to upload are PDF, Microsoft Word, Excel, Access and Email Message.

Funded Award

Award Package | Award Conditions | Award Details | Award Attachments | **Performance Management** | Funding Balance and Availability | Federal Financial Report (FFR) | Grant Award Modification (GAM)

Performance Reporting

Report Number	Type of Report	Reporting Period	Due Date of Report	Status
PR-356802	Final	Oct 1, 2021 to Mar 24, 2022	Jul 22, 2022	Pending-Review

Award Deliverables

Name	Category	Comment	Uploaded By	Date	Status
No attachments					

6

Cancel | Save | **Submit**



Initiating a Closeout Prior to End Date



Initiating a Closeout Prior to End Date

Step 1

Select Award

This is the process used by the GAA to initiate a Closeout prior to the end date of the award.

- 1) From the JustGrants landing page, select the **Awards** link.

The screenshot shows the JustGrants interface. On the left is a navigation sidebar with the 'Awards' link highlighted and circled in green with a '1' inside. The main content area is titled 'Awards - New JustGrants Test Stage Org26 New JGII Test Stage Org26' and 'My Assigned Awards'. It displays 814 results in a table with columns for Award ID, Solicitation Title, Award Status, Grant Award Administrator, Program Office, Start Date, End Date, and Amount. The first few rows of the table are visible, showing various award details.




Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
15JQVW-24-AG-00290-STOP	SMART FY 20 Support for Adam Walsh Act Imple...	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	OVW	2/26/2024	07/30/2026	1,000
15PSMA-24-GG-00184-AWAX	SMART FY 20 Support for Adam Walsh Act Imple...	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	SMART	10/1/2023	12/31/2025	3,000
15JCOPS-23-GG-03219-METH	Annual-calendar vc	Pending-InitiateCloseout	David Gaetani	COPS	7/1/2023	01/31/2024	100,000
15JCOPS-23-GG-03218-METH	Annual-calendar vc	Pending-InitiateCloseout	David Gaetani	COPS	7/1/2023	01/31/2024	100,000
15PBJA-23-GK-01669-COAP	Annual-calendar vc	Pending-InitiateCloseout	justgrants026.multipleroles jgitsext	BJA	1/15/2023	12/15/2023	57
15JCOPS-23-GG-03302-METH	Annual-calendar vc	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	1/1/2023	12/31/2023	1,000
15JQVW-23-GG-03301-STOP	test PR	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	OVW	1/1/2023	12/31/2023	1,000
15JCOPS-23-GG-03281-METH	Dunya.yilmazer Mar_-2_2021	Pending-InitiateCloseout	JohnElectronicBusinessPoc Doe	COPS	1/1/2023	12/31/2023	1,000
15JCOPS-23-GG-03271-METH		Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	1/1/2023	12/31/2023	900
15JCOPS-23-GG-03324-METH		Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	1/1/2023	12/31/2023	2,000

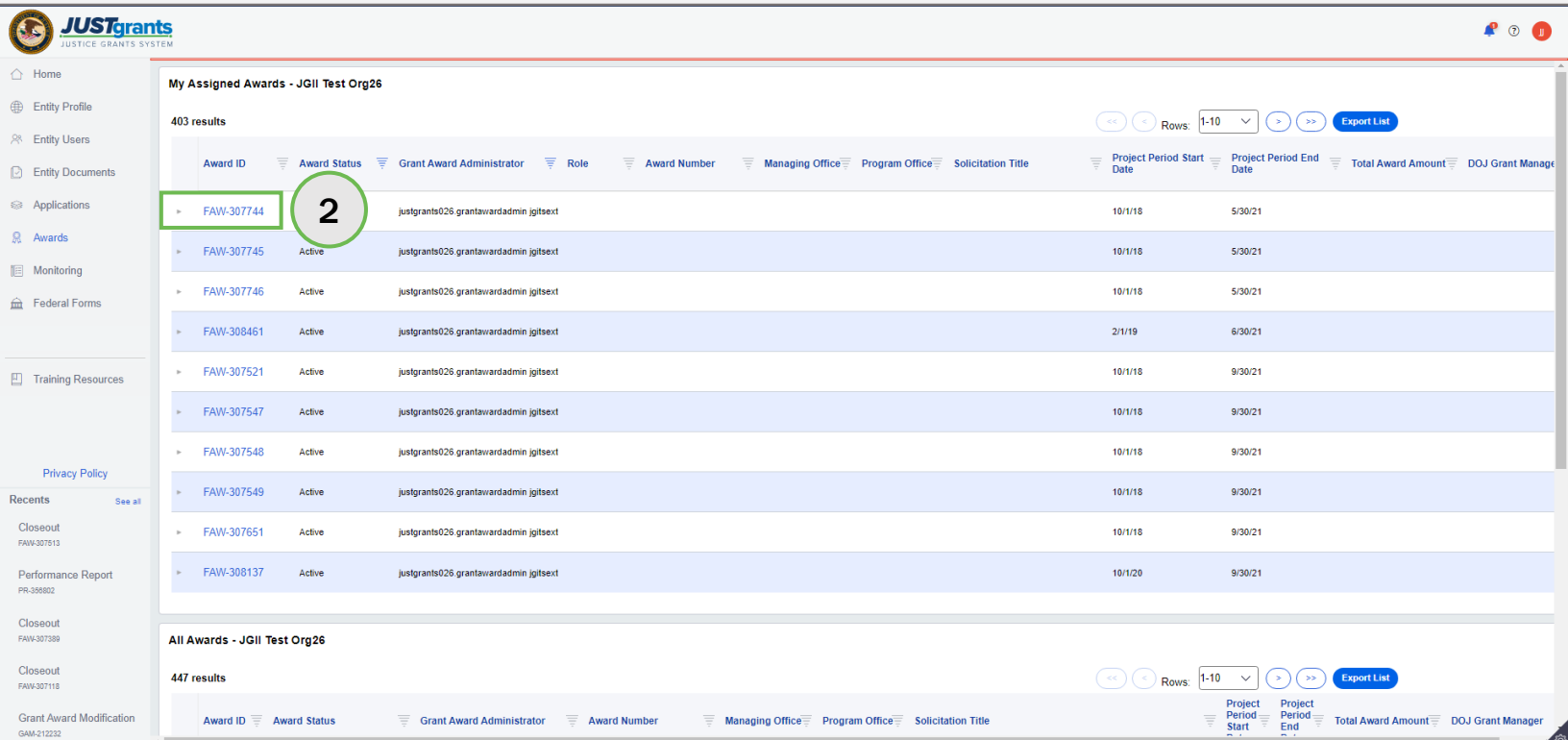
Initiating a Closeout Prior to End Date

Step 2

Select Award ID

2) Select the **Award ID** to initiate closeout.

NOTE: Filter a column by selecting the **down arrow**  or sort up or down by selecting the column heading depending on the **arrow**   direction.



The screenshot displays the JUSTgrants system interface. The main content area shows a table titled "My Assigned Awards - JGII Test Org26" with 403 results. The table columns include Award ID, Award Status, Grant Award Administrator, Role, Award Number, Managing Office, Program Office, Solicitation Title, Project Period Start Date, Project Period End Date, Total Award Amount, and DOJ Grant Manager. The first row, with Award ID FAW-307744, is highlighted, and the number "2" is circled next to it. Below this table is another section titled "All Awards - JGII Test Org26" with 447 results, showing a similar table structure. The interface includes a sidebar on the left with navigation options like Home, Entity Profile, and Applications, and a top navigation bar with the JUSTgrants logo and user profile icons.

Initiating a Closeout Prior to End Date

Step 3

Select Begin

3) Select **Begin** link corresponding to the **Programmatic** line.

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JUSTICE GRANTS SYSTEM

Active Funded Award
(15JOVW-22-GG-01776-STOP) **PENDING-ACTIVE**
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdowns is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY22 OVW Solicitation	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount:	\$1,000.00
Project Period:	10/1/21 - —	UEI:	GGTESTUEI026
Managing Office:	OVW	TIN:	260000000
DOJ Grant Manager:	GrantManaReOVW jgilsint		
Grant Award Administrator:	justgrants026.grantawardadmin jgitsext		
FAW Case ID:	FAW-307279		

Assignments View all

Task	Assigned to	Action
— Audit And Assessment	Funded Award	Begin
— Financial	Funded Awards OVW	Begin
— Leadership	Funded Award	Begin
— Legal	Funded Award	Begin
114 Programmatic	Funded Awards	3 Begin
Performance Report (PR-343078)		
-94 Complete Performance Measure Survey	justgrants026.grantawardadmin jgitsext	Begin
Federal Financial Report (FFR-682763)		
— Pending UFMS	FFR Pending UFMS Queue	Begin

Case details

Last updated by Sherin John (4mo ago)
Created by Agent(System-Queue-ServiceLevel ProcessEvent) (5mo ago)

DOJ Grant Manager
GrantManaReOVW jgilsint
Phone: 654-433-3333
Email: GrantManaReOVW@ojp.doj.stg

Participants (6)

Initiating a Closeout Prior to End Date

Steps 4 - 5

Select Closeout

- 4) Select the **Closeout** link.
- 5) Select **Closeout Award**. The award moves from **Pending-Active** status to **Pending-Initiate Closeout**. The GAA can follow the steps in the [Award Closeout](#) section of this document to complete the award closeout process.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home Entity Profile Entity Users Entity Documents Applications Awards Monitoring Federal Forms Training Resources Privacy Policy Recents See all Closeout FAW-307513 Performance Report PR-358502 Closeout FAW-307389 Closeout FAW-307118 Grant Award Modification GAM-212232

Active Funded Award
(15JOVW-22-GG-01776-STOP) **PENDING-ACTIVE**
Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdowns is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY22 OVW Solicitation	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount:	\$1,000.00
Project Period:	10/1/21 -	UEI:	GGTESTUEI026
Managing Office:	OVW	TIN:	260000000
DOJ Grant Manager:	GrantManaReOVW jgilsint		
Grant Award Administrator:	justgrants026.grantawardadmin jgilsint		
FAW Case ID:	FAW-307279		

Award Information
DUE IN 11 DAYS FROM NOW

Award closeout has not yet been initiated.

Closeout Award

Closeout

4

5

✓ FUNDED AWARD INITIAL SETUP > **ACTIVE** > INITIATE CLOSEOUT > PROGRAMMATIC CLOSEOUT > FINANCIAL CLOSEOUT > UFMS HANDOFF

Case details
Last updated by Sherin John (4mo ago)
Created by Agent(System-Queue-ServiceLevel ProcessEvent) (5mo ago)
DOJ Grant Manager
GrantManaReOVW jgilsint
Phone
654-433-3333
Email
GrantManaReOVW@ojp.doj.stg
Participants (6)



Initiating a Grant Award Modification (GAM) During the Closeout Process

Initiating a GAM During the Closeout Process Overview

The JustGrants system has certain technical configurations that determine if and how a GAA could initiate a GAM during the closeout period of the award.

The GAA cannot initiate a **Project Period Extension (PPE) GAM less than 30 days prior to the project period end date** or when the award is in **any Closeout** status. The GAA must coordinate with their Grant Manager to initiate a PPE GAM or change request the closeout to the GAA.

The GAA can still initiate **Financial** (Budget Modifications or Sole Source Approvals) or **Programmatic** GAMs (Scope Changes and Programmatic Costs) when the award is in **Pending-Initiate Closeout** or **Pending-Change Request Closeout** status.

The GAA cannot initiate the financial or programmatic GAMs when the award is in **Pending-Programmatic Closeout** or **Pending-Financial Closeout** status. The GAA must coordinate with their Grant Manager to request the award be change requested back or to initiate a GAM on their behalf for an award in these statuses.

Neither internal nor external users can initiate any GAMs once an award reaches **Resolved-Closed** status.

Initiating a GAM During the Closeout Process

Step 1

Select Award

The GAA can initiate a **Financial** or **Programmatic** GAM when the FAW is in **Pending-initiate Closeout** or **Pending-Change Request Closeout** status.

- 1) Select the **Award ID** for an award to begin.

The screenshot displays the 'My Assigned Awards' section of the JUSTgrants system. The page title is 'Awards - New JustGrants Test Stage Org26 New JGII Test Stage Org26'. Below the title, it shows '814 results' and an 'Export List' button. The table below lists various awards with columns for Award ID, Solicitation Title, Award Status, Grant Award Administrator, Program Office, Start Date, End Date, and Amount. A green box highlights the first row of the table, and a red circle with the number '1' is placed over the 'Award ID' column header.

Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
15JQVW-24-AG-00290-STOP	SMART FY 20 Support for Adam Walsh Act Imple...	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	OVW	2/26/2024	07/30/2026	1,000
15PSMA-24-GG-00184-AWAX	SMART FY 20 Support for Adam Walsh Act Imple...	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	SMART	10/1/2023	12/31/2025	3,000
15JCOPS-23-GG-03219-METH	Annual-calendar vc	Pending-InitiateCloseout	David Gaetani	COPS	7/1/2023	01/31/2024	100,000
15JCOPS-23-GG-03218-METH	Annual-calendar vc	Pending-InitiateCloseout	David Gaetani	COPS	7/1/2023	01/31/2024	100,000
15PBJA-23-GK-01669-COAP	Annual-calendar vc	Pending-InitiateCloseout	justgrants026.multipleroles jgitsext	BJA	1/15/2023	12/15/2023	57
15JCOPS-23-GG-03302-METH	Annual-calendar vc	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	1/1/2023	12/31/2023	1,000
15JQVW-23-GG-03301-STOP	test PR	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	OVW	1/1/2023	12/31/2023	1,000
15JCOPS-23-GG-03281-METH	Dunya.yilmazer Mar_-2_2021	Pending-InitiateCloseout	JohnElectronicBusinessPoc Doe	COPS	1/1/2023	12/31/2023	1,000
15JCOPS-23-GG-03271-METH		Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	1/1/2023	12/31/2023	900
15JCOPS-23-GG-03324-METH		Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	1/1/2023	12/31/2023	2,000

Initiating a GAM During the Closeout Process

Step 2

Select Begin

2) Select **Begin** link to open the award for closeout.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms

Closeout

(15PSMA-24-GG-00184-AWAX) **PENDING-INITIATECLOSEOUT**
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title:	FY24 Adam Walsh Act	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount:	\$3,000.00
Project Period:	10/1/23 - 12/31/25	Program Office:	SMART
Managing Office:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	GrantManaReSMART.jgitsint	TIN:	260000000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsint		
FAW Case ID:	FAW-335434		

Assignments

View all

Task	Assigned to
2y Closeout Initiate Review (Initiate Closeout)	justerants026.grantawardadmin.jgitsint Begin
6mo Await Date/Time (Active)	Work queue record for deferred tasks
2y Closeout Initiate Internal Review (Initiate Closeout)	Closeout Initiated
— Closeout Direct Deobligation (Initiate Closeout)	Closeout Direct Deobligation

Accepted Supplement Award (FAWS-54600)

Accepted Supplement Award (FAWS-54551)

Case details

Last updated by
Pega Email Bot (1mo ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(2mo ago)

DOJ Grant Manager
[GrantManaReSMART.jgitsint](#)

Phone
[123-123-1231](#)

Email

Initiating a GAM During the Closeout Process

Step 3

Scroll to Funded Award Section

3) Scroll down the **Closeout** page to the **Funded Award** section.

The screenshot displays the JUSTgrants interface for a 'Closeout' page. The page title is 'Closeout (15PSMA-24-GG-00184-AWAX) PENDING-INITIATECLOSEOUT'. Below the title, it shows the awarded entity legal name and doing business as. A red banner indicates that the ASAP account is in suspend status. The main content area is a table with the following details:

Solicitation Title:	FY24 Adam Walsh Act	Solicitation Category:	N/A
Project Title:	Organizational Readiness: Formula Template Solicitation Application 1	Federal Award Amount:	\$3,000.00
Project Period:	10/1/23 - 12/31/25	Program Office:	SMART
Managing Office:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	GrantManaReSMART.jgitsint	TIN:	260000000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsint		
FAW Case ID:	FAW-335434		

Below the table is the 'Closeout Initiate Review' section, which is highlighted with a green box and a circled '3'. This section includes a 'Closeout Type' dropdown menu and a 'Requirements' section. A red notification icon is present in the top right corner of this section. On the right side of the page, there is a 'Case details' section with information about the last updated by, created by, and phone number.

Initiating a GAM During the Closeout Process

Step 4

Select GAM Tab

- 4) Select the **Grant Award Modification** tab from the **Funded Award** section.

The screenshot displays the JUSTgrants system interface. The top navigation bar includes the JUSTgrants logo and a sidebar with menu items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area is titled 'Closeout' and shows details for award package (15PSMA-24-GG-00184-AWAX) and awarded entity (New JustGrants Test Stage Org26). A red banner indicates the account is in suspend status. The 'Funded Award' section is active, showing a tabbed interface with 'Grant Award Modification (GAM)' selected and highlighted with a green box and a circled '4'. Below this, there are sections for 'In Progress GAMs' and 'Completed GAMs', each with a table of columns: GAM ID, Status, Type of Award Change, Award Change Subtype, Originated by, and Last Modified Date. The 'In Progress GAMs' table is currently empty, showing 'No Items'.

Initiating a GAM During the Closeout Process

Step 5

Select Type of Award Change

- 5) Select either **Financial** or **Programmatic** from the **Type of Award Change** selection menu.

The screenshot displays the JUSTgrants system interface for the 'Closeout' process. The page title is 'Closeout' with the identifier '(15PSMA-24-GG-00184-AWAX) PENDING-INITIATECLOSEOUT'. The awarded entity is 'New JustGrants Test Stage Org26' and the doing business as is 'New JGII Test Stage Org26'. A red banner indicates 'ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.'

The 'Funded Award' section is active, showing various tabs: Award Package, Award Conditions, Award Details, Award Attachments, Performance Management, Funding Balance and Availability, Federal Financial Report (FFR), and Grant Award Modification (GAM). The 'GAM Selection' dropdown menu is highlighted with a green box and a circled '5', showing options: Select, Financial, Project Period Extension, and Programmatic.

Below the dropdown, there are sections for 'In Progress GAMs' and 'Completed GAMs', both showing a table with columns: GAM ID, Status, Type of Award Change, Award Change Subtype, Originated by, and Last Modified Date. The 'In Progress GAMs' section shows 'No Items' and the 'Completed GAMs' section also shows 'No Items'.

Initiating a GAM During the Closeout Process

Project Period Extension (PPE) Error

Select Type of Award Change

An error displays if the GAA selects the **Project Period Extension** option from the **Type of Award Change** selection menu. A GAA cannot initiate a PPE GAM within 30 days of the project period end date. At that time, only the Grant Manager can initiate a PPE GAM.

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JUSTICE GRANTS SYSTEM

Closeout
(15J0VW-22-GG-02950-STOP) **PENDING-CHANGEREQUESTCLOSEOUT**
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Funded Award

GAM Selection

Type of Award Change
Project Period Extension

Create New GAM

A project period extension grant award modification (GAM) can be created by only a DOJ grant manager within thirty days of the project period end date. Please contact your DOJ Grant Manager.

In Progress GAMs

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
No Items					

Initiating a GAM During the Closeout Process

Step 6

Select Type of Award Subtype

- 6) Select the **Award Subtype** from the **Award Change Subtype** selection menu.

The screenshot displays the JUSTgrants system interface for a 'Closeout' process. The main header shows the award package '(15PSMA-24-GG-00184-AWAX)' with a status of 'PENDING-INITIATECLOSEOUT'. Below this, a message indicates the account is in suspend status. The 'Funded Award' section contains a navigation menu with tabs for 'Award Package', 'Award Conditions', 'Award Details', 'Award Attachments', 'Performance Management', 'Funding Balance and Availability', 'Federal Financial Report (FFR)', and 'Grant Award Modification (GAM)'. The 'GAM Selection' section features a 'Type of Award Change' dropdown set to 'Financial' and a 'Create New GAM' button. A circled number '6' highlights the 'Award Change Subtype' dropdown menu, which is open to show options: 'Select', 'Budget Clearance', 'Budget Modification', 'Budget Reduction', 'Direct Deobligation', and 'Sole Source Approval'. Below this, there are sections for 'In Progress GAMs' and 'Completed GAMs', each with a table of columns including 'GAM ID', 'Status', 'Type of Award Change', 'Award Change Subtype', 'Originated by', and 'Last Modified Date'. The 'In Progress GAMs' table is currently empty, and the 'Completed GAMs' table also shows no items.

Initiating a GAM During the Closeout Process

Step 7

Select Create
New GAM

7) Select Create New GAM.

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JUSTICE GRANTS SYSTEM

Closeout
(15PSMA-24-GG-00184-AWAX) **PENDING-INITIATECLOSEOUT**
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Funded Award

Award Package Award Conditions Award Details Award Attachments Performance Management Funding Balance and Availability Federal (FFR) Grant Award Modification (GAM)

GAM Selection

Type of Award Change: Financial
Award Change Subtype: Sole Source Approval

Create New GAM

7

In Progress GAMs (FAW-335434)

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
No Items					

Completed GAMs (FAW-335434)

GAM ID	Status	Type of Award Change	Award Change Subtype	Originated by	Last Modified Date
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Initiating a GAM During the Closeout Process

Step 8

Complete the New GAM

- 8) Complete the fields in the GAM. The fields displayed reflect the information required for the type of GAM selected. The example displays the fields in a Budget Modification GAM.

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JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms

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Grant Award Modification GAM-218570
(15PSMA-24-GG-00184-AWAX) **NEW**

Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

\$ Project Budget Summary

Categories	Approved Budget	Requested Changes	Revised Budget
Personnel	\$600.00	---	\$ 600.00
FringeBenefits	\$600.00	---	\$ 600.00
Travel	\$600.00	---	\$ 600.00
Equipment	\$600.00	---	\$ 600.00
Supplies	\$600.00	---	\$ 600.00
Construction	\$600.00	---	\$ 600.00
Subawards (subgrants)	\$600.00	---	\$ 600.00
Procurement Contracts	\$600.00	---	\$ 600.00
Other Costs	\$600.00	---	\$ 600.00
Total Direct Costs	\$5,400.00	---	\$5,400.00
Indirect Costs	\$1,600.00	---	\$ 1,600.00
Total Project Costs	\$7,000.00 100.00%	---	\$7,000.00 100.00%

Total Project Cost Breakdown

Federal Funds	\$3,000.00	---	\$0.00	\$3,000.00	42.86%
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Training Resources
Privacy Policy

Actions

Initiating a GAM During the Closeout Process

Steps 9 – 10

Add Justification and Upload Documents

- 9) Enter justification for the GAM in the **Justification** text field.
- 10) Select **Upload Doc** to attach any necessary documents to support the GAM.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Award Modification' (GAM-218570) for the award (15PSMA-24-GG-00184-AWAX). The 'Justification' text field is highlighted with a green box and a circled '9'. Below the justification field, the 'Budget/Financial Documentation' section is visible, with the 'Upload Doc' button highlighted by a green box and a circled '10'. The interface includes a sidebar with navigation options like Home, Entity Profile, and Applications, and a top navigation bar with the JUSTgrants logo and user information.

Initiating a GAM During the Closeout Process

Step 11

Upload Documents

11) Either drag and drop or choose **Select File(s)** to upload needed documents.

The screenshot displays the JUSTgrants system interface for a Grant Award Modification (GAM-218570). The main content area shows a text editor for justification, with a toolbar and a 'Justification' label. A modal dialog box titled 'Attach file(s)' is open, featuring a dashed box for file drops, a paperclip icon, and the text 'Drag and drop files here'. Below this, it says 'OR' and provides a 'Select file(s)' button. At the bottom of the dialog are 'Cancel' and 'Attach' buttons. A green circle with the number '11' is overlaid on the dialog box. The background interface includes a sidebar with navigation options like Home, Entity Profile, and Entity Documents, and a main content area with sections for Budget/Financial Documentation and Pre-agreement Costs.

Initiating a GAM During the Closeout Process

Steps 12 – 13

Upload Documents

12) Rename the document if needed. The category for the uploaded document corresponds to the category in the GAM. To remove the uploaded document, select the trash can icon.

13) Select **Attach**.

The screenshot shows the JUSTgrants system interface. The main content area displays a 'Grant Award Modification' for GAM-218570. A dialog box titled 'Attach file(s)' is open, showing a list of files. The file 'Links.docx' is selected, and its category is 'Budget Worksheet and Budget Narrative (attachment)'. A green box highlights the 'Name', 'File', and 'Category' fields. A green circle with the number '12' is around the dialog box, and another green circle with the number '13' is around the 'Attach' button.

Name	File	Category
Links	Links.docx	Budget Worksheet and Budget Narrative (attachment)

Initiating a GAM During the Closeout Process

Step 14

Submit GAM

14) Select **Submit** to send the GAM to DOJ for review.

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JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
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Grant Award Modification GAM-218570
(15PSMA-24-GG-00184-AWAX) **NEW**
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)
Current Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)

Budget Worksheet and Budget Narrative (attachment)

Name	Category	Created by	Date Added	
Links.docx	Budget Worksheet and Budget Narrative (attachment)	justgrants026.grantawardadmin jgjtsext	03/25/2024	

Upload Doc

> Pre-agreement Costs (also known as Pre-award Costs)
> Indirect Cost Rate Agreement (if applicable)
> Consultant Rate
> Limitation on Employee Compensation; Waiver
> Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)
> Additional Attachments

> Grants Management Comments

Cancel Delete GAM Save **Submit**

14

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF GAM FULFILLMENT

Training Resources
Privacy Policy

Initiating a GAM During the Closeout Process

Steps 15 – 16

Close GAM

- 15) A message displays which reads, “Thank you! The next step in this case has been routed appropriately.”
- 16) Select **Close** from the **Actions** menu to close the GAM and return to My Assigned Awards.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Award Modification' for GAM-218571, with a status of 'PENDING-APPROVAL'. The awarded entity is 'JGII Test Org26'. A progress bar indicates the current stage is 'INITIAL REVIEW'. A green box highlights a message: 'Thank you! The next step in this case has been routed appropriately.' A green circle with the number 15 is placed over this message. To the right, an 'Actions' menu is visible, containing options: Refresh, No Actions, Print, and Close. A green circle with the number 16 is placed over the 'Actions' menu. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The bottom right corner shows 'Participants (0)' with a 'No Items' message.

April 2024
Version 3.0



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JUSTICE GRANTS SYSTEM