

# NEWS AND UPDATES



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

*This e-newsletter provides updates, information and resources to assist DOJ award applicants, recipients and other stakeholders in using JustGrants, DOJ's grants management system, and ASAP, the U.S. Department of the Treasury's payment management system.*



## ANNOUNCEMENTS

### Reminders on Submitting Federal Financial Reports and Performance Reports in JustGrants

For many award recipients, one or more Federal Financial Reports (FFRs) or performance reports will be due at the end of July 2022. Here are a few tips and reminders about due dates and what to expect when submitting FFRs or performance reports.

#### Federal Financial Reports (FFRs)

- For recipients with active awards, the next **quarterly FFR** covers the period **April – June 2022** and is **due on or before July 30, 2022**. FFRs not submitted by this due date will result in suspended access to funds.
- For recipients with awards that are **past their project period end date** and the final reports have not yet been submitted, **the final FFR is due on or before 120 days after the project period end date**. Example: For awards that ended on March 31, 2022, the final FFR (and other closeout actions) are due on or before July 29, 2022.
- **The only role within JustGrants that can submit an FFR is the Financial Manager**. Individuals with that role in JustGrants should review the [Submitting Financial Job Aid Reference Guide](#) for guidance on how to complete and submit FFRs in JustGrants.

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#### Performance Reports

- The frequency and due dates of performance reports vary across programs and awards but can be found in JustGrants. If you have a question about your performance reporting requirements, please contact your Grant Manager. Performance reports not submitted by the applicable due date will result in suspended access to funds.
- For recipients with awards that are **past their project period end date** and the final reports have not been submitted, **the final performance report is due on or before 120 days after the project period end date**. Example: For awards that closed on March 31, 2022, the final performance report (and other closeout actions) are due on or before July 29, 2022.
- **The only role within JustGrants that can submit a performance report is the Grant Award Administrator (GAA)**. Individuals with that role in JustGrants should

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review the [Performance Reporting Job Aid Reference Guide](#) for guidance on how to complete and submit performance reports in JustGrants, such as —

- to view and open performance report(s), the GAA should reference their “Work List” on the homepage after logging in to JustGrants.
  - to successfully complete performance report(s), the GAA must scroll to the bottom of the Performance Report page and click “Submit.”
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## Role Assignments in JustGrants

As a reminder, only the Entity Administrator can [assign appropriate roles](#) to all users from your organization in JustGrants. It is recommended that Entity Administrators periodically log in to review entity users and update roles and assignments, as appropriate.

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## Reminder: Log in to JustGrants Every 90 Days

Be proactive by logging in to your JustGrants account at least once every 90 days. If a user fails to log in for more than 90 days, the account will be disabled. Read the [April 21, 2022, e-newsletter](#) for helpful account management tips.

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