



# How to Submit a Closeout Report

#### **Preparing for Closeout**

In order to complete closeout for fiscal year 2021 (FY21) grants in <u>Enterprise Grant Management System</u> (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.



#### **FY21 Closeout in EGMS**

The deadline to submit an FY21 closeout report in EGMS is **Jan. 15**, **2022** for all applications listed below by EGMS grant name:

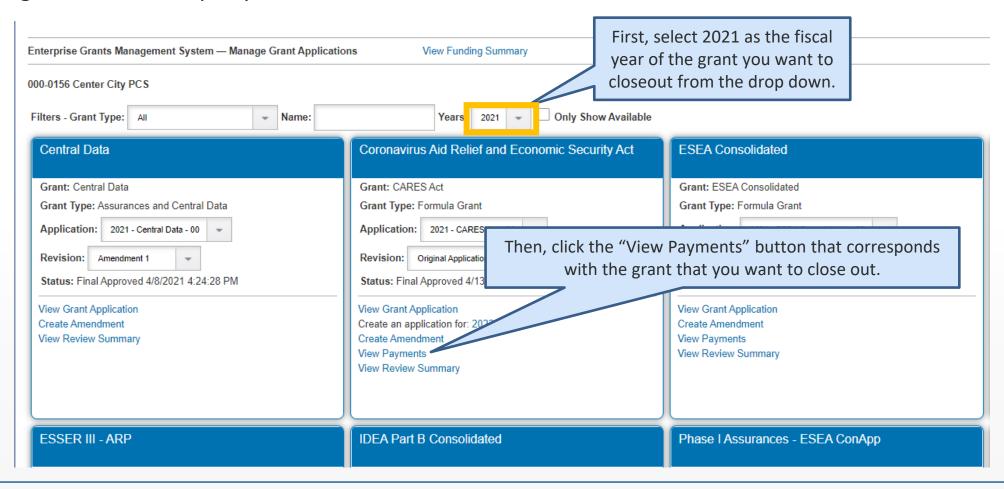
- 21st Century Community Learning Centers
- Community School Incentive Initiative
- ConApp
- Coronavirus Aid Relief and Economic Program
- ESSER II
- ESSER II Equivalent
- ESSER III-ARP
- IDEA 611
- IDEA 619

- 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





## **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.

**Expenditure / Payment Summary** 

VIEW REIMBURSEMENT REQUESTS / CLOSEOUT REPORTS

FY2021 Expenditure/Payment Summary as of 11/18/2021

#### Current Grant Year Allocation

(+/-) Adjustments

(+/-) Consortiums

(+/-) Transfers

Total Funds to be Budgeted at Beginning of FY2021

Approved Budget

#### Pending Reimbursement Requests

Auto-Scheduled

Approved Reimbursement Requests

Total

#### Completed Reimbursement Requests

Auto-Scheduled

Reimbursement Requests

Total

#### Remaining Balance

Auto-Scheduled

Reimbursement Requests

Released or Carried Over to next year

Total

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.

\$493,466.49 \$124.56 \$0.00 \$0.00 \$493,591.05 \$493,591.05 \$0.00 \$0.00 \$0.00 \$383,797.17 \$383,797.17 \$0.00 \$109,793.88 \$0.00 \$109,793.88

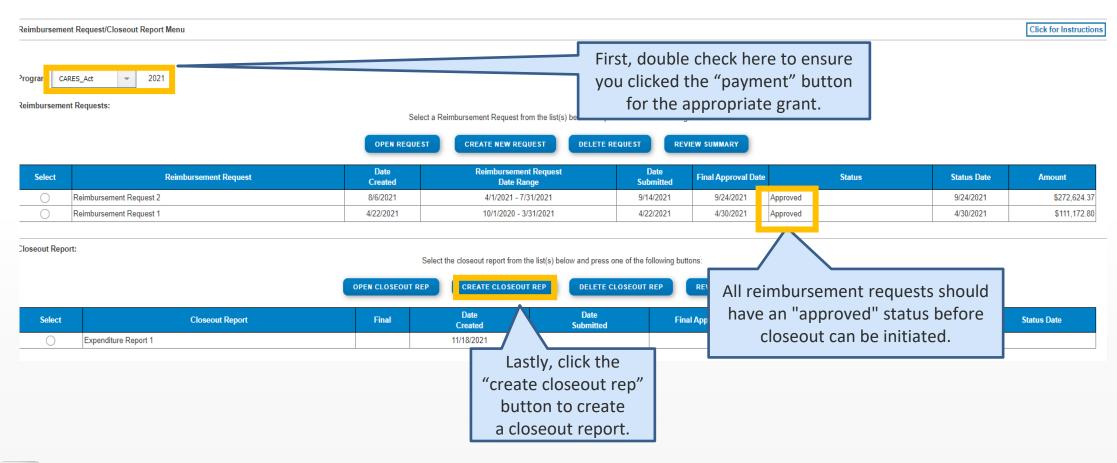
CARES Act

Final Closeout Status



#### **Step 3: Create Closeout Report**

Below is the "Reimbursement Request/Closeout Report Menu"





### **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).

Site: All Budgets Combined   GO									
100 - Salaries and Benefits	300 - Professional Services	400 - Property Services	500 - Equipment	600 - Supplies and Materials	700 - Fixed Property				
4,292,802.06	2,885,675.97			142,380.00					
4,292,802.06 58.64 %	2,885,675.97 39.42 %			142,380.00 1.94 %					

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.

Program Budget Category Category	Expenditure Description	Final Approved Budget	OSSE Payments	Previously Reported	Expenditure Amount	De Re
20 - 100 -	Support Services / Salaries and Benefits	\$4,292,802.06	\$3,333,591.02		3333591.02	
20 - 300 -	Support Services / Professional Services	\$2,885,675.97	\$2,008,470.48		2008470.48	
20 - 600 -	Support Services / Supplies and Materials	\$142,380.00	\$0.00		0.00	[
•	Sub-Totals:	\$7,320,858.03	\$5,342,061.50	\$0.00	\$5,342,061.50	
	Indirect Costs Approved Rate 0 % Derived Rate 0.0000 %	\$0.00	\$0.00	\$0.00	0.00	
	Totals:	\$7,320,858.03	\$5,342,061.50	\$0.00	\$5,342,061.50	_

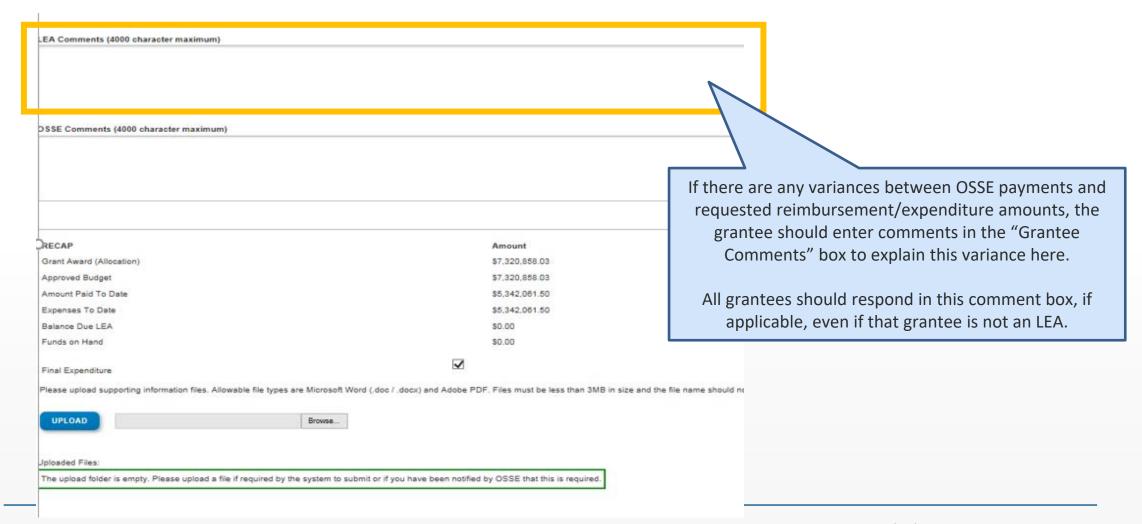
Expenditure Period End Date

Lastly, click "calculate totals" last.

CALCULATE TOTALS

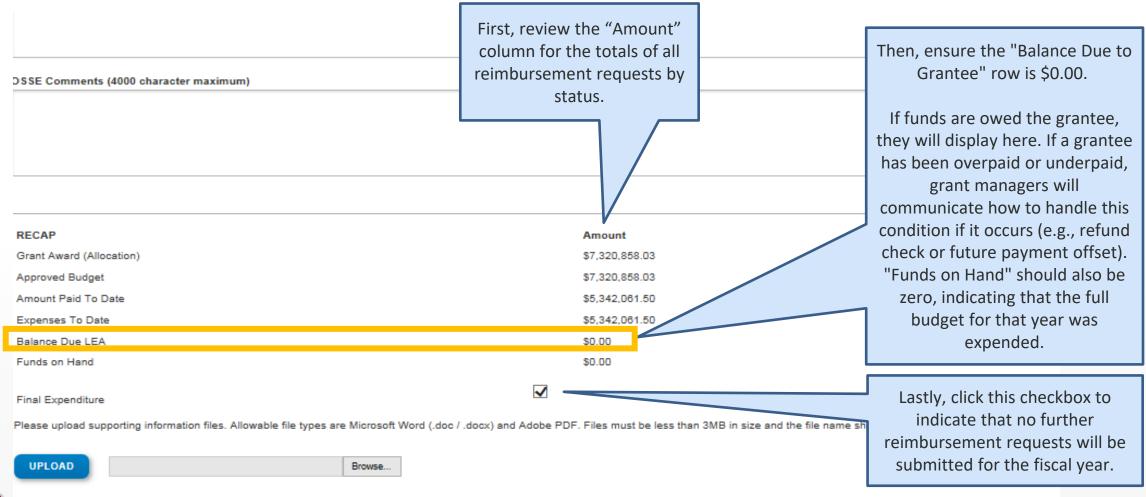


### **Step 5: Enter Comments Regarding Variance**



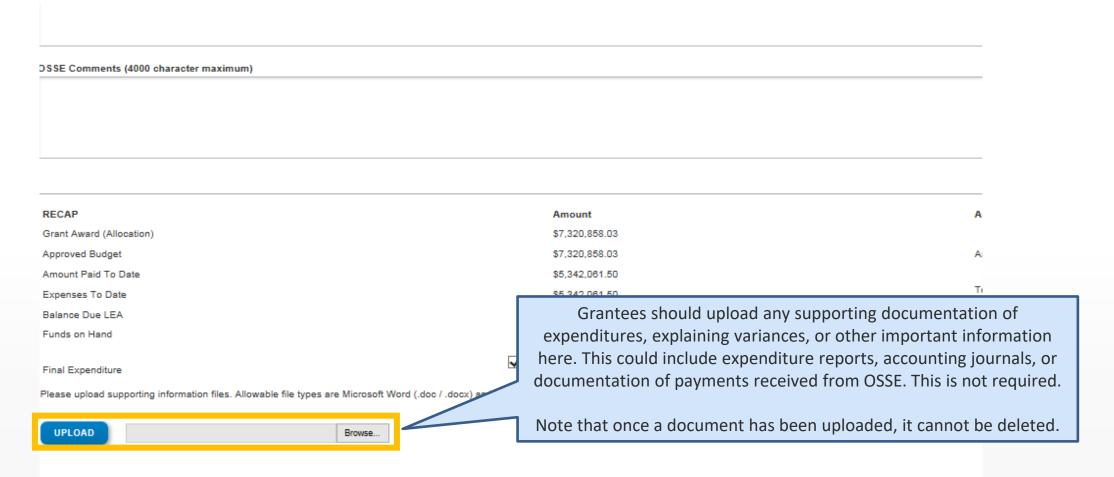


### **Step 6: Review Amounts**





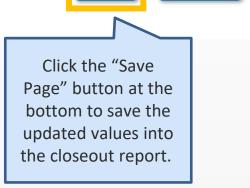
### **Step 7: Upload Supporting Documents**





## **Step 8: Save the Report**

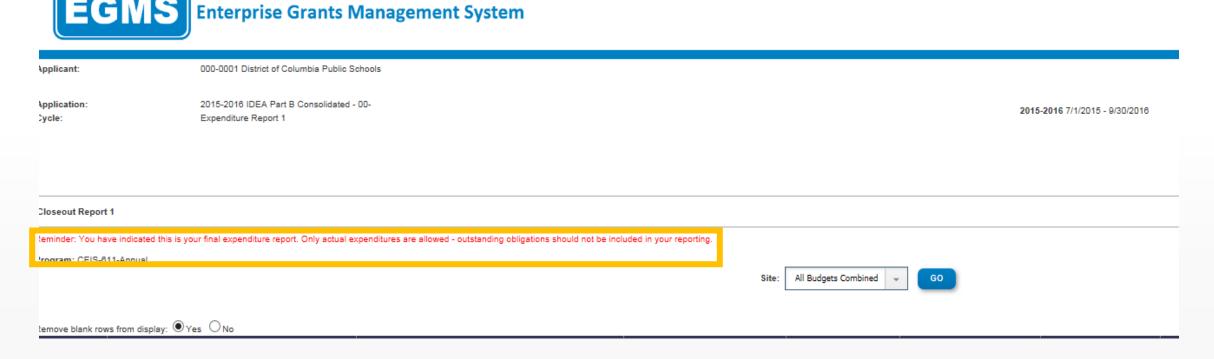
RECAP	Amount	Amount Paid to Date by Fund Source							
Grant Award (Allocation)	\$1,355,188.75								
Approved Budget	\$1,355,188.75	Annual-811	\$815,144.97						
Amount Paid To Date	\$815,144.97		\$815,144.97						
Expenses To Date	\$815,144.97	Total							
Balance Due LEA	\$0.00								
Funds on Hand	\$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									
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 notified	d by OSSE that this is required.								
	SAVE PAGE	SUBMIT TO OSSE							





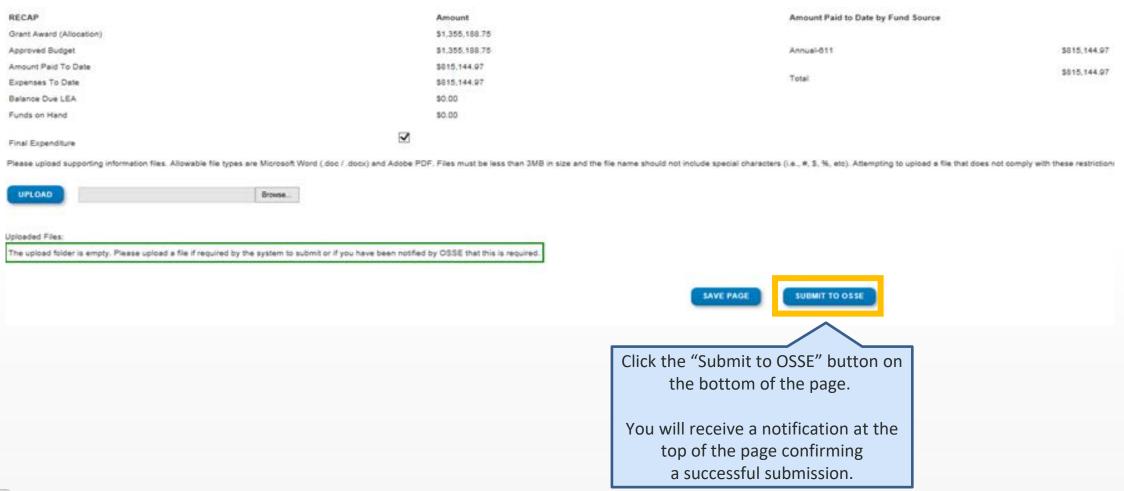
## **Step 8: Save the Report (continued)**

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. <u>You can still proceed with submitting the report.</u>





### **Step 9: Submit the Report for Approval**





#### **Requesting Support**

If you are having technical difficulties with submitting a closeout report please contact a OSSE HelpDesk ticket at <a href="mailto:osse.callcenter@dc.gov">osse.callcenter@dc.gov</a> 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 <a href="https://osse.com/osse.c

