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Introduction

How to Use this Guide

This Job Aid Reference Guide (JARG) will help 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 located at the bottom left. corner of the page.



Closeout Overview

Closeout

Closeout is the end of the grant process. To complete a closeout, the **Grant Award Administrator** must submit the final federal financial and performance reports, 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 to ensure that all the funds are spent appropriately. The process can take several 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 is declined.
- Closeouts are automatically submitted 121 days after the end date of the grant if the grant award administrator fails to do so within the allotted 120 days.

NOTE:

- Notification occurs when the closeout is generated and when it is due.
- 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 will navigate to the application, funding

recommendation and funded award tabs including FFRs (SF-425), performance reports, and Grant Award Modifications (GAM). The DOJ staff and grantees see similar screens.

The **Grant Award Administrator (GAA)** will lead the Closeout completion efforts and has several unique abilities:



The Grant Award Administrator can:

- Generate a Closeout prior to the end date of award, if needed;
- Review the requirements;
- Submit the Federal Financial Report (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 the resolved-closed status (award is closed);
- Action needs to be taken for closeout three (3) days before due date;
- A closeout is due in ten (10) days;
- A closeout is initiated/created;
- A closeout is declined;
- A closeout is change requested.



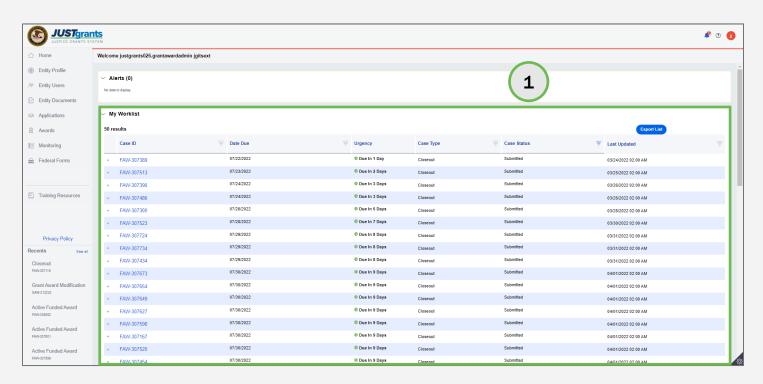
Step 1

Select Award

This is the process for the **Grant Award Administrator (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.

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

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





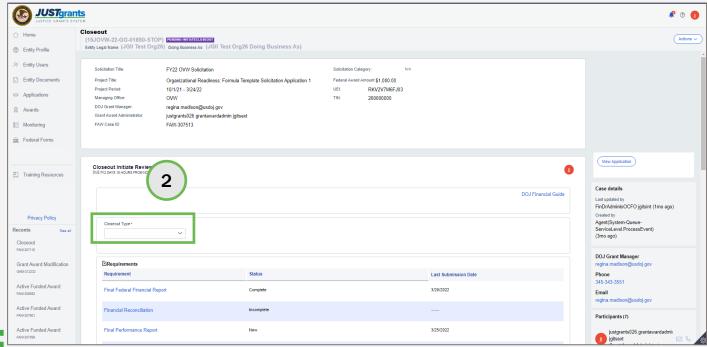
Step 2

Closeout Type

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

NOTE: 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.
- Compliant is used when all the final documents are completed (Final Performance Report, 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 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.
- SCAAP is specific to a particular type of award. This type of closeout should not be selected by recipients.

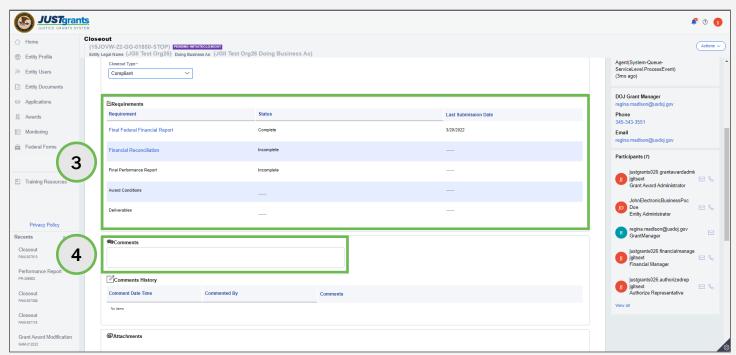


Steps 3 - 4

Requirements

- 3) Scroll to the **Requirements** section. Select any link on the screen to review details, as necessary. The final Federal Financial Report (FFR) can be viewed by opening the **Final Federal Financial Report** link. The Final Performance Report and all award deliverables are available to view in the **Performance Management** section of the award. Award conditions are found in the **Award Conditions** section of the award.
- 4) Select the **Comments** box to add any notes needed.

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



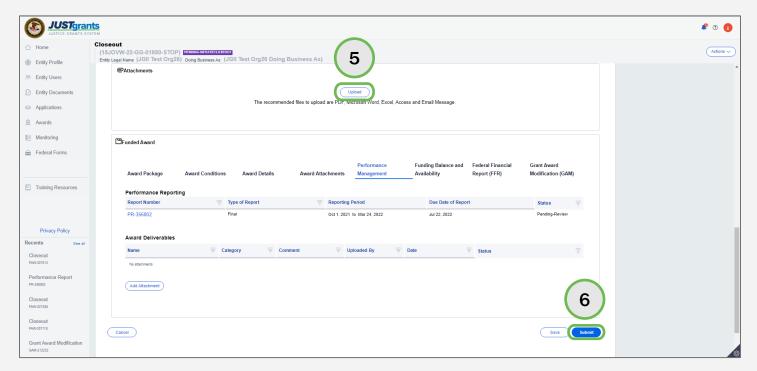


Steps 5 - 6

Submission

- 5) Select the **Upload** button to attach files to the award for review during the Closeout process.
- 6) Select the **Submit** button 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 the edits.



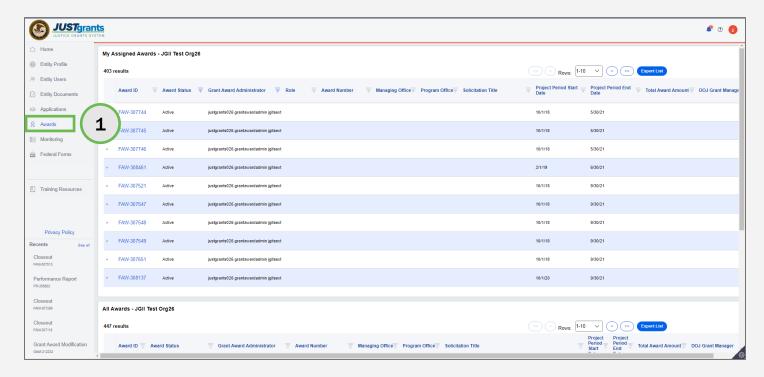


Step 1

Select Award

This is the process used by the **Grant Award Administrator (GAA)** to initiate a Closeout prior to the end date of the award.

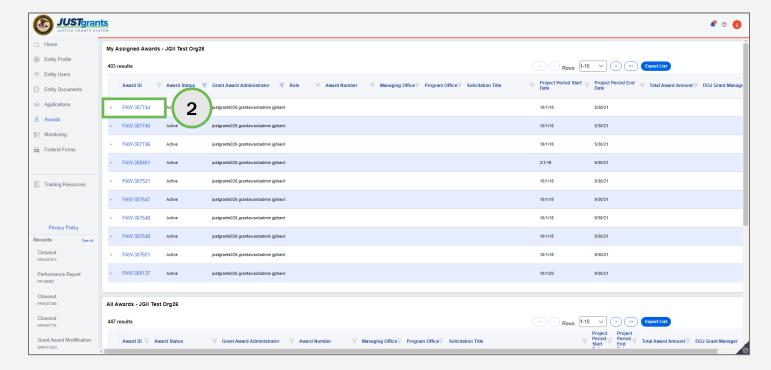
1) From the JustGrants landing page, select the **Awards** link.





2) Select the Award ID to initiate closeout.

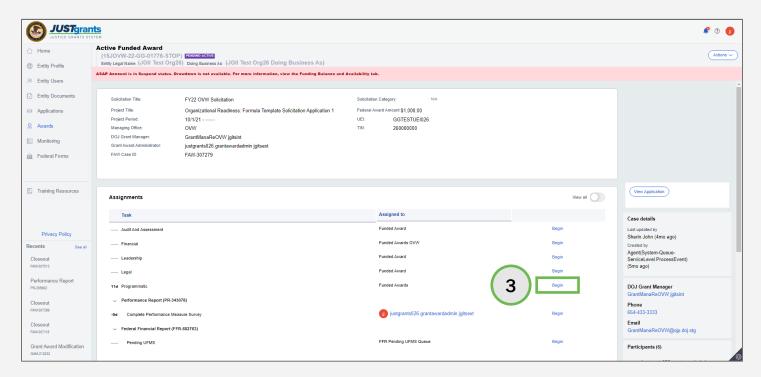
NOTE: Each column can be filtered by selecting the **down arrow** \downarrow or sorted by selecting the **small arrow** \uparrow corresponding to the column.





Step 3 Select Begin

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

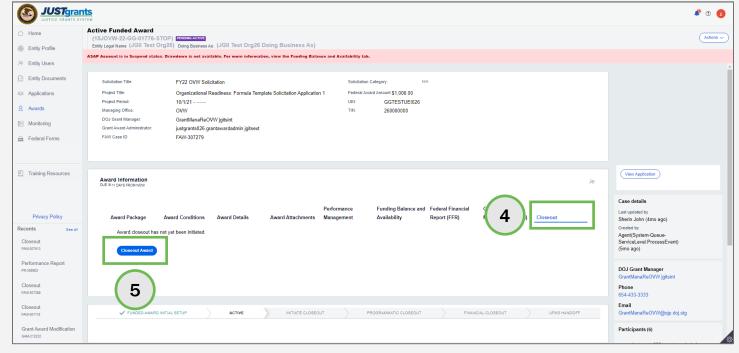




Steps 4 - 5

Select Closeout

- 4) Select the Closeout tab.
- 5) Select the Closeout Award button. The award moves from PENDING-ACTIVE status to PENDING-INITIATECLOSEOUT status. The Grant Award Administrator can follow the steps indicated on slides 10 – 13 to complete the award closeout process.





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