MTW Solutions /Grants Management System

Closing Out Projects in EGMS

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Making Technology Work

LEA Closeout Report Documentation

Process Overview

Many programs within the EGMS, particularly those using federal funds, allow for unexpended funds to be carried forward from one year to the next. To facilitate this process, EGMS needs confirmation from each subgrantee, for each program, that all Reimbursement Requests have been processed, and that OSSE should proceed with processing the unexpended funds.

OSSE Grant Managers will setup rules in the EGMS to define what should occur with unexpended funds at the time of closeout. For eligible Formula-based grants where carryover from FY15 into FY16 (for example) is allowed, those unexpended funds will be transferred forward into FY16, where an open budget can be amended to incorporate those funds. For programs that do not allow carryover, unexpended funds are released back to OSSE. Some Competitive-based grants are eligible for Carryover also. Where such competitive carryover is allowed, the funds will be loaded by OSSE into the Continuation grant for the same program in the subsequent year. These Continuation grants are necessary to prevent the need to score applications beyond the initial competitive year of a cohort. Any carryover funds remaining at the end of a Continuation grant program that is eligible for carryover will be transferred forward to the next year of that same Continuation program (the same as with a Formula-based grant).

Title I-A has specific processing rules, whereby no more than 15% of the Current Year allocation can be carried forward into the next year, unless OSSE has granted a waiver to allow this limit to be exceeded. Carryover calculations are based on the entire project amount. They do not drill down to levels such as Setasides, specific Budget Categories (e.g. only carrying over salaries but not equipment, nor do they calculate at a Building level (for programs that use Site-based budgeting).

This document illustrates the steps each subgrantee must perform to closeout a project, while also describing the rules that govern the closeout process.

Why do projects need to be closed out ?

Any project that has fully expended 100% of the funds available to it, do not need to be closed out in the EGMS. There are no unexpended funds that require processing. However, this is not the case in the majority of projects within EGMS. While OSSE sets deadlines for the submission of final RRs, there are frequently cases when subgrantees have completed their claims before this time. OSSE has no way of automatically knowing when it should close a project, and transfer carryover funds forward.

The Closeout Report, created and submitted by the subgrantee, is the mechanism in EGMS to alert OSSE to initiate the carryover process. Furthermore, it allows the subgrantee to identify any final items for which it needs to be reimbursed, which may have been omitted from prior RRs. Closeout Reports are capable of initiating payments in the same way that Reimbursement Requests do. This is illustrated in some of the screen captures within this document.

Closeout Prerequisite

In order to initiate a Closeout, every Reimbursement Request (RR) that has been created by the subgrantee during the project year, must be fully processed, and paid by SOAR. No RRs may remain in any status other than Approved. If there are RRs in Submitted, Returned for Changes, or Not Submitted status, the EGMS will prevent the subgrantee from Creating a Closeout Report. Please use the Delete Request to remove any RRs that will not be (re)submitted.

Processing rules in terms of User Authority for creating and submitted a Closeout request mirror that of Reimbursement requests. Data Entry / Bookkeeper staff can Create a Closeout Report, but, only District Administrators / Authorized Representatives are allowed to Submit the Closeout Report to OSSE for review.

Accessing the Closeout Report:

Step 1:   Logon to the EGMS with existing credentials at: http://grants.osse.dc.gov/

Step 2:   After Logging on, click the "GMS Access / Select" link (shown below) on from the Menulist:

Step 3: From the GMS Access/Select Page, click the "Payments" button to open the Payments Summary page:

Step 4:   From the Payments Summary page, click the "View Reimbursement Requests / Closeout Reports" button

Step 5:   Creating and Submitting a Closeout Report

On the Reimbursement Request/Closeout Report Menu, the first section will display Reimbursement Requests (RRs) that have processed through the project period. All RRs must be in "Approved" Status. Some RRs may be approved by OSSE, but not yet paid by SOAR, which will prevent the creation of the Closeout Request until those are paid by SOAR.

Office of the State Superintendent of Education
Government of the District Of Columbia

Applicant: 001-0005 AppleTree Institute

Application: 2014-2015 SOAR 3rd Party FFY13 Cont - A1-AppleTree Institute-Family Engagement   **2014-2015** 7/1/2014 - 9/30/2015

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Payment Summary
Click to Return to Menu List / Sign Out

Reimbursement Request/Closeout Report Menu   **Click for Instructions**

Program [NoApp-SOAR3rdParty-Cont ∨]   2014-15

Reimbursement Requests:

Select a Reimbursement Request from the list(s) below and press one of the following buttons:

| Open Request | Create New Request | Delete Request | Review Summary |

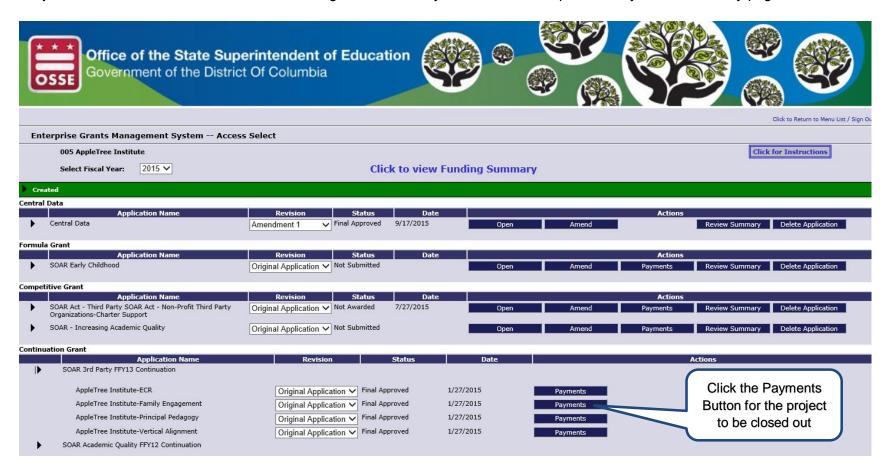| Select	Reimbursement Request	Date Created	Reimbursement Request Date Range	Date Submitted	Final Approval Date	Status	Status Date
○	Reimbursement Request 2	7/24/2015	2/1/2015 - 5/31/2015	7/27/2015	7/28/2015	Approved	7/28/2015
○	Reimbursement Request 1	3/13/2015	10/1/2014 - 1/31/2015	8/10/2015	8/18/2015	Approved	8/18/2015

Closeout Report:

Select the closeout report from the list(s) below and press one of the following buttons:

| Open Closeout Rep | Create Closeout Rep | Delete Closeout Rep | Review Summary |

Select	Closeout Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date

Within a Closeout Report, there are two tables:

1. The first table is a Budget Summary which is displayed for informational purposes only.
2. The second table is where the LEA should indicated the total amount they have expended, for each budget cell. If the amount is different than the amount which has been paid, this amount will be summed with any other variances between OSSE Payments and Expenditure amount.

LEAs MUST complete this column with Actual Expenditure Amounts. ANY amount that differs from the OSSE Payments amount will highlight in Yellow for Reviewers to more easily identify.

Select 9/30 from this drop down list for all Closeouts

If there are any variances between OSSE Payments and Expenditure Amounts, the LEA should enter comments to explain this variance.   Files supporting additional Expenditure Amounts should be attached the same way as would be required for Reimbursement Requests.

If the sum of variances indicates funds are due to the LEA, that amount will be displayed here.

If the sum of variances indicates the LEA has been paid more than it has expended that amount will be displayed here. Grant Managers will communicate how to handle this condition if it occurs (e.g. Refund Check or Future Payment Offset)

LEAs should click this Checkbox to indicate that no further Reimbursement Requests will be submitted for the Project Year.

As reflected on the previous page, After data entry on the page is complete, click the "Save Page" button at the bottom to save the updated values into the Closeout Report. After the page has been saved, a reminder will appear at the top of the page. This is **NOT** an error message.

Office of the State Superintendent of Education
Government of the District Of Columbia

Applicant:	001-0005 AppleTree Institute
Application:	2014-2015 SOAR 3rd Party FFY13 Cont - A1-AppleTree Institute-Family Engagement
Cycle:	Closeout Report 1

2014-2015 7/1/2014 - 9/30/2015

Printer-Friendly
Display Changes
Click to Return to GMS Access/Select Page
Click to Return to Payment Summary
Click to Return to Reimb/Expend Menu
Click to Return to Menu List / Sign Out

Closeout Report 1

Reminder: You have indicated this is your final expenditure report. Only actual expenditures are allowed - outstanding obligations should not be included in your reporting.

Program: NoApp-SOAR3rdParty-Cont

Site: [All Budgets Combined ▾] [Go]

Remove blank rows from display: ● Yes ○ No

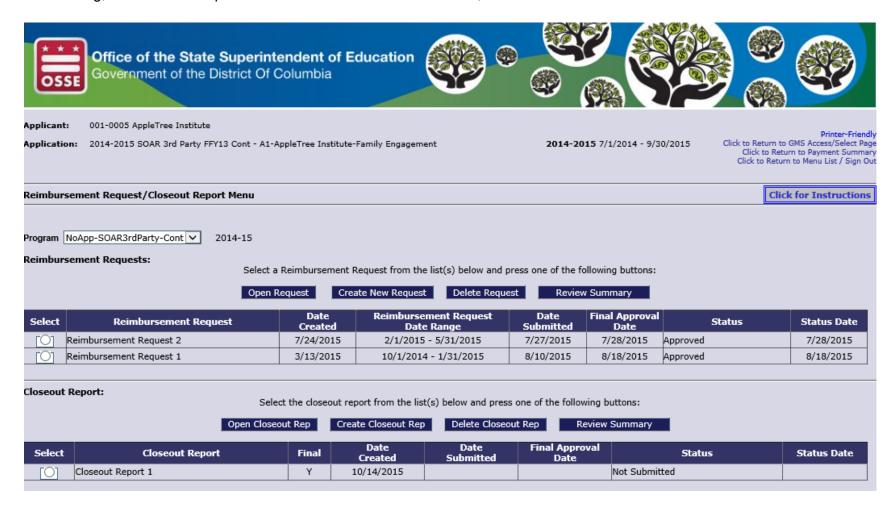| Code	Activity Description	100 – Salaries and Benefits	300 – Professional Services	400 – Property Services	500 – Equipment	600 – Supplies and Materials	700 – Fixed Property Costs	800 – Other Objects	TOTAL
10	Instruction					11,267.87			11,267.87 13.59 %
20	Support Services	39,342.72	23,300.00			9,000.00			71,642.72 86.41 %
Subtotal		39,342.72 47.45 %	23,300.00 28.10 %			20,267.87 24.45 %			82,910.59 100.00 %
Total Budget									82,910.59

Program Category	Budget Category	Expenditure Description	Final Approved Budget	OSSE Payments	Previously Reported	Expenditure Amount	Delete Row
10 ▾	600 ▾	Instruction / Supplies and Materials	$11,267.87	$3,580.53	$0.00	3580.53	☐
20 ▾	100 ▾	Support Services / Salaries and Benefits	$39,342.72	$4,674.02	$0.00	4674.02	☐
20 ▾	300 ▾	Support Services / Professional Services	$23,300.00	$2,542.36	$0.00	2542.36	☐
20 ▾	600 ▾	Support Services / Supplies and Materials	$9,000.00	$2,930.38	$0.00	2930.38	☐
		Sub-Totals:	$82,910.59	$13,727.29	$0.00	$13,727.29	
		Indirect Costs Approved Rate 0 % Derived Rate 0.0000 %	$0.00	0	$0.00	0.00	
		Totals:	$82,910.59	$13,727.29	$0.00	$13,727.29	

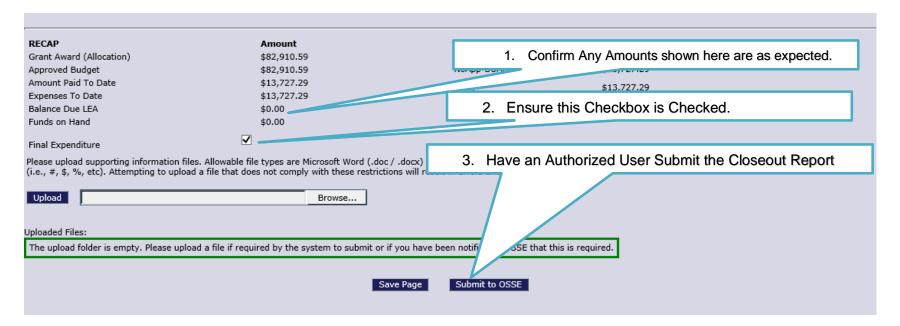[Calculate Totals]   Expenditure Period End Date [11/15/2015 ▾]

After saving, the Closeout Report will still be in "Not Submitted" Status, it still needs to be submitted to OSSE:
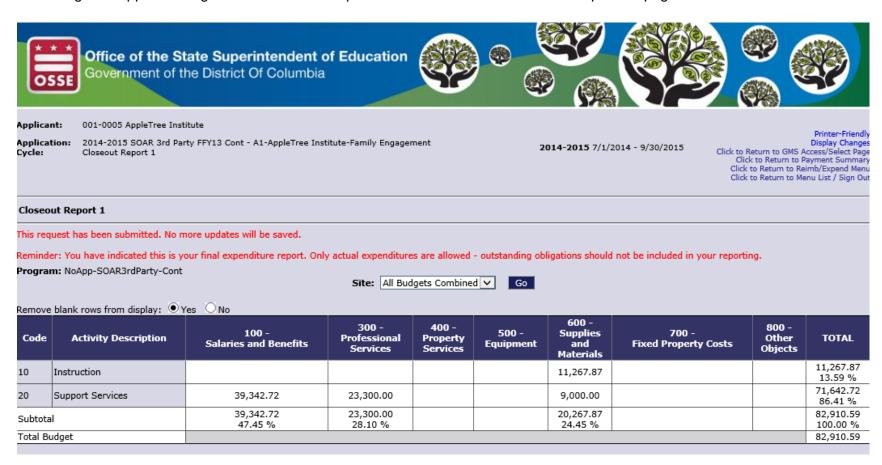
Back in the Closeout Report, please confirm any amount listed next to "Balance Due LEA" (indicating OSSE has overpaid the LEA) or "Funds on Hand" (indicating the LEA is due an additional payment based on the data in this Closeout Report). In most cases, both amounts will be zero.

After confirming the amounts, ensure that the "Final Expenditure" checkbox is checked, and click the "Submit to OSSE" button.:

RECAP	Amount
Grant Award (Allocation)	$82,910.59
Approved Budget	$82,910.59
Amount Paid To Date	$13,727.29
Expenses To Date	$13,727.29
Balance Due LEA	$0.00
Funds on Hand	$0.00

1. Confirm Any Amounts shown here are as expected.

$13,727.29

2. Ensure this Checkbox is Checked.

Final Expenditure ☑

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) (i.e., #, $, %, etc). Attempting to upload a file that does not comply with these restrictions will r

3. Have an Authorized User Submit the Closeout Report

Upload [ ] Browse...

Uploaded Files:

The upload folder is empty. Please upload a file if required by the system to submit or if you have been notifi SSE that this is required.

Save Page   Submit to OSSE

A message will appear noting that the Closeout Report has now been submitted at the top of the page:

Applicant: 001-0005 AppleTree Institute
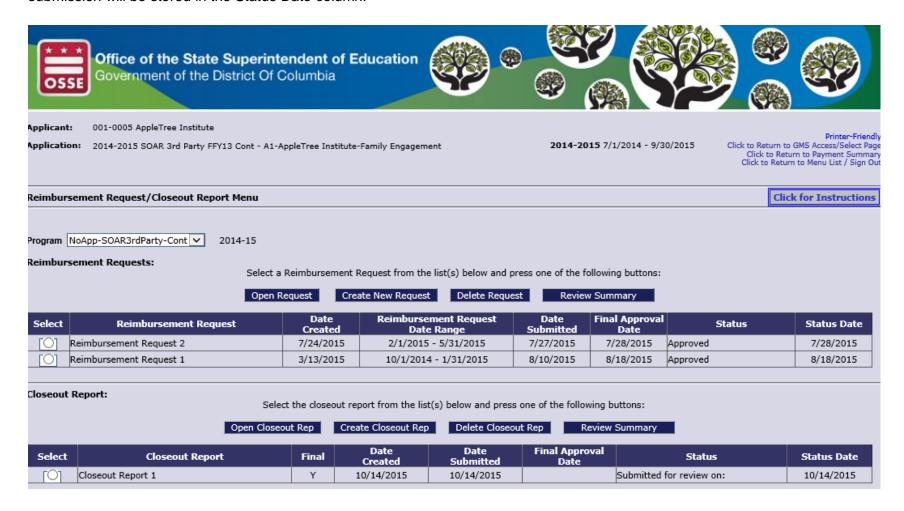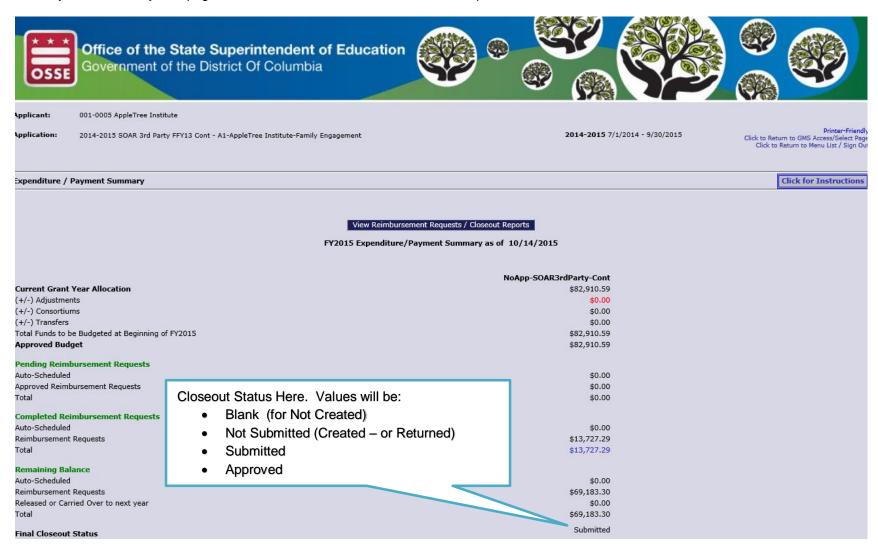
Application: 2014-2015 SOAR 3rd Party FFY13 Cont - A1-AppleTree Institute-Family Engagement
Cycle: Closeout Report 1

2014-2015 7/1/2014 - 9/30/2015

Printer-Friendly
Display Changes
Click to Return to GMS Access/Select Page
Click to Return to Payment Summary
Click to Return to Reimb/Expend Menu
Click to Return to Menu List / Sign Out

Closeout Report 1

This request has been submitted. No more updates will be saved.

Reminder: You have indicated this is your final expenditure report. Only actual expenditures are allowed - outstanding obligations should not be included in your reporting.

Program: NoApp-SOAR3rdParty-Cont

Site: [All Budgets Combined ▾] [Go]

Remove blank rows from display: ⦿ Yes ◯ No

Code	Activity Description	100 – Salaries and Benefits	300 – Professional Services	400 – Property Services	500 – Equipment	600 – Supplies and Materials	700 – Fixed Property Costs	800 – Other Objects	TOTAL
10	Instruction					11,267.87			11,267.87 13.59 %
20	Support Services	39,342.72	23,300.00			9,000.00			71,642.72 86.41 %
Subtotal		39,342.72 47.45 %	23,300.00 28.10 %			20,267.87 24.45 %			82,910.59 100.00 %
Total Budget									82,910.59

As with Submitted Reimbursement Requests, the Save and Submit buttons will no longer appear after submission:

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	$82,910.59		
Approved Budget	$82,910.59	NoApp-SOAR3rdParty-Cont	$13,727.29
Amount Paid To Date	$13,727.29		
Expenses To Date	$13,727.29	Total	$13,727.29
Balance Due LEA	$0.00		
Funds on Hand	$0.00		

Final Expenditure ☑

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 3MB in size and the file name should not include special characters (i.e., #, $, %, etc). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

[   ] Browse...

Uploaded Files:

The upload folder is empty. Please upload a file if required by the system to submit or if you have been notified by OSSE that this is required.

On the Reimbursement Request/Closeout Report Menu, the Staus will read "Submitted for review on:" and the date of the submission will be stored in the Status Date column:
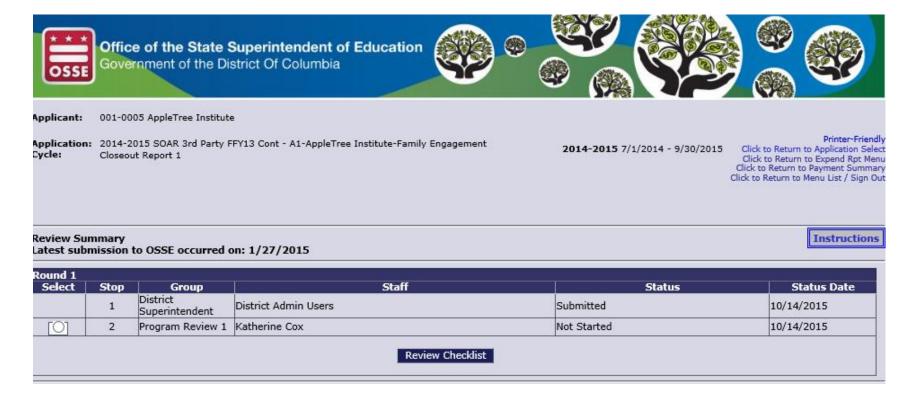
The Payment Summary web page also indicates the status of the Closeout Report, as shown below:

Any time after the submission, check the Closeout Report and click the "Review Summary" button to see the progress of the review of the Closeout Report:

The Review Checklist is available to view any comments from OSSE, in the event that the Closeout Request is returned for changes.

When the Closeout Report is approved by OSSE, any unexpended funds will be pushed forward as Carryover to the LEA within the next year, if the program permits Carryover.   Those funds can be viewed on the Funding Distribution page of the application for the next year. An Amendment will need to be created if the Original Application for that next year has already been submitted or approved before the Carryover was pushed forward.

The Detailed Planned Expenditure Pages should then be used to budget those additional Carryover Funds.