

**BJA Award Closeout Training
September 4 and 16, 2025
Consolidated Questions and Answers**

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General

Q: Will we receive documentation or notice that our grant has been successfully closed? Once the project is closed will we still have access to Just Grants?

A: Yes, JustGrants sends an automatic notification when the award is closed. Your agency will still have access to JustGrants and the closed award. Entity users are required to login to JustGrants at least once per year in order to maintain access to the system. If access is lost, a user can contact the JustGrants support desk for assistance to regain access.

Q: What happens if the closeout period of 120 days happens prior to receipt of final negotiated indirect cost (IDC) rate agreement from our cognizant federal agency? Can the grant be reopened if additional amounts due or refund issued?

A: Delay in receiving an updated IDC agreement from your cognizant federal agency is a reason to request extension to the closeout period so you can revise the final financial report as needed to adjust for the new IDC rate.

Q: Is the deadline 120 business days?

A: No, 120 calendar days

Q: Are there any closeout questions that are specific to awards from FY21 an FY22 that are not included on the template that was revised in September 2024?

A: It is unclear what template is referenced. Assuming it is the performance measure questions under a specific program, then in most cases awards that were made before those changes will retain the previous question sets.

Q: I am newer to my organization, the original employee retired and there was little to no training. If I have questions, who can I reach out during the reporting. Does the no cost extension require a grant award modification (GAM) for additional period? From what I understood, the closeout process does not have a specific duration or deadline?

A: Reach out to your BJA grant manager with any questions about your award. Yes, a project period extension must be submitted in JustGrants as a GAM. The closeout is due within 120-days after the project period end date, or sooner when all is met.

Q: Am ready to closeout. How long does it take to close out the award?

A: If you are ready for closeout, follow the steps in the training to submit your final reports and the closeout itself. It depends on the situation with the award on how long before the closeout will be processed final by OJP. Generally, awards should be closed out within 30-days after the end of the liquidation period.

Q: We are still finalizing our last expenditures before the end of the award at the end of this month. Will it hurt anything to initiate the closeout on JG now, so I can start filing it out?

A: It does not hurt to initiate the closeout prior to the end date, but if the intent is to start on final reports, you can go ahead and start working on the final reports now even though the end date has not passed even if the closeout has not been initiated. You would not want to submit the closeout (final closeout step) until you have submitted the final reports and made any necessary final drawdown, because the ASAP account will be suspended upon closeout submission (not initiation).

Q: Does the grant entity have to be the one to close out in JG for the project?

A: Yes, the recipient of the award is responsible for completing the closeout.

Q: Can you repeat the process of charging time to closeout requirements once the project period has ended? Is this the same for awards that have been terminated?

A: Closeout requirements for terminated awards will be different. Your BJA grant manager would provide that guidance when available.

Q: If an agency wanted to close out grants in JG and another agency wanted access to them, what is the process?

A: It is unclear whether this refers to an agency wanting to transfer its funding to another agency, or whether another agency can access the closed award in JustGrants. For the former, contact your BJA grant manager about the situation. For the latter, only the grant recipient agency will have access to the closeout record in JustGrants.

Q: If your grant is closing September 30, 2025, and your grant hasn't been selected for monitoring to date, should we assume - there will be no monitoring?

A: It is still possible to be selected for financial monitoring, but that eventuality should not impact your closeout process. So, yes, assume there is no monitoring and proceed with closeout activities.

Q: Do you have training materials to show the workflow of closeout? Especially the award status changes?

A: Yes, please see: <https://justicegrants.usdoj.gov/training/training-closeout/closeout-case-status-types.pdf>.

Reports

Q: Will the final performance report and the last semi-annual performance report be one and the same with greater detail and context?

A: Yes.

Q: Is the final performance report supposed to be a cumulative report?

A: Yes, it should detail the accomplishments of the entire project period, as well as include the performance measures for the last quarter or semi-annual period.

Q: For the final performance report, will we still upload it in the normal place in JustGrants, or will we need to upload it under the closeout tab?

A: The final performance report will be submitted in the same way in JustGrants that you submitted your regular performance reports.

Q: Is there someplace that I can find the questions on the report that I can prepare for before I put the actual information in?

A: Yes, <https://bja.ojp.gov/funding/performance-measures/bja-program-performance-measures>.

Q: Will I be prompted to submit the final performance report, or do I need to change the last one to final?

A: The performance report for the final reporting period will be marked as Final automatically in JustGrants, and it will appear in the grant award administrator's worklist to complete and submit.

Q: To make sure that I'm understanding this correctly, the only difference between the final performance report and a normal performance report are the three "final report questions," right?

A: It will vary by program, but generally once you mark a performance report as final you will receive the additional final (closeout) questions to answer within the JustGrants final report or within the final performance measurement tool (PMT).

Q: Will the final performance report use the same template as our last report that was submitted after the update?

A: There may be an update to the performance measures depending on your program. If you report in the PMT or JustGrants the most recent measures will be available for data entry before the due date.

Q: If a draft and final report is required for the grant, what happens if it is not submitted by the end date of the grant?

A: It is unclear what draft report is referring to. For the final performance report, it is due within 120-days after the grant end date.

Q: I think you said earlier, but just want to make sure, do we need to do the final performance report AND final financial report at the same time (same day)?

A: You submit the final financial report and performance report separately and it does not need to be on the same day. Both are due within 120-days after the end date, but you should submit them as soon as the information is final.

Q: Can the final financial report (FFR) be submitted in October 2025, the timeframe for a usual FFR, and the final PR no later than 120 days after closeout? So different submission timeframes?

A: Yes, you can submit either report prior to the 120-day deadline. We encourage you to submit the reports as soon as the information is final.

Q: If the final performance report was already submitted under performance management, but the FFR has not been done and closeout has not been initiated, how does that work?

A: The final FFR would need to be submitted and then the closeout submitted within 120-days after the end date.

Q: If funding hasn't been fully expended under a federal award with a match commitment, how do you account for that reduced match commitment on the final FFR to reflect the federal funding that wasn't used?

A: In the Final FFR, you should report the cumulative non-federal funds expended on the project. OJP will evaluate compliance with the cost share/match requirement based on the actual amount of federal expenditures, not the award amount.

Q: How can you change a quarterly financial report into a final financial report?

A: When completing the report, change the type from quarterly to final. See the JustGrants job aid with instructions: <https://justicegrants.usdoj.gov/training/financial-manager-reference-guide.pdf>.

Q: I believe when I did a quarterly FFR that was after the end date, the FFR defaulted to Final?

A: That's correct, the final quarterly financial report will be marked as Final automatically in JG, but it will be due 120-days after instead of 30-days.

Q: Can you repeat who is responsible for completing the final financial report? Does the grant award administrator or financial manager complete that?

A: The Financial Manager.

Q: How can the FFR be due 30 days after grant end date, when still incurring close out cost?

A: The final FFR is due 120-days after the end date.

Q: Can you please let me know besides the financial and performance reports what other reports are needed before closing out?

A: Other required reports (if any) should be specified in the NOFO and/or award conditions.

Grant Award Modifications (GAMs), including Extensions

Q: If there are funds left over, but it is not enough to last a year, would it be advisable to request a NCE for a few months?

A: Project period extensions should not be requested solely to expend a remaining balance. Extensions should be requested if additional time is needed to complete approved project activities. Extension requests less than 12-months are allowable if fully supported by a justification that explains the delays experienced and what work needs to be completed during the extension period.

Q: Are there any circumstances that a 2-year extension be approved?

A: This would require an exception to current OJP policy and would require additional justification and review levels. Please contact your BJA grant manager to discuss.

Q: We submitted a no cost time extension GAM but we have not heard back yet. If we have not heard back by the end date is the assumption it was not approved and we should start the closeout process?

A: No, you should not assume it was not approved. Some extensions go through additional review levels and take longer for a decision. Contact your BJA grant manager to get a status update.

Q: If we have known funding that was unused by an agency for personnel, if we want to use for Admin Costs during closeout, we would need to submit a GAM or Performance Extension prior to September 30?

A: If the funds were not budgeted for administrative costs, then a budget modification GAM would be needed. An extension would not be needed if the only costs needed are administrative related to closeout, since those can be obligated/expended during the liquidation period.

Q: Can one submit a budget revision GAM after grant period end date?

A: Yes, you can. But generally, we would expect a budget modification to be submitted during the period of performance especially if the change is one that requires prior

approval before incurring the new costs. We recommend you discuss the situation with your BJA grant manager.

Q: Do we need to submit new GAM if the grant gets a one-year extension, but the total budget for each category will remain the same?

A: No.

Q: What is the percentage you can spend between categories without doing a GAM?

A: Generally, moving funds between categories less than 10% of the award amount does not require prior approval via budget modification GAM. However, if you are supporting activity in a new cost category, adding a new cost line item, or are making any changes to the amount you are approved to spend on indirect costs, that would require a budget modification GAM for prior approval.

Q: If we submitted a GAM in the correct time, should we wait for status update before closing out or begin the closeout internally?

A: If it was submitted to BJA in JustGrants, you do not need to wait unless the decision impacts part of the closeout submission (e.g., performance report content), in which case you may need to wait to complete the impacted aspects of the closeout process.

Grants Financial Management Training Requirement

Q: Do the Finance Training Certificates ever need to be renewed or is refresher training (24 module online) optional?

A: The grants financial management training must be completed every 3-years.

Q: If we have more than one GAA, does only one need to take the training?

A: Only the GAA assigned to the award must complete the training. Alternate GAAs are highly encouraged to complete the training.

Q: I am the Project Director for our grant. Do I need to complete some additional training, receive a certificate for, and then submit with closeout?

A: The grants financial management training is only required if you are also serving as the grant award administrator and/or financial manager in JustGrants. However, we highly recommend that anyone with a key decision-making role in the grant-funded project to take the training.

Q: Does the Financial Management training need to be completed again or just if there's been a change in the grant/fiscal manager?

A: It must be completed every 3-years, and, as you state, if the GAA and FM has changed during the period of performance, they must complete it also.

Q: What if you can't find our training completion paper and not sure when it was completed. It is in JustGrants somewhere?

A: Contact your BJA grant manager and they can check our records.

Q: Can you please post the link for the required training?

A: <https://www.ojp.gov/training-and-technical-assistance/gfmts/financial-management-seminars>.

Q: Will you be offering in person financial management training again?

A: We do not have info at this time on in-person seminars.

Q: Has the online training been updated to reflect the 120-day liquidation?

A: Yes, the training has been updated with recent 2 CFR updates.

Costs, Remaining Balances, Drawing Down Funds

Q: If costs must be incurred by the grant's end date, how can evaluation activities continue during the closeout period?

A: The cost for the evaluation activities must be incurred prior to the end date, but the activities themselves can continue during the liquidation period. All obligations (except for administrative costs related to closeout) need to be made prior to the end date. There may be some activity taking place based on those obligations, but there can be no new obligations.

Q: If a Research Statement is part of the grant and data is being collected to the end of Activity Period. Can administrative costs be used to analyze and publish scientific findings during closeout?

A: Administrative costs are allowed during the liquidation period. For research, discuss the specific situation with your BJA grant manager.

Q: The DOJ Financial Guide 3.2 – Period of Availability – Closeout Cost was updated to allow for administrative closeout costs to be charged during the liquidation period. Does this only apply to grants awarded on or after October 1, 2024?

A: No, this would also apply to awards made prior to October 1, 2024, if the administrative closeout costs themselves were incurred on/after that date.

Q: Can closeout costs be covered by interest accrued by advanced drawdowns?

A: Under the Edward Byrne Memorial Justice Assistance Grant (JAG) program, administrative closeout costs could be covered by interest accrued on advance drawdowns but the closeout costs and any other administrative costs charged to the award must be within the JAG 10% administrative threshold. For other programs (which, generally, do not allow advance drawdown), any earned interest must be returned to U.S. Treasury except for up to \$500 that may be retained for administration costs, per [2 CFR 200.305\(b\)\(12\)](#).

Q: After September 30, can the grant award administrator (GAA), continue to be funded out of the grant until the final report is finalized?

A: Reasonable administrative costs related to the closeout process can be incurred during the liquidation period but must be in the approved budget in order to be authorized.

Q: Will you please elaborate on what is sufficient back up to prove obligation prior to end of project period?

A: It depends on the type of cost. An obligation is a formal promise to pay. The example given during the presentation was for a contract; the obligation for a contract would be a properly executed contract and purchase order.

Q: If the grant is terminated, there may be final expenditures on the FFR that are not drawn down. What is the process to reopen the grant for final drawdown?

A: Your grant manager will give you specific instructions once that step is ready.

Q: Could you clarify the process for handling unexpended grant funds at the end of the award period?

A: If the funds were not expended or drawn down, then the funds will be de-obligated by OJP during the closeout process. If funds were drawn down but not expended, then those funds would need to be returned to OJP.

Q: There are significant remaining funds and we have a willing partner organization who can take on the final stretch of programming. Is this a possible handoff?

A: This would be what we call an administrative funding adjustment, which are rare and can take several months to complete if approved. Please contact your grant manager to discuss.

Q: Where do we acknowledge de-obligation of funds?

A: That is in the Final financial report, which will indicate the total of unexpended federal funds to be de-obligated.

Q: Are their noncompliance impacts for not spending down funds that were originally listed to be obligated and were not spent in the end?

A: By itself, not expending all funds is not a compliance issue, unless there were deliverables or other requirements that were not met. We would want to understand from the final reports, what the situation was that caused activities to be incomplete.

Q: Sorry if I missed it. Was the information to return funds provided?

A: If you have drawn down funds that need to be returned, please contact the OCFO Help Desk: Phone: 800-458-0786 Email: Ask.OCFO@usdoj.gov.

Q: How would you report on an indirect contract credit?

A: Additional information is needed to answer this question. Please contact your grant manager for more information.

Q: One of our subcontractors sent the invoice after the ASAP was suspended for the terminated grant. How can we submit the invoice and receive reimbursement for the invoice, to pay them?

A: Please contact your BJA grant manager for specific guidance on terminated awards.

Q: I have a grant with a spending period that expires on December 31, 2026. The project pays for annual service for multi factor authentication. The payment for the second year is due July 1, 2025, and it will cover the service until June 30, 2026. Can I close out the award after the payment is processed after July 1, 2025? Or do I have to wait until the service expires on June 30, 2026?

A: It depends on the nature of the services and the award conditions. Contact your BJA grant manager for this question.

Q: When does the ASAP withdraw availability close out?

A: When the closeout is submitted in JustGrants or when the 120-day closeout period is over, whichever is sooner.

Deliverables

Q: How do we as a grantee determine whether we have deliverables due before the end of the grant period?

A: The required deliverables are listed in the NOFO, award conditions, and should also be in your program narrative that was part of the application depending on the program. If after review of that information you are still not sure, please contact your BJA grant manager.

Q: Are there additional documents or information that should be provided during closeout if Equipment was purchased during the grant?

A: No, not other than the info needed in the final reports that may relate to the Equipment purchase. Keep in mind the disposition requirements, however, which are listed in the DOJ Grants Financial Guide, Section 3.7 Property Standards:

<https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#12-21>.

Q: Should we reach out to our Grant Manager to find out what type of Award Deliverable we will be required to submit and how it is to be submitted?

A: Yes, deliverables are program specific, contacting your grant manager is the best next step if you are uncertain on deliverables.

JustGrants Users

Q: Our grant manager was transferred to another department. Who can take on that responsibility now that she's gone?

A: Users are managed by your entity in JustGrants; see: <https://justicegrants.usdoj.gov/training/training-entity-management>. You will need to determine the best person in your organization that should be assigned to that role by your entity administrator.

Q: How many individuals can have the Financial Manager role?

A: There is no limit on how many individuals can have the financial manager role, but keep in mind that any FM assigned to a grant is subject to the grants financial management training requirement.