



SAS Formula Program JustGrants Award Closeout Process

A. Overview

Timely submission of closeouts is an important part of grants management. You have exactly **120 days** (formerly 90 days) from the award end date to complete the closeout process. On day 121, JUSTGRANTS will automatically generate an administrative closeout and place a hold on any remaining funds.

During these 120 days, recipients will complete several closeout requirements and submit payment requests in ASAP to reimburse for any remaining expenses incurred **during the project period**.

You can find step-by-step closeout instructions, including how to initiate a closeout prior to the end date of an award, at www.justicegrants.usdoj.gov by navigating to Training and selecting Closeout or by clicking [here](#).

B. Closeout Package Components

There are 4 components to the closeout package:

1. Final progress report
2. Final Federal Financial Report (FFR)
3. Special conditions
4. Financial reconciliation

1. Final Progress Report

Grantees **must** submit a unique final progress report for each SASP award being closed. The final progress report is submitted in JUSTGRANTS. The final progress report is the same form submitted annually, the SASP Formula Administrator Reporting Form. Since this report is the last one submitted for the award, it should be marked as FINAL. The activity captured in the final report is the period between January 1st of the current calendar year and the project end date on the award. See “Action Steps” below for information on where to obtain the reporting form.

EXAMPLE: Your 2019 SASP award ended on July 31, 2021. You submitted the required annual report by March 30, 2021 for activity conducted the previous calendar year, January 1, 2020 to December 31, 2020. You must now submit the **final** progress report to capture activity between the start of the new calendar year and the project end date, which would be January 1, 2021 – July 31, 2021.

Action Steps:

- 1) You **must** download the form at www.vawamei.org or by clicking [here](#).
- 2) Complete the form and save it to your computer.
- 3) Log into JUSTGRANTS, and from your Worklist, select the applicable Performance Report to begin.
- 4) Be sure the report type selection is **FINAL**. If the report type appears as Regular, please refer to the “Changing the Progress Report Type in JustGrants” instructions on page 4.
- 5) Upload and attach the completed form along with a supporting list of SASP subrecipients.

NOTE: For more detailed instructions on accessing the Performance Management function in JUSTGRANTS visit www.justicegrants.usdoj.gov then navigate to Training and select Performance Reporting or click [here](#).



2. Final Federal Financial Report

The final Federal Financial Report (FFR) is accessed and submitted via JUSTGRANTS.

Action Steps:

- 1) Log into JUSTGRANTS, complete and submit the FFR. Please be sure the FFR is marked as "Final."

NOTE: For instructions on completing and submitting a FFR in JUSTGRANTS visit www.justicegrants.usdoj.gov then navigate to Training and select Financial Reporting or click [here](#).

3. Special Conditions

Generally, for Formula awards, most special conditions will have been met and/or complied with during the grant period. However, there is one special condition, "Announcement of Funding Availability," that requires specific action from your agency. The special condition states:

"The grantee agrees to provide OVW, within ten (10) days of release, a copy of its announcement of the availability of funding under this program (e.g., the request for applications, announcement of general funding availability, or announcement of program priorities issued in connection with this program)."

Action Steps:

- 1) Email your OVW Program Manager the funding announcement (e.g. solicitation, official announcement to potential applicants, etc.) within the timeframe specified in the special condition. OVW will then take care of retiring the special condition.

NOTE: Please **do not** submit the funding announcement in JUSTGRANTS.

4. Financial Reconciliation

JUSTGRANTS populates this portion of the closeout once you submit the final FFR, and you will not be able to view the financial reconciliation until the final FFR is submitted. Any discrepancies with the financial reconciliation will be resolved during the closeout process with OVW.

Action Steps:

- 1) Make sure the final FFR was submitted.
- 2) Review the Financial Reconciliation information.



C. Closeout Package Submission

When all four closeout package components outlined in Section B have been completed the closeout package is ready to be sent to OVW. OVW will review and process the award closeout. If any additional action is needed, such as submitting a final payment request in ASAP or issuing a check to OVW, the OVW closeout specialist will contact the award authorized representative and/or point of contact with the necessary instructions.

Action Steps:

- 1) Click the “submit” button.
- 2) Your closeout package has now been submitted.

NOTE: For any grant dollars owed back to OVW, please do not mail checks without first being instructed to do so by the OVW closeout specialist. Proceeding without OVW instruction could result in a lost check, delays in OVW receiving and processing the check, or errors that render the check void.

D. Support

For questions about the SAS Formula Program please contact your OVW Program Manager. If you do not know your assigned Program Manager, please call the OVW main number at 202-307-6026 and ask to speak to the Program Assistant for the Formula Unit.

For questions about Federal Financial Reports, please contact the OVW Grants Financial Management Division at:

- OVW.GFMD@usdoj.gov
- 888-514-8556

For technical questions or issues with JUSTGRANTS, please contact the **OVW** JustGrants Help Desk at:

- OVW.JustGrantsSupport@usdoj.gov
- 866-655-4482

For general information about JUSTGRANTS, including system updates, training videos, and job aids, visit www.justicegrants.usdoj.gov.

For information about SAS Formula Program progress reporting, including downloading the form and associated instructions, visit www.vawamei.org.

For information about OVW, including grantee resources and FAQs, visit www.justice.gov/OVW.



Changing the Progress Report Type in JustGrants

1. Under Performance Date Report/Type of Performance select the radio button to the left of “Final.”

The screenshot shows the JUSTgrants interface for a Performance Report (PR-124701). The 'Type Of Performance' section is highlighted in yellow, and the 'Final' radio button is selected, indicated by a red arrow. The 'Regular' radio button is currently selected. The 'Start Date' is 01/01/2021, the 'End Date' is 12/31/2021, and the 'Due Date' is 01/30/2022. The 'Complete Performance Measure Question Set' table is empty.

2. A dialog box will pop up to confirm the report type selection as “Final.” Click **Confirm**.

The screenshot shows a dialog box titled "Update Type of Performance to Final" overlaid on the JUSTgrants interface. The dialog box contains the following text: "Please 'Confirm' you want to update the Type of Performance to 'Final'. Once you update it to 'Final' you will not be able to revert it back to 'Regular'. Please click 'Confirm' to update it, or click 'Cancel' to prevent the change." A red arrow points to the "Confirm" button.



3. The report type should now display as **Final**. Proceed with uploading and attaching the progress report form and supporting list of SASP subrecipients.

Performance Report

| | | |
|------------|------------|------------|
| Start Date | End Date | Due Date |
| 01/01/2021 | 12/31/2021 | 01/30/2022 |

Type Of Performance

Final ←

Performance Measure Survey

| Question Set | Status | Last Updated | Last updated by |
|--------------|--------|--------------|-----------------|
| No items | | | |

Comments History

| Comment Date Time | Commented By | Comments |
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