



# Closeout

## *Job Aid Reference Guide*



January 2024  
Version 2.0

# Table of Contents

---

[3](#)    [Introduction](#)

---

[5](#)    [Closeout Overview](#)

---

[9](#)    [Award Closeout](#)

---

[14](#)    [Initiating a Closeout Prior to End Date](#)

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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.





# Award Closeout

# Award Closeout

## 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.

The screenshot shows the JustGrants user interface. On the left is a sidebar with navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, Training Resources, Privacy Policy, and Recents. The main content area has a header with the JustGrants logo and a welcome message. Below the header is an 'Alerts (0)' section. The 'My Worklist' section is highlighted with a green border and contains a table of 50 results. A green circle with the number '1' is overlaid on the 'Alerts (0)' section. 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
FAIW-307389	07/23/2022	Due in 1 Day	Closeout	Submitted	03/24/2022 02:00 AM
FAIW-307513	07/23/2022	Due in 2 Days	Closeout	Submitted	03/25/2022 02:00 AM
FAIW-307390	07/24/2022	Due in 3 Days	Closeout	Submitted	03/26/2022 02:00 AM
FAIW-307486	07/24/2022	Due in 3 Days	Closeout	Submitted	03/26/2022 02:00 AM
FAIW-307300	07/26/2022	Due in 5 Days	Closeout	Submitted	03/28/2022 02:00 AM
FAIW-307523	07/26/2022	Due in 7 Days	Closeout	Submitted	03/30/2022 02:00 AM
FAIW-307724	07/29/2022	Due in 8 Days	Closeout	Submitted	03/31/2022 02:00 AM
FAIW-307734	07/29/2022	Due in 8 Days	Closeout	Submitted	03/31/2022 02:00 AM
FAIW-307434	07/29/2022	Due in 8 Days	Closeout	Submitted	03/31/2022 02:00 AM
FAIW-307673	07/30/2022	Due in 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAIW-307654	07/30/2022	Due in 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAIW-307649	07/30/2022	Due in 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAIW-307627	07/30/2022	Due in 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAIW-307598	07/30/2022	Due in 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAIW-307167	07/30/2022	Due in 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAIW-307520	07/30/2022	Due in 9 Days	Closeout	Submitted	04/01/2022 02:00 AM
FAIW-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**.

**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.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**Closeout**  
(16JOVW-22-GG-01850-STOP) **OPENING INITIAL CLOSEOUT**  
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: RKVZV7M6FJ03  
TIN: 2600000000

**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: FinDirAdminsOCFO.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

### 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..

The screenshot displays the JUSTgrants Closeout interface for award (15JOVW-22-GG-01880-STOP). The 'Closeout Type' is set to 'Compliant'. The 'Requirements' table is highlighted with a green box and labeled with a circled '3'. Below it, the 'Comments' box is highlighted with a green box and labeled with a circled '4'.

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

**Comments**

**Comments History**

Comment Date Time	Commented By	Comments
No items		

**Attachments**

**Participants (7)**

- justgrants026 grantawardadmini
- JohnElectronicBusinessPoc
- regina.madison@usdoj.gov
- justgrants026 financialmanage
- justgrants026 authorizedrep

# Award Closeout

## 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](mailto:Ask.OCFO@usdoj.gov) to make the edits.

The screenshot displays the JUSTgrants Award Closeout interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, Training Resources, and Privacy Policy. The main content area is titled 'Closeout' and shows details for award (16JOVW-22-GG-01850-STOP) with status 'PENDING-INITIALCLOSEOUT'. The 'Attachments' section has an 'Upload' button circled with a green circle and the number 5. Below it, the 'Funded Award' section shows tabs for Award Package, Award Conditions, Award Details, Award Attachments, Performance Management (selected), Funding Balance and Availability, Federal Financial Report (FFR), and Grant Award Modification (GAM). The 'Performance Reporting' table shows a report for PR-356802, Final, with a due date of Jul 22, 2022, and status Pending-Review. The 'Award Deliverables' section has an 'Add Attachment' button. At the bottom right, a 'Submit' button is circled with a green circle and the number 6. A 'Cancel' button is at the bottom left.

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

Name	Category	Comment	Uploaded By	Date	Status
No attachments					



# 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 **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.

**My Assigned Awards - JGII Test Org26**

403 results

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	DOJ Grant Manager
FAW-307744	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	5/30/21		
FAW-307745	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	5/30/21		
FAW-307746	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	5/30/21		
FAW-308461	Active	justgrants026.grantawardadmin.jgitsext						2/1/19	6/30/21		
FAW-307521	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	9/30/21		
FAW-307547	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	9/30/21		
FAW-307548	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	9/30/21		
FAW-307549	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	9/30/21		
FAW-307651	Active	justgrants026.grantawardadmin.jgitsext						10/1/18	9/30/21		
FAW-308137	Active	justgrants026.grantawardadmin.jgitsext						10/1/20	9/30/21		

**All Awards - JGII Test Org26**

447 results

Award ID	Award Status	Grant Award Administrator	Award Number	Managing Office	Program Office	Solicitation Title	Project Period Start Date	Project Period End Date	Total Award Amount	DOJ Grant Manager
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# Initiating a Closeout Prior to End Date

## Step 2

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

**NOTE:** Each column can be filtered by selecting the **down arrow** ↓ or sorted by selecting the **small arrow** ↑ corresponding to the column.

The screenshot displays the 'My Assigned Awards - JGII Test Org26' page in the JUSTgrants system. The page shows a table of 403 results. The first row is highlighted with a green box and a green circle containing the number 2, indicating the step to select the Award ID for closeout. 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 shows Award ID FAW-307744, Award Status Active, Grant Award Administrator justgrants026.grantawardadmin.jgltsext, Role, Award Number, Managing Office, Program Office, Solicitation Title, Project Period Start Date 10/1/18, Project Period End Date 5/30/21, Total Award Amount, and DOJ Grant Manager.

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	DOJ Grant Manager
FAW-307744	Active	justgrants026.grantawardadmin.jgltsext						10/1/18	5/30/21		
FAW-307745	Active	justgrants026.grantawardadmin.jgltsext						10/1/18	5/30/21		
FAW-307746	Active	justgrants026.grantawardadmin.jgltsext						10/1/18	5/30/21		
FAW-308461	Active	justgrants026.grantawardadmin.jgltsext						2/1/19	6/30/21		
FAW-307521	Active	justgrants026.grantawardadmin.jgltsext						10/1/18	9/30/21		
FAW-307547	Active	justgrants026.grantawardadmin.jgltsext						10/1/18	9/30/21		
FAW-307548	Active	justgrants026.grantawardadmin.jgltsext						10/1/18	9/30/21		
FAW-307549	Active	justgrants026.grantawardadmin.jgltsext						10/1/18	9/30/21		
FAW-307651	Active	justgrants026.grantawardadmin.jgltsext						10/1/18	9/30/21		
FAW-308137	Active	justgrants026.grantawardadmin.jgltsext						10/1/20	9/30/21		



# Initiating a Closeout Prior to End Date

## Step 3

Select Begin

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

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
**Awards**  
Monitoring  
Federal Forms  
Training Resources  
Privacy Policy

Recents  
Closeout  
FAW-307113  
Performance Report  
PR-30802  
Closeout  
FAW-307189  
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. Drawdown 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:	2600000000
DOJ Grant Manager:	GrantManaReOVW jglsint		
Grant Award Administrator:	justgrants026.grantawardadmin.jglsint		
FAW Case ID:	FAW-307279		

**Assignments** View all

Task	Assigned to	
Audit And Assessment	Funded Award	Begin
Financial	Funded Awards OVW	Begin
Leadership	Funded Award	Begin
Legal	Funded Award	Begin
<b>114 Programmatic</b>	Funded Awards	<b>3</b> <b>Begin</b>
Performance Report (PR-343078)		
Complete Performance Measure Survey	justgrants026.grantawardadmin.jglsint	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 jglsint  
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 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.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Home  
Entity Profile  
Entity Users  
Entity Documents  
Applications  
**Awards**  
Monitoring  
Federal Forms  
Training Resources  
Privacy Policy  
Recents  
Closeout  
Performance Report  
Closeout  
Closeout  
Grant Award Modification

**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. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

Solicitation Title: FY22 OVW Solicitation  
Project Title: Organizational Readiness: Formula Template Solicitation Application 1  
Project Period: 10/1/21 -  
Managing Office: OVW  
DOJ Grant Manager: GrantManaReOVW jgitsint  
Grant Award Administrator: justgrants026 grantawardadmin jgitsint  
FAW Case ID: FAW-307279

Solicitation Category: N/A  
Federal Award Amount \$1,000.00  
UEI: GGTESTUEI026  
TIN: 2600000000

**Award Information**  
DUE IN 11 DAYS FROM NOV

Award Package  
Award Conditions  
Award Details  
Award Attachments  
Performance Management  
Funding Balance and Availability  
Federal Financial Report (FFR)  
**Closeout**

Award closeout has not yet been initiated.  
**Closeout Award**

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

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

January 2024  
Version 2.0



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