



# Closeout Guide

## Submitting Closeout Reports in EGMS

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# How to Submit a Closeout Report

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# 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.**

# 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

The screenshot displays the EGMS interface with the following elements:

- Header: Enterprise Grants Management System — Manage Grant Applications | View Funding Summary
- Page Title: 000-0156 Center City PCS
- Filters: Grant Type: All | Name: | Years: 2021 (highlighted) | Only Show Available
- Grid of Grant Cards:

  - Central Data**: Grant: Central Data, Grant Type: Assurances and Central Data, Application: 2021 - Central Data - 00, Revision: Amendment 1, Status: Final Approved 4/8/2021 4:24:28 PM. Buttons: View Grant Application, Create Amendment, View Review Summary.
  - Coronavirus Aid Relief and Economic Security Act**: Grant: CARES Act, Grant Type: Formula Grant, Application: 2021 - CARES, Revision: Original Application, Status: Final Approved 4/13. Buttons: View Grant Application, Create an application for: 2021, Create Amendment, View Payments, View Review Summary.
  - ESEA Consolidated**: Grant: ESEA Consolidated, Grant Type: Formula Grant. Buttons: View Grant Application, Create Amendment, View Payments, View Review Summary.
  - ESSER III - ARP**
  - IDEA Part B Consolidated**
  - Phase I Assurances - ESEA ConApp**

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.

Expenditure / Payment Summary

[VIEW REIMBURSEMENT REQUESTS / CLOSEOUT REPORTS](#)

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

	CARES_Act
Current Grant Year Allocation	\$493,466.49
(+/-) Adjustments	\$124.56
(+/-) Consortiums	\$0.00
(+/-) Transfers	\$0.00
Total Funds to be Budgeted at Beginning of FY2021	\$493,591.05
Approved Budget	\$493,591.05
<b>Pending Reimbursement Requests</b>	
Auto-Scheduled	\$0.00
Approved Reimbursement Requests	\$0.00
Total	\$0.00
<b>Completed Reimbursement Requests</b>	
Auto-Scheduled	\$0.00
Reimbursement Requests	\$383,797.17
Total	\$383,797.17
<b>Remaining Balance</b>	
Auto-Scheduled	\$0.00
Reimbursement Requests	\$109,793.88
Released or Carried Over to next year	\$0.00
Total	\$109,793.88

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.

Final Closeout Status



# Step 3: Create Closeout Report

Below is the "Reimbursement Request/Closeout Report Menu"

Reimbursement Request/Closeout Report Menu [Click for Instructions](#)

Program: CARES\_Act 2021

Reimbursement Requests:

Select a Reimbursement Request from the list(s) below:

Select	Reimbursement Request	Date Created	Reimbursement Request Date Range	Date Submitted	Final Approval Date	Status	Status Date	Amount
<input type="radio"/>	Reimbursement Request 2	8/6/2021	4/1/2021 - 7/31/2021	9/14/2021	9/24/2021	Approved	9/24/2021	\$272,624.37
<input type="radio"/>	Reimbursement Request 1	4/22/2021	10/1/2020 - 3/31/2021	4/22/2021	4/30/2021	Approved	4/30/2021	\$111,172.80

Closeout Report:

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

Select	Closeout Report	Final	Date Created	Date Submitted	Final App	Status Date
<input type="radio"/>	Expenditure Report 1		11/18/2021			

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

All reimbursement requests should have an "approved" status before closeout can be initiated.

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



# Step 4: Enter Data in Closeout Report

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

Closeout Report 1

Requests outstanding. Please delete any unsubmitted RRs (0). The 3 submitted RRs requests need to be paid or deleted.

Site: All Budgets Combined

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 %	

First, the "program category" should auto-fill. Select the "budget category" number from the drop down 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.

Program Category	Budget Category	Expenditure Description	Final Approved Budget	OSSE Payments	Previously Reported	Expenditure Amount	Delete Row
20	100	Support Services / Salaries and Benefits	\$4,292,802.06	\$3,333,591.02		3333591.02	<input type="checkbox"/>
20	300	Support Services / Professional Services	\$2,885,675.97	\$2,008,470.48		2008470.48	<input type="checkbox"/>
20	600	Support Services / Supplies and Materials	\$142,380.00	\$0.00		0.00	<input type="checkbox"/>
<b>Sub-Totals:</b>			\$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	
<b>Totals:</b>			\$7,320,858.03	\$5,342,061.50	\$0.00	\$5,342,061.50	

Expenditure Period End Date

Lastly, click "calculate totals" last.





# Step 5: Enter Comments Regarding Variance

LEA Comments (4000 character maximum)

OSSE Comments (4000 character maximum)

RECAP	Amount
Grant Award (Allocation)	\$7,320,858.03
Approved Budget	\$7,320,858.03
Amount Paid To Date	\$5,342,061.50
Expenses To Date	\$5,342,061.50
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 contain special characters.

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.

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

OSSE Comments (4000 character maximum)

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**RECAP**

	Amount
Grant Award (Allocation)	\$7,320,858.03
Approved Budget	\$7,320,858.03
Amount Paid To Date	\$5,342,061.50
Expenses To Date	\$5,342,061.50
<b>Balance Due LEA</b>	<b>\$0.00</b>
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 sh

**UPLOAD**

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

OSSE Comments (4000 character maximum)

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RECAP	Amount	A
Grant Award (Allocation)	\$7,320,858.03	
Approved Budget	\$7,320,858.03	A
Amount Paid To Date	\$5,342,081.50	
Expenses To Date	\$5,342,081.50	T
Balance Due LEA		
Funds on Hand		
Final Expenditure		<input checked="" type="checkbox"/>

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and PDF.

**UPLOAD**

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

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$1,355,188.75		
Approved Budget	\$1,355,188.75	Annual-611	\$815,144.97
Amount Paid To Date	\$815,144.97	Total	\$815,144.97
Expenses To Date	\$815,144.97		
Balance Due LEA	\$0.00		
Funds on Hand	\$0.00		
Final Expenditure	<input checked="" type="checkbox"/>		

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.

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.

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.



Applicant: 000-0001 District of Columbia Public Schools

Application: 2015-2016 IDEA Part B Consolidated - 00-  
Cycle: Expenditure Report 1

2015-2016 7/1/2015 - 9/30/2016

## 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: CEIS-611-Annual

Site: All Budgets Combined

GO

Remove blank rows from display:  Yes  No



# Step 9: Submit the Report for Approval

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$1,355,188.75		
Approved Budget	\$1,355,188.75	Annual-011	\$815,144.97
Amount Paid To Date	\$815,144.97	Total	\$815,144.97
Expenses To Date	\$815,144.97		
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

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.

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](mailto: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](mailto:OSSE.Grants@dc.gov).