



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 - Admitted F-1 alone	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Admitted F-1 alone Contract	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Admitted Part-time	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Admitted Part-time Contract	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Attorney F-1 alone	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Attorney F-1 alone Contract	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Attorney Part-time	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - Attorney Part-time Contract	Text box	07/12/2024	Remove from Repository Test issue
	Employee Court - LA Admitted 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

Table of Contents

3 **[Introduction](#)**

5 **[Closeout Overview](#)**

10 **[Award Closeout](#)**

16 **[Award Closeout \(Pending Grant Award
Modification\)](#)**

20 **[Initiating Closeout Prior to End Date](#)**

25 **[Initiating Grant Award Modification \(GAM\)
During the Closeout Process](#)**



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

A vertical light green line is positioned on the left side of the page. A large, downward-pointing chevron shape is formed by two light blue, dotted lines that meet at a point at the bottom center of the page. The background is a solid dark blue color.

Closeout Overview

Closeout

Closeout occurs at the end of the grant process. To complete a closeout, the GAA must submit the final **Federal Financial Report (FFR)** and **Performance Reports (PRs)**. 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.

If the award has an **in-progress** Grant Award Modification (GAM), it must be resolved before award closeout can be submitted. In-progress GAMs appear as one of the closeout requirements. See the [Award Closeout \(Pending Grant Award Modification\)](#) section for additional information on resolving in-progress GAMs.

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.

Closeout (cont.)

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 may generate requests for additional documentation or justifications until the DOJ Finance Office confirms full compliance and closes the award. Within JustGrants:

- **Closeouts are automatically generated** one day after the grant end date or automatically if the award is 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.

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 FFRs (SF-425), PRs, and 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 the 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

The Award Closeout 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.

NOTE: Entity Administrator (EA) identification is displayed on the landing page. Hover over the EA name and receive the following message: “Contact your Entity Administrator to update roles and manage user assignments to Applications and Awards.”

The screenshot displays the JustGrants Justice Grants System interface. The top navigation bar includes the JustGrants logo and a user profile dropdown showing the Entity Administrator as JohnElectronicBusinessPoc Doe. A green box highlights this name. Below the navigation bar, a welcome message reads "Welcome justgrants026.grantawardadmin jgitsext". A central alert box with a green circle containing the number "1" indicates "Alerts (0) No data to display". The main content area is titled "My Worklist" and shows "1615 results". A table lists several awards with columns for Case ID, Due Date, Case Type, Award, Solicitation Title, Office, and Status. The first three rows are "Closeout" awards, and the last three are "Award Package" awards. An "Export List" button is visible in the top right of the table area.

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
FAW-324341	10/27/2024	Closeout	15PBJA-23-GG-03244-AWAX	AZ-GRANT-MY.TEST.Solicitation	OJP-BJA	Submitted
FAW-307522	10/29/2024	Closeout	15PBJA-23-GK-00004-AWAX	190036 Testing	OJP-BJA	Submitted
FAW-348028	10/29/2024	Closeout	15JCOPS-24-AG-01167-LEMH	CB BF COPS Test	COPS	Submitted
AW-309806	---	Award Package				Submitted
AW-309609	---	Award Package				Submitted
AW-309594	---	Award Package				Submitted

Award Closeout

Step 2

Closeout Type

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

NOTE: As added security, the Tax Identifier Number (TIN) number has been hidden except for the last four digits.

JUSTgrants
JUSTICE GRANTS SYSTEM

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

Closeout
(15PBJA-23-GG-03244-AWAX) **PENDING-INITIATECLOSEOUT**
Awarded Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)
Current Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 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:	AZ-GRANT-MY.TEST.Solicitation	Solicitation Category:	N/A
Project Title:	Batman	Federal Award Amount	\$1,000,000.00
Project Period:	8/31/23 - 6/28/24	Program Officer:	BJA
Managing Officer:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	GrantManaReBJA.jgitsint	TIN:	****0000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsint		
FAW Case ID	FAW-324341		

Closeout Initiate Review
DUE IN 3 MONTHS FROM NOW

2

Closeout Type *

Requirements

Requirement	Status	Last Submission Date
Final Federal Financial Report	Incomplete	---
Financial Reconciliation	Incomplete	---

Case details
Last updated by
Pega Email Box (11d ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent) (11mo ago)

DOJ Grant Manager
GrantManaReBJA.jgitsint

Phone
111-111-1111

Email
GrantManaReBJA@ojp.usdoj.stg

Participants (7)
justgrants026.grantawardadmin.jgitsint

Training Resources Privacy Policy

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 award's **Performance Management** section. The award conditions are visible in the award's **Award Conditions** section.
- 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.

The screenshot displays the JUSTgrants system interface for the 'Closeout' section. The main content area shows a table of requirements for award (15JOVW-22-GG-01850-STOP). The table is highlighted with a green box and labeled '3'. Below the table is a 'Comments' box, also highlighted with a green box and labeled '4'. The interface includes a sidebar with navigation options, a top navigation bar, and a right-hand panel with user information and participants.

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

Comment Date Time	Commented By	Comments
No items		

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.

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

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					

Cancel | Save | **Submit**



**Award Closeout
(Pending Grant Award
Modification)**

Award Closeout (Pending GAM)

Closeout requirements prevent a user from moving a **Closeout** forward if there is an active pending **Grant Award Modification (GAM)** on the **Funded Award (FAW)**.

If there is a pending GAM on the FAW, the FAW **Requirements** section will include a **Grant Award Modification** row. A warning triangle is displayed, and the status of the GAM row will read as **Incomplete**. When the user hovers over the warning triangle, the **GAM Case ID** and **Status** are displayed.

The following statuses **are considered pending**, and will prevent submission of Closeout:

- Pending-Approval;
- Pending-ChangeRequest;
- Pending-Resubmitted-BCGAM.

If there are no pending GAMs on the FAW, then the GAM row **will not** be visible in the FAW Requirements section.

The following statuses **are not considered pending**, and will allow submission of the Closeout:

- Resolved-Completed;
- Resolved-Deleted;
- Resolved-Denied;
- Resolved-Incomplete;
- Resolved-Withdrawn;
- Pending-UFMS.

Award Closeout (Pending GAM)

Steps 1 - 2

Closeout Type

- 1) Open the drop-down menu to select the **Closeout Type**.
- 2) Hover over the **Grant Award Modification** warning triangle to display the GAM's **Case ID** and **Status**.

The screenshot shows the 'Closeout Initiate Review' page in the JUSTgrants system. The page title is 'Closeout (15PSMA-24-GG-00319-AWAX) [PENDING-INITIATE-CLOSEOUT]'. The awarded entity is 'Gill Test Org25'. A warning message states: 'ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.'

The 'Closeout Initiate Review' section includes a 'Closeout Type' dropdown menu set to 'Compliant'. Below this is a table of requirements:

Requirement	Status	Last Submission Date
Final Federal Financial Report	Incomplete	--
Financial Reconciliation	Incomplete	--
Final Performance Report	Incomplete	--
Grant Award Modification	Incomplete	--
Award Conditions	Status	--
Deliverables	Status	--

A tooltip for the 'Grant Award Modification' row shows the following details:

Case ID	Status
GAM-220120	Pending Approval

The right sidebar shows 'Case details' and 'Participants (7)'. The 'Case details' section includes information about the last updated by, queue processor, and created by. The 'Participants' section lists seven users with their roles and contact information.

Award Closeout (Pending GAM)

Step 3

Submission
Error

- 3) The **Submit** button is now active. Selecting **Submit** will cause an **error** and the following error message will be displayed related to the the Closeout Case: **“Close Out: Error: Please ensure all outstanding GAMs are resolved prior to submitting closeout.”**

The screenshot displays the 'Funded Award' interface in the JUSTgrants system. The 'Submit' button is highlighted with a green box and a circled '3'. A red error message is displayed below the form, stating: "Close Out: Error: Please ensure all outstanding GAMs are resolved prior to submitting closeout." The error message is highlighted with a green box and a green arrow pointing to it from the 'Submit' button.

Closeout
(15PSMA-24-GG-00319-AWAX) **PENDING INITIATE CLOSEOUT**
Awarded Entity Legal Name (JGII Test Org25) Doing Business As: (JGII Test Org25)

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

Close Out: Error: Please ensure all outstanding GAMs are resolved prior to submitting closeout.

Solicitation Title:	FY24 Formule Template (New Redesign)	Solicitation Category:	N/A
Project Title:	Ash Test Data	Federal Award Amount:	\$1,307.93
Project Period:	1/1/23 - 3/30/24	Program Office:	SMART
Managing Office:	OJP	UEI:	QPN9V8JGZ9PZ
DOJ Grant Manager:	GrantManeReSMART.jgtsint	TIN:	*****000
Grant Award Administrator:	justgrants025.grantawardadmin.jgtsint		
FAW Case ID:	FAW-341030		

Closeout Initiate Review
DUE IN 18 DAYS FROM NOW

Case details
Last updated by



Initiating Closeout Prior to End Date

Initiating Closeout Prior to End Date

Step 1

Select Award

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

- 1) Select **Awards** from the **JustGrants** landing page.

JUSTgrants JUSTICE GRANTS SYSTEM

Welcome Carlos Gastelum Entity Administrator: Alak Dutta

Alerts (2)

My Worklist

1292 results 1 2 3 4 5 6 7 8 9 10 Export List




Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
PR-229859	07/30/2024	Performance Report	15JOVW-24-RR-01810-STOP	FY24FormulaNewDesign	OWW	New
PR-229009	07/30/2024	Performance Report	15JOVW-24-AG-01538-STOP	Alak' test data	OWW	New
PR-228869	10/30/2024	Performance Report	15PSMA-24-GG-01780-AWAX	FY24 Adam Walsh Act	OJP-SMART	New
PR-228344	10/30/2024	Performance Report	15JOVW-24-GG-01794-STOP	Mush Test Data OWW	OWW	New
PR-228216	10/30/2024	Performance Report	15PSMA-24-GG-01792-AWAX	Mush Test Data OJP	OJP-SMART	New
PR-134184	06/26/2024	Performance Report	15PBJA-21-GG-00446-AWAX	BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - State Solicitation	OJP-BJA	Pending-ChangeRequest
PR-134125	06/25/2024	Performance Report	15PBJA-21-GG-00446-AWAX	BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - State Solicitation	OJP-BJA	Pending-ChangeRequest
PR-227164	10/30/2024	Performance Report	15PSMA-24-GG-01766-AWAX	Test data for Mush	OJP-SMART	New

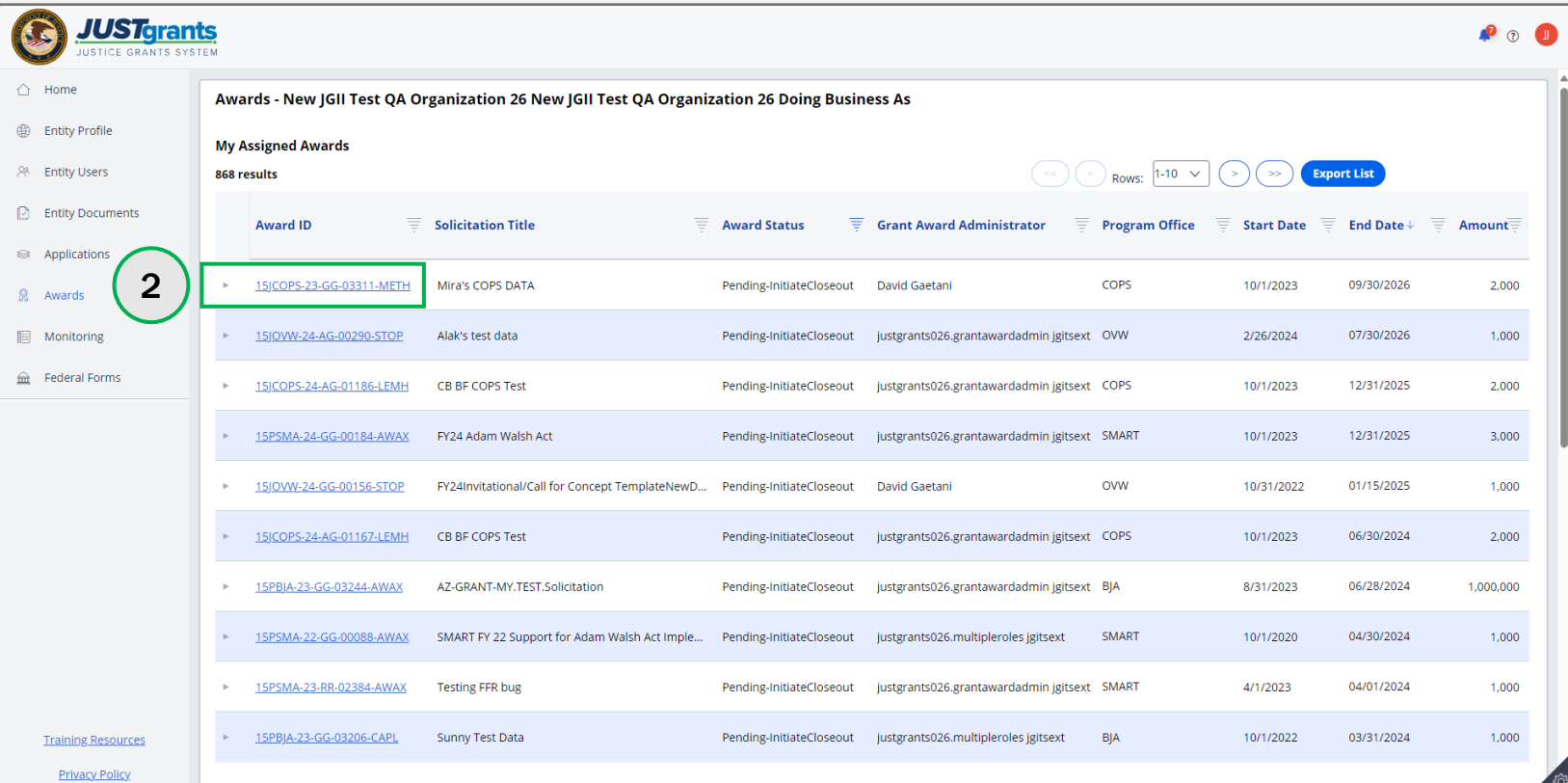
Initiating Closeout Prior to End Date

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 and utilizing the **arrow**   direction.



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

Training Resources
Privacy Policy

Awards - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As

My Assigned Awards
868 results

Rows: 1-10 Export List

Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
15JCOPS-23-GG-03311-METH	Mira's COPS DATA	Pending-InitiateCloseout	David Gaetani	COPS	10/1/2023	09/30/2026	2,000
15JOVW-24-AG-00290-STOP	Alak's test data	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	OVW	2/26/2024	07/30/2026	1,000
15JCOPS-24-AG-01186-LEMH	CB BF COPS Test	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	10/1/2023	12/31/2025	2,000
15PSMA-24-GG-00184-AWAX	FY24 Adam Walsh Act	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	SMART	10/1/2023	12/31/2025	3,000
15JOVW-24-GG-00156-STOP	FY24Invitational/Call for Concept TemplateNewD...	Pending-InitiateCloseout	David Gaetani	OVW	10/31/2022	01/15/2025	1,000
15JCOPS-24-AG-01167-LEMH	CB BF COPS Test	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	COPS	10/1/2023	06/30/2024	2,000
15PBJA-23-GG-03244-AWAX	AZ-GRANT-MY.TEST.Solicitation	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	BJA	8/31/2023	06/28/2024	1,000,000
15PSMA-22-GG-00088-AWAX	SMART FY 22 Support for Adam Walsh Act Imple...	Pending-InitiateCloseout	justgrants026.multipleroles jgitsext	SMART	10/1/2020	04/30/2024	1,000
15PSMA-23-RR-02384-AWAX	Testing FFR bug	Pending-InitiateCloseout	justgrants026.grantawardadmin jgitsext	SMART	4/1/2023	04/01/2024	1,000
15PBJA-23-GG-03206-CAPL	Sunny Test Data	Pending-InitiateCloseout	justgrants026.multipleroles jgitsext	BJA	10/1/2022	03/31/2024	1,000

Initiating Closeout Prior to End Date

Step 3

Select Begin

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

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JUSTICE GRANTS SYSTEM

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

Active Funded Award

(15)COPS-24-GG-01110-METH **PENDING-ACTIVE**

Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)
Current Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 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:	FY24 COPS Template New Design	Solicitation Category:	N/A
Project Title:	Alak's test data	Federal Award Amount:	\$2,000.00
Project Period:	5/31/24 - 12/31/26	UEI:	RKV2V7M6FJ03
Managing Officer:	COPS	COPS ORI:	---
DOJ Grant Manager:	GrantManaReCOPS.jgitsint	TIN:	*****0000
Grant Award Administrator:	justgrants026.grantawardadmin.jgitsext		
FAW Case ID:	FAW-346997		

Assignments

Task	Assigned to
2y Programmatic (Active)	Funded Awards 3 Begin
Performance Report (PR-421347)	justgrants026.grantawardadmin.jgitsext Begin
Complete Performance Measure Survey	
Performance Report (PR-419871)	justgrants026.grantawardadmin.jgitsext Begin
Complete Performance Measure Survey	
Federal Financial Report (FFR-708792)	Work queue record for Broken Processes (aka problem flows) Begin
Repair flow configuration	

Case details

Last updated by
Queue processor(GenerateQuarterlyFFRProcessor)
(2h ago)

Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(1mo ago)

DOJ Grant Manager
[GrantManaReCOPS.jgitsint](#)

Phone
111-111-9999

Email
[GrantManaReCOPS@ojp.doi.stg](#)

Participants (7)

[Training Resources](#)
[Privacy Policy](#)

Initiating 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.

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

Active Funded Award
(15)COPS-24-GG-01110-METH **PENDING-ACTIVE**
Awarded Entity Legal Name (New JustGrants Test Stage Org26) Doing Business As: (New JGII Test Stage Org26)
Current Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 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:	FY24 COPS Template New Design	Solicitation Category:	N/A
Project Title:	Alak's test data	Federal Award Amount:	\$2,000.00
Project Period:	5/31/24 - 12/31/26	UEI:	RKV2V7M6FJ03
Managing Officer:	COPS	COPS ORI:	---
DOJ Grant Manager:	GrantManaRecCOPS.jgtsint	TIN:	*****0000
Grant Award Administrator:	justgrants026.grantawardadmin.jgtsint		
FAW Case ID	FAW-346997		

Award Information
DUE IN 2 YEARS 3 MONTHS FROM NOW

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

Award closeout has not yet been initiated.

Closeout Award

Case details
Last updated by Queue processor(GenerateQuarterlyFFRProcessor) (2h ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (1mo ago)

DOJ Grant Manager
GrantManaRecCOPS.jgtsint
Phone
111-111-9999
Email
GrantManaRecCOPS@ojp.doi.stg

Participants (7)

Training Resources
Privacy Policy

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



Initiating Grant Award Modification (GAM) During the Closeout Process

Initiating 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 award closeout period.

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 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 'Awards - New JustGrants Test Stage Org26 New JGII Test Stage Org26' page. The 'My Assigned Awards' section shows 814 results. 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-GK-03219-METH	Annual-calendar vc	Pending-InitiateCloseout	David Gaetani	COPS	7/1/2023	01/31/2024	100,000
15JCOPS-23-GK-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 GAM During the Closeout Process

Step 2

Select Begin

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

JUSTgrants
JUSTICE GRANTS SYSTEM

Closeout
(15PBJA-23-GG-03244-AWAX) **PENDING-INITIATECLOSEOUT**
Awarded Entity Legal Name (JustGrants Test Org26) Doing Business As: (JGII Test Org26)
Current Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 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:	AZ-GRANT-MY.TEST.Solicitation	Solicitation Category:	N/A
Project Title:	Batman	Federal Award Amount	\$1,000,000.00
Project Period:	8/31/23 - 6/28/24	Program Office:	BJA
Managing Office:	OJP	UEI:	RKV2V7M6FJ03
DOJ Grant Manager:	GrantManaReBJA@jtsint	TIN:	*****0000
Grant Award Administrator:	justgrants026.grantawardadmin@jtsint		
FAW Case ID	FAW-324341		

Assignments

Task	Assigned to	Action
3mo Closeout Initiate Review (Initiate Closeout)	justgrants026.grantawardadmin@jtsint	2 Begin
Performance Report (PR-417822)	justgrants026.grantawardadmin@jtsint	Begin
Complete Performance Measure Survey	justgrants026.grantawardadmin@jtsint	Begin
Performance Report (PR-414287)	justgrants026.grantawardadmin@jtsint	Begin
Complete Performance Measure Survey	justgrants026.grantawardadmin@jtsint	Begin
Performance Report (PR-410859)	justgrants026.grantawardadmin@jtsint	Begin
Complete Performance Measure Survey	justgrants026.grantawardadmin@jtsint	Begin
Performance Report (PR-410071)	justgrants026.grantawardadmin@jtsint	Begin
Complete Performance Measure Survey	justgrants026.grantawardadmin@jtsint	Begin

Case details
Last updated by Pega Email Bot (11d ago)
Created by Agent(System-Queue-ServiceLevel.ProcessEvent) (11mo ago)

DOJ Grant Manager
GrantManaReBJA@jtsint
Phone
111-111-1111
Email
GrantManaReBJA@ojo.usdoj.stg

Participants (7)
justgrants026.grantawardadmin@jtsint

Initiating GAM During the Closeout Process

Step 3

Scroll to Funded Award Section

3) On the **Closeout** page, scroll to the **Funded Award** section.

The screenshot displays the JUSTgrants interface for a 'Closeout' page. The page title is 'Closeout (15PBJA-23-GG-03244-AWAX) PENDING-INITIATECLOSEOUT'. A red banner at the top states: 'ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.' The main content area is divided into two columns. The left column contains metadata: Solicitation Title (AZ-GRANT-MY.TEST.Solicitation), Project Title (Batman), Project Period (8/31/23 - 6/28/24), Managing Officer (OJP), DOJ Grant Manager (GrantManaReBJA.jgitsint), Grant Award Administrator (justgrants026.grantawardadmin.jgitsext), and FAW Case ID (FAW-324341). The right column contains: Solicitation Category (N/A), Federal Award Amount (\$1,000,000.00), Program Officer (BJA), UEI (RKV2V7M6FJ03), and TIN (****0000). Below this is the 'Closeout Initiate Review' section, which is highlighted with a green box and a circled '3'. It includes a 'Closeout Type' dropdown menu and a 'Requirements' table. The 'Requirements' table has three columns: Requirement, Status, and Last Submission Date. The requirements listed are 'Final Federal Financial Report' (Incomplete) and 'Financial Reconciliation' (Incomplete). On the right side of the page, there is a 'Case details' section with information about the last update, email box, creation, and a 'DOJ Grant Manager' section with contact information for GrantManaReBJA.jgitsint. At the bottom right, there is a 'Participants (7)' section listing justgrants026.grantawardadmin.jgitsext.

Initiating 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. A green circle with the number '4' is overlaid on the tab. Below the tabs, the 'GAM Selection' section includes a dropdown for 'Type of Award Change' and a 'Create New GAM' button. Two tables are visible: 'In Progress GAMs' and 'Completed GAMs', both currently empty.

Initiating 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 main content area is titled 'Funded Award' and includes a navigation menu with 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' tab is selected.

Under the 'GAM Selection' section, there is a 'Type of Award Change' dropdown menu. The menu is open, showing options: 'Select', 'Financial', 'Project Period Extension', and 'Programmatic'. A green box highlights the dropdown, and a circled '5' is placed next to it, indicating the step to select 'Financial' or 'Programmatic'.

Below the dropdown, there are two sections: 'In Progress GAMs' and 'Completed GAMs'. Both sections show 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 one item with GAM ID 'FAW-335434'. The 'Completed GAMs' section shows one item with GAM ID 'FAW-335434'.

Initiating 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.

JUSTgrants
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 FAW-310425

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

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

Training Resources
Privacy Policy

Initiating 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 page title is 'Closeout (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 main content area is titled 'Funded Award' and includes a navigation menu with options like '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 shows 'Type of Award Change' set to 'Financial' and a 'Create New GAM' button. A green box 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'. A red circle with the number '6' is placed over the dropdown menu. 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' section shows one item with 'FAW-335434' and 'No Items' below it. The 'Completed GAMs' section also shows one item with 'FAW-335434' and 'No Items' below it. The footer includes 'Home', 'Privacy Policy', and 'Training Resources'.

Initiating GAM During the Closeout Process

Step 7

Select Create
New GAM

7) Select Create New GAM.

JUSTgrants
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 Financial Report (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
No Items					

Initiating GAM During the Closeout Process

Step 8

Complete New GAM

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

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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Initiating 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 entity (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 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. The main content area shows a 'Grant Award Modification' page for GAM-218570. A 'Justification' text area is visible, and a 'Budget/Financial Documentation' section is expanded to show 'Budget Worksheet and Budget Narrative (attachment)'. An 'Attach file(s)' dialog box is open, featuring a paperclip icon, the text 'Drag and drop files here', and a 'Select file(s)' button. A large green circle with the number '11' is overlaid on the dialog box, indicating the current step in the process. The left sidebar contains navigation options like Home, Entity Profile, and Entity Documents. The bottom left corner has a 'Home' link, and the bottom right corner shows 'Closeout | 37'.

Initiating 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 modal dialog box titled 'Attach file(s)' is open, allowing for file uploads. The dialog includes a 'Name' field containing 'Links', a 'File' field containing 'Links.docx', and a 'Category' dropdown menu set to 'Budget Worksheet and Budget Narrative (attachment)'. A green box highlights the 'Name' field. Below the dialog, the 'Attach' button is highlighted with a green circle labeled '13', and the 'Cancel' button is highlighted with a green circle labeled '12'.

Initiating GAM During the Closeout Process

Step 14

Submit GAM

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

JUSTgrants
JUSTICE GRANTS SYSTEM

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

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**

CREATE INITIAL REVIEW PROGRAMMATIC REVIEW FINANCIAL REVIEW UFMS HANDOFF **GAM FULFILLMENT**

14

Training Resources
Privacy Policy

Initiating 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 the message. Another green circle with the number 16 is placed over the 'Actions' menu, which contains options: Refresh, No Actions, Print, and Close.

July 2024
Version 3.1



JUSTgrants
JUSTICE GRANTS SYSTEM