

Closeout Training for BJA Awards Recipients Webinar

DARYL FOX:

Good afternoon, everyone, and welcome to today's webinar, Award Closeout hosted by the Bureau of Justice Assistance. At this time, it's my pleasure to introduce Erin Feely, Grants Management Specialist with BJA to begin the presentation. Erin.

ERIN FEELEY:

Thanks Daryl. Welcome everyone. So, as Daryl said, my name is Erin Rose Feeley, and I'm joined today by my colleague Jonathan DeMartino. We're both Grants Management Specialists with the Bureau of Justice Assistance at the Department of Justice. In addition, we have Jennifer, Erich, and Stephen, also from the BJA Programs Office, who are going to be available to help answer your questions. Please make sure to send them your questions in that Q&A feature that Daryl just mentioned, and you'll also receive some information from us along the way such as links to some of the pages mentioned on the slides. Okay, so to start, let's look at the agenda.

If this is your first BJA grant or one of many, I think we have an interesting presentation today and hopefully you'll learn something new. As mentioned, these presentation slides will eventually be posted on the BJA website. During the session, we will review the instructions on how to successfully Closeout your BJA award along with some Resources you can bookmark or share with your team. We'll definitely leave time along the way and at the end for Questions and Answers. So, when you started this award, I bet Closeout seems so far away and all of a sudden, it's here. So how do you go about closing out an award is just as important as those startup activities and many of the resources such as 2 CFR 200 and the DOJ Grants Financial Guide, which you use at the beginning are also going to be key resources for Closeout and inform much of the content that we'll talk about in this webinar today. So now I'd like to turn things over to my colleague Jon, who has a poll question to get us started.

JONATHAN DIMARTINO:

Thanks Erin. And hi everyone. It's a pleasure to be with you all today. As Erin said, we have a poll to start out with, and you should see it on the screen now. There are no right or wrong answers here, so please simply choose the best response based on your experience managing BJA awards. I'll give you all a few moments to contemplate and submit your response in the poll in WebEx. And while that's going on, I'd also like to just take another moment to thank you all again for taking time to join us today. We really do appreciate it and hopefully you find this session to be helpful and informative. I see we're still getting some responses, so we'll continue to hold until we see those slow down. We've got quite a number of folks on the call with us today. Looks like we're kind of stabilizing a little bit. We've got, uh, I think we should be okay to go ahead and proceed. And that just gives us a good percent, uh estimate of, oh. Let me see this. Sorry about that. Trying to see the poll results. Daryl, would you mind sharing with the audience if you're able to see the poll results kind of a breakdown?

DARYL FOX:

Certainly. Most certainly. So yeah, about 33 or so were Yes, many times. A majority there were Yes, but only a few times and No, never have been through, about 75 have been no. So more than half are yes, a few times or no, never for the most part.

JONATHAN DIMARTINO:

Okay. Thank you for that. I appreciate that. It sounds like we've got a variety of folks on the line with us today, so we'll keep that in mind as we move forward. So, moving on. The first thing we'd like to start out with here as an example, it's a bit of a fun one. We'll start by examining a story that many of you may be familiar with, the Wizard of Oz. So, we have generally in the story, you have a beginning where a girl named Dorothy tries to save her dog Toto during a tornado, and then move on to kind of the middle of the story, and there's a perilous journey that Dorothy and Toto embark on. They try to find a Wizard to get home, and then you have the end. However, contemplating what we see here on this slide, the ending seems a bit unsatisfying, I think. So, let's take a few moments just to kind of contemplate quietly what might be missing there and how the ending might be able to be improved. No need to respond to anything. Just give a couple moments to think about that before I move on. Okay, let's proceed please.

So, let's see. So, we can see the ending here now has a little bit more meat to it. It gives a little bit more of an ending. Dorothy makes it back home with Toto after learning what she needed to get there all along. And this conclusion provides an important ending to the story to contextualize the outcomes and impacts of the events that have occurred and is critical to make sense of what came before and validate your investment in the story. And moving on to a second example that we have for you today. This time, taking the same conceptual thinking as the Wizard of Oz story and applying it to scenario that we might see in the BJA award. So, understanding that grant implementation is undoubtedly less of a straight-line story arc than the Wizard of Oz, although admittedly an exciting journey, just the same. The same concept applies. And in this example, we start with a community seeking funding from BJA and they proceed with funding over a period of time to implement various strategies and then they reach an end point. But let's contemplate that the ending once more as how the funding that was sought and how it was used doesn't tell the full story. Let's proceed please.

Okay, so looking at the next slide, the ending of the story here is filled in with a little bit more detail to quantify and qualify the outcomes that were experienced during the project. And this helps multiple things that are important during the Closeout process as this is the conclusion of your unique grant story. The Closeout is the critical last step to conclude the project, which in many cases was likely years long. It summarizes and validates all of the time, effort, and resources that were put into the project and to memorialize information that was gathered and work that was completed and shared with BJA throughout the award.

So, these examples illustrate once again why Closeout is important. The accomplishments are important to community and need to be documented and the challenges you face too as well. BJA uses both to help show the effectiveness of the program, but also to see where it can be improved for the next group of communities that seek the funding. And then of course there is the compliance and reconciliation aspects, which are equally important. Grants often have many rules and requirements associated with them, and as you've no doubt discovered. An award Closeout is needed to confirm that the rules were followed, and when using federal funds, there must be a full accounting of where the funds went, how they were used, and what, if anything, may need to be deobligated from the federal side.

Before we go any further into the details on Closeout requirements, let's take a few moments to orient ourselves by looking at the grant Period of Performance, especially as it relates to the 120-day Liquidation Period, otherwise known as the Closeout Period, which immediately commences when the project period end date passes. All authorized costs must be obligated and expended during the Period of Performance. To obligate means a formal promise to pay, such as signing a services contract or similar. To expend means to charge to the award. So, using the same example, charging for services under the contract. The phrase incur costs

means the same thing. After the end date, no new obligations or expenditures are allowed except for administrative costs needed to complete the Closeout. To liquidate means to pay. So, the 120-day Liquidation Period is intended to pay any remaining costs that were properly expended during the project period.

Similarly, all programmatic activities must be completed by the end of the project end date with the exception of program evaluation activities, which can continue into the liquidation if needed. Even though program evaluation activities can continue during Liquidation Period, costs must have been incurred prior to the end date. And lastly, I highly recommend that you fully review the DOJ Grants Financial Guide section 3.2 on the Period of Availability of Funds, which goes into much more detail on obligations, expenditures, and required timeframes. A link to this guide is included within the presentation and will be shared later on.

Continuing further, if you are participating in this training live, your award likely will be ending soon. Even so, we'd like to take a moment to share with you a tip that many grantees may not even think of. That is, you do not need to wait until the project end date to close out a grant. If the project was completed, for example two quarters ago, you could submit the final reports and complete the rest of the Closeout process then. This may not be applicable to your current award but keep the assumption in mind for future situations where this might be the case. And there are benefits to closing an award early. Most importantly, you won't need to keep submitting reports to us unnecessarily and from an accounting perspective, it is always better to complete reconciliation earlier if possible.

Now I'll take a few moments to look at separate elements of a Successful Closeout. Depending on the individual program your BJA award is associated with, there may be some variation in which requirements are applicable. However, these elements are needed for Successful Closeout within the 120-day period of the project end date. Award Condition compliance, final performance and financial reports, reconciliation and Closeout submission are always required for every award. Keep in mind throughout that if you have subrecipients under your award, they will need to give you their information, final reports, performance reports, otherwise, for example, at least a month in advance of your deadlines to allow you time to submit your final reports to BJA. And now I'll pass things back to my colleague Erin to go into each of these requirements in more detail.

ERIN FEELEY:

Sounds good. Thanks Jon. I think we can move on to the next slide. I'm not really seeing too many questions quite yet. So, let's dive into Award Deliverables, which are definitely a key part of the Closeout process. And on this slide, we have some examples of deliverables. Although evidence of them is normally submitted in JustGrants, the deliverable function only routes the submission to the Grant Manager. Usually, deliverables require review by a Subject Matter Expert in BJA and occasionally Training and Technical Assistance Provider, and will be depending on your program. For this reason, your Grant Manager may instruct you to first submit the deliverable via email or like a web-based file box if it's a larger attachment, so they have time to review and provide feedback before the final version gets submitted in JustGrants.

Alright, Award Conditions. Another aspect of successful Closeout is reviewing your Award Conditions Award Conditions to ensure everything is resolved. Award Conditions are that long list of terms that the person with the Authorized Representative role agreed to at the start of the award and hopefully you all have reviewed as well at some point. So, to review the status of your specific Award Conditions, open up JustGrants and navigate to the Award Conditions tab. You can see a picture of what that looks like here on the screen. The Award Conditions can be read

by anyone that has access to the grant, and what we want to look for is that column showing compliance and whether funds are currently being withheld. If an Award Condition has a compliance status of No, then the Grant Award Administrator should immediately contact the appropriate BJA Grant Manager for guidance on how to bring that condition and hence that award into compliance.

So, one example that many Grant Managers will run into towards the Closeout is the requirement for the Grant Award Administrator and the Finance Manager to complete the Grants Financial Management Training. Remember, that particular Award Condition not only applies to the original Grant Award Administrator and Finance Manager that originally served at the start of the grant, but also to any individuals who took over those roles during implementation. This should be done before the project end date passes and copies of the Certificates of Completion can be sent to your BJA Grant Manager so they can add it to the award file.

So, the next item to check in on is the Grant Award Modification tab. You may submit Grant Award Modifications or GAMs during the period of performance. It's important to have time to implement whatever that change happens to be to help meet your goals and objectives before the end date. That said, sometimes there are situations where a GAM is needed towards the end date and in rare instances during that Liquidation Period that Jonathan mentioned. If you need to request a GAM at this point, please reach out to your BJA Grant Manager first to receive some guidance. One type of GAM that comes up in relation to Closeout is often what we call the Project Period Extension or what we used to call the No-Cost Extension GAMs. So, per OJP policy in the Financial Guide, these must be submitted more than 30 days before the end date. Additionally, you're generally limited to one extension for up to 12 months and OJP only approves exceptions to that rule on a case-by-case basis if there are extenuating circumstances. Again, your Grant Manager can advise you on that request.

Alright, just a note on this particular slide. This Closeout item is only applicable to a small number of BJA awards, but it is an important part of Closeout if this is one of your Award Conditions. So, BJA awards sometimes will include construction or major renovation of a building and there may be a federal interest in that property that will continue after the project end date. If this is a Closeout requirement that applies to your BJA award, again, there will be an Award Condition talking about real property reporting and what will be required after the award closes, for the remaining useful life of the structure. I believe Daryl is posting a link in the chat, the one that's on this slide, and again, check your Award Conditions and refer to your BJA Grant Manager for questions if you think this requirement applies to your award.

Alright, so seeing no questions at the moment, let's dive into Final Reporting. Alright, Final Performance Report. There are two key reports in the Closeout process that are going to be required for all grant programs. That's a Final Performance Report and a Final Financial Report. So, if you remember a few slides back, my colleague Jon mentioned in an early Closeout. So, if you have that come up at all, then you may have to change that regular to final to be able to produce a Final Report but again, all these requirements still apply. So, on this slide we have some guidance around the Final Performance Report, which is the responsibility of the Grant Award Administrator to submit in JustGrants. Remember JustGrants is a very role-based system. So, while someone who has say the alternate Grant Award Administrator role can see the report and can contribute to the report, only the Grant Award Administrator has that submit button.

So, the bolded language on this slide emphasizes the most common reasons that a BJA Grant Manager might change requests of Final Performance Report, and that is if it does not provide

sufficient detail on the overall accomplishments of the project and the extent to which the goals and objectives were met. The Final Performance Report is a chance to highlight key accomplishments or summarize that the project has changed over time, for example. It doesn't need to be a novel by any means but think about your audience and provide a concluding picture of all that's happened during the course of the grant. Also, make sure to include details such as barriers that you may have faced that impacted your project's results. Projects do not always go smoothly and it's important to document why things didn't and how you overcame those barriers. Lastly, different programs may have nuances relating to that required Final Performance Report content. If you're unsure, please reach out to your BJA Grant Manager with any questions about the Final Performance Report, especially if you need to close out an award early.

Alright, the Final Financial Report. This again, is required for all programs and the Finance Manager role is responsible for submitting the Final Financial Report or FFR in JustGrants. We've included some guidance from the Financial Guide on what's required in the Final FFR. There'll be some additional information that we'll talk about later in the Resources section at the end. Financial Reconciliation. This refers to the fact that expenditures reported in the Final FFR must be equal to the amount of funds drawn down in the ASAP System. It generally ensures the numbers are truly final and it should be completed around the same time or right after the Final FFR submission. If you reported final expenditures that exceed what you have up until this point drawn down in ASAP, then you must draw down the remaining reported amount. On the flip side, if you've reported final expenditures that are less than the amount you previously drew down, you're now required to refund the difference back to OJP.

Don't worry, we'll cover the refund process later. Lastly, if you reported any unliquidated program income in the Final FFR, this amount will need to be refunded back to OJP. The Office of the Chief Financial Officer, or OCFO, will support that refund process. Please take advantage of the notes feature in question 12 on the FFR in case something has changed or you may need to explain why funds are being returned. And again, there will be instructions in the Resources that we provide later on on how to start that refund process and the information to contact the OCFO Customer Service Desk for guidance. So again, the monitoring piece, this will only be applicable to certain awards, not every single award. How will you know if this applies to your award? There'll be a pink ribbon that will appear at the top of the Funded Award page. If there are open monitoring events or IFRs. The Monitoring tab is circled here for emphasis. Although the Monitoring Letter, if this is applicable to your award, you should have received it from either your BJA Grant Manager or OCFO, that will have all the relevant information on what needs to be completed.

So, if this is applicable again and you're not sure how to close things out, please be in touch with your BJA a Grant Manager for further guidance. And then as the Award Recipient, please understand that you'll not be penalized if OJP does not complete our action at the end of the Liquidation Period when the Closeout is due for monitoring.

Okay, we've come up to that place of submitting a Closeout in JustGrants. So, to summarize, Closeouts are going to require a Final Federal Financial Report or FFR, a Final Performance Report or PR, a Financial Reconciliation, a review to ensure the terms and conditions are completed and any required deliverables are attached in JustGrants. And again, all in-progress Grant Award Modifications, or GAMs, and monitorings must be resolved. The Closeout will be the responsibility of the Grant Award Administrator to submit in JustGrants within 120 days after the end date. The Grant Award Administrator should see this action in their work list.

Reminder, once a Liquidation Period ends or a Closeout is submitted, the ASAP account will be suspended, which is why all those other steps that we just covered should really be done first.

So, if you find you need more time to complete the Closeout, please contact your BJA Grant Manager for guidance and definitely when you do be ready to share the barriers to the Closeout and we're definitely going to need a new timeline for when that work will be completed. I want to take a moment as we said up front to acknowledge that BJA really does rely on successful Closeouts to demonstrate the effectiveness of grant programs and identify ways to improve. This slide outlines a few consequences of non-compliance. Those three bullet points can cause problems in the future for other grants. We want you to be successful throughout the grant process to include ultimately submitting a compliant Closeout. Your Grant Managers are here to support you and assist in any way possible if you have barriers to meeting those Closeout requirements. I'm now going to pass things back to my colleague Jon, who'll go over some of those resources that we mentioned and then we'll have time for some Q&A.

JONATHAN DIMARTINO:

Great, thanks Erin. It's a pleasure to be back with you all again. Like Erin mentioned, we've got a few resources that we'll provide you with as we conclude our remarks portion today. So, as you see on this slide here, a couple of key contact folks that you'll want to use during your award. So, your main is BJA Grant Manager. That person will be your kind of first line of defense when you have a question or something that you need from BJA. You can always reach out to them and they may be able to provide you with the right contact information if they're not able to assist in certain cases such as issues with an FFR or ASAP access. Things along those lines may need additional help from our office of the Chief Financial Officer. That is also a key contact for you as well. What you see on the right-hand side of the slide here, this is an example of where you should be able to find your BJA Grant Manager in JustGrants on your award on the landing page for your individual award. The right-hand side of the screen should have something along those lines with the person's name, phone number, and email address. I won't be assigned every award, but this is just, we're just using me as an example here.

Some other resources that we have here on the slide, as I mentioned earlier in the presentation, the DOJ Grants Financial Guide, and in particular the section on Postaward Requirements, a 2 CFR 200 and the OJP Financial Management Seminar. These are also additional critical resources that you may wish to utilize these links in the future as needed for additional reference.

And lastly, we have a slide on JustGrants and relevant trainings that are available on BJA's website on Performance Reporting, Financial Reporting and Closeout. Within these links onto the BJA website, you'll find variety of training videos as well as importantly, I'd like to call out the job-aid reference guides for each of these topics. Those are very key useful documents that you can access and download. They're in PDF form and searchable, so you should find those helpful if you need step-by-step screenshots and things of that nature to help you figure out how to proceed with the related actions for these different activities within JustGrants. And lastly, on this slide you'll see a link to Weekly Training Webinars on Award Management you're welcome to sign up for and the link there on the slide should have that more information for you on how to do that.

So that concludes our prepared remarks. We can proceed from here to offer some opportunity for Q&A. Do we have any, Erich, Steven, Jennifer, do we have any outstanding questions that have not been addressed in some form?

STEPHEN FENDER:

Hey Jon. Yeah, we've got a number of questions we were working on and we think we'll sort of talk through them right now.

ERICH DIETRICH:

Yeah, I think we can kind of tag team these. One question we couldn't get to is, "Could you clarify the process for handling unexpended grant funds at the end of the award period?" Jon or Erin, do you want to take that one? So what happens to unexpended funds during the Closeout process?

ERIN FEELEY:

I can get that one started Jon. You can feel free to chime in. If there are unexpended funds, that's something that I would definitely want to know about as a Grant Manager, hopefully before the end date. But if not then during the Closeout period because I would want to be able to figure out how much is left over, will those funds be returned or is there a possible Period of Performance extension? And again, what were the barriers to expending all of those funds if there's something that you'd still like to be able to work on? So, I think kind of starting to put together some of that information with your team as well as your Finance Manager. What's left? Are we returning it? Are we not? And then being able to send that to your Grant Manager, that's a good conversation to have first before trying to Closeout or submit a GAM of any kind. Now Jonathan, did I miss anything?

JONATHAN DIMARTINO:

I think that covers mostly. The only thing I would add is if in addition, if the funds were not used, if they were drawn down and needed to be returned, then that would be another piece that would need to be discussed as well and that would have to be action performed as well.

ERICH DIETRICH

Another question, and I'll go ahead and answer this one, we had a question about an award that was pending termination. Awards that are pending termination have specific requirements related to Closeout and timelines. So, the information in this training will be different for those awards and your Grant Manager will provide you information if your award is in that situation.

STEPHEN FENDER:

Erich, I can take this one that's in the chat here from Mr. Allen. As raised to your Body-Worn Camera Grant. If you are, if all your costs are obligated, you can draw the rest of the money during Liquidation Period. You will not need to extend. If you have not, if you have additional obligations that you wish to make, you may need to consider an extension for your Camera Grant and by obligations in this case it's likely you would be into a contract, enter into an agreement with your camera vendor and promise to pay their life of the contract. So, you may have a monthly or quarterly payment if you've got all that. So, if you've obligated all that and you're not entering into new expenses, you can pay the remaining amount past the end date.

That's my program so feel free to shoot your Grant Manager that question too if you need more information.

ERICH DIETRICH:

Another question, I think for either you Jon or Erin, "Will the Final Performance Report use the same template as our last report that was submitted?"

ERIN FEELEY:

It'll be a little bit different. BJA has some Closeout questions if you're looking in JustGrants. So, for many folks on the phone there may also be a PMT Report. There are usually some Closeout questions that'll kind of put you in that frame of mind of summarizing the entire award. So, it'll be mostly the same with a few extra questions

JONATHAN DIMARTINO:

And I'll just add on here for the sake, since we're on the topic, you'll have both generally a Final Performance Report and Final Financial Report at minimum. So, there'd be two separate reports as well. Just keep that in mind and both would need to be submitted as we had mentioned during the presentation.

STEPHEN FENDER:

I see another question in the chat here. "We submitted our Final Closeout Package two months ago and the contract is still showing as active." So, if you submit your Closeout, your Grant Manager is the next step in review. I recommend you contact your Grant Manager and ask them if they need anything else to finalize the Closeout and that you're ready to close the award.

ERICH DIETRICH:

I see a couple questions about deliverables. Similar questions and "How do I know if there are any deliverables left that I need to submit?" Erin or Jon, do you want to tackle that one?

JONATHAN DIMARTINO:

I think an easy way to double-check that, you can reach out to your Grant Manager always and for more information and find out how or when or where that should be. Those kinds of things should be submitted and you can also check on your Award Conditions as well. In some cases, depending on the program, there may be a particular condition applied that would stipulate what kind of documentation would need to be submitted beyond the standard reporting at the end of the award. Those are two things that you could use resource wise just right off the bat to try to figure out what that might be.

ERIN FEELEY:

Often any sort of tangible deliverable like a Training Content or a Final Evaluation Report that may also have been part of the application that you submitted. So that's another place to check out if there's something tangible that needs to be uploaded into JustGrants.

ERICH DIETRICH:

Another common question I see is about the Grants Financial Management training and how often that needs to be completed. Erin or Jon?

ERIN FEELEY:

I think I just posted, apologies. Towards the end of the chat, I just posted a link to where you can find more information on the Grants Financial Management Training. I believe, Erich, correct me if I'm wrong, it's every three years that needs to be completed.

ERICH DIETRICH:

Yes, that's correct.

JONATHAN DIMARTINO:

And I can add on to that as well. In the event that any of your personnel change, either the Grants Award Administrator or the Financial Manager, those individuals would need to also have a certificate completed as well for that training.

ERIN FEELEY:

I think I see something else in the chat about, "Even though we're at the end of our grant, can we go ahead and ask for a No-Cost Extension?" To speak for myself as a Grant Manager, I want to have that conversation with a grantee before anything is submitted in JustGrants to find out why and if it's even necessary at first. So yeah, and there's also, there's usually some bullet points that I like to send out to kind of help folks be able to craft that justification narrative to help things go smoother. So, I guess that's a polite way of saying ask your Grant Manager before you do anything in JustGrants.

ERICH DIETRICH:

I see a question about the information on how to return funds. We did not include the specific information on that, but it was in the link that we provided as well as the resources. But in the Financial Guide it does have the detailed information on how to return funds to OJP.

ERIN FEELEY:

I see one in here about, "Is there an opportunity to submit a Budget Modification at the end of the term?" Possibly. Just note you can't have two. I believe that you can't have two GAMs open at the same time or something with a Closeout. There may be if you're getting a stopper in JustGrants, I'm not sure I'm interpreting that question correctly. Apologies. But I think we would want to know why the Budget Modification might be needed and if it rises to the level of actually needing that GAM in JustGrants or if it's something that you can maybe work out directly with your Grant Manager.

Let's see. I see another one about, "What is the most common issue you see with Closeouts?" Jon, I'll let you chime in. I'll be honest. It's the Financial Report and the Performance Report not lining up. So sometimes I see a Performance Report Performance Report that says, "Hey, we were done a year ago," and the Financial Report still shows that there's money left to be spent or expended. So, I think when you get towards the end, you want to make sure that you've explained how those funds were used and your Performance Report Performance Report and your Financial Report are lining up at the end. Jon, what are some issues you see?

JONATHAN DIMARTINO:

Adding on to that, I would say make sure that the dates on your Financial and Performance Reports are syncing up, so the end date of your Financial Reports should align with the end date of your last Performance Report. For example, there shouldn't be varying completion Final Report dates, so that's one thing to keep in mind as you work through some of those requirements. Another thing I'll say related to both of the Financial and Performance Reports and particularly on the Performance Reports, make sure that when you're in the system and if anything that has to be uploaded to JustGrants or if there's a question set that needs to be completed, keep an eye out for a second submit button or something of the sort to make sure that that information is actually being transmitted in the system to your Grant Manager. Otherwise, they may not see it and you may end up having to wait or they may end up having to reach out to you some weeks down the road asking about it. That's another thing that I, I've seen happen and kind of hold things up potentially on a Closeout.

I'm seeing a question in the chat about how much time it takes to get through an extension. I can go ahead and take that. So, we don't generally stipulate a specific time period. I would say that generally speaking, if your award ends September 30, we would typically want requests in by August 30 at a minimum for a first-time extension to allow adequate processing time. Other extensions beyond that may require longer. I would say if in doubt always as we mentioned several times before, reach out to your Grant Manager and work with them to figure out what the best time would be and how that would be best transmitted to BJA and we can work with you on an individual basis.

ERIN FEELEY:

I'm seeing another one in here about a new Grant Administrator taking over for someone who has left, "Do I need to reach out to my Grant Manager to get set up or should I take the training and submit it to the Grant Manager?" I would say if you are going to be the one who's working on the Closeout, if you know who your Entity Administrator in JustGrants is, figure out do you need to be set up in JustGrants as the Grant Award Administrator, that's one place to go. And then yes, your Grant Manager, if you're new, they'll want to know who you are and who to reach out to for any communications around the Closeout. So, I would say both if you know who the Entity Administrator is and if not, then your BJA Grant Manager can look that up for you.

Setting up. Okay. I see another question similar to that about setting up an account in JustGrants. I would say two things. Again, if you, I'm not sure exactly what role you have or you need, but if you know someone who has access to that JustGrants system, again the BJA Grant Manager, I think actually even probably the JustGrants Service Desk could kind of give you a sense of who has what role because you're going to need to definitely be able to coordinate with your team in terms of setting up that JustGrants account. It kind of all falls to whoever has that Entity Administrator role and if that person is gone or needs to be changed, the JustGrants Service Desk can assist you with those next steps.

JONATHAN DIMARTINO:

I'm seeing a couple of questions in the chat about regarding reaching the Grant Manager and what to do. So, I'm presuming this is the BJA Grant Manager. If you're having trouble reaching your BJA Grant Manager, a couple of things you can do. One, you can reach out to the email address that was listed in the NOFO on the award and they should be able to connect you that way to someone. You can also, what I recommend, you can look within the award in JustGrants, not only would you find the BJA Grant Manager, there should also be somewhere there generally

a policy person listed as well. You can always reach out to that person too. There's a couple of avenues that you can try in terms of how to try to reach your Grant Manager. Anybody, I'm happy if anybody else has any other suggestions, feel free to add on.

ERIN FEELEY:

I think that sounds good. I think Jon and I have been looking at those questions in the chat. There was one more about the required training. "How many staff, grantee, local government can attend the required training?" Remember, it's only required of the grant award. This is the, and I'm speaking of the grant's Financial Management Training, it's only required of the Grant Award Administrator who's named in JustGrants and the Finance Manager. If you would like others to take it, there is a no-cost self-paced online version and you're all welcome to take that and be on the same page with the OJP Financial Policy. That was a nice thing to do. Erich, are there any in the Q&A that we should be addressing verbally?

ERICH DIETRICH:

Yeah, there's been a couple questions about a situation where the grantee is in the 120-day Liquidation Period. They have submitted an Indirect Cost Proposal to their Cognizant Federal Agency, but they have not yet received their new negotiated Indirect Cost Rate Agreement. And so, they're in a situation where they don't know what rate to charge for that final period to the grant and that is a situation where unfortunately, if there is a delay on the federal agency side to issue your new negotiated Indirect Cost Rate Agreement, that would be a situation where you would need to contact your BJA Grant Manager and explain that you aren't going to be able to meet that 120-day Liquidation Period deadline for the Final FFR because of that. And then as soon as you are able to receive your new Negotiated Rate Agreement, you would work with your Grant Manager to apply that rate agreement, possibly probably needing a budget modification if the rate has changed and then after that you would be able to proceed to the Closeout and to the final drawdown and reconciliation of funds. So hopefully those situations are rare.

ERIN FEELEY:

I think one easy one we can take here. "Will we receive documentation or notice that our grant has been successfully closed?" Yes, the JustGrants System, it's not always a hundred percent obvious, but you get those kind of automatic notifications along the way. So, when a GAM is approved or change requested. Same thing when an award is finally closed out once it's gone through programmatic as well as financial Closeout. The Grant Award Administrator and I believe the Finance Manager will receive an automatic notification from JustGrants. So, you can keep that in your award files.

ERICH DIETRICH:

Seeing a couple of questions where people are asking, "How do we know if we're compliant with the Grants Financial Management Training?" I would say that if you are an assigned Grant Award Administrator or a Financial Manager, you should check your records for when you've completed the training and see the date on that certificate.

ERIN FEELEY:

To make sure I'm understanding this correctly, the only difference between the Final Performance Report and the normal Performance Report are the final report questions. That's the general difference. If there's anything specific to that, I believe both PMT and JustGrants will

be able to list out if there are any kind of programmatically specific questions. You'll see them there as well.

ERICH DIETRICH:

I had a couple of questions about whether you will receive a notification once your award is finally closed out. There is not a notification from JustGrants when the award is finally closed out. You will get many reminders of when it's due and when it's coming, but unfortunately the system will not notify you once the award receives final Closeout. The way it works is that once you submit your Closeout, it goes to the BJA Grant Manager, and it gets reviewed at the BJA level. Then it also after that goes to our office of the Chief Financial Officer, OCFO, and they do the final reconciliation on the federal side and do the final Closeout process. It goes through multiple steps, but there's not an automatic message when the Closeout is final. If there's any information needed, you will certainly get notification with instructions for what is needed.

JONATHAN DIMARTINO:

I see one question in the chat that I think we may not have addressed yet with "If you have funds left over how to report that?" I think we did touch upon that earlier. Anything that funding that was not balanced was not used on the award, that should be reported within the FFR. There should be a section on obligated amounts. You should be reporting that information there. Anything that was drawn down, that would need to be returned, there's a process for that. And then the DOJ Grants Financial Guide that we referenced in the presentation a couple of times that the link is there for you to reference would also have a guidance for you on how to perform that and complete those steps if needed.

ERICH DIETRICH:

There's a question I see. I don't think we've addressed this. "If somebody gets an extension and the total budget for each category will remain the same, do they also need to submit a budget GAM?" Jon or Erin? So budget is not changing. They got a one-year extension. Do they need to do anything else for the budge?

ERIN FEELEY:

I believe not because hopefully, correct me if I'm wrong, in the justification, there was something that you spoke to that explains sort of what was left to be expended and that it was going towards approved activities and the approved budget. So, I think the GAM would only be really if you needed to modify those expenditures for some reason or budget GAM, I should say.

ERICH DIETRICH:

A lot of great questions. Really appreciate the engagement from the audience. Coming up toward the end here, I do see one more question. "If we have more than one Grant Award Administrator on the award, do they all need to take the training?" And I believe the answer to that is there's, there can only be one GAA actually assigned to the award and then there can be alternate GAAs, also. But the main, primary GAA I believe is the only one that's required to take the training, but we would highly recommend that anybody as an alternate would also have completed the training. Is that everybody else's understanding as well as far as the award condition language?

ERICH DIETRICH:

I saw Erin nod, so I think that's correct. That's just the assigned primary GAA. But again, if the alternates are involved in the project, I really highly recommend it because it's very important information to know.

JONATHAN DIMARTINO:

And I'll just add quickly, the Financial Manager also is usually required to take that training as well and provide the certificate.

ERICH DIETRICH:

Yep. Thanks Jon. I see a question from Mary about whether there's an infogram on the training materials to show the workflow of the Closeout, especially as the work status changes. That's a great question. I'll have to go and dig into those training materials to remind myself unless Jon or Erin know. But if there isn't, that's a great suggestion and then we can pass it along to the JustGrants training team.

ERIN FEELEY:

I actually just posted the link to the, and apologies I spelled reference wrong, Reference Guide for Closeouts and I think that, that Reference Guide is pretty good and it does have some pictures of what things look like along the way in JustGrants. So, it isn't a full infographic, but I think it's pretty easy to follow.

ERICH DIETRICH:

That's great. Thanks Erin.

JONATHAN DIMARTINO:

And don't panic if you can't get to that link quick enough. I believe that link is also in the deck somewhere as well.

ERIN FEELEY:

There's a question here about the Financial and Final Reports. "Do you guys want dates and total funds amounts or just general descriptions of how the funds were used?" That would be both. So, the totals will align to the dates of the Financial Report that will pre-populate in JustGrants and the description, that's what's going to show up in the Performance Report. So, two different reports will handle both pieces of information. I hope that makes sense.

ERICH DIETRICH:

As far as a copy of the slides, everybody that's registered for the training will receive an email once the slides are posted on the BJA website. I see a question about the role of alternate GAA and their abilities in JustGrants. They can see everything the same as the primary GAA. I believe they can edit, but they cannot submit in JustGrants.

I see a couple questions about the Project Director and whether they are required to complete the Grants Financial Management training. The answer is it depends. If they are serving, if the Project Director is also serving as the Grant Award Administrator or the Financial Manager, then the answer is yes. If they're not serving either of those JustGrants roles, then the answer is no. They are not required. But again, we highly recommend it. Even anybody that has kind of a significant role in a grant, even if they're not required to take that training, it's just a good

knowledge base to have in particular for a Project Director when you're making decisions on certain things throughout the grant life.

ERIN FEELEY:

I think there was one other question in the chat about the training, and I'm going to go ahead and assume this is the Grant's Financial Management Training is not available calendar. There is an online self-paced version. So, in that page that I posted, I think it's over on the right-hand side, there should be a link to the online version. So that would be the one I would suggest that you take. And again, that's self-paced so there's no actual date for that.

JONATHAN DIMARTINO:

And if, I'll add on just quickly, if you're having trouble accessing or locating your certificate of completion, you should be able to, if you completed the training online, you should be able to find it in the training portal in your account. And I believe there's also an email address to contact for help on the training website as well for the Financial Manager Training if you're having any trouble.

ERICH DIETRICH:

I feel like we have caught up, I think with most of the questions that we have not answered either in the Q&A or verbally. So, if the other panelists want to also do another scan, we can check. We're a few minutes over. But again, just really appreciate the engagement of everybody. We can stay on for just a couple more minutes in case anything else comes through. Otherwise, thank you all so much. Special thanks to Jon and Erin for their presentation today, Steve, Jennifer, Daryl for your facilitation. Really appreciate it and especially for everybody that attended. I really hope you found this training helpful.

DARYL FOX:

Erich, while you're waiting for any additional questions to come in, I will also add that the session two for this same session will be held September 16, 2025 from the same time, 2:00 PM to 3:00 PM Eastern time. So, I've entered the link where you could register if you want to rejoin that day and go through this content again.

ERICH DIETRICH:

I'll answer Matthew's question real quick. We hope to be posting our FY24 Notice of Funding Opportunities very soon. So, if you haven't already, please sign up for the news from the BJA on our website and keep track because once they start posting, you will get notifications through the BJA website.

ERIN FEELEY:

I just posted the link to the Funding and Awards page. There is a subscribe box on the right-hand side of what Erich just spoke about.

ERICH DIETRICH:

Thank you, Erin.

DARYL FOX:

Okay, so with that we'll go ahead and conclude today's webinar. As mentioned, if you want to join the September 16 webinar, please register and be glad to present this content again. So, on behalf of the Bureau of Justice Assistance and our panelists, thank you for joining us on today's presentation.