



JUSTgrants
JUSTICE GRANTS SYSTEM

Financial Management Training

JustGrants Breakout Session

Financial Management Training Resources

<https://gfmts.training.ojp.gov/agenda.html>



Scan the QR Code below to complete the survey at the end of the session!





Agenda

Roles

Federal Financial
Reports (FFRs)

Monitoring

Closeout

JustGrants Resources

The background of the slide is a deep blue with a complex, wavy pattern of lighter blue and white lines, resembling a topographical map or a fluid simulation. Scattered throughout the background are numerous small, white, diamond-shaped particles of varying sizes and orientations. A solid yellow horizontal bar is positioned in the upper left quadrant, containing the word "Roles" in a bold, black, sans-serif font.

Roles



Just Grants Roles

Entity
Administrator



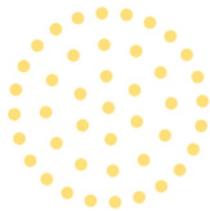
Authorized
Representative



Application
Submitter



Grant Award
Administrator



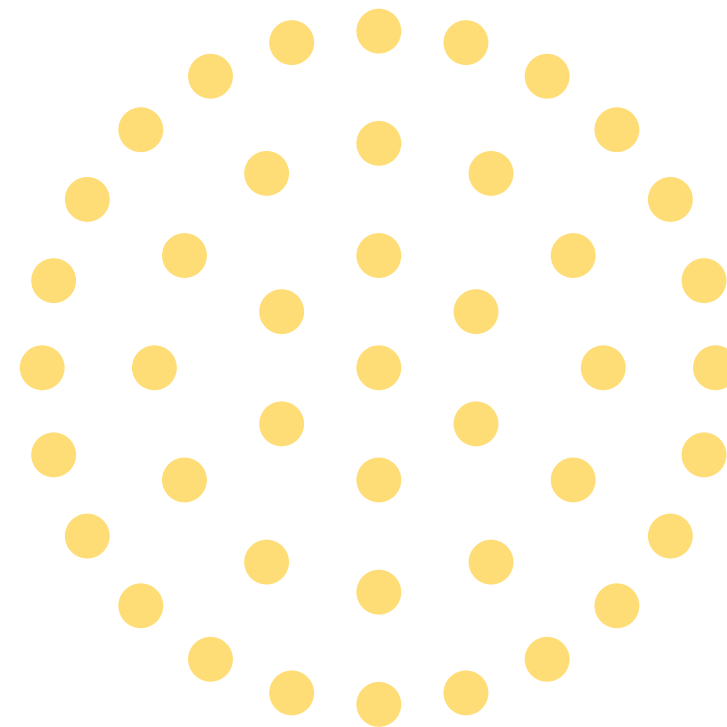
Alternate
Grant Award
Administrator



Financial
Manager

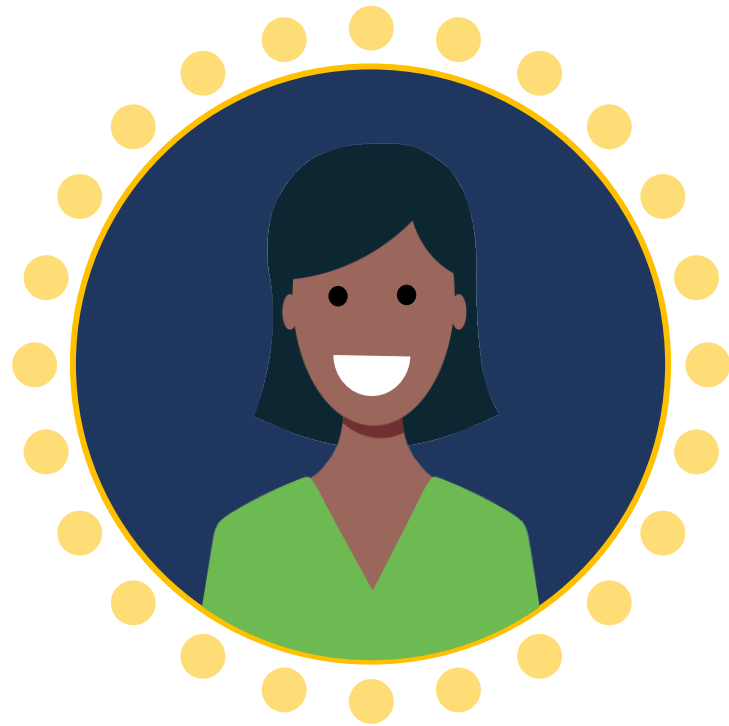


Entity Administrator



Entity Administrator Role



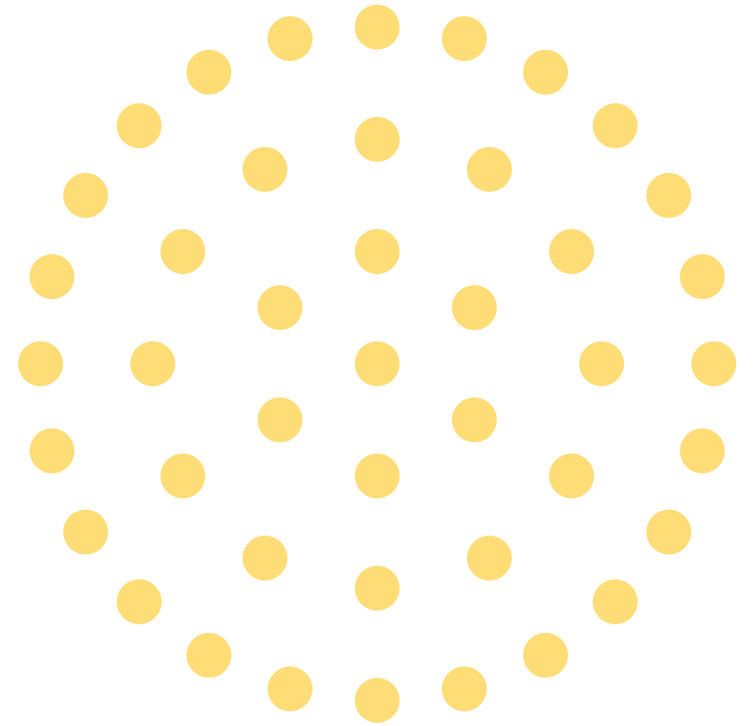


One (1) per entity

Entity Administrator

Confirms entity profile information is current. Manages users and assignments. Confirms the Authorized Representative has the legal authority to accept or decline an award.

Authorized
Representative



Authorized Representative Role



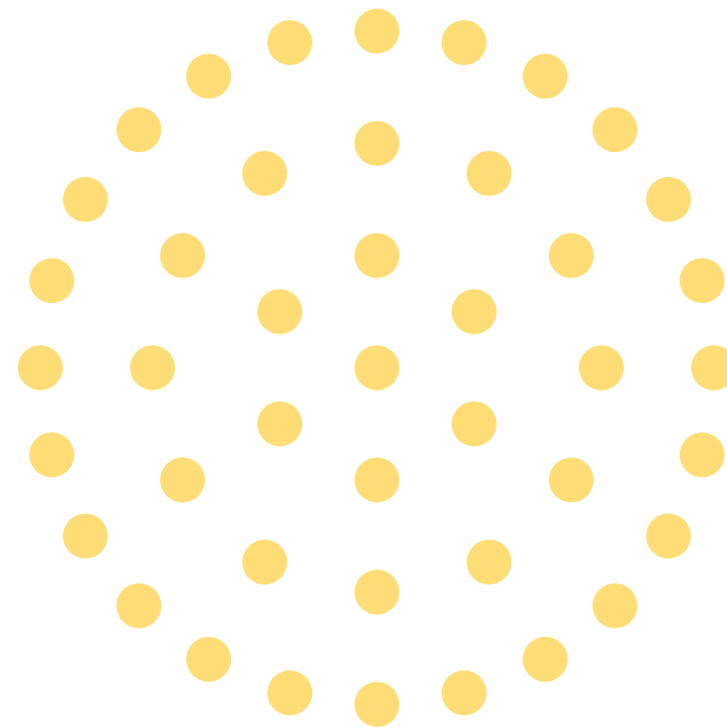


1-2 per application/award

Authorized Representative

Accepts or declines awards on behalf of an entity. Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

Application Submitter



Application Submitter Role



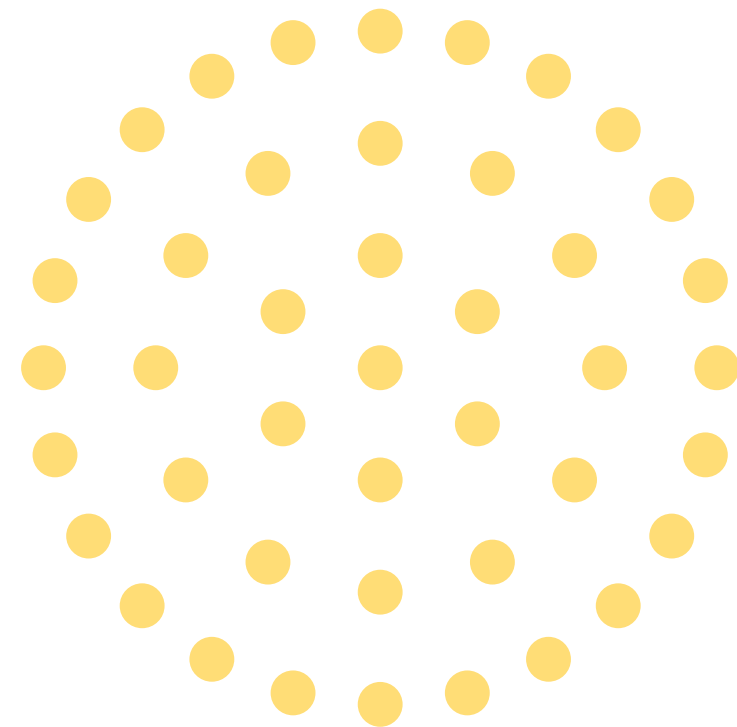


Application **Submitter**

Completes and submits applications on behalf of an entity, including entity disclosures, assurances, and certification requirements.

One to three (1-3) per application

Grant Award Administrator



Grant Award Administrator Role



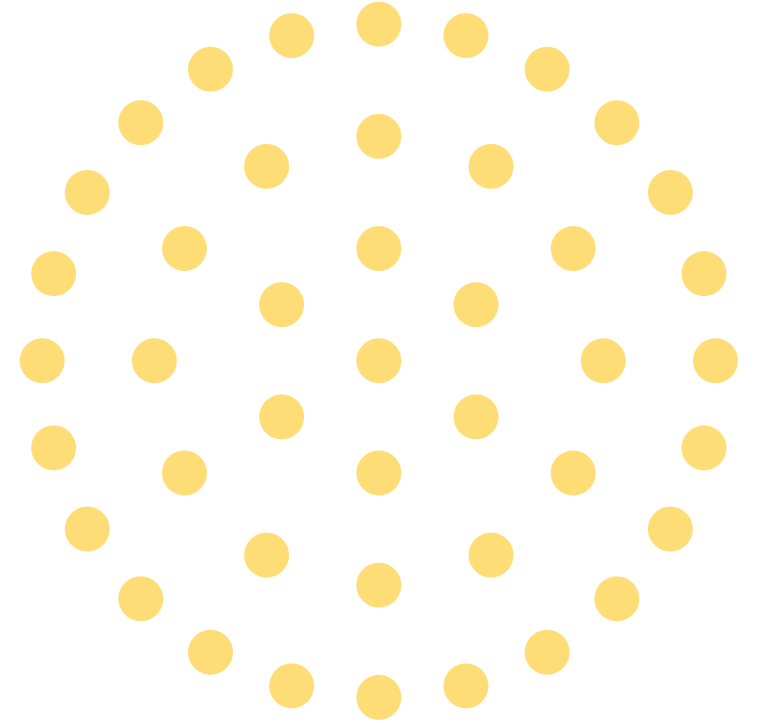
Grant Award Administrator



One (1) per award

Submits programmatic award requirements including Performance Reports (PRs), Grant Award Modifications (GAMs), and portions of the Closeout.

Alternate
Grant Award
Administrator



Alternate
**Grant Award
Administrator
Role**



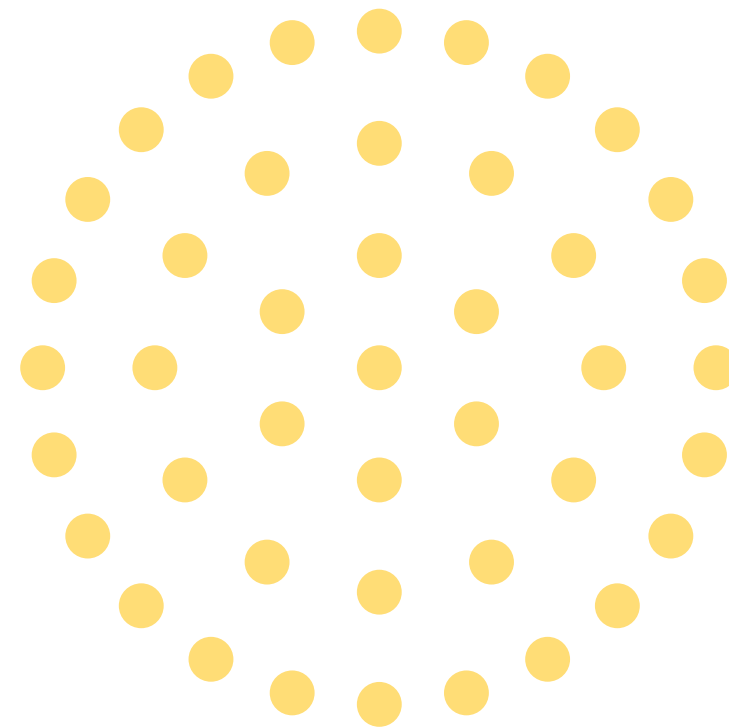


1 per award (optional)

Alternate **Grant Award Administrator**

Supports the Grant Award Administrator in completing programmatic award requirements including submitting GAMs, deliverables, and assigned PRs.

Financial Manager



Financial Manager Role





Financial **Manager**

Certifies and submits Federal Financial Reports (FFRs) on an entity's behalf.

One (1) per award



Equal Employment Opportunity Program (EEOP)

Roles

Entity Administrator	Manages entity user's role assignments.
Read-Only User	Views entity reports.
User	Assists in completing Equal Employment Opportunity Plan (EEOP) reports. However, an EEOP user cannot sign and submit EEOP reports.
Implementation Authority	Signs and submits reports within the EEOP system; may prepare reports. Must have authority to implement entity's EEOP per 28 CFR 42.304.

For additional information about EEOP visit their website:

<https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-plans>

The background is a dark blue gradient. It features several white speech bubbles of various sizes, each containing a black question mark. Some bubbles are in the foreground, while others are faded in the background, creating a sense of depth. A solid yellow horizontal bar is positioned across the middle of the slide.

Questions

The background is a deep blue with intricate, swirling white patterns that resemble topographical lines or fluid motion. Scattered throughout are numerous small, white diamond-shaped particles of varying sizes. A solid yellow rectangular box is positioned horizontally across the middle of the image, containing the text "Federal Financial Reports" in a bold, black, sans-serif font.

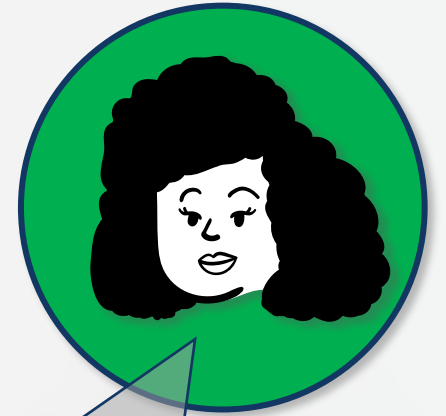
Federal Financial Reports

Financial Reports

Locate & Submit



How do I locate and submit Financial Reports in JustGrants?



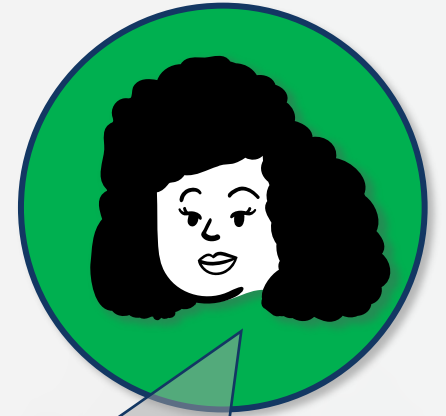
If you are the assigned Financial Manager (FM) to an award, reports appear in the My Worklist section of the Home Page as they are generated.

Financial Reports

Locate & Submit



How do I locate and submit a Financial Report if its not in *My Worklist*?



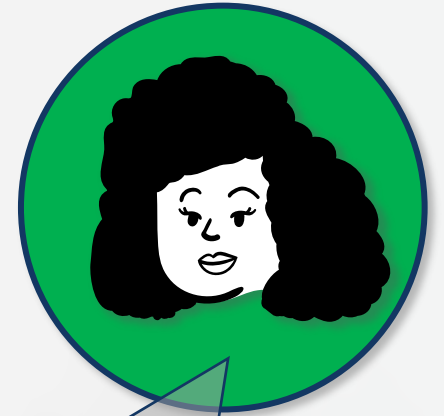
If you are the assigned Financial Manager, you can access the FFR from the Funded Award. From the left navigation menu, select Awards. On the next screen, select the FAW Award Case ID.

Financial Reports

Locate & Submit



How do I re-open, edit, and re-submit Financial Reports in JustGrants?



The FM can only re-open reports from the most recent FFR quarterly reporting period, and only when the FFR shows a status of **Resolved-Completed**. Navigate to the Funded Award. Select ***View Case*** for the FFR needing an edit.

Financial Reports

Allowable Costs



Is a specific
expenditure
allowable?



The requirements for
allowable and unallowable
costs can differ by program.
When questioning allowable
costs, refer to the DOJ
Financial Guide, Post-Award
Requirements section.

Also review your award conditions and award details
for information on allowable costs.



FFR – Recipient Info

1. Recipient Info

2. Report Information

3. Remarks & Certification

1.Federal Agency and Organizational Element to Which Report is Submitted:

U.S. Department of Justice

Federal Agency and Organizational Element to Which Report is Submitted

2.Federal Grant Or Other identifying number:

15JOVW-22-GG-03343-STOP

This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)

This is the organization name and complete address of the recipient organization.

Recipient Organization Name:

JustGrants Test Org26

Street 1:

111 Street Rd

Street 2:

City:

Washington

County:

State:

DC

Province:

Country:

USA

ZIP / Postal Code:

802

4a. UEI

This is the recipient organization's Unique Entity Identifier (UEI) or Central Contract Registry UEI.

RKV2V7M8FJ03

4b. EIN

This is the Employer Identification Number (EIN) of the recipient organization.

280000000



FFR – Report Information

✓ 1. Recipient Info

2. Report Information

3. Remarks & Certification

5. Recipient Account Number

Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required.

6. Report Type

A final report shall be submitted within 120 days after the grant period end date.

☐ Final

☒ Quarterly

7. Basis Of Accounting

Specify whether a cash or accrual basis was used for recording transactions related to the award and for preparing this report. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.

☐ Cash

☐ Accrual

8. Project/Grant Period

Enter the project/grant period (start and end date). This should encompass the beginning date of the original award and the latest ending date under the award number

From

01/01/2021

To

12/31/2024

9. Reporting Period

Enter the start and end date of the reporting period. Federal Financial Reports will be submitted on a quarterly basis. A final FFR shall be submitted at the completion of the award agreement. The following reporting periods shall be used for quarterly reports: • October 1 – December 31 (due by January 30) • January 1 – March 31 (due by April 30) • April 1 – June 30 (due by July 30) • July 1 – September 30 (due by October 30). Quarterly reports shall be submitted no later than 30 days after the end of each reporting period. Final reports shall be submitted no later than 120 days after the project or grant period end date.

From

07/01/2023

To

09/30/2023

10. Transactions:



FFR – Required Field

Federal Expenditures and Unobligated Balance:

10d. Total Federal funds authorized

The total Federal funds authorized as of the reporting period end date.

10e. Federal share of expenditures

Enter the cumulative amount of federal fund expenditures. Cumulative means from award inception through the end of this reporting period.

10f. Federal Share of Unliquidated Obligations

Enter the amount for the federal share of unliquidated obligations. On a cash basis, unliquidated obligations are obligations incurred, but not yet paid. They include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients or contractors. On an accrual basis, the obligations are incurred, but the expenditures have not yet been recorded. On the final report, for either cash or accrual basis, this Line should be zero (0). Do not include any amount in Line 10f that have been reported in Line 10E. Include the unliquidated obligations that will be expensed by the end of the next quarter. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense will not be incurred by the end of the next quarter.

10g. Total Federal share (sum of lines e and f)

The sum of Lines 10e and 10f.

10h. Unobligated balance of Federal Funds (line d minus g)

The amount of Line 10d minus Line 10g.

Recipient Share:

10i. Total recipient share required

Enter the total required recipient share for grant period specified in Line 8. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the program. This amount should not include cost sharing and match amounts in excess of the amount required by the program (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the program).

10j. Recipient share of expenditures

Enter the cumulative recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i. Cumulative means from award inception through the end of this reporting period.



FFR – Enter Indirect Expenses

10m. Program Income expended in accordance with the deduction alternative
Enter the cumulative amount of program income that was used to reduce the Federal share of the total project costs. Cumulative means from award inception through the end of this reporting period.

10n. Program Income expended in accordance with the addition alternative
Enter the cumulative amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities. Cumulative means from award inception through the end of this reporting period.

10o. Unexpended program income (line l minus line m and line n)
The amount of Line 10l from 10m and 10n.

11. Indirect Expense:

11a. Select either Not Applicable or the appropriate indirect cost rate(s).

11b. Enter the indirect cost rate(s) in effect during the reporting period

11c. Enter the beginning and ending effective dates for the rate(s).

11d. Enter the amount of the base against which the rate(s) was applied

11e. The amount of indirect costs charged during the time period specified. (11b x 11d)

11f. Enter the Federal share of the amount in 11e, using a dollar amount, not a percentage.

11a. Indirect Cost Rate(s)	11b. Rate	11c. Period From	11c. Period To	11d. Base	11e. Amount Charged	11f. Federal Share
+ Add item × Delete						

11g. Totals

Base Total

Amount Charged Total

Federal Share Total

\$0.00

\$0.00

\$0.00

FFR – Remarks & Certification

✓ 1. Recipient Info

✓ 2. Report Information

3. Remarks & Certification

✓ 12. Additional Information

Enter any remarks, explanations or additional information required. Supporting documents may be added by clicking the "Upload Supporting Documents" button.

Remarks

Uploaded Documents

File Name

No Items

Upload Supporting Documents

> 13. Certification

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Prefix: _____

First Name: justgrants026.financialmanager

Middle Name:

Last Name: jgitsext

Suffix:

Title: _____

Full Name: justgrants026.financialmanager jgitsext

Field 10e Validation

The screenshot shows the 'Federal Financial Report (FFR)' form for 'JGII Test Org25 (15JCOPS-21-GK-00606-SUHP)'. The form includes sections for '10b. Cash Disbursements', '10c. Cash on Hand (line a minus b)', 'Federal Expenditures and Unobligated Balance', '10d. Total Federal funds authorized', '10e. Federal share of expenditures', and '10f. Federal Share of Unliquidated Obligations'. A red box highlights the '10e. Federal share of expenditures' section, which contains the text: 'Enter the cumulative amount of federal fund expenditures from the beginning of the project period to the end date of this SF-425 reporting period.' A green arrow points to this section. A red box at the top right contains the text: 'If the user attempts to submit the FFR without editing 10e after selecting “no” in the Pop-up, the user will get the following error message.' A yellow box highlights a pop-up titled 'Confirm 10e. Federal share of expenditures' with the text: 'Does the amount entered into 10e (12,341) reflect the cumulative expenditures amount from the beginning of the project period to the end date of this SF-425 reporting period?' and two buttons: 'Yes' and 'No'. A blue box at the bottom contains the text: '10e will continue to display this error message if 10e is less than the previously reported 10e amount: "Federal share of expenditures should be a total of your allowable grantee expenses to-date. The current 10e amount is less than the previous reports value. Please ensure this amount is correct. If so, provide a required explanation in block 12-Additional Information."'.

Federal Financial Report (FFR)
(15JCOPS-21-GK-00606-SUHP)
Legal Entity Name (JGII Test Org25)

10b. Cash Disbursements
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

10c. Cash on Hand (line a minus b)
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

Federal Expenditures and Unobligated Balance

10d. Total Federal funds authorized
The total Federal funds authorized as of the reporting period.

10e. Federal share of expenditures
Enter the cumulative amount of federal fund expenditures from the beginning of the project period to the end date of this SF-425 reporting period.

10f. Federal Share of Unliquidated Obligations
Enter the cumulative amount for the federal share of unliquidated obligations. On a cash basis, the amount should be the same as the amount reported in block 10e.

If the user attempts to submit the FFR without editing 10e after selecting “no” in the Pop-up, the user will get the following error message.

- 10e. Federal share of expenditures: Please return to the 10e field and confirm the value reflects the cumulative expenditure amount. You must either change the value or Tab out of the field for the confirmation message to display.

Confirm 10e. Federal share of expenditures

Does the amount entered into 10e (12,341) reflect the cumulative expenditures amount from the beginning of the project period to the end date of this SF-425 reporting period?

Yes No

10e will continue to display this error message if 10e is less than the previously reported 10e amount:

"Federal share of expenditures should be a total of your allowable grantee expenses to-date. The current 10e amount is less than the previous reports value. Please ensure this amount is correct. If so, provide a required explanation in block 12-Additional Information."



Field 10e Validation

JGII Test Org25 (15JCOPS-21-GK-00606-SUHP) **Federal Financial Report (FFR-308057)** OPEN Action

Legal Entity Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

✓ **10b. Cash Disbursements**
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

✓ **10c. Cash on Hand (line a minus b)**
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

Federal Expenditures and Unobligated Balance

✓ **10d. Total Federal funds authorized**
The total Federal funds authorized as of the reporting period.

✓ **10e. Federal share of expenditures**
Enter the cumulative amount of federal fund expenditures from the beginning of the project period to the end date of this SF-425 reporting period.

✓ **10f. Federal Share of Unliquidated Obligations**
Enter the cumulative amount for the federal share of unliquidated obligations. On a cash basis, unliquidated obligations are obligations incurred, but not yet paid. They include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients or contractors. On an accrual basis, the obligations are incurred, but the expenditures have not yet been recorded. On the final report, for either cash or accrual basis, this Line should be zero (0). Do not include any amount in Line 10f that have been reported in Line 10e. Include the unliquidated obligations that will be expended by the end of the reporting period.

Confirm 10e. Federal share of expenditures ×

Does the amount entered into 10e (12,341) reflect the cumulative expenditures amount from the beginning of the project period to the end date of this SF-425 reporting period?



Field 10e Validation

- **10e. Federal share of expenditures:** Please return to the 10e field and confirm the value reflects the cumulative expenditure amount. You must either change the value or Tab out of the field for the confirmation message to display.

10e will continue to display this error message if 10e is less than the previously reported 10e amount:

"Federal share of expenditures should be a total of your allowable grantee expenses to-date. The current 10e amount is less than the previous reports value. Please ensure this amount is correct. If so, provide a required explanation in block 12-Additional Information."



Locate Submitted and Pending FFRs

Funded Award Information



Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Closeout
Report Number	Type of FFR	Reporting Period	Due Date of Report		Status			
FFR-672667	Quarterly	Apr 1, 2020 to Jun 30, 2020	Jul 30, 2020		FFR-Delinquent			
FFR-672668	Quarterly	Jul 1, 2020 to Sep 30, 2020	Oct 30, 2020		FFR-Delinquent			
FFR-672669	Quarterly	Oct 1, 2020 to Dec 31, 2020	Jan 30, 2021		FFR-Delinquent			
FFR-672672	Quarterly	Jan 1, 2021 to Mar 31, 2021	Apr 30, 2021		FFR-Delinquent			
FFR-672690	Quarterly	Apr 1, 2021 to Jun 30, 2021	Jul 30, 2021		FFR-Delinquent			
FFR-672691	Quarterly	Jul 1, 2021 to Sep 30, 2021	Oct 30, 2021		Open			
FFR-674600	Final	Oct 1, 2021 to Dec 31, 2021	Apr 30, 2022		Open			

The background is a solid blue-grey color. It is decorated with several speech bubbles of varying sizes and shades of blue and white. Each speech bubble contains a large, bold, black question mark. The bubbles are scattered across the slide, with some appearing more prominent than others.

Any Questions?



Monitoring



Monitoring Activities

Grant monitoring activities seek to:

- Verify that the recipient complies with the programmatic, administrative, and financial requirements
- Advocate responsible stewardship of awarded funds
- Verify that grant program or project implementation is consistent
- Provide guidance to recipients on policies and procedures, grant program requirements, general Federal regulations, basic programmatic, administrative, and financial reporting requirements





Monitoring Dashboard



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JUSTICE GRANTS SYSTEM

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Issues for Resolution - Grantee Action Required

ID	Issue Type	Associated Awards	Description	Initiated Date	Due Date	Status
ISS-82190	Administrative	15JOVW-22-GG-01813-STOP 15JOVW-22-GG-01816-STOP	test	5/5/23 12:50 PM	5/17/23 12:00 AM	Pending-Active

Monitoring Cases

32 results

<< < Rows: 1-10 > >> [Export List](#)

Fiscal Year	Monitoring ID	Associated Awards	Monitoring Type	Monitoring Start Date	Monitoring End Date	DOJ Monitor	Status
2023	M-123400	15JOVW-22-GG-01813-STOP 15JOVW-22-GG-01816-STOP	Financial Remote In-Depth Monitoring	05/05/2023	05/12/2023	Correspondence Agent	Pending-OpenIFRs
2023	M-123390	15JOVW-22-GG-01816-STOP 15JOVW-22-GG-01817-STOP	Financial Desk Review	05/04/2023	05/11/2023	FinMonReOCFO jgitsint	Pending-OpenIFRs
2023	M-123344	15JOVW-22-GG-02926-STOP	Programmatic Site Visit	05/01/2023		GrantsManaFirstSuperReOVWProg jgitsint	Pending-OpenIFRs
2023	M-123318	15JOVW-22-GG-02177-STOP	Programmatic Site Visit	05/04/2023		Daniel Blair	Pending-OpenIFRs



Monitoring Dashboard

▼	2023	M-125634	15JOVW-22-GG-01825-STOP	Financial Remote In-Depth Monitoring	09/07/2023	09/22/2023	Correspondence Ag
			15PSMA-22-GG-01824-AWAX				
Monitoring Details							
ID	Issue Type	Associated Awards	Description		Initiated Date	Due Date	
ISS-85369	Administrative	15PSMA-22-GG-01824-AWAX	test		9/6/23 1:51 PM	9/4/23 12:00 PM	
ISS-85368	Financial	15JOVW-22-GG-01825-STOP	Test		9/6/23 1:51 PM	9/14/23 12:00 PM	



Monitoring Case

**JUSTgrants**
JUSTICE GRANTS SYSTEM

Home

Entity Profile

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Monitoring (M-125058) PENDING-OPEN/FR

UEI: EG980JOYVYMD

Legal Entity Name: JGII Test Org26 Doing Business As: JGII Test Org26 Doing Business As

Upload Attachment

Issue For Resolution Attachment External

Begin

Actions

✓ CREATE MONITORING

✓ DOJ MONITOR

✓ REVIEW MONITORING

ISSUE INIT / REV / RESLV

CLOSE MONITORING

Information

Monitoring Details

Monitoring Data

Created Date 05/11/2023 Fiscal Year 2023 Monitoring Type Financial Desk Review Monitoring Start Date 05/11/2023 Monitoring End Date 05/13/2023

Selected Award Count (2)

Award Number	Office	Monitoring Priority	Current FY Plan	Solicitation Title	Award Amount	FFR Expenditure to Date	Project Period Start Date	Project Period End Date	Grant Manager
15PSMA-20-GG-00235-12	OJP - SMART	Pending	None	SMART FY 20 Support for Adam Walsh Act Implementation Grant Program	\$1,000.50		6/25/20	10/15/20	Mainul Islam
15PSMA-21-GG-00028-AWAX	OJP - SMART	Pending	None	SMART FY 21 Support for Adam Walsh Act Implementation Grant Program	\$1,000.00		1/1/20	11/30/20	GrantManaReSMART jgitsint

[Privacy Policy](#)

Monitoring Case

JUSTgrants
JUSTICE GRANTS SYSTEM

Monitoring (M-125058) PENDING-OPENERS
UEI: EG980JOYVYMD
Legal Entity Name: JGII Test Org26 Doing Business As: JGII Test Org26 Doing Business As

Upload Attachment Issue For Resolution Attachment External [Begin](#)

✓ CREATE MONITORING ✓ DOJ MONITOR ✓ REVIEW MONITORING ISSUE INIT / REV / RESLV CLOSE MONITORING

Information **Monitoring Details**

Attachments

Name	Associated Awards	Category	Uploaded By	Date
Monitoring Issues Identified that Require Resolution	No Items	Correspondence	FinMonReOCFO jgitsint	5/11/2023 11:01 AM

Issue for Resolution

ID	Classification	Associated Awards	Description	Initiated Date	Due Date	Status	Attachments
ISS-85049	Financial	15PSMA-21-GG-00028-AWAX	test	05/11/2023	05/12/2023	Pending-Active	ISS-85049

Privacy Policy



Issue for Resolution

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Issues for Resolution - Grantee Action Required

ID	Issue Type	Associated Awards	Description	Initiated Date	Due Date	Status
ISS-82190	Administrative	15JOVW-22-GG-01813-STOP 15JOVW-22-GG-01816-STOP	test	5/5/23 12:50 PM	5/17/23 12:00 AM	Pending-Active

Monitoring Cases

32 results

<< < Rows: 1-10 > >> [Export List](#)

Fiscal Year	Monitoring ID	Associated Awards	Monitoring Type	Monitoring Start Date	Monitoring End Date	DOJ Monitor	Status
2023	M-123400	15JOVW-22-GG-01813-STOP 15JOVW-22-GG-01816-STOP	Financial Remote In-Depth Monitoring	05/05/2023	05/12/2023	Correspondence Agent	Pending-OpenIFRs
2023	M-123390	15JOVW-22-GG-01816-STOP 15JOVW-22-GG-01817-STOP	Financial Desk Review	05/04/2023	05/11/2023	FinMoniReOCFO jgtsint	Pending-OpenIFRs
2023	M-123344	15JOVW-22-GG-02926-STOP	Programmatic Site Visit	05/01/2023		GrantsManaFirstSuperReOVWProg jgtsint	Pending-OpenIFRs
2023	M-123318	15JOVW-22-GG-02177-STOP	Programmatic Site Visit	04/24/2023		Financial Risk	Pending-OpenIFRs

[Privacy Policy](#)



Issue for Resolution



Monitoring (M-87492)

Issue (ISS-22339)
(EG980JOYVYMD) (PENDING-ACTIVE)
Legal Entity Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

Issue Type: Programmatic

Initiation Date: 03/16/2023

Due Date: 05/25/2023

Assignments

Task

Assigned to

Upload Attachment (Entity Grantee)

Issue For Resolution Attachment External

[Begin](#)

ENTITY GRANTEE

ISSUE REVIEW

ISSUE CLOSED

Information

Audit

Issue Details

Issue Type: Programmatic

Initiation Date: 03/16/2023

Due Date: 05/25/2023

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Issue for Resolution

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[Federal Forms](#)
[Training Resources](#)

Monitoring (M-87492)
Issue (ISS-22339)
(EG980JOYVYMD) () **PENDING-ACTIVE**
Legal Entity Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)
Issue Type: Programmatic
Initiation Date: 03/16/2023
Due Date: 05/25/2023
Attach documentation to verify compliance and satisfy the issue.

Description:
Transit Subsidy Program and Hybrid Onsite/Virtual Work - January-May 2023
2023-02-14 11:32:36
OJP's hybrid, onsite/virtual work model includes a Telework Pilot Project that allows employees to telework or work onsite, as needed. Participation in the subsidy program depends on whether employees telework or commute to work.

Theme for Lesbian, Gay, Bisexual, Transgender, and Queer Pride Month 2022.
2022-09-26 09:17:38
Banner

Presidential Proclamation on Lesbian, Gay, Bisexual, Transgender, Queer and Intersex Pride Month 2022
2022-09-26 09:17:37
announcement

☐ Acknowledged receipt of this issue for resolution.

Privacy Policy



Issue for Resolution

**JUSTgrants**
JUSTICE GRANTS SYSTEM

[Home](#)
[Entity Profile](#)
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[Applications](#)
[Awards](#)
[Monitoring](#)
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Monitoring (M-87492)

Issue (ISS-22339)
(EG980JOYVYMD) {} **PENDING-ACTIVE**

Legal Entity Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

☒ Acknowledged receipt of this issue for resolution.

Action	Comments
Acknowledged	Acknowledged

Attachments

Attach file(s)


Drag and drop files here

or

Select file(s)

Cancel

Attach

Name	Category	Comment	Uploaded By	Date
No attachments				

[Privacy Policy](#)



Pending-Change Request



JUSTgrants
JUSTICE GRANTS SYSTEM

- Home
- Entity Profile
- Entity Users
- Entity Documents
- Applications
- Awards
- Monitoring
- Federal Forms
- Training Resources

Issues for Resolution - Grantee Action Required

ID	Issue Type	Associated Awards	Description	Initiated Date	Due Date	Status
ISS-22492	Programmatic	15JOVW-21-GG-00071-STOP	asdfsadfsadf	4/19/23 12:13 PM	4/30/23 12:00 AM	Pending-ChangeRequest
ISS-22380	Financial	No items for this filter applied	test	3/24/23 2:43 PM	3/24/23 12:00 AM	Pending-ChangeRequest

Monitoring Cases

103 results

<< < Rows: 1-10 > >> Export List

Fiscal Year	Monitoring ID	Associated Awards	Monitoring Type	Monitoring Start Date	Monitoring End Date	DOJ Monitor	Status
2023	M-87951	15JOVW-20-GG-00577-SMAR 15PSMA-19-GG-00040-PRJH	Programmatic Site Visit	05/31/2023	06/30/2023	Job(CloseMonitoringProcessFAWs)	Resolved-Complete
2023	M-87942	15PSMA-19-GG-00037-AWAX	Programmatic Remote In-Depth Monitoring	05/18/2023	09/04/2023	Job(CloseMonitoringProcessFAWs)	Resolved-Complete
2023	M-90033	QATest1	Programmatic Remote In-Depth Monitoring	05/05/2023	05/05/2023	GrantsManafirstSuperReBJA jglsint	Pending-OpenIFRs
2023	M-90026	15PSMA-19-GG-00040-PRJH	Financial Site Visit	05/04/2023	05/24/2023	DM application administrator	Resolved-Complete
		15JOVW-22-GK-00584-CAMP 15JOVW-22-GK-00591-STOP					

Privacy Policy

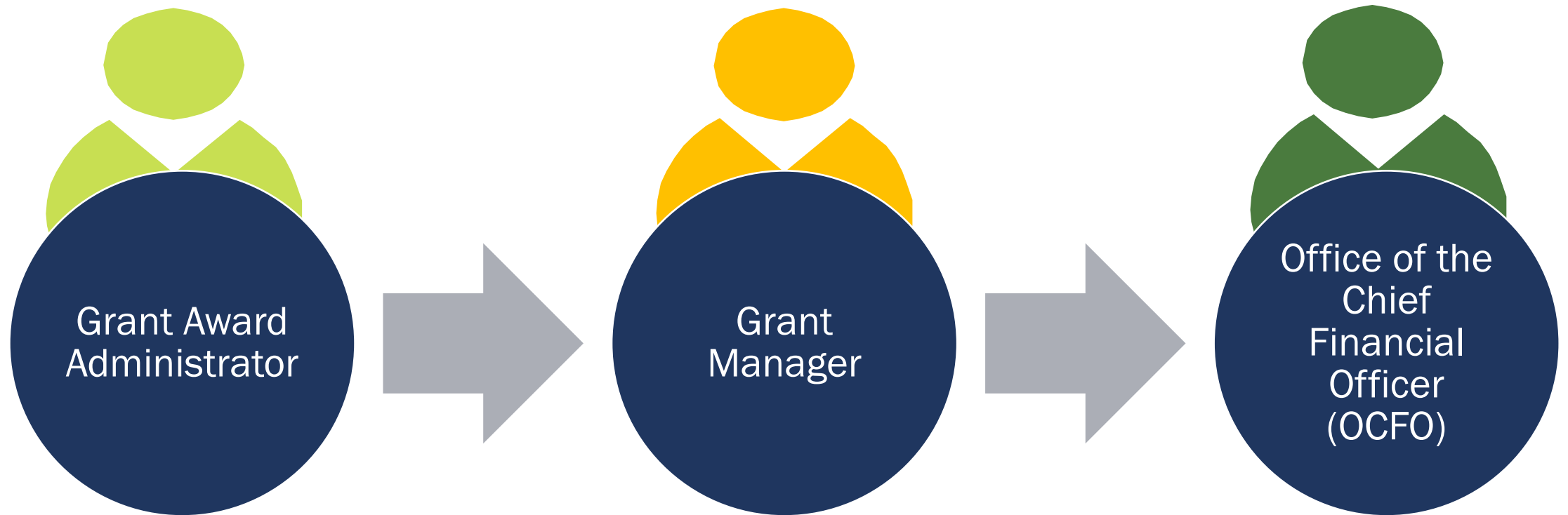
The background of the slide is a solid blue-grey color. It is decorated with several white speech bubbles of various sizes. Inside the speech bubbles are dark blue question marks. Some bubbles are in sharp focus, while others are blurred in the background, creating a sense of depth. The overall theme is one of inquiry or questions.

Monitoring Questions

The background is a deep blue with intricate, swirling white patterns that resemble topographical lines or fluid motion. Scattered throughout are numerous small, white diamond-shaped particles. A solid yellow rectangular box is positioned on the left side, containing the word "Closeout" in a bold, black, sans-serif font.

Closeout

Closeout Requirements (Who)



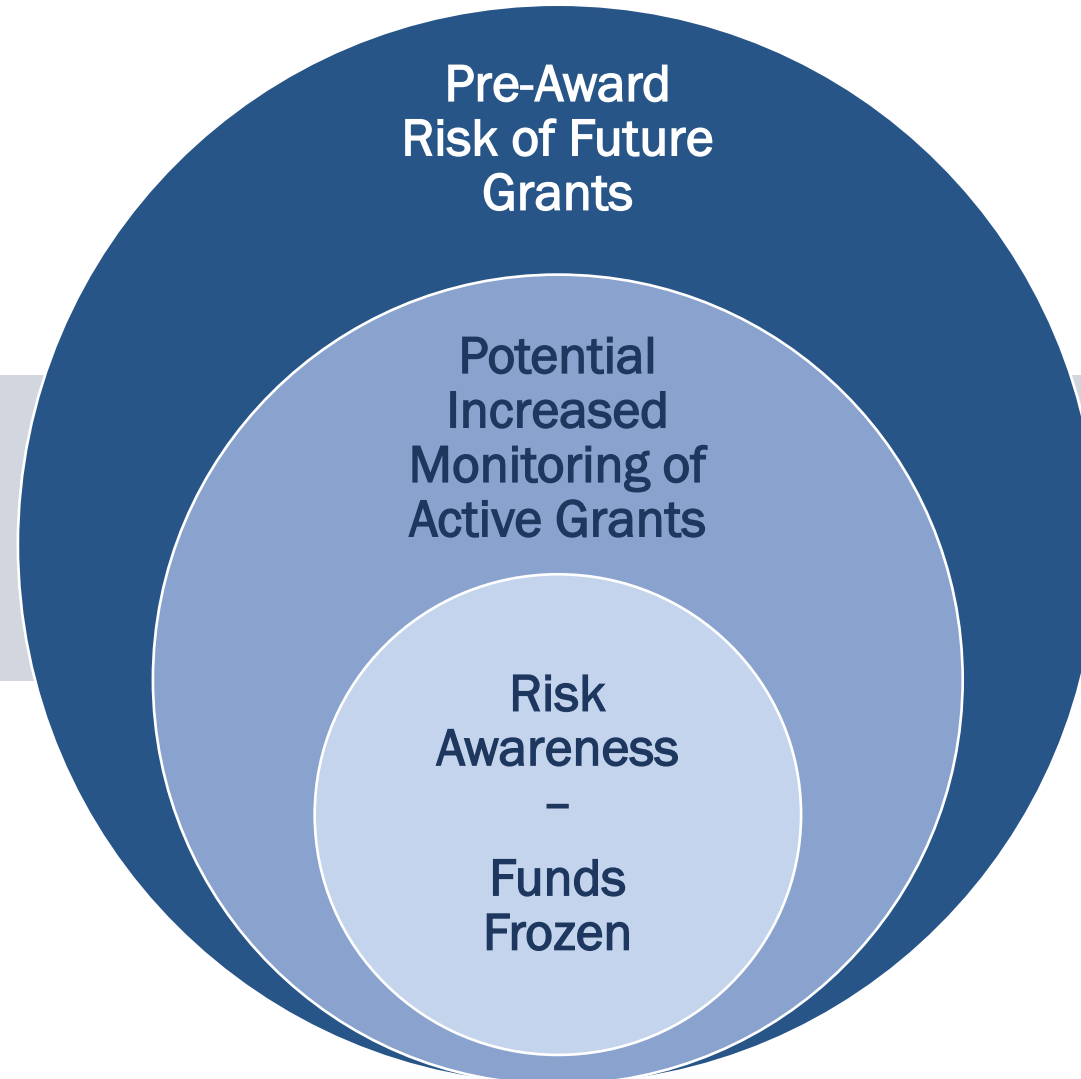


Closeout Timeframes (When)

120 days after grant end date	150 days after grant end date	210 days after grant end date
The Grant Manager works with the recipient to submit all closeout documents and complete all closeout requirements.	The program office submits the approved closeout package to the OCFO Control Desk .	The OCFO Control Desk completes the financial review and the award closeout processes.



Non-Compliance (Why)





Six (6) Closeout Requirements (What)

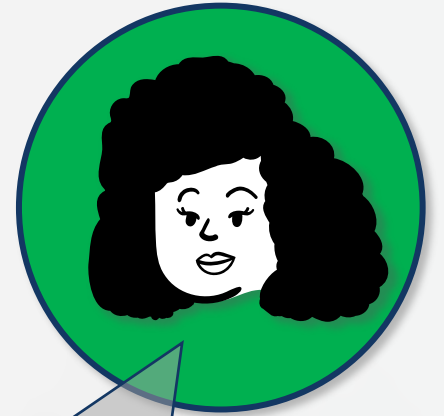
- Final Performance Report (PR)
- Final Federal Financial Report (FFR)
- Financial Reconciliation
- Award Condition Compliance
- Award Deliverables
- Grant Award Modification *(if pending)

Closeout

Locate & Submit



When does a
closeout appear in
the worklist?



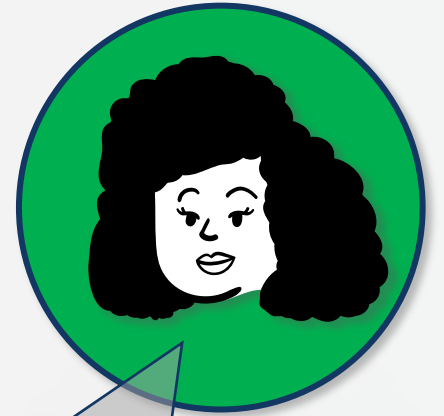
A closeout will appear in
the assigned GAA's
worklist one day after
the project period due
date.

Closeout

Locate & Submit



Why can't I view
the financial
reconciliation?



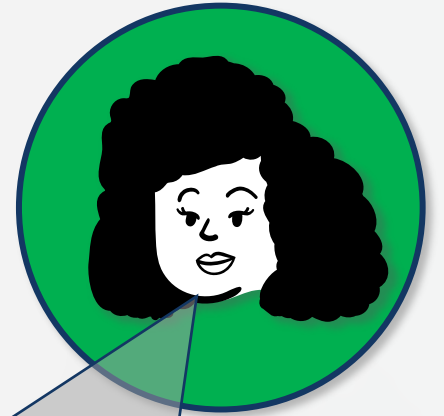
A final FFR needs to be
submitted and have a
resolved-completed
status to view the
financial reconciliation.

Closeout

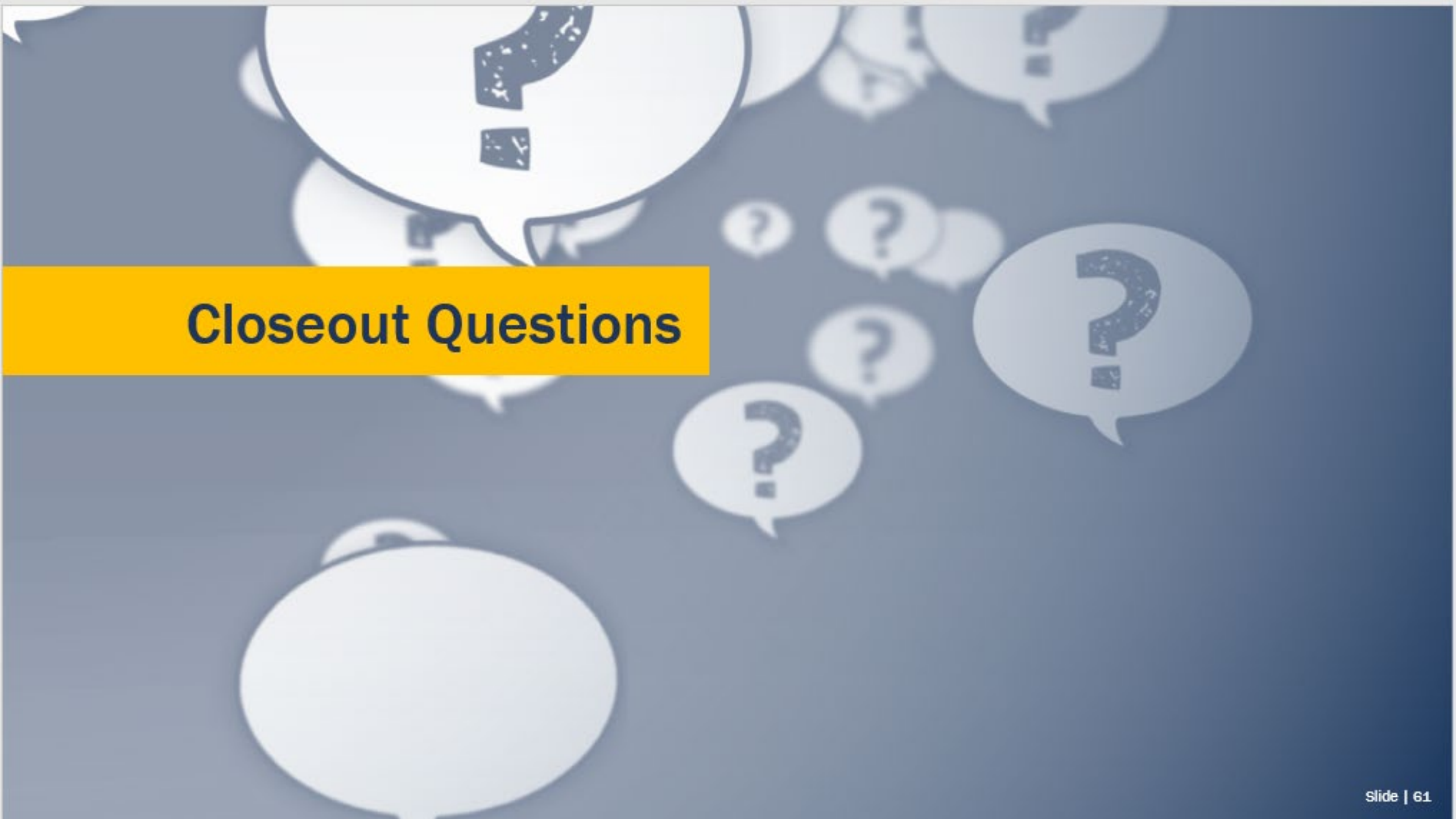
Locate & Submit



Can I submit a Closeout prior to the award project period end date?



Yes. Navigate to the Funded Award via the Awards tab and select the Begin button on the programmatic task line. Select the Closeout tab and then select the blue Initiate Closeout Button.

The background of the slide is a dark blue gradient. It is decorated with several speech bubbles of varying sizes and shades of blue and white. Many of these bubbles contain a large, bold question mark. The bubbles are scattered across the slide, with some appearing more prominent than others.

Closeout Questions

Closeout Submission (Where)



When processing a **Closeout** in JustGrants, you can immediately access:

- the application;
- FFRs (SF-425) associated with the award;
- PRs associated with the award;
- GAMs.

The **Grant Award Administrator** completes the **Closeout** by doing the following:

- *Generate a Closeout prior to the award end date, if needed*
- *Review the requirements*
- *Submit the financial reconciliation from the **Closeout** screen*
- *Add comments*
- *Add attachments*
- *Submit the Closeout package*
- *Review Closeout cases specifically assigned to them*



Closeout Submission (How)

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, Training Resources, Privacy Policy, and Recents. The main content area shows a welcome message and an 'Alerts (0)' section. The 'My Worklist' section is highlighted with a green box and contains a table with 50 results. The table has columns for Case ID, Date Due, Urgency, Case Type, Case Status, and Last Updated. An 'Export List' button is located in the top right corner of the table area.

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

Closeout Submission (How) (cont.)



JUSTgrants
JUSTICE GRANTS SYSTEM

+ New

Home

My Office

JustGrants Search

My Awards

Monitoring

Administrative Tasks

Award Conditions

Repositories

Reports

[Training Resources](#)

[Privacy Policy](#)

Recents [See all](#)

Closeout
FAW-381101

Closeout
FAW-407163

Active Funded Award
FAW-405093

Active Funded Award
FAW-415704

Active Funded Award
FAW-409199

Closeout
(15PSMA-24-GG-00408-AWAX) **PENDING-INITIATECLOSEOUT**
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.

> 360 Grant Lifecycle View (O-SMART-2024-326571-DEV)

Closeout Type *

☒ Requirements

Requirement	Status	Last Submission Date
Final Federal Financial Report	Incomplete	—
Financial Reconciliation	Incomplete	—
Final Performance Report	Incomplete	—
Grant Award Modification 	Incomplete	—
Award Conditions	Case IDStatus	—
Deliverables	GAM-261068 Pending Approval	—

Comments

☒ Comments History

Comment Date Time	Commented By	Comments
No items		



Closeout Submission Error (How) (cont.)

JUSTgrants
JUSTICE GRANTS SYSTEM

+ New

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My Office

JustGrants Search

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Recents [See All](#)

Closeout
FAW-381101

Closeout
FAW-407163

Active Funded Award
FAW-403093

Active Funded Award
FAW-415704

Active Funded Award
FAW-409199

Closeout
(15PSMA-24-GG-00408-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.

> 360 Grant Lifecycle View (O-SMART-2024-326571-DEV)

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

Project Title: Ash Test Data
Project Period: 1/1/23 - 3/26/24
Managing Office: OJP
DOJ Grant Manager: GrantMenaRe-SMART_jgtsint
Grant Award Administrator: Jennifer (GAA) Tyson
FAW Case ID: FAW-412756

Federal Award Amount: \$654.00
Program Office: SMART
DUNS: 000000000
UEI: QPN9YBJG29PZ
TIN: *****0000
High Risk Flag: No

Closeout Initiate Review
DUE IN 1 MONTH 8 DAYS FROM NOW

[DOI Financial Guide](#)

Closeout Type:
Compliant

Requirements

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



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



Closeout Submission – No GAMs (How) (cont.)



JUSTgrants
JUSTICE GRANTS SYSTEM

+ New

Home

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JustGrants Search

My Awards

Monitoring

Administrative Tasks

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Repositories

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[Privacy Policy](#)

Recents

[See all](#)

Closeout
FAW-381101

Closeout
FAW-407163

Active Funded Award
FAW-405093

Active Funded Award
FAW-415704

Active Funded Award
FAW-409199

Closeout

(15PSMA-24-GG-00408-AWAX) PENDING-INITIATECLOSEOUT

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.

> 360 Grant Lifecycle View (O-SMART-2024-326571-DEV)

Closeout Initiate Review

DUE IN 1 MONTH 6 DAYS FROM NOW

Closeout Type *

☒ Requirements

Requirement	Status	Last Submission Date
Final Federal Financial Report	Incomplete	—
Financial Reconciliation	Incomplete	—
Final Performance Report	Incomplete	—
Award Conditions		—
Deliverables		—

Comments

66

Closeout Submission (How) (cont.)



JUSTgrants
JUSTICE GRANTS SYSTEM

 Home

 Entity Profile

 Entity Users

 Entity Documents

 Applications

 Awards

 Monitoring

 Federal Forms

Tog... Toggle Management

Closeout
(15P SMA-20-GG-00295-AWAX) PENDING-INITIATECLOSEOUT
Entity Legal Name (LOUISIANA STATE UNIVERSITY SCHOOL OF MEDICINE IN NEW ORLEANS FACULTY GROUP PRACTICE)
Doing Business As: (JGII Test Org24 Doing Business As)

Actions

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

Award Package

Conditions

Award Details

Attachments

Management

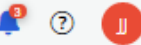
Availability

(FFR)

(GAM)

Award(Initial)

Closeout Submission (How) (cont.)



- Home
- Entity Profile
- Entity Users
- Entity Documents
- Applications
- Awards
- Monitoring
- Federal Forms
- Tog... Toggle Management

Closeout

(15PSMA-20-GG-00295-AWAX) **PENDING-INITIATECLOSEOUT**

Entity Legal Name (LOUISIANA STATE UNIVERSITY SCHOOL OF MEDICINE IN NEW ORLEANS FACULTY GROUP PRACTICE)

Doing Business As: (JGII Test Org24 Doing Business As)

Actions

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

28	Employ...	No	\$0.00	Yes
29	Encoura...	No	\$0.00	Yes
30	Complia...	No	\$0.00	Yes

Cancel

Save

Submit

✓ FUNDED AWARD INITIAL SETUP

✓ ACTIVE

INITIATE CLOS...

PROGRAMMATIC CLOS...

FINANCIAL CLOS...

UFMS HAN...

Closeout Submission – Before the Project End Date (How)

Award Information

DUE IN 3 MONTHS AGO



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

Closeout Highlights Summary



- JustGrants will automatically initiate a closeout the day after the Project Period End Date.
- The Closeout will appear in the Worklist for the assigned GAA.
- The GAA will have 120 days to submit the closeout.
- If the closeout is not submitted by the 121st day, JustGrants will automatically submit the award to the program office.
- A GAA can initiate a closeout prior to the project period end date if needed



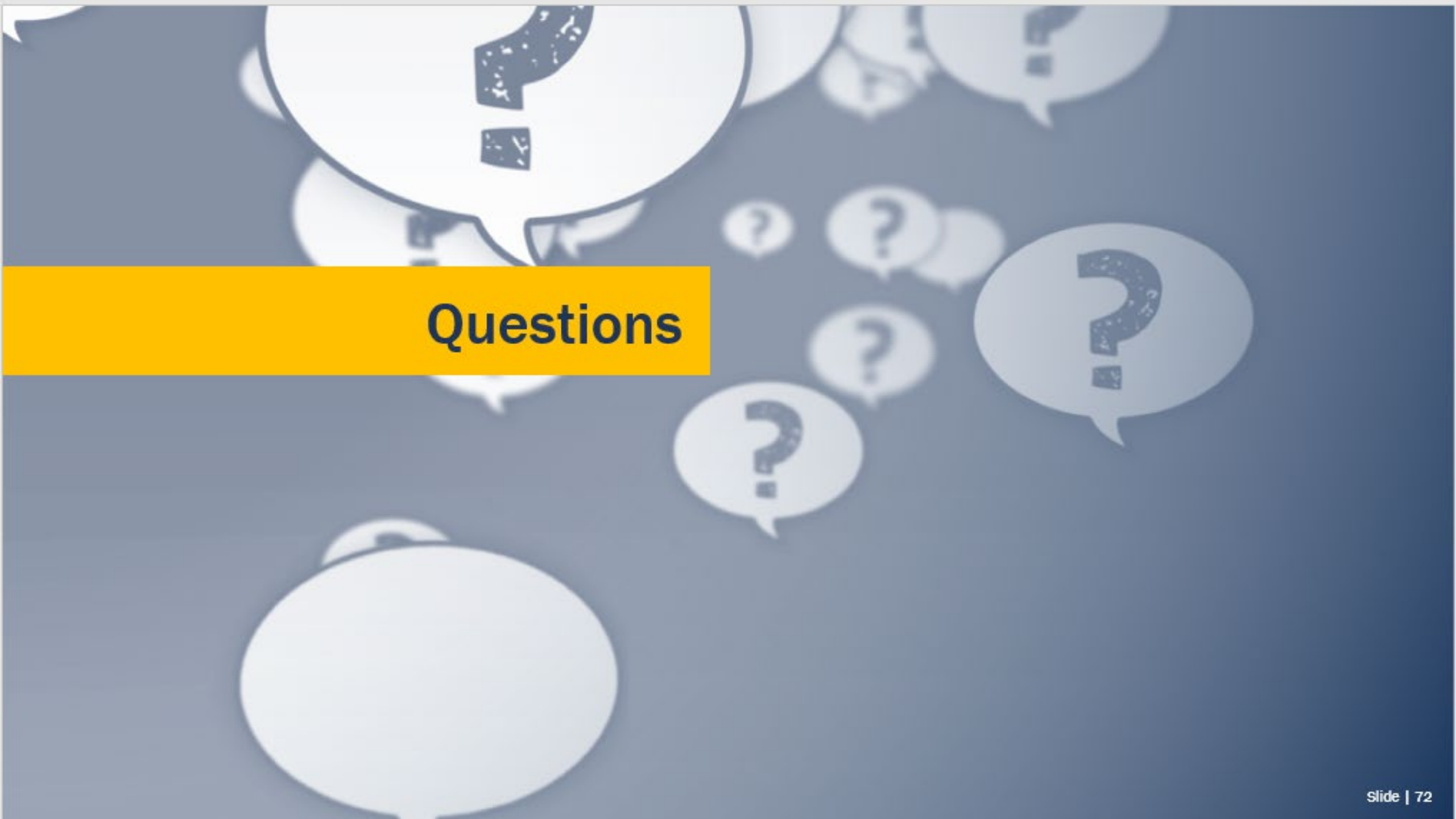
Points of Emphasis

Be aware of the timeline associated with the closeout

Know the closeout requirements and your responsibilities

Gain familiarity with the JustGrants Closeout process

Reach out to your grant manager with any closeout questions

The background of the slide is a dark blue-grey color. It is decorated with several speech bubbles of varying sizes and shades of light blue and white. Each speech bubble contains a large, bold, dark blue question mark. The bubbles are scattered across the slide, with some appearing more prominent than others. A solid yellow horizontal bar is positioned across the middle of the slide, containing the word "Questions" in a bold, dark blue font.

Questions

Resources



Justice Grants

The Justice Grants Website
has so much more!

Justicegrants.usdoj.gov/training

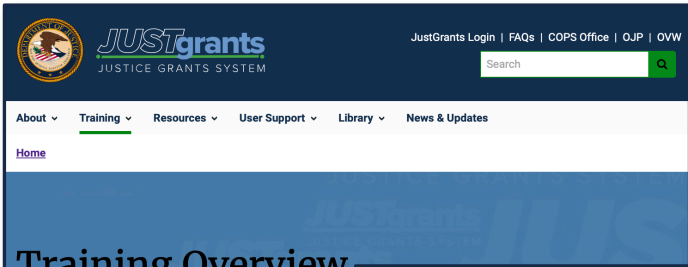
EMAIL

Justicegrants.TrainingSupport@ojp.usdoj.gov

- Topic Specific Training Resources
- User Support Information
- News and Updates

JustGrants Training Resources

Organized by Topics



The screenshot shows the JustGrants Justice Grants System homepage. The navigation bar includes links for About, Training (highlighted), Resources, User Support, Library, and News & Updates. The main heading is "Training Overview". Below the heading, there is a paragraph about the Department of Justice (DOJ) training materials and a link to the Virtual Q&A Sessions page. A grid of 12 topic tiles is displayed below the text.

Training Overview

The Department of Justice (DOJ) has made a collection of training materials include self-guided eLearning videos, which are supplemented by infographics. These resources will help users learn to navigate the system and complete management tasks.

As a supplement to the self-guided training materials, the JustGrants Q&A sessions for award recipients to receive real-time technical assistance. Visit the [Virtual Q&A Sessions](#) page for more information.

Please contact the [JustGrants Training team](#) with any questions.

If you have trouble accessing the trainings or you need technical assistance, contact [JustGrants User Support](#).

Entity Management	Entity User Experience	Application Submission
Grant Award Acceptance	Award Management	Grant Award Modifications
Financial Reporting	Performance Reporting	Monitoring
Closeout	Virtual Q&A Sessions	Resources

Job Aid Reference Guides



The screenshot shows the cover of the "Entity Management Job Aid Reference Guide". It features the JustGrants logo and a user profile icon for an Entity Administrator. Below the cover, there is a laptop displaying the JustGrants system interface.

Entity Management Overview

This Entity Management JARG:

- describes the roles and responsibilities of the Entity Administrator (EA).
- clarifies how JustGrants uses data from other federal systems.
- reviews the six (6) JustGrants user roles and their respective duties.
- introduces the four (4) Equal Employment Opportunity Program (EEO) user roles.
- explains the process of managing entity users, roles, and assignments.
- provides instruction around planned or unplanned changes to the EA.
- illustrates the process to maintain and update entity-level information and documents.

Entity Management | 7



JustGrants *Technical* Support

Applicants and award recipients that need technical support or need to report issues with JustGrants should contact:

Contact Information

COPS and OJP

JustGrants.Support@usdoj.gov

Or

(833) 872-5175

*Monday – Friday: 7:00 AM and 9:00 PM ET
Weekends & Federal holidays: 9:00 AM to 5:00 PM ET*

OVW

OVW.JustGrantsSupport@usdoj.gov

Or

(866) 655-4482

Monday – Friday: 7:00 AM and 5:00 PM ET



Upcoming Sessions

JUSTICEGRANTS.USDOJ.GOV/Training/weekly-training-webinars

Post-Award Management: **1st and 3rd MONDAYS** from 1:00 PM to 2:30 PM

KEY AUDIENCE: Grant Award Administrators, Entity Administrators, Financial Managers

Entity Management: **2nd and 4th TUESDAYS** from 2:00 PM to 3:00 PM

KEY AUDIENCE: Entity Administrators

Application Mechanics: **Weekly on WEDNESDAYS** from 2:30 PM to 4:30 PM

KEY AUDIENCE: Entity Administrators, Application Submitters, Authorized Representatives

Award Acceptance: **2nd THURSDAY** from 2:00 PM to 3:00 PM

KEY AUDIENCE: Entity Administrators, Authorized Representatives

The background is a solid blue-grey color. It is decorated with several speech bubbles of varying sizes and shades of blue and white. Each speech bubble contains a large, bold question mark. The bubbles are scattered across the slide, with some appearing more prominent than others.

Any Questions?

Financial Management Training Resources

<https://gfmts.training.ojp.gov/agenda.html>



Scan the QR Code below to complete the survey at the end of the session!



Thank you!

*Please complete the survey that
is provided to you.*



JUSTgrants
JUSTICE GRANTS SYSTEM