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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.
Closeout Overview
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

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.
2) Open the drop-down menu to select the Closeout Type.
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.
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.
Initiating a Closeout
Prior to End Date
Step 1

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.
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.
Initiating a Closeout Prior to End Date

Step 3

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

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.
Initiating a GAM During the Closeout Process

Step 2

2) Select **Begin** link to open the award for closeout.
Initiating a GAM During the Closeout Process

Step 3

3) Scroll down the Closeout page to the Funded Award section.
4) Select the **Grant Award Modification** tab from the **Funded Award** section.
5) Select either **Financial** or **Programmatic** from the **Type of Award Change** selection menu.
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.
6) Select the **Award Subtype** from the **Award Change Subtype** selection menu.
Initiating a GAM During the Closeout Process

Step 7

7) Select Create 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.
9) Enter justification for the GAM in the **Justification** text field.

10) Select **Upload Doc** to attach any necessary documents to support the GAM.
Initiating a GAM During the Closeout Process

Step 11

11) Either drag and drop or choose **Select File(s)** to upload needed 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.
14) Select **Submit** to send the GAM to DOJ for review.
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**.