



# Fiscal Year Closeout Guide

Office of the State Superintendent of Education (OSSE)  
Division of Strategic Funding for School Quality (FSQ)

# Preparing for Closeout

In order to complete the fiscal year closeout process for grants in the Enterprise Grants 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 have a “Returned for Changes” or “Not Submitted” status in EGMS. For reimbursements requests that were created by Dec. 1 but not submitted, use “Delete Request” to remove.

**To access carryover or a continuation application in the subsequent fiscal year, grantees must submit a closeout report in EGMS for each grant that they have received.**





# How to Submit a Closeout Report

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# Step 1: Select the Fiscal Year and Grant

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

EGMS Enterprise Grants Management System

Enterprise Grants Management System -- Access Select

117 Eagle Academy PCS

Select Fiscal Year: 2016

Click to view Funding Summary

Created

Central Data

	Application Name	Revision	Status	Date	Actions
▶	Central Data	Amendment 1	Final Approved	6/29/2016	<a href="#">OPEN</a> <a href="#">REVIEW SUMMARY</a>
▶	Phase I Assurances - ESEA ConApp	Original Application	Final Approved	6/22/2015	<a href="#">OPEN</a>
▶	Phase I Assurances - IDEA	Original Application	Final Approved	6/19/2015	<a href="#">OPEN</a>

Formula Grant

	Application Name	Revision	Status	Date	Actions
▶	ESEA Consolidated	Amendment 1	Final Approved <a href="#">View GAN</a>	12/22/2015	<a href="#">OPEN</a> <a href="#">PAYMENTS</a>
▶	IDEA Part B Consolidated	Original Application	Final Approved <a href="#">View GAN</a>	2/10/2016	<a href="#">OPEN</a> <a href="#">PAYMENTS</a>
▶	Schools Technology Fund	Original Application	Final Approved <a href="#">View GAN</a>	2/4/2016	<a href="#">OPEN</a> <a href="#">PAYMENTS</a>
▶	SOAR Early Childhood	Original Application	Final Approved <a href="#">View GAN</a>	8/17/2016	<a href="#">OPEN</a> <a href="#">PAYMENTS</a> <a href="#">REVIEW SUMMARY</a>

Competitive Grant

First, select the fiscal year of the grant you want to closeout from the dropdown.

Then, click the "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.

Application: 2015-2016 SOAR Early Childhood - 00-

Expenditure / Payment Summary Click for Instructions

**VIEW REIMBURSEMENT REQUESTS / CLOSEOUT REPORTS**

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

**Current Grant Year Allocation**

(+/-) 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	Approved
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**Click the “View reimbursement requests/closeout reports” button to access the closeout report.**

**Note: You can check the status of your closeout report here on the “Payment Summary” page. Once this says “Approved,” your application should be automatically available on your EGMS dashboard.**



# Step 3: Create Closeout Report

Below is the "Reimbursement Request/Closeout Report Menu."

EGMS Enterprise Grants Management System

District of Columbia Office of the State Superintendent of Education OSSE

Applicant: 000-0001 District of Columbia Public Schools

Application: 2015-2016 IDEA Part B Consolidated - 00-

Reimbursement Request/Closeout Report Menu

Program Annual-611 2016

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
<input type="radio"/>	Reimbursement Request 11	10/19/2016	8/1/2016 - 8/31/2016	10/19/2016		Review In Progress	10/20/2016
<input type="radio"/>	Reimbursement Request 10	10/17/2016	9/1/2016 - 9/30/2016	10/19/2016		Review In Progress	10/20/2016
<input type="radio"/>	Reimbursement Request 9	10/6/2016	8/1/2016 - 8/31/2016	10/19/2016		Review In Progress	10/19/2016
<input type="radio"/>	Reimbursement Request 8	8/29/2016	7/1/2016 - 7/31/2016	9/1/2016	9/10/2016	Approved	9/10/2016
<input type="radio"/>	Reimbursement Request 7	7/29/2016	6/1/2016 - 6/30/2016	8/2/2016	8/10/2016	Approved	8/10/2016
<input type="radio"/>	Reimbursement Request 6	6/27/2016	5/1/2016 - 5/31/2016	6/27/2016	7/12/2016	Approved	7/12/2016
<input type="radio"/>	Reimbursement Request 5	6/1/2016	4/1/2016 - 4/30/2016	6/3/2016	6/8/2016	Approved	6/8/2016
<input type="radio"/>	Reimbursement Request 4	5/3/2016	3/1/2016 - 3/31/2016	5/12/2016	5/19/2016	Approved	5/19/2016
<input type="radio"/>	Reimbursement Request 3	3/25/2016	2/1/2016 - 2/28/2016	4/11/2016	4/14/2016	Approved	4/14/2016
<input type="radio"/>	Reimbursement Request 2	2/22/2016	1/1/2016 - 1/31/2016	2/22/2016	2/25/2016	Approved	2/25/2016
<input type="radio"/>	Reimbursement Request 1	2/4/2016	10/1/2015 - 12/31/2015	2/12/2016	2/19/2016	Approved	2/19/2016

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

TEST user ID: Tester OCIO (tester)

OSSE

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.

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

12/18/2025

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# 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 dropdown that aligns with the budget category number shown in the dark blue budget summary line in the first table on this page (for example, the Salaries and Benefits budget category number is 100).

Enterprise Grants Management System

District of Columbia Public Schools  
EA Part B Consolidated - 00-Report 1  
2015-2016 7/1/2015 - 9/30/2016

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

Section	100 - Salaries and Benefits	300 - Professional Services	400 - Property Services	500 - Equipment	600 - Supplies and Materials	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 1.04 %	

Program Category Budget Category Expenditure Description Final Approved Budget OSSE Payments Previously Reported Expenditure Amount Delete Row

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		\$333,591.02	<input type="checkbox"/>
20	300	Support Services / Professional Services	\$2,885,675.97	\$2,008,470.48		\$200,847.04	<input type="checkbox"/>
20	600	Support Services / Supplies and Materials	\$142,380.00	\$0.00		\$0.00	<input type="checkbox"/>
			\$7,320,859.03	\$5,342,061.50	\$0.00	\$5,342,061.50	<input type="checkbox"/>
			\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
			\$7,320,859.03	\$5,342,061.50	\$0.00	\$5,342,061.50	<input type="checkbox"/>

EA Comments (4000 character maximum)

Expenditure Period End Date

Last, click "Calculate totals."

Third, select 9/30 from this dropdown.

# 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 exceed 100 characters.

**UPLOAD**

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 subgrantee should enter comments in the “LEA Comments” box to explain this variance here.

# Step 6: Review Amounts

DSSE 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
<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] LEA" row shows \$0.00.

If funds are owed to 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.

# Step 7: Upload Supporting Documents

OSSE Comments (4000 character maximum)

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**RECAP**

	Amount	
Grant Award (Allocation)	\$7,320,858.03	A
Approved Budget	\$7,320,858.03	A
Amount Paid To Date	\$5,342,061.50	T
Expenses To Date	\$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 .pdf.

**UPLOAD**

LEAs should upload any supporting documentation to detail expenditures, explain variances, or share 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	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 will result in errors and loss of unsaved data.

**UPLOAD**

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)

**EGMS** Enterprise Grants Management System

Applicant: 000-0001 District of Columbia Public Schools

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

15-2016 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: CEDS/STI/Annual

Site: All Budgets Combined

Remove blank rows from display:  Yes  No

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 submit the report.



# 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	
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.

[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.

