



The Closeout Process

The Program Manager's Perspective

Minh Nguyen, DNA Program Manager

Investigative and Forensic Science Division





http://www.ojp.usdoj.gov/funding/grant_process.htm

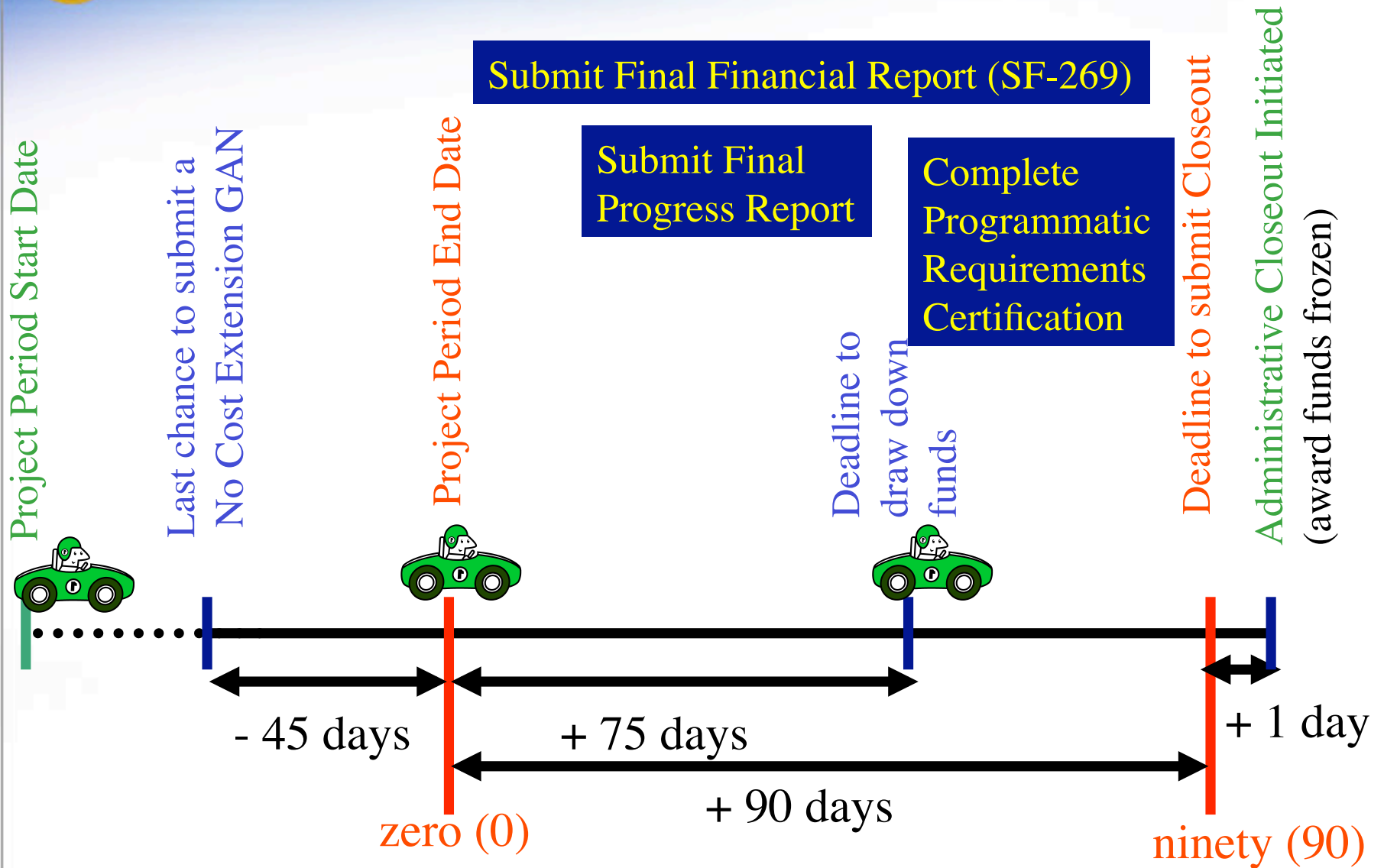
Grantee Closeout Responsibilities

Submit all closeout documents and complete closeout requirements within 90 days after the end of the grant.

- Final Programmatic Progress Report
- Final Financial Report
- Compliance with all special conditions
- Financial Reconciliation
- Submission of all required deliverables



Timeline for Closeouts





OJP Financial Guide

Part III - Chapter 2: Period of Availability of Funds

Expenditure of Funds

- Block, formula, and discretionary funds which have been properly obligated by the end of the award period will have **90** days in which to be liquidated (expended). Any funds not liquidated at the end of the **90** day period will lapse and revert to the awarding agency, unless a grant adjustment notice extending the liquidation period has been approved. (**Example:** If the award period is October 1, 2006 to September 30, 2007, the expenditure deadline is December 29, 2007).



Change Project Period GANs *(a.k.a. No Cost Extensions)*

- Submit to GMS 45 days prior to the Project Period End Date
- Can be created by your Program Manager up until the Project Period End Date
- The request for extension must state the need for the extension and indicate the additional time required.





Frequently Asked Question

What do I need to include with my No Cost Extension GAN?



Check the OJP Financial Guide!





OJP Financial Guide

Part III - Chapter 2: Period of Availability of Funds

The criteria for extending the obligation or expenditure deadline for a project, program, or set of programs include the following:

Reports. There must be on file with the awarding agency current and acceptable Progress Reports, if applicable to the grant, and current and acceptable Financial Status Reports, SF 269As, and all identified financial issues must be resolved.

Special Conditions. All special conditions attached to the award must be satisfied, except for those conditions that must be fulfilled in the remaining period of the award. This also includes the performance and resolution of audits in a timely manner.

Extraordinary Circumstances Justification. A narrative justification must be submitted with the project or program extension request. Complete details must be provided, including the justification and the extraordinary circumstances which require the proposed extension. Explain the effect of a denial of the request on the project or program.



Closeout Package in GMS (external)



Closeout



[Closeout Package Status](#)

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

[Final Progress Report](#)

Standard Closeout Package Status

Grantee Name: _____

Project Period End Date: 09/30/2009

Expenditure/Obligation End Date: 09/30/2009

Liquidation End Date: 12/14/2009 = 75 days from end

Submit Your Closeout Package By Date: 12/29/2009

= 90 days from end

[Help/Frequently Asked Questions](#)

[GMS Home](#)

[Log Off](#)

Closeout Text

Closeout Documents

User	Role	Document	Date

Attachments:

None

Actions:



Complete Closeout Package

(what your Program Manager is looking for...)

Standard Closeout Package Status	
<p>US DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS</p> <p>08/08/2008 09:34:00 AM</p>	
<p>Grantee Name: [REDACTED]</p> <p>Award Number: [REDACTED]</p> <p>Project Period Begin Date: 10/01/2006</p> <p>Project Period End Date: 06/30/2008</p> <p>Archived Associate Number: 100 00 0000</p>	<p>Grant Manager: Minh Nguyen</p> <p>OJP Vendor Number: [REDACTED]</p> <p>Closeout Status: Approved Final Archived</p> <p>Status Date: 08/08/2008</p>
De-Obligation Amount	\$0.00

Requirement	Status
Final Progress Report	Complete
Final SF-269	Complete
Special Condition Compliance	Complete
Financial Reconciliation	Complete
Programmatic Requirements Certification	Complete

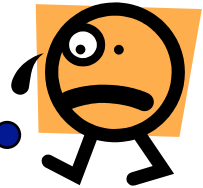


Frequently Asked Question

Why can't I find an award in my closeout inbox?

Could this award be accessible through another username and password?

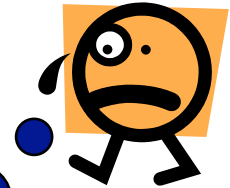
Is the closeout in your Draft bin?





Frequently Asked Question

Why don't I have the option to submit the SF-269?



Have you checked to make sure that you are logged on as the Financial Point of Contact?



10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	\$305,003.68	\$2,142.32	\$307,146.00
b. Recipient Share of outlays	\$0.00	\$0.00	\$0.00
c. Federal share of outlays			\$307,146.00
d. Total unliquidated obligations			\$0.00
e. Recipient share of unliquidated obligations			\$0.00
f. Federal share of unliquidated obligations			\$0.00
g. Total Federal share (Sum of Lines c and f)			\$307,146.00
h. Total Federal funds authorized for this funding period			\$307,146.00
i. Unobligated balance of Federal funds (Line h minus Line g)			\$0.00

Federal Share of outlays – refers to the total amount of Federal grant money spent toward the project.

Unobligated balance of Federal funds – This is the remaining balance on your grant.

b. Recipient share of outlays	\$0.00
c. Federal share of outlays	\$305,003.68
d. Total unliquidated obligations	
e. Recipient share of unliquidated obligations	
f. Federal share of unliquidated obligations	
g. Total Federal share (Sum of Lines c and f)	
h. Total Federal funds authorized for this funding period	
i. Unobligated balance of Federal funds (Line h minus Line g)	
11. Indirect Expense	a. Type of Rate (place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final b. Rate 0.00% c. Base \$0.00 d. Total Amount \$0.00
12. Remarks: attach any explanations deemed necessary or information required by Federal sponsoring agency in completion of this report.	
PROGRAM INCOME:	
A. Budget/Formula passthrough	\$0.00
B. Federal Funds Subgranted	\$0.00
C. Forfeited	\$0.00
E. Expended	\$0.00
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and obligations are for the purposes set forth in the award documents.	
Typed or Printed Name and Title Mr. Paul E. Whitwell, PhD Superintendent	
Signature of Authorized Certifying Official	

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(b) Total Drawdowns	\$307,146.00
(c) Difference	\$0.00
5. Total Program Income	
(a) Program Income (SF-269 12c + 12d)	\$0.00
(b) Program Income Spent (SF-269 12e)	\$0.00
(c) Balance (Due From) Grantee (SF-269 12f)	\$0.00
6. Closeout Balance (4c + 5c)	
(a) Funds Due OJP [(4c + 5c) < 0]	\$0.00
(b) Funds to Drawdown [(4c + 5c) > 0]	\$0.00



Financial Reconciliation

If your reported unobligated balance of Federal funds equals your draw downs, **your Financial Reconciliation should be complete.**

If your reported unobligated balance of Federal funds is more than your draw downs, **draw down the difference.**

If your reported unobligated balance of Federal funds is less than your draw downs, **submit a check for the difference to OJP.**



PAPRS Drawdowns

Phone-Activated Paperless Request System (PAPRS)



The Office of the Chief Financial Officer will not process payment requests during the last four (4) working days of each month.

For this reason, OJP strongly suggests that grantees make payment requests before 10 a.m. eastern standard time, prior to the last 4 working days of each month.



Frequently Asked Question

I've missed the 75 day
deadline to drawdown funds
– what do I do?!?!?



You may still have the
option to submit a
request for a manual
payment.





Manual Drawdowns

**FIRST CALL OR EMAIL OCFO HELP:
(800) 458-0786 Ask.OCFO@usdoj.gov**



Fax a request to OCFO: (202) 353-9279

- Request must be on official letterhead
- Subject Line should include the words:
“MANUAL PAYMENT REQUEST”

The following should be listed prominently on the letter:

- Award Number
- OJP Vendor Number
- Amount (\$) requested

Other mandatory elements:

- Justification for the manual payment – a brief description of the issue which prevented the drawdown through PAPRS
- Signature of an individual with the appropriate signing authority



Reimbursements to the Treasury

Yes, it happens and it can happen to you.

If the financial reconciliation process reveals that refunds are due to the OJP, the OCFO Customer Service Branch will contact the award recipient to request the funds owed.

- All refunds must be submitted to OJP by check.
- All refund checks and letters should be submitted to:
Office of Justice Programs
Office of the Chief Financial Officer
ATTN: Accounting Control Branch
810 Seventh Street, NW.
Washington, DC 20531



Department of Justice
Office of Justice Programs

NIJ FY06 Forensic Casework DNA Backlog Reduction Program Grant Announcement

Report Overview

Federal Award Number:	
Grantee:	
Project Title:	
Report Number:	4
Implementing Sub Grantee	
Reporting Period From:	01-JAN-08
Reporting Period To:	30-JUN-08
Report Type:	Final Report
Date Signed:	15-JUL-08

Point of Contact

Authorized Representative

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Performance Metrics

At the beginning of the award period, what was the number of backlogged DNA cases? --- 1407
At the end of the current quarterly reporting period, what was the number of CODIS hits attributable to forensic analyses funded under this grant award? --- 198
At the end of the current quarterly reporting period, what was the number of backlogged DNA cases? --- 382
At the end of the current quarterly reporting period, what was the number of forensic DNA profiles entered into CODIS as the result of funds provided under this grant award? --- 1218
At the end of the prior quarterly reporting period, what was the number of CODIS hits attributable to forensic analyses funded under this grant award? --- 198
At the end of the prior quarterly reporting period, what was the number of backlogged DNA cases? --- 455
At the end of the prior quarterly reporting period, what was the number of forensic DNA profiles entered into CODIS as the result of funds provided under this grant award? --- 1218
What is the Number of backlogged DNA cases—sexual assault, homicide, and kidnapping—analyzed using casework funds in this reporting period.



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08/08/2008 09:34:00 AM

Status

Minh Nguyen
Number: [Redacted]
Status: Approved Final Archived
7/28/2008

Adjusted Award Amount	\$307,146.00
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Status	Last Submission Date
Complete	07/15/2008
Complete	06/27/2008
Complete	06/08/2007
Complete	06/27/2008
Complete	07/17/2008



Programmatic Requirements Certification



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

08/08/2008 09:34:00 AM

Standard Closeout Package Status

Grantee Name:

Award Number:

Project Period Begin Date: 10/01/2006

Project Period End Date: 06/30/2008

Archival Accession Number: 423 08 0067

Grant Manager: Minh Nguyen

OJP Vendor Number:

Closeout Status: Approved Final Archived

Status Date: 07/28/2008

Original Award Amount	\$307,146.00	De-Obligation Amount	\$0.00	Adjusted Award Amount	\$307,146.00
Disbursed Amount	(\$307,146.00)				

Requirement	Status	Last Submission Date
Final Progress Report	Complete	07/15/2008
Final SF-269	Complete	06/27/2008
Special Condition Compliance	Complete	06/08/2007
Financial Reconciliation	Complete	06/27/2008
Programmatic Requirements Certification	Complete	07/17/2008



Frequently Asked Question

My Special Conditions Requirement is Incomplete. Can I still submit my Closeout Package?



Maybe – If it's an older award, these may have been removed by paper GAN. Your PM can override this requirement.





Submit your Closeout Package!

Requirement	Status	Last Submission Date
Final Progress Report	Complete	07/15/2008
Final SF-269	Complete	06/27/2008
Special Condition Compliance	Complete	06/08/2007
Financial Reconciliation	Complete	06/27/2008
Programmatic Requirements Certification	Complete	07/17/2008

Closeout Text

The grant has met all financial reporting and programmatic requirements.

Closeout Documents

User	Role	Document
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Attachments:
None

Actions:

Save Submit Print Cancel



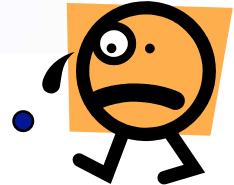
Administrative Closeouts:

- Once an award reaches 91 days past the project period end date, an administrative closeout package will automatically be generated for the system.
- As part of the Closeout Package, the system will automatically freeze the award funds.



Frequently Asked Question

I submitted my closeout package!
Why was my award closed
administratively?



Did you remember
to click "Submit"?

Was your Final Report
change requested back
to you?





Useful Links and contacts:

- OJP Grants Management Computer Based Training
<http://www.ojp.usdoj.gov/gmscbt/>
- OJP Financial Guide
<http://www.ojp.usdoj.gov/financialguide/>
- GMS Help Desk:
GMS.HelpDesk@usdoj.gov
(888) 549-9901
- OCFO Customer Service:
Ask.OCFO@usdoj.gov
(800) 458-0786

Your Program Managers:

Mark Nelson: mark.s.nelson@usdoj.gov Minh

Nguyen: minh.nguyen@usdoj.gov Alan

Spanbauer: alan.spanbauer@usdoj.gov