Closeout Guide
Fiscal Year 2022 (FY22)

Office of the State Superintendent of Education, Division of Systems and Supports, K-12

December 2022

FY22 Closeout in EGMS

The deadline to submit an FY22 closeout report in Enterprise Grants Management System (EGMS) is **Jan. 13, 2023** for all grant applications listed below. Closeout reports will become available for submission on Dec. 2, 2022.

- 21st Century Community Learning Centers (21CCLC)
- Community School Incentive Initiative
- Consolidated Application (ConApp)
- Coronavirus Aid Relief and Economic Program (ESSER I-CARES)
- The Coronavirus Response and Relief Supplemental Appropriations Act Elementary and Secondary School Emergency Relief Fund (ESSER II-CRRSA)
- Elementary and Secondary School Emergency Relief Fund (ESSER) II Equivalent
- The American Rescue Plan Act Elementary and Secondary School Emergency Relief Fund (ESSER III-ARP)

- Individuals with Disabilities Education Act (IDEA) 611
- IDEA 619
- Investment in Schools
- McKinney-Vento (MKV)
- Scholarships for Opportunity and Results (SOAR) Act Facilities
- SOAR Act Teacher Pipeline
- SOAR Act Third Party
- SOAR Formula Combined
- SOAR Formula Combined Consolidated
- Title V-B Replication and Expansion

Preparing for Closeout

In order to complete closeout for FY22 grants in 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. For reimbursements requests that were created, but not submitted by Dec. 1, 2022, use "delete request" to remove.

To access FY22 carryover or an FY23 continuation application, grantees must submit an FY22 closeout report in EGMS for each grant that they have received.

How to Submit a Closeout Report

Step 1: Select the Fiscal Year and Grant

Below is the GMS/Access Select page. Start here to initiate closeout.

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.

Application: 2015-2016 SOAR Early Childhood - 00-

Click to Return to GMS Access/Select Pag
Click to Return to Organization Sele
Click to Return to Menu List / Sign O

Expenditure / Payment Summary
Click for Instructions

VIEW REIMBURSEMENT REQUESTS / CLOSEOUT REPORTS

FY2015 Expenditure/Payment Summary as of 12/9/2016

	SOAR_EarlyChildhood
Current Grant Year Allocation	$115,736.60
(+/-) Adjustments	$0.00
(+/-) Consortiums	$0.00
(+/-) Transfers	$0.00
Total Funds to be Budgeted at Beginning of FY2015	$115,736.60
Approved Budget	$115,736.60
Pending Reimbursement Requests	
Auto-Scheduled	$0.00
Approved Reimbursement Requests	$0.00
Total	$0.00
Completed Reimbursement Requests	
Auto-Scheduled	$0.00
Reimbursement Requests	$115,736.60
Total	$115,736.60
Remaining Balance	
Auto-Scheduled	$0.00
Reimbursement Requests	$0.00
Released or Carried Over to next year	$0.00
Total	$0.00
Final Closeout Status	Approved

Note: You can check the status of your closeout report here on the "Payment Summary" page. Once this says "approved" it means your FY22 application should be automatically available on your EGMS Dashboard.

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 right grant.

Second, review this column to see if all reimbursement requests (RRs) have an "approved" status. All RRs must be approved 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

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 (ex: 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.

...rise Grants Management System

District of Columbia Office of the State Superintendent of Education

District of Columbia Public Schools

...IDEA Part B Consolidated - 00-
...e Report 1

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

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

Site: All Budgets Combined   GO

...ription	100 - Salaries and Benefits	300 - Professional Services	400 - Property Services	500 - Equipment	600 - Supplies and Materials	7... Fixed Pro...
	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 %	

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	☐
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	☐
			$7,320,858.03	$5,342,061.50	$0.00	$5,342,061.50	
			$0.00	$0.00	$0.00	0.00	
			$7,320,858.03	$5,342,061.50	$0.00	$5,342,061.50	

Click "calculate totals" last.

CALCULATE TOTALS   Expenditure Period End Date

Third, select 9/30 from this dropdown.

...EA Comments (4000 character maximum)

Step 5: Enter Comments Regarding Variance

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

Step 6: Review Amounts

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

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

If funds are owed the LEA, they will display here. If an LEA 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.

Last, click this checkbox to indicate that no further reimbursement requests will be submitted for the fiscal year.

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 sh

UPLOAD   Browse...

Step 7: Upload Supporting Documents

OSSE Comments (4000 character maximum)

RECAP		Amount	A
Grant Award (Allocation)		$7,320,858.03	
Approved Budget	A	$7,320,858.03	A
Amount Paid To Date		$5,342,061.50	
Expenses To Date	T	$5,342,061.50	T
Balance Due LEA			
Funds on Hand			
Final Expenditure	☑		

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

UPLOAD   Browse...

> LEAs 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.
>
> 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		$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 by OSSE that this is required.

SAVE PAGE   SUBMIT TO OSSE

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. <u>You can still submit the report.</u>

Step 9: Submit the Report for Approval

RECAP	Amount
Grant Award (Allocation)	$1,355,188.75
Approved Budget	$1,355,188.75
Amount Paid To Date	$815,144.97
Expenses To Date	$815,144.97
Balance Due LEA	$0.00
Funds on Hand	$0.00

Amount Paid to Date by Fund Source	
Annual-611	$815,144.97
Total	$815,144.97

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 by OSSE that this is required.

SAVE PAGE   **SUBMIT TO OSSE**

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.

Support

Resources

If you are having technical difficulties with submitting a closeout report, please submit an 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.