

## FINANCIAL AND PERFORMANCE REPORTING FOR U.S. DEPARTMENT OF JUSTICE (DOJ) FEDERAL GRANTS

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### SUMMARY

This procedure addresses specific reporting requirements for federal awards issued by the U.S. Department of Justice (DOJ). County departments receiving a federal award from the DOJ must follow this policy for compliance with the federal financial and performance reporting requirements of the DOJ. Guidelines on Federal Funding Accountability and Transparency Act of 2006 (FFATA) reporting are available under Procedure Number 365.

### PROCEDURE

County departments managing a DOJ funded award will designate an individual(s) to perform federal financial report (FFR) and performance report submissions in the JustGrants Justice Grants System website (hereinafter referred to as “JustGrants website” located at <https://diamd-auth.usdoj.gov/> on behalf of the grant. The individual(s) will be granted the role of Financial Manager (FFR reporting) and/or Grant Award Administrator (performance reports) by the grant’s Grant Award Administrator and will also become knowledgeable on the reporting requirements and website navigation by reviewing the available self-guided training materials (e.g., FAQs, User Support, eLearning videos and Job Aid Reference Guide) found in <https://justicegrants.usdoj.gov/> website to include the Financial Reporting and Performance Reporting under the Training tile.

Reporting requirements are subject to change by the DOJ. County departments are responsible for reviewing the grant specific terms and conditions found under the Award information tabs located in the JustGrants website for each DOJ grant managed.

#### Federal Financial Reporting

County departments managing a DOJ funded award must strictly adhere to the FFR reporting deadlines (refer to Table 1.). The Financial Manager may submit the FFR up to 10 days in advance of the reporting deadline. Failure to submit a timely FFR in the JustGrants website will result in a suspension of funds. In addition, any new awards or adjustments to current awards may be restricted until all reports are current. The best practice is to stay current with reports in order to avoid any funding interruptions.

Table 1.

FFR Reporting Periods	Due Date	Funds Frozen (Late FFR submission)
Jan. 1 - Mar. 31	April 30	May 1
April 1 - June 30	July 30	July 31
July 1 - Sept. 30	October 30	October 31
Oct. 1 - Dec. 31	January 30	January 31

The preparation and submission of the quarterly Federal Financial Report (FFR) must be supported by a reconciliation of accounting records which includes, but is not limited to, reports from the County's financial management system, Integrated Financial Resources Management System (INFORMS) and any internal report used to track the grant's activities, as applicable.

The FFR submission must be reviewed by a separate staff member from the person submitting the report for accurateness and completion. Evidence of this review may include, but is not limited to, an email (sent by the person performing the review); written confirmation (digital or handwritten); or the identification of both the preparer and reviewer / approver within the submission.

### Performance Reports

County departments managing a DOJ funded award must strictly adhere to the Performance Reporting deadlines for the specific to that grant. For a complete list of deadlines specific to the managed grant, refer to the PDF of the solicitation disseminated to applicants and/or login to the Home page of the JustGrants website. The Grant Award Administrator will submit Performance Reports by the provided deadlines. However, there is a 15-day grace period following the performance report due date. Funds will not be suspended until the grace period ends. The best practice is to stay current with report submissions in order to avoid any funding interruptions.

Performance Report submissions must be reviewed by a separate staff from the person submitting the report for accurateness and completion and be supported by source documentation as applicable. Evidence of this review may include, but is not limited to, an email (sent by the person performing the review); be provided in writing (digital or handwritten); or be an integral part of the submission.

### Best Practices

As part of a best practices strategy for compliance with grant reporting requirements, it is strongly recommended that the list of grant specific reporting requirements with corresponding deadlines (referred to as "Date Due" and "Urgency" in the JustGrants website) be updated on a shared calendar or similar document/app that allows staff responsible for ensuring that reporting requirements are met to view this information on a regular basis with the goal of planning and executing submissions by the provided deadlines or allowing for the timely request of a deadline extension (from the DOJ) when justified, as provided under 2 CFR 200 regulations.

### **CONTACT(S):**

#### **Department/Division**

Office of Management and Budget/Grants Coordination Division

### **REFERENCE DOCUMENT(S):**

Title 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Miami-Dade County, Federal Grants Management Policy and Procedure

[DOJ Performance Reporting Job Aid Reference Guide.pdf](#)

[DOJ Submitting Financial Reports Job Aid Reference Guide.pdf](#)