

BUREAU OF JUSTICE ASSISTANCE

AWARD CLOSEOUT

September 4, 2025



BJA
Bureau of Justice Assistance
U.S. Department of Justice

Presenters

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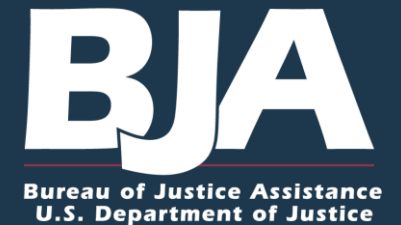
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Agenda

Welcome and Introductions

Closeout Overview and Instructions

Resources

Q&A



Introduction



Purpose

Provide an overview of the closeout process and specific tips for recipients to successfully close out a BJA grant or cooperative agreement.



Terms and Resources

- JustGrants
- DOJ Grants Financial Guide
- 2 CFR Part 200 (Uniform Guidance)
- JustGrants roles
 - Grant Award
 - Administrator and Financial Manager



Poll

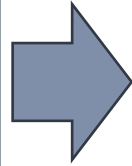
Have you ever been through the closeout process on a BJA grant or cooperative agreement before?

- Yes, many times.
- Yes, but only a few times or it was a while ago.
- No, but I have been through closeouts for other federal grant awards.
- No, I've never been through any federal grant closeout before.



Why is Closeout Important?

A girl named Dorothy tries to save her dog, Toto, during a tornado but is whisked away from her home in Kansas and into a strange land called Oz.



Dorothy and Toto embark on a perilous journey through the land of Oz, with the goal of finding a famed Wizard that she hopes will help them go home.

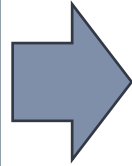


The End



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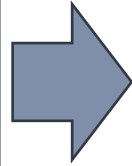


Dorothy makes it back home with Toto after learning she had what she needed to get there all along.



Why is Closeout Important?

A community seeks funding from BJA with the goal of improving law enforcement responses to individuals with mental illness.



The community is awarded funds and over several years implements various strategies as outlined in their proposal and within program requirements.

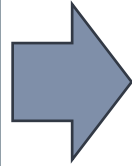


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Why is Closeout Important?

A community seeks funding from BJA with the goal of improving law enforcement (LE) responses to individuals with mental illness.



The community is awarded funds and over several years implements various strategies as outlined in their proposal and within program requirements.



Over the project period, more than 100 individuals are diverted from LE to treatment, reducing recidivism, freeing up LE resources, and improving public safety.



Why Closeout is Important



Finishes “your story” by summarizing challenges, key milestones, and final outcomes



Demonstrates effectiveness and contributes to enhancements of BJA grant programs



Confirms compliance with award agreement and programmatic requirements



Reconciles federal and your agency’s financial accounts



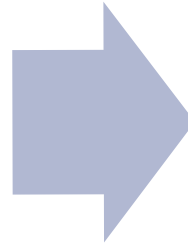
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Performance and Liquidation Periods



Period of Performance

- Award start date to end date, *e.g.*, 10/1/21 to 9/30/25
- **Obligation/expenditure of all authorized project costs by end date**, except closeout administrative costs
- **Completion of all programmatic activities to include subrecipient activities by the end date**, except program evaluation activities

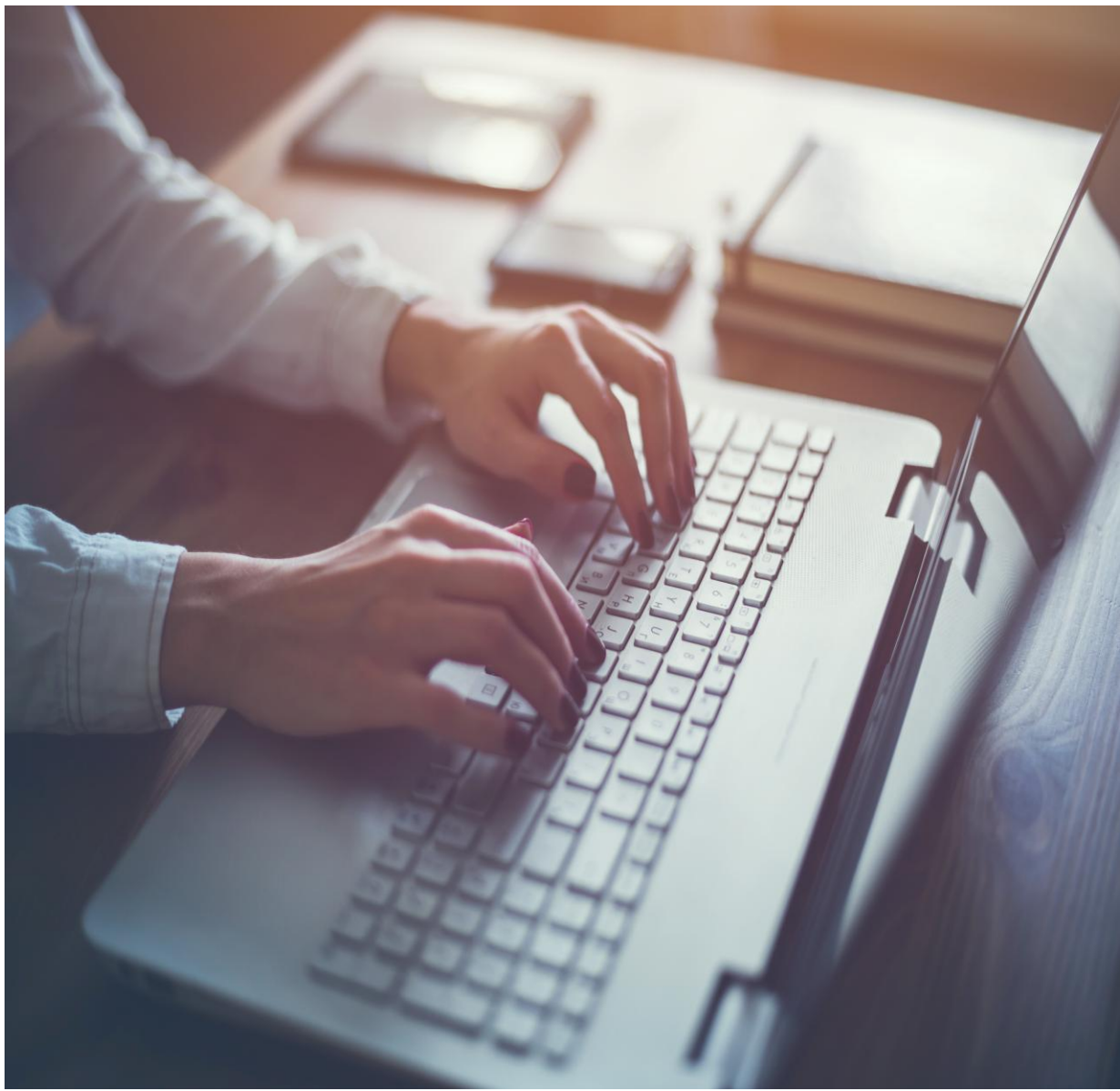


Liquidation Period

- 120-days after end date, *e.g.*, 9/30/25 to 1/28/26
- **No new obligations/expenditures**, except closeout administrative costs
- **No programmatic activities allowed**, except evaluation activities
- Liquidation (payment) of all properly incurred authorized costs
- Submission of final reports

Refer to the DOJ Grants Financial Guide, Section 3.2 for complete guidance





Did You Know?

- No need to wait until the end date to close out an award
- Awards can be closed once the project is complete

Benefits to early close out

- No additional reporting required
- Allows for earlier financial reconciliation



Elements of a Successful Closeout

**Complete no
later than
120-days
after end
date**

Deliverables submitted

Award conditions met

Grant award modifications resolved

Real property report submitted

Final performance report submitted

Final financial report (SF-425) submitted

Financial reconciliation complete

Open monitoring or audits resolved

Closeout submitted in JustGrants

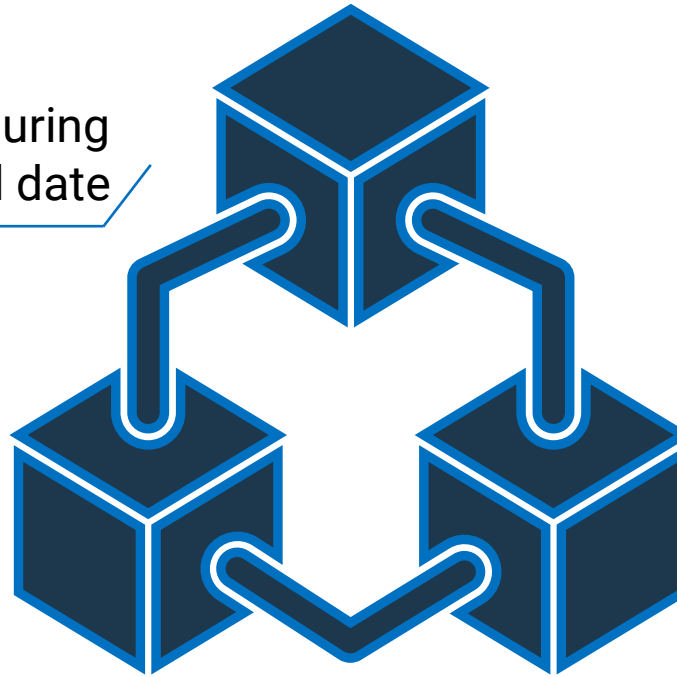


Award Deliverables

Discrete products that the recipient is required to create or produce under an award *e.g.*, publications, training curricula, evaluation reports, etc.

Generally completed and submitted during period of performance before the end date

Any remaining deliverables or ones BJA has sent back with comments must be submitted during the liquidation period



Reminder: costs for programmatic activities cannot be incurred after the project end date, only administrative costs for closeout

Generally, deliverables must be submitted in the JustGrants System. Consult with your BJA grant manager for guidance.



Award Conditions

Your agency's Authorized Representative read and accepted the award conditions requiring:

- Ongoing compliance with relevant federal and DOJ laws and regulations
- In some cases, completing a certain action associated with the award (for example, training)

Award conditions in JustGrants have a compliance status of Yes or No. Generally, at time of closeout all award conditions should already be marked as compliant.

Action item: The Grant Award Administrator should check award condition compliance status prior to the project end date and contact their BJA grant manager immediately if any have a compliance status of "No."

Award Package <u>Award Conditions</u> Award Details Award Attachments Performance Management Funding Balance and Availability Federal Financial Report (FFR) Grant Award Modification (GAM) Monitorin											
Award Initial											
	Category	Type of Condition	Language	Document Submission Required	Description of Required Submission	Type of Compliance Check	ASAP Interaction	Type of ASAP Interaction	Amount or Percentage Withheld	Amount Withheld	Award in Compliance
1	General	Pre-populated	Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards Consistent wi...	No		Manual	No			\$0.00	Yes
2	General	Pre-populated	Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54 The recipient, and any ...	No			No			\$0.00	Yes
3	General	Pre-populated	Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees) The recipient (and any subrecipient..	No			No			\$0.00	Yes

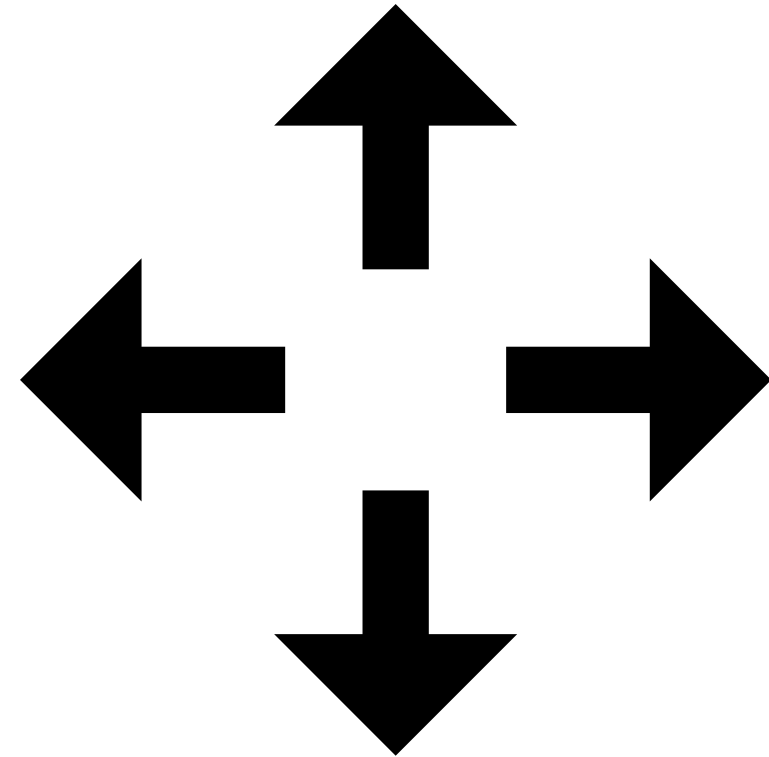


Grant Award Modifications (GAMs)

Method of requesting changes to a project that require prior approval from the federal agency.

- Budget modifications
- Change in project scope
- Project period extensions

Typically submitted during period of performance, *i.e.*, before the end date.



If your award is ending 9/30/25 and you need to submit a GAM, in particular a project period extension, please contact your BJA grant manager as soon as possible.





Real Property Report

Only required for certain projects involving construction or major renovation of a building, as detailed in the award conditions.

- Initial real property report (SF-429) must be submitted to BJA **no later than 90-days** after the end date
- See full requirements on BJA's real property reporting page:
<https://bja.ojp.gov/funding/real-property>
- Contact your BJA grant manager with questions



Final Performance Report

- Due in JustGrants **no later than 120-days after end date**. Follows previous required format of either:
 - Question set answered and submitted in JustGrants; or
 - Questions in Performance Measurement Tool (PMT), then downloaded and submitted in JustGrants.
- Includes performance measures for last quarter **AND** details on overall accomplishments for the entire project period, to include final disposition of goals/objectives



Tip: BJA reviews the final performance report against the final financial report, to determine if overall goals/objectives were met consistent with the reported expenditures. If there is a remaining balance, explain why and acknowledge deobligation.



Final Financial Report

Due in JustGrants **no later than 120-days after end date**. The Final Federal Financial Report (FFR, SF-425) must include:

- The FINAL report of cumulative expenditures, must have no unliquidated balances
- Report all allowable costs incurred, both at the recipient and subrecipient level.
- Report final non-federal share (match) of expenditures, if required
- Report final disposition of program income



Cumulative expenditures: The amount from the award inception to the end of the reporting period



Financial Reconciliation

Completed in the U.S. Treasury Automated Standard Application for Payments (ASAP) System or by returning funds to OJP based on final expenditures reported in Final FFR.

- Final draw down of funds in ASAP for FINAL reported federal expenditures, if not previously drawn.

OR

- Refund to OJP the difference between final reported expenditures and drawdown amount and/or any reported unliquidated program income.



Important Tip: the ASAP account will be suspended upon submission of the closeout in JustGrants or after liquidation period ends.



Resolve Open Monitoring or Audits

DOJ conducts in-depth monitoring or audits on a certain number of awards each fiscal year.

- Ongoing monitoring events/audits or issues for resolution (IFRs) must be resolved prior to closeout
- Recipients with open monitoring or findings should follow the instructions in the monitoring communications they received to resolve the issues
- Recipients should not wait to complete the other closeout requirements due to open monitoring.

This award is currently under review, a closeout cannot be initiated. For more information, view the Monitoring tab.

Funded Award Information

Audit

Award Package

Award Conditions

Award Details

Award Attachments

Performance Management

Funding Balance and Availability

Federal Financial Report (FFR)

Grant Award Modification (GAM)

Monitoring

Closeout

Action item: The Grant Award Administrator should check monitoring status prior to the project end date and contact their BJA grant manager immediately if unresolved.



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Submit Closeout in JustGrants

The final step is for the GAA to submit the closeout in JustGrants

- Submit the closeout after all the previous steps have been completed – no need to wait until the end of the 120-day liquidation period.
- Follow the steps beginning on page 10 of the JustGrants Closeout Job Aid Reference Guide (JARG):
<https://justicegrants.usdoj.gov/training/jarg-closeout.pdf>



Reminder: the ASAP account will be suspended upon submission of the closeout in JustGrants or liquidation period ends, which is why all other steps should be completed first.



Closeout Period Extensions

What if I need more time to complete the closeout steps?

- Before the end of the liquidation period, communicate to your BJA grant manager if you will not be able to complete the closeout within that timeframe and the reason(s) why.
- Provide an estimated timeframe for when it will be completed
- **The closeout will be submitted in JustGrants and ASAP account will be suspended automatically after 120-days.**



Tip: JustGrants and your BJA grant manager send alerts when certain deadlines are not met, and you should expect to receive communications about actions required that are approaching deadline or that are delinquent



Consequences for Non-Compliance

The closeout, including submission of final reports, is required by the award agreement terms and conditions. Consequences for not completing the reports and/or not complying with award conditions could include:

- Report of non-compliance submitted by OJP to SAM.gov, which could impact your entity's ability to obtain future funding
- De-obligation and return of funds to OJP
- Designation as DOJ High Risk





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Resources

Closeout Contacts

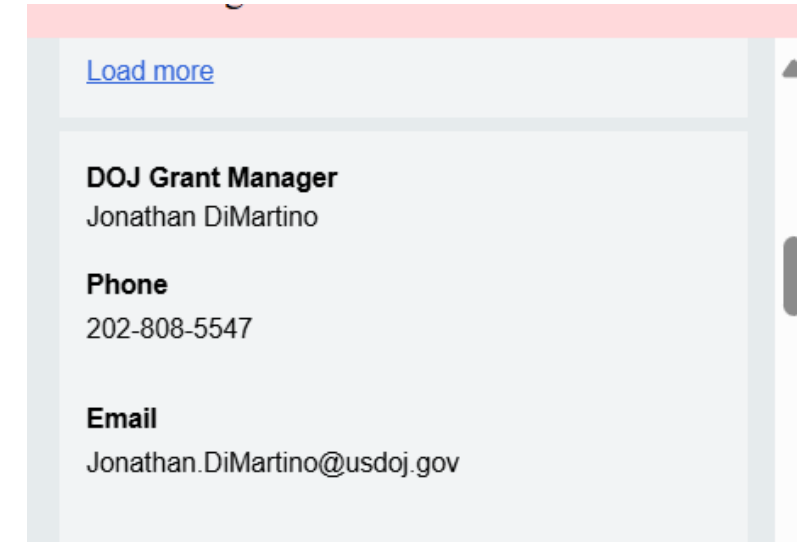
- **BJA Grant Manager**

Contact information is listed in JustGrants in the funded award/closeout, on the right side →

- **Office of the Chief Financial Officer (OCFO) Customer Service**

Assistance with Final FFR (SF-425) or ASAP

- ask.ocfo@ojp.usdoj.gov
- 800-458-0786



Requirements

- DOJ Grants Financial Guide

<https://www.ojp.gov/funding/financialguidedojo/overview>

III. Postaward Requirements

3.18 Closeout

- 2 CFR 200.344 Closeout

<https://www.ecfr.gov/current/title-2/section-200.344>

- OJP Financial Management Seminar, Session 5 (Closeout):

<https://www.ojp.gov/training-and-technical-assistance/tfsc/fmvs/session-5>

III. Postaward Requirements

3.1 Payments	+
3.2 Period of Availability of Funds	+
3.3 Cost Sharing Requirements	+
3.4 Program Income	+
3.5 Adjustments to Awards	+
3.6 Costs Requiring Prior Approval	+
3.7 Property Standards	+
3.8 Procurement under Awards of Federal Assistance	+
3.9 Allowable Costs	+
3.10 OJP/COPS Office Conference Approval, Planning, and Reporting	+
3.11 Indirect Costs	+
3.12 OJP's Confidential Funds	+
3.13 Unallowable Costs	+
3.14 Subrecipient Management and Monitoring	+
3.15 Reporting Requirements	+
3.16 Retention and Access Requirements for Records	+
3.17 Remedies for Noncompliance	+
3.18 Closeout	—
Introduction	+
First Step	+
Closeout of Awards	+

Welcome to the DOJ Grants Financial Guide
I. General Information
II. Preaward requirements
III. Postaward Requirements
IV. Organization Structure
V. Appendices



JustGrants

- Performance reporting
<https://justicegrants.usdoj.gov/training/training-performance-reporting>
- Financial reporting
<https://justicegrants.usdoj.gov/training/training-financial-reporting>
- Closeout
<https://justicegrants.usdoj.gov/training/training-closeout>

Weekly Training Webinars on Award Management, including closeout: <https://justicegrants.usdoj.gov/training/award-management>

Training: Closeout

Share Your Feedback

Key Audience: Grant Award Administrator

In order to complete a closeout, entities must submit the final financial, performance, and other reports required under the grant, and meet award conditions, within 120 days after the grant award expires or is terminated.

The following training materials describe how the Grant Award Administrator submits an award closeout in JustGrants. These materials will teach users how to:

- Select the award for Closeout
- Select Closeout type
- View the final Federal Financial Report (FFR)
- Upload attachments as needed
- Add comments
- View award conditions
- Review status of all Performance Reports
- Submit the Closeout package

JustGrants Login

Login

Find answers to frequently asked questions.

Go to FAQs

Reference

Closeout Job Aid Reference Guide



View the Guide

Closeouts eLearning Video

In this eLearning video, learn the steps to initiate an award closeout:
See the [YouTube Terms of Service](#) and [Google Privacy Policy](#)

Grants Management Series

Watch on YouTube

JustGrants Closeout; Video run time: 3:10 min.

Reference Materials

The following provides further clarification, definitions, and visual representations of processes and information.

- [Closeout Job Aid Reference Guide](#) (updated February 11, 2025)
- [Closeout: Case Status Types](#)
- [Post-Award Management: Closeout FAQs](#)



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Questions?

Enter in the Q&A box and
send to All Panelists.