Closeout Guide
Submitting Closeout Reports in EGMS

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How to Submit a Closeout Report
Preparing for Closeout

In order to complete closeout for fiscal year 2021 (FY21) grants in Enterprise Grant Management System (EGMS):

• All application amendments should have a status of “final approved” in EGMS
• All approved reimbursement requests must be fully processed and paid
  • Please note that reimbursement requests cannot be in the “returned for changes” or “not submitted” status in EGMS. Use the “Delete Request” to remove any reimbursement requests that were not submitted by Dec. 1, 2021.

For a successful fiscal year closeout, grantees must submit an FY21 closeout report in EGMS for each grant that they have received.
The deadline to submit an FY21 closeout report in EGMS is **Jan. 15, 2022** for all applications listed below by EGMS grant name:

- 21st Century Community Learning Centers
- Community School Incentive Initiative
- ConApp
- Coronavirus Aid Relief and Economic Program
- ESSER II
- ESSER II Equivalent
- ESSER III-ARP
- IDEA 611
- IDEA 619
- Investment in Schools
- McKinney-Vento
- SOAR Act Facilities
- SOAR Act Teacher Pipeline
- SOAR Act Third Party
- SOAR Formula Combined
- Title V-B Replication and Expansion
- Truancy Prevention and Literacy Pilot Program
Step 1: Select the Fiscal Year and Grant

Login to EGMS and open your Dashboard

First, select 2021 as the fiscal year of the grant you want to closeout from the drop down.

Then, click the “View Payments” button that corresponds with the grant that you want to close out.
Step 2: Access the Closeout Report

Below is the "Expenditure/Payment Summary" page

Click the “reimbursement report/closeout reports” button to access the closeout report.

Note: You can check the status of your Closeout report here. Once this says “approved” it means your FY22 application should be automatically available on your EGMS Dashboard. The one here is blank because the report has not yet been approved.
Step 3: Create Closeout Report

Below is the "Reimbursement Request/Closeout Report Menu"

First, double check here to ensure you clicked the “payment” button for the appropriate grant.

Lastly, click the “create closeout rep” button to create a closeout report.

All reimbursement requests should have an "approved" status before closeout can be initiated.
Step 4: Enter Data in Closeout Report

Fill in the amounts and dates required in the "Closeout Report 1" page below.

First, the "program category" should auto-fill. Select the "budget category" number from the drop down that that aligns with the budget category number as shown in the budget summary (e.g., Salaries and Benefits budget category number is 100).

Second, complete the “Expenditure Amount” column with actual expenditure amounts. ANY amount that differs from the OSSE Payments amount will automatically highlight in yellow.

All amounts must match before the report can be submitted.

Lastly, click "calculate totals" last.
Step 5: Enter Comments Regarding Variance

If there are any variances between OSSE payments and requested reimbursement/expenditure amounts, the grantee should enter comments in the “Grantee Comments” box to explain this variance here.

All grantees should respond in this comment box, if applicable, even if that grantee is not an LEA.
Step 6: Review Amounts

First, review the “Amount” column for the totals of all reimbursement requests by status.

Then, ensure the "Balance Due to Grantee" row is $0.00.

If funds are owed the grantee, they will display here. If a grantee has been overpaid or underpaid, grant managers will communicate how to handle this condition if it occurs (e.g., refund check or future payment offset). "Funds on Hand" should also be zero, indicating that the full budget for that year was expended.

Lastly, click this checkbox to indicate that no further reimbursement requests will be submitted for the fiscal year.
Step 7: Upload Supporting Documents

Grantees should upload any supporting documentation of expenditures, explaining variances, or other important information here. This could include expenditure reports, accounting journals, or documentation of payments received from OSSE. This is not required.

Note that once a document has been uploaded, it cannot be deleted.
Step 8: Save the Report

Click the “Save Page” button at the bottom to save the updated values into the closeout report.
Step 8: Save the Report (continued)

After the page has been saved, a reminder about entering actual expenditures will appear at the top of the page in red. This is **NOT** an error message. **You can still proceed with submitting the report.**
Step 9: Submit the Report for Approval

Click the “Submit to OSSE” button on the bottom of the page.

You will receive a notification at the top of the page confirming a successful submission.
Requesting Support

If you are having technical difficulties with submitting a closeout report please contact a OSSE HelpDesk ticket at osse.callcenter@dc.gov or (202) 719-6500.

If you have questions about the status of your grant, a reimbursement request or grant program requirements, please contact your OSSE grant manager or OSSE.Grants@dc.gov.