



*Helping Crime Survivors Find Their Justice*

# Closeout: What OVC Anti-Trafficking Grantees Need to Know

The webinar will begin shortly.

# Presenters



**Olga Santiago**

Grants Management Specialist  
Human Trafficking Division, OVC



**Ericka Law**

Training Facilitator  
OAAM



**Harif Balogun**

OVC Performance  
Management TTA Specialist



**Kyle Wade**

OVC FMRC  
Financial Specialist



*Helping Crime Survivors Find Their Justice*

# WEBINAR OUTLINE

## Welcome

- Welcome
- Objectives
- Housekeeping

## Just Grants Overview

- Closeout Module
- Closeout Submission
- Closeout Requirements
- Uploading Deliverables

## Performance Management Tips

- Final Report Requirements
- Two Step Final Report Submission
- Narrative Responses

## Financial Compliance Tips

- Financial Reminders, FFR, Financial Reconciliation
- Match Requirement
- Retention of Documents and Due Dates

## Q&A Session

- Facilitated by HTD




*Helping Crime Survivors Find Their Justice*

# Just Grants Overview



**JUSTgrants**  
JUSTICE GRANTS SYSTEM



# Discussion Topics

Closeout Requirements:  
Who, When, Why & What

Closeout Submissions:  
Where & How

Summary:  
Points of Emphasis

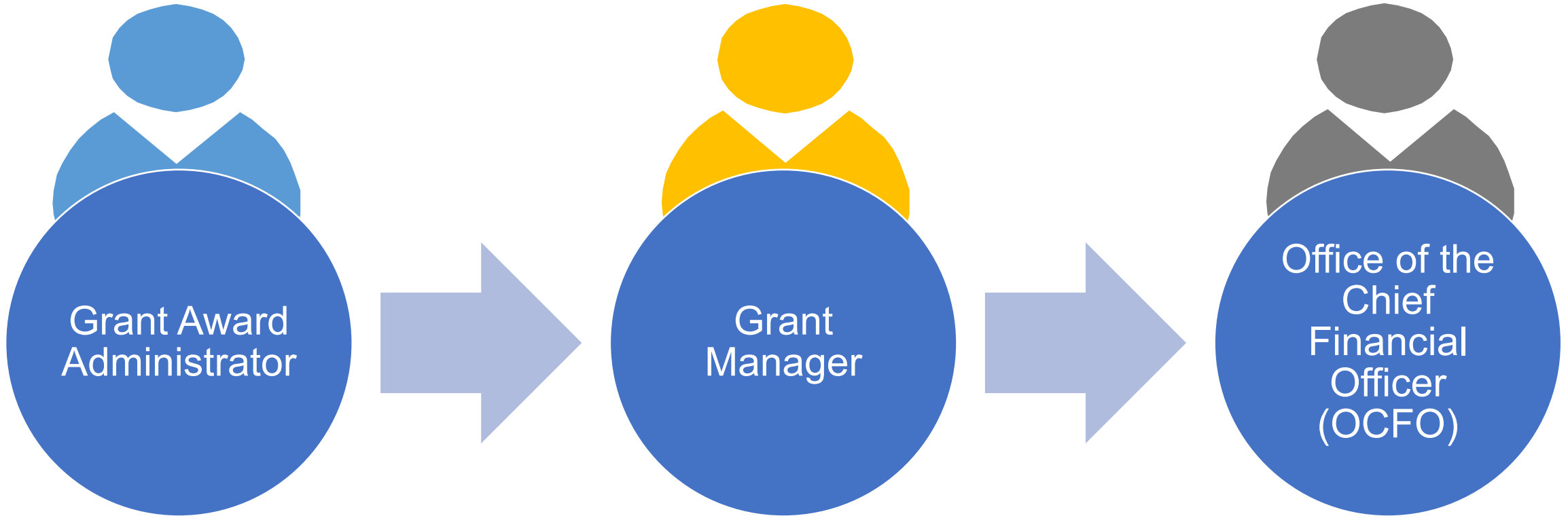
JustGrants Resources



*Helping Crime Survivors Find Their Justice*

# Closeout Requirements

# Closeout Requirements (Who)



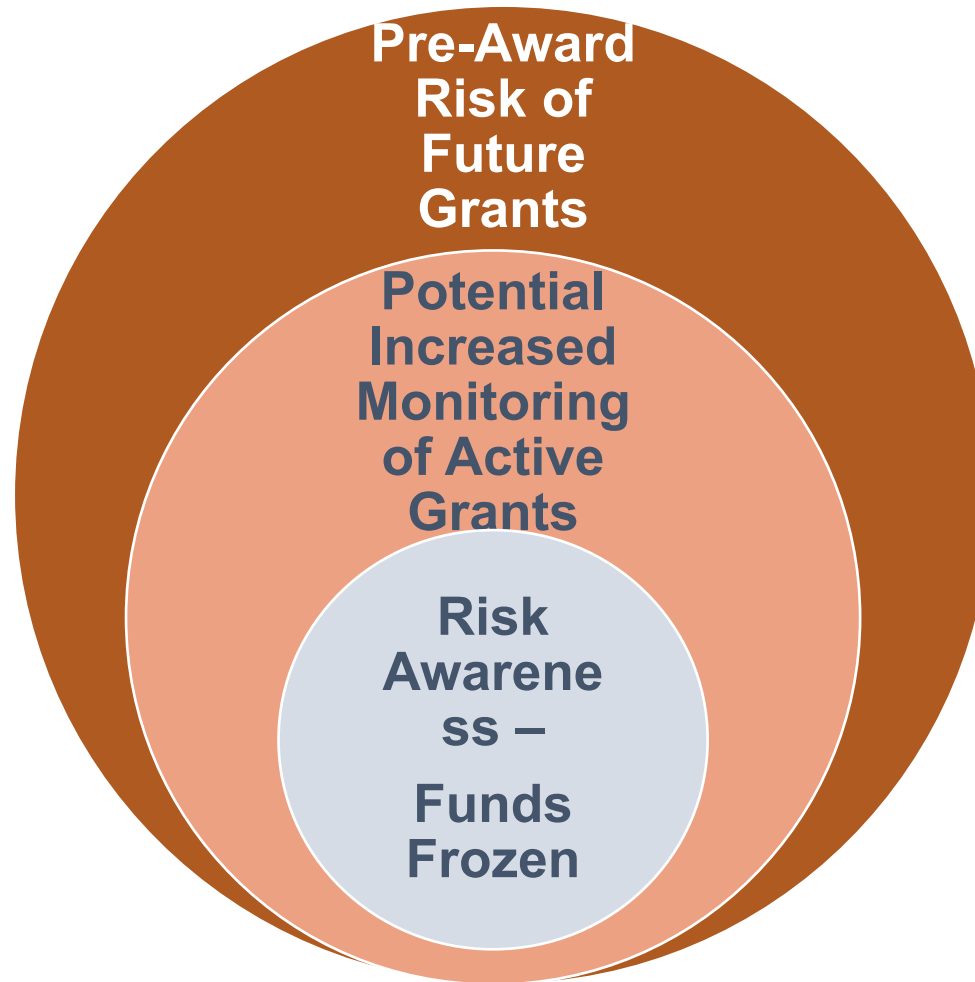
# Closeout Timeframes (When)

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





# Non-Compliance (Why)



# Five (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

Closeouts are submitted by the Grant Award Administrator (GAA)

### 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.

### 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. You can still proceed with your closeout if the financial reconciliation has an incomplete status.

### 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**.



*Helping Crime Survivors Find Their Justice*

# Closeout Submissions

# Closeout Submission – (Where)

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

- The application;
- FFRs (SF-425) associated with the award;
- Performance Reports associated with the award;
- Grant Award Modifications.

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*



*Helping Crime Survivors Find Their Justice*

# Closeout Submission – (How)

Welcome justgrants026.grantawardadmin jgitsxt

**Alerts (0)**  
No data to display

**My Worklist**  
50 results [Export List](#)

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-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'd)

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**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	—				
<a href="#">Financial Reconciliation</a>	Incomplete	—				
Final Performance Report	Incomplete	—				
Grant Award Modification	Incomplete	—				
Award Conditions	<table border="1"><thead><tr><th>Case ID</th><th>Status</th></tr></thead><tbody><tr><td>GAM-261068</td><td>Pending Approval</td></tr></tbody></table>	Case ID	Status	GAM-261068	Pending Approval	—
Case ID	Status					
GAM-261068	Pending Approval					
Deliverables		—				

**Comments**

**Comments History**

Comment Date Time	Commented By	Comments
No items		

# Closeout Submission – (How) (cont'd)

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

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

Solicitation Title:	FY24 Formula Template (New Redesign)	Solicitation Category:	N/A
Project Title:	Ash Test Data	Federal Award Amount:	\$654.00
Project Period:	1/1/23 - 3/26/24	Program Office:	SMART
Managing Office:	OJP	DUNS:	000000000
DOJ Grant Manager:	GrantManRe-SMART.j@tsinc	UEI:	QPN9VBJG29PZ
Grant Award Administrator:	Jennifer (GAA) Tyson	TIN:	*****0000
FAW Case ID:	FAW-412756	High Risk Flag:	No

**Closeout Initiate Review**  
DUE IN 1 MONTH & DAYS FROM NOW

[DOI Financial Guide](#)

Closeout Type =  
Compliant

Requirement	Status	Last Submission Date
Final Federal Financial Report	Incomplete	---
<a href="#">Financial Reconciliation</a>	Incomplete	---

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



# Closeout Submission – (How) (cont'd)

The screenshot displays the JUSTgrants system interface. On the left is a navigation sidebar with options like 'New', 'Home', 'My Office', 'JustGrants Search', 'My Awards', 'Monitoring', 'Administrative Tasks', 'Award Conditions', 'Repositories', 'Reports', 'Training Resources', and 'Privacy Policy'. The main content area is titled 'Closeout' and shows details for award (15PSMA-24-GG-00408-AWAX) with status 'PENDING-INITIATECLOSEOUT'. A red banner indicates the account is in suspend status. Below this is a '360 Grant Lifecycle View' link. The 'Closeout Initiate Review' section is due in 1 month 6 days. It features a 'Closeout Type' dropdown menu highlighted with a green box. Below is a table of requirements, also highlighted with a green box, showing 'Final Federal Financial Report', 'Financial Reconciliation', 'Final Performance Report', 'Award Conditions', and 'Deliverables', all with 'Incomplete' status. A 'Comments' section is at the bottom.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**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

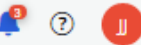
[DOI Financial Guide](#)

Closeout Type \*

Requirement	Status	Last Submission Date
Final Federal Financial Report	Incomplete	—
<a href="#">Financial Reconciliation</a>	Incomplete	—
Final Performance Report	Incomplete	—
Award Conditions	<input type="text"/>	—
Deliverables	<input type="text"/>	—

Comments

# Closeout Submission – (How) (cont'd)



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

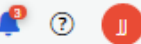
**ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.**

- Award Package
- Conditions
- Award Details
- Attachments
- Management
- Availability
- (FFR)
- (GAM)

Award(Initial)

	Language	Document Submission Required	Description of Required Submission	Amount Withheld	Award in Compliance
1	Unreaso...	No		\$0.00	Yes
2	Potentia...	No		\$0.00	Yes
3	Require...	No		\$0.00	Yes
4	Restricti...	No		\$0.00	Yes
5	Reclassi...	No		\$0.00	Yes

# Closeout Submission – (How) (concluded)



- 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



*Helping Crime Survivors Find Their Justice*

# Summary

# 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 Grant Award Administrator (GAA).
- The GAA will have 120 days to submit the closeout.
- If the closeout is not submitted by the 121<sup>st</sup> 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



*Helping Crime Survivors Find Their Justice*

# Resources



# Justice Grants

---

<https://JusticeGrants.usdoj.gov>

The Justice Grants Website  
has so much more!

- [Grant Award Modifications](#)
- [Deliverables](#)
- [JustGrants User Roles Guide](#)
- [Closeout](#)
- [JustGrants User Roles Guide](#)

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

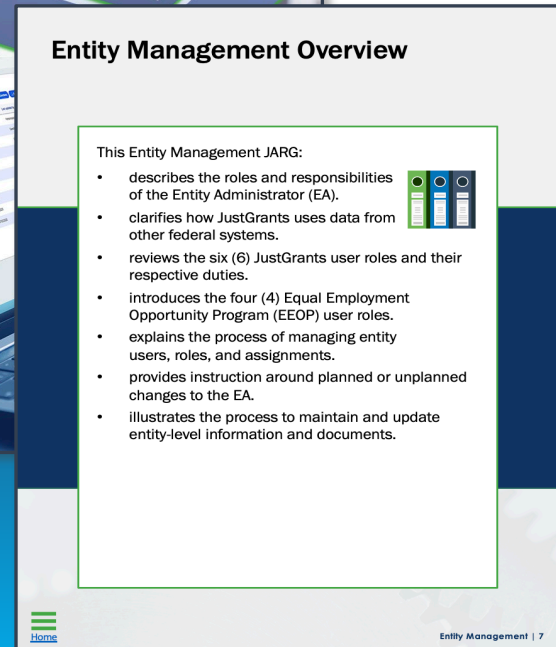
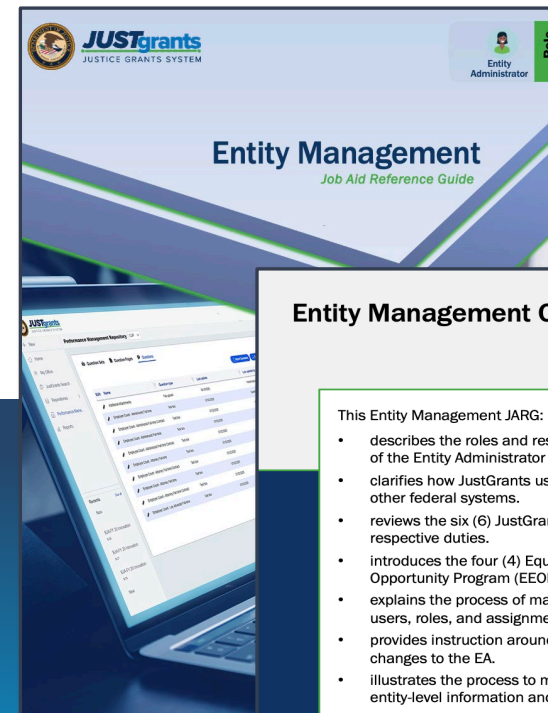


# JustGrants Training Resources

## Organized by Topics



## Job Aid Reference Guides





# JustGrants Technical Support

If you need support beyond what is available at the self-service portion of the JustGrants website, please reach out to the appropriate Technical Support desk.

Technical Support	
OVW applicants and award recipients	<p><u><a href="mailto:OVW.JustGrantsSupport@usdoj.gov">OVW.JustGrantsSupport@usdoj.gov</a></u></p> <p><i>Or</i></p> <p><b>(866) 655-4482</b></p>
All other applicants and award recipients	<p><u><a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a></u></p> <p><i>Or</i></p> <p><b>(833) 872-5175</b></p> <p><i>Monday – Friday between the hours of 5:00 AM and 9:00 PM EST Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST</i></p>

# Upcoming Sessions

[JUSTICEGRANTS.USDOJ.GOV/Training/weekly-training-webinars](https://JUSTICEGRANTS.USDOJ.GOV/Training/weekly-training-webinars)

Post-Award Management: **MONDAYS** from 1:00 PM to 2:30 PM

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

Entity Management: **TUESDAYS** from 2:00 PM to 3:00 PM

*KEY AUDIENCE: Entity Administrators*

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

*KEY AUDIENCE: Entity Administrators, Application Submitters, Authorized Representatives*

Award Acceptance: **THURSDAYS** from 2:00 PM to 3:00 PM

*KEY AUDIENCE: Entity Administrators, Authorized Representatives*



# Questions?



To submit a question, use the [Q&A Box](#) and select [All Panelists](#)



*Helping Crime Survivors Find Their Justice*

# Anti-Trafficking Grantee Closeout

## Performance Management Tips

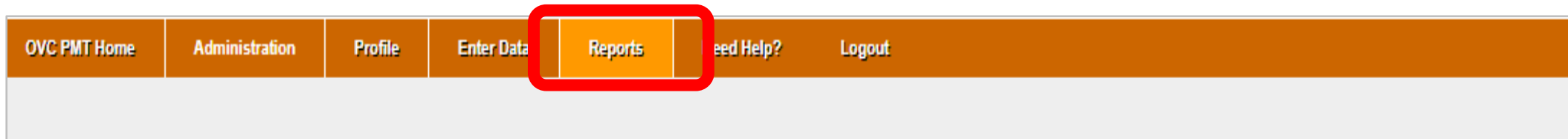
### July 2024



*Helping Crime Survivors Find Their Justice*

# Two-Step Final Report Submission Process

# Generating the Final Report



1. On the Reports tab, select the applicable award number.
2. Select the link labeled “Final PDF.”
3. Save the generated PDF report to your computer.
4. Upload PDF report into JustGrants within 120 days of your end date.

Reporting Period	Data Entry Status	Last Modified Initial Completion Date	Reports
10/01/2020 - 12/31/2020	Complete <a href="#">Unlock</a>		<a href="#">Excel Quarterly PDF</a> <a href="#">Semi-Annual PDF</a>
01/01/2021 - 03/31/2021	Complete <a href="#">Unlock</a>		<a href="#">Excel Quarterly PDF</a>
04/01/2021 - 06/30/2021	Complete <a href="#">Unlock</a>		<a href="#">Excel Quarterly PDF</a> <a href="#">Semi-Annual PDF</a>
07/01/2021 - 09/30/2021	Complete <a href="#">Unlock</a>		<a href="#">Excel Quarterly PDF</a>
10/01/2021 - 12/31/2021	Complete <a href="#">Unlock</a>		<a href="#">Excel Quarterly PDF</a> <a href="#">Semi-Annual PDF</a>
01/01/2022 - 03/31/2022	In Progress	10/13/2022	Quarterly PDF
07/01/2022 - 09/30/2022	Complete <a href="#">Unlock</a>	10/19/2022 Robert Marino	<a href="#">Excel Quarterly PDF</a>
10/01/2022 - 12/31/2022	Complete <a href="#">Unlock</a>	01/19/2023 Robert Marino	<a href="#">Excel Quarterly PDF</a> <a href="#">Semi-Annual PDF</a>
04/01/2023 - 06/30/2023	In Progress	05/24/2024	Quarterly PDF Semi-Annual PDF
07/01/2023 - 09/30/2023	Complete <a href="#">Unlock</a>	10/23/2023 Robert Marino	<a href="#">Excel Quarterly PDF</a> <a href="#">Final PDF</a>



# Final Report in JustGrants

The screenshot shows the 'Performance Report' page for 'JGII Test Org26 Doing Business As (FAW-199176)'. The report ID is 'PR-41262' (15PBJA-20-GK-00377-NARI) and is marked as 'PR-DELINQUENT'. The legal entity name is '(JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)'. A red banner indicates 'The deadline was 1 day 14 hours ago'. The page includes a 'Comments' section with an empty text box, a 'Comments History' table, and an 'Attachments' section with an 'Upload' button highlighted by a red box. The recommended file formats for upload are PDF, Microsoft Word, and Excel.

Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Privacy Policy

Recents [See all](#)

Active Funded Award  
FAW-219156

Closeout  
FAW-224142

JGII Test Org26 Doing Business As (FAW-199176)

**Performance Report** (PR-41262)  
(15PBJA-20-GK-00377-NARI) **PR-DELINQUENT**

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

The deadline was 1 day 14 hours ago

**Comments**

**Comments History**

Comment Date Time	Commented By	Comments
11/16/2020 2:33 PM	Carlos Gastelum	Uploaded attachment for performance report. Attachment from PMT.

**Attachments**

[Upload](#)

The recommended files to upload are PDF, Microsoft Word and Excel.

[Completing a Question Set and Submitting the Performance Report \(usdoj.gov\)](https://usdoj.gov)



*Helping Crime Survivors Find Their Justice*

# Reporting Narrative Responses in JustGrants

# Narrative Questions in JustGrants

**Performance Report**

Start Date	End Date	Due Date
01/01/2024	06/30/2024	07/30/2024

Type Of Performance Report  
Regular

> **Project Description**

---

**Performance Measure Question Set**

Question Set	Status	Last Updated	Last updated by
<a href="#">OVC_HT_Narrative_v1</a>	New	1/1/24 3:14 AM	Queue processor(FAWPRCreation)

R-334010)  
s for BJS NCHIP, NARIP, and SJS awards (C-264044) **NEW**

View **2**

Assigned to  
justgrants024.grantawardadmin.jgitsext **Begin**

ADMINISTER SURVEY → COMPLETE

Questions and Answers Audit

## Completing a Question Set and Submitting the Performance Report (usdoj.gov)

# Final Report Tips

1. The final narrative questions will cover the entire duration of your award.
2. Answer questions based on the goals you set out to accomplish at the beginning of your award – reviewing the goals and objectives on your award application may help.
3. **Only** include work that was conducted with OVC award funds for the specific OVC award you are reporting on, not other sources of funding.

# Final Report Tips – Cont.

4. The narrative should be written by the primary grantee, not the subgrantees.
5. Yes, every question needs an answer; No, N/A is not an acceptable answer. OVC grant managers will “change request” the report if sufficient details are not provided on every question.
6. Create your responses in a Word document and, once finished, copy and paste each answer from the document into JustGrants – plain text only!
7. Be sure to frequently save your responses!



*Helping Crime Survivors Find Their Justice*

# Resources

# Resources

## Resources in PMT or on the OVC website:

- Performance measures questionnaires.
- Recorded trainings and webinars on PMT and performance management topics.
- Updated Performance Measure Dictionary and Terminology Resource.

### **i** Performance Measure Dictionary and Terminology Resource [↗](#)

The [OVC Performance Measure Dictionary and Terminology Resource](#) is designed as a resource for terms used as part of OVC's performance data collection efforts. Check out this resource for standardized definitions and examples for easier reporting.

## Performance Measures

### Human Trafficking Grantee Performance Measures

© iStock/Ivan-balvan (see reuse policy).

### Human Trafficking Grantee Performance Measures [↗](#)

OVC strives to uphold the intent of the Trafficking Victims Protection Act of 2000 and its subsequent reauthorizations to ensure that all trafficking victims—regardless of immigration status, gender, or form of trafficking—receive justice and support in accessing the services they need.

OVC manages the largest amount of funding across the Federal Government dedicated to providing services to victims of human trafficking. OVC strengthens the response to human trafficking through grant funding for victim services, multidisciplinary teams, statewide responses to child and youth trafficking, training and technical assistance, and leadership in the field.

In 2020, all performance measures across the OVC human trafficking portfolio were revised to—

- better reflect and report the activities of OVC's human trafficking grantees,
- standardize the questions across OVC's human trafficking portfolio, and
- align the human trafficking performance measures to OVC's other performance measures.

Data from the revised performance measures allow OVC to communicate to its stakeholders the [full picture of the benefits realized with OVC grant funds](#).

Where can I find my program's performance measures?

Victim Assistance and Compensation Grantee Performance Measures

Transforming Victim Services Grantee Performance Measures

Human Trafficking Grantee Performance Measures

How are performance measures reported?

When are performance reports due?

How can grantees find support and resources?

Data Analyses

Contact Us

<https://ovc.ojp.gov/funding/performance-measures/human-trafficking>



*Helping Crime Survivors Find Their Justice*

# How Can We Help?

- Contact us with questions about a specific measure.
- Schedule a “Welcome to OVC Performance Management” session for new staff or for staff turnover.
- Consider a short 30-minute session via Webex to screen share and review your reports.
- Send questions, comments, and suggestions for technical assistance to the helpdesk.





# Contact Information

## OVC PMT Helpdesk

Monday–Friday, 8:30 a.m.–5:00 p.m. Eastern  
Toll free number: 1–844–884–2503\*\*

Email:

[ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov)

Website:

<https://ovc.ojp.gov/funding/performance-measures>

*\*\* Appointments are available outside of normal business hours by request.*

## JustGrants

5:00 a.m.–9:00 p.m. Eastern  
Toll free number: 1–833–872–5175

Email:

[justicegrants.support@usdoj.gov](mailto:justicegrants.support@usdoj.gov)

Website:

<https://justicegrants.usdoj.gov/>



*Helping Crime Survivors Find Their Justice*



*Helping Crime Survivors Find Their Justice*

# Closeout: Financial Management Perspective

# OVC FMRC

## What We Offer

*Grants financial management training and technical assistance to anti-trafficking grantees.*

**We support grantees by providing:**

- ▶ Individualized TA
- ▶ Access to financial management resources
- ▶ Support with topic specific questions (closeouts, FFRs, GAMs, reporting)



# Financial Management Perspective of Closeout

- ▶ Cash reconciliation and final draw down
- ▶ Final FFR (including match)
- ▶ Return unspent funds
- ▶ Stick to the timelines



# Work Backwards from Due Dates

- ▶ Obligations incurred prior to the project period end date must be liquidated no more than 120 days after the project period end date.
- ▶ The grant award administrator initiates the closeout process at the end of the award period, ensuring requirements have been filed in the JustGrants Module.
- ▶ OJP will begin the closeout process on day 121. Submit all required reports before the 120-day mark.



*\*Start planning for closeout as early as possible.*



# Collecting Information for your FFR

- ▶ Cumulative expenditures
- ▶ Supporting documentation (example: match)
- ▶ Reconciliation to accounting records
- ▶ Amount of any federal dollars returned



# Match Requirement

- ▶ Matching funds are:
  - ▶ Restricted to the same use of funds as allowed for the federal funds.
- ▶ The award recipient has primary responsibility for:
  - ▶ Meeting the match requirement
  - ▶ Ensuring subrecipient compliance
  - ▶ Maintaining records which clearly show the source, amount, and timing for all matched contributions



# Match Requirement

- ▶ The full matching share must be contributed AND reported on by the end of the period of performance.
- ▶ Recipients are required to report match on the quarterly Federal Financial Report (SF-425/line i).

**10i. Total recipient share required.**





# Cash Reconciliation and Final Draw Down

Line Number	Description	Validation
10e	Federal Share of Expenditures	If less than the previous reporting period, the user must enter a response in Block 12.
10f	Federal Share of Unliquidated Obligations	For final reports, this cannot be greater than zero.
10h	Unobligated Balance of Federal Funds	This cannot be negative.
10j	Recipient Share of Expenditures	If less than the previous reporting period, the user must enter a response in Block 12.
10o	Unexpended Program Income	This cannot be negative.
11c	Period To (Indirect Cost Rate)	Date must be before 11c Period From (Indirect Cost Rate).
11f	Federal Share (Indirect Cost Rate)	Must be equal or less than 11e, Amount Charged (Indirect Cost Rate). This cannot be negative.

- ▶ Report final Federal share of cumulative expenditures and recipient share, if required, on the final FFR.



# Cash Reconciliation and Final Draw Down

The screenshot displays a 'Federal Financial Report (FFR-11)' form. It is divided into three main sections: 1. Recipient Info, 2. Report Information, and 3. Remarks & Certification. The '1. Recipient Info' section is expanded, showing the following details:

- 1. Federal Agency and Organizational Element to Which Report is Submitted:** U.S. Department of Justice
- 2. Federal Grant Or Other Identifying number:** 11111
- 3. Recipient Organization (Name and complete address including Zip code):**
  - Recipient Organization Name: Sample Organization
  - Street 1: 123 First Street
  - Street 2: ---
  - City: Frisco, County: Collin
  - State: TX, Province: Test Province
  - Country: USA, ZIP / Postal Code: 12345
- 4. DUNS Number:** 1234DUN
- 4b. EIN:** 987654

- ▶ **Liquidate obligations** incurred prior to end of the period of performance no more than 120 days after the project period end date.
- ▶ **Request final draw down** of Federal expenditures made within the approved period of performance.
  - ▶ Request must be submitted prior to the end of the liquidation period (120 days after the end of the period of performance).



# Project Period Extensions and Budget GAMs

- ▶ Any requests must include a thorough justification of why additional time is **needed to achieve the goals and objectives** of the grant program.
- ▶ Extension requests:
  - ▶ Do not provide additional funding
  - ▶ Are evaluated on a case-by-case basis



**Tip:** When in doubt, talk to your **Grant Manager** as soon as possible!



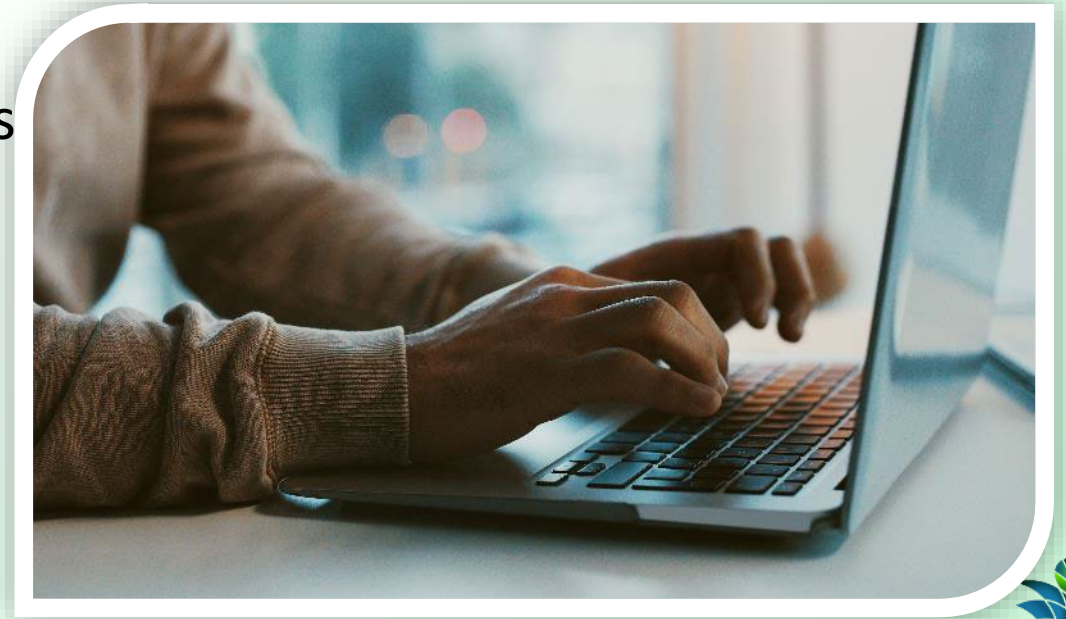
# Documentation Retention

- ▶ Keep receipts of all transactions organized so they are easily accessible.
- ▶ All documents must be kept for a minimum of **three years** from official closeout date.
- ▶ Support account records with source documentation (*cancelled checks, paid bills, payrolls, time and attendance records, contract and subcontract award documents, etc.*)



# Documentation Retention

- ▶ Maintain records that identify the source and application of funds provided for financial activities. Include information pertaining to:
  - ▶ Grant or subgrant awards and authorizations
  - ▶ Obligations
  - ▶ Unobligated balances
  - ▶ Assets
  - ▶ Liabilities
  - ▶ Outlays or expenditures
  - ▶ Program income (if applicable)



# Closeout Requirements

Within 120 days of the end of the award period, the recipient must submit the following:

**Final Federal  
Financial Report**

**Final Performance  
Report**

**Refund of Excess  
Cash**

**Funds will be frozen after 120  
days.**



# Refund Excess Cash

If funds must be returned at award closeout:

- ▶ Make check payable to DOJ/Office of Justice Programs (include award number).
- ▶ Include cover letter/voucher containing the grant number for the refund, itemization of funds and the unobligated balance.
- ▶ Printout of the final SF-425 report which supports the amount of the refund.
- ▶ *Failure to remit payment to OJP will be referred to the U.S. Department of the Treasury for collection.*

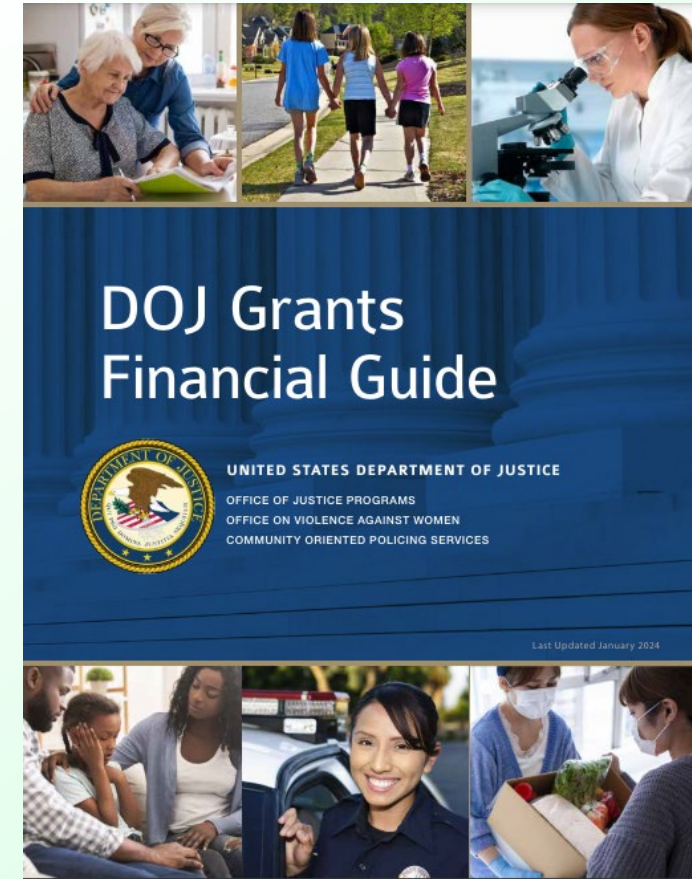


**Funds will be frozen after 120 days.**



# Resources

- ▶ [DOJ Grants Financial Guide](#)
- ▶ [JustGrants Training: Closeout](#)
- ▶ OCFO Customer Service Center
  - ▶ [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov)
  - ▶ 800-458-0786
- ▶ [OVC FMRC](#)





# We Want to Hear from You

Contact the **OVC FMRC** with any financial questions regarding the closeout of your award.



[askfmrc@usdoj.gov](mailto:askfmrc@usdoj.gov)



202.572.9500



[OJP.gov/FMRC](https://www.ojp.gov/fmrc)



*Helping Crime Survivors Find Their Justice*



# Questions?



To submit a question, use the **Q&A Box** and select **All Panelists**.



*Helping Crime Survivors Find Their Justice*

**Thank You!**