

#### **FY23 Closeout in EGMS**

The deadline to submit an FY23 closeout report in Enterprise Grants Management System (EGMS) is **Jan. 15**, **2024** for all grant applications listed below.

- ARP-Homeless I
- ARP-Homeless II
- ARP IDEA 611
- ARP IDEA 619
- 21st Century Community Learning Centers (21CCLC)
- Community School Incentive Initiative
- Consolidated Application (ConApp)
- The Coronavirus Response and Relief Supplemental Appropriations Act Elementary and Secondary School Emergency Relief Fund (ESSER II-CRRSA)
- CSP Replication and Expansion
- 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) Homeless Assistance Grant
- Scholarships for Opportunity and Results (SOAR)
  Act Facilities
- SOAR Act Teacher Pipeline
- SOAR Act Third Party
- SOAR Formula Combined Consolidated



## **Preparing for Closeout**

In order to complete closeout for FY23 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, 2023, use "delete request" to remove.

To access FY23 carryover or an FY24 continuation application, grantees must submit an FY23 closeout report in EGMS for each grant that they have received.

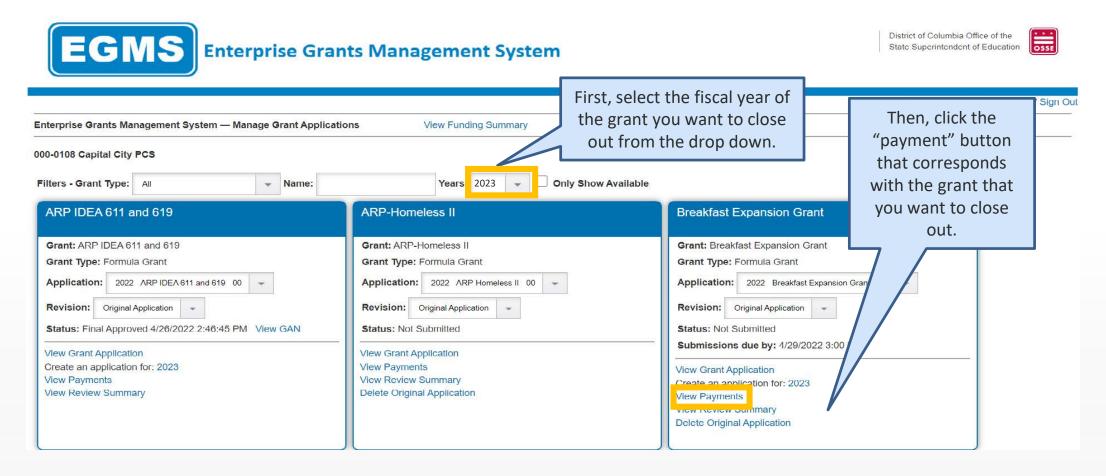




# How to Submit a Closeout Report

#### **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

Application: 2015-2016 SOAR Early Childhood - 00-

Click the "reimbursement report/closeout reports" button to access the closeout report.

Click to Return to GMS Access/Select Pag Click to Return to Organization Select

Click to Return to Menu List / Sign O

Click for Instructions

Expenditure / Payment Summary

VIEW REIMBURSEMENT REQUESTS / CLOSEOUT REPORTS

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

Current Grant Year Allocation

(+/-) Adjustments

(+/-) Consortiums

(+/-) Transfers

Total Funds to be Budgeted at Beginning of FY2015

Approved Budget

Pending Reimbursement Requests

Auto-Scheduled

Approved Reimbursement Requests

Total

Completed Reimbursement Requests

Auto-Scheduled

Reimbursement Requests

Total

Remaining Balance

Auto-Scheduled

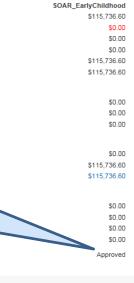
Reimbursement Requests

Released or Carried Over to next year

Total

Final Closeout Status

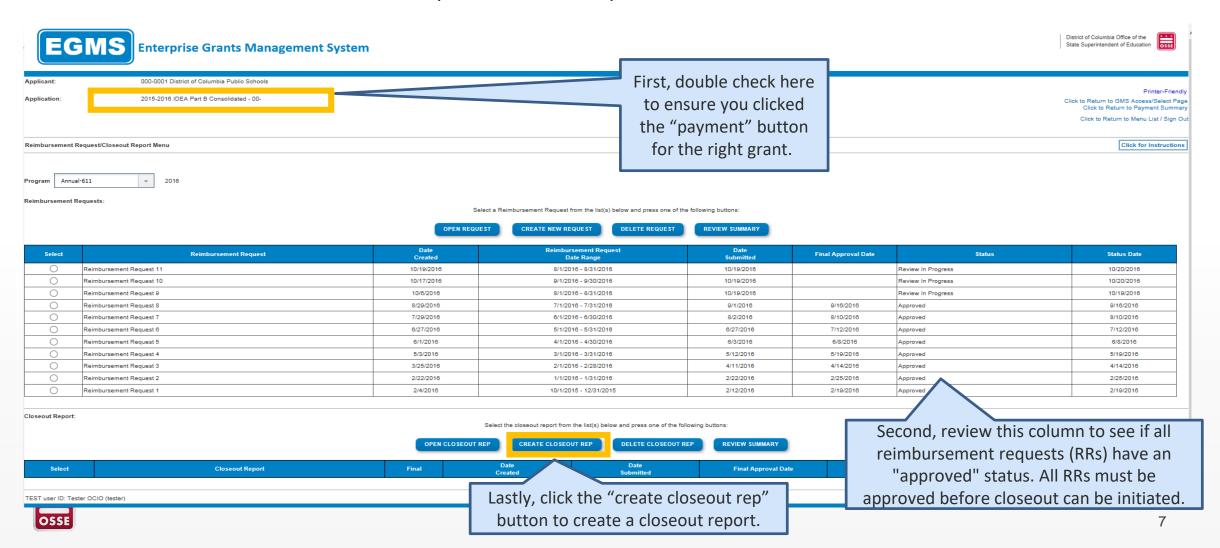
Note: You can check the status of your closeout report here on the "Payment Summary" page. Once this says "approved" it means your FY24 application should be automatically available on your EGMS Dashboard.





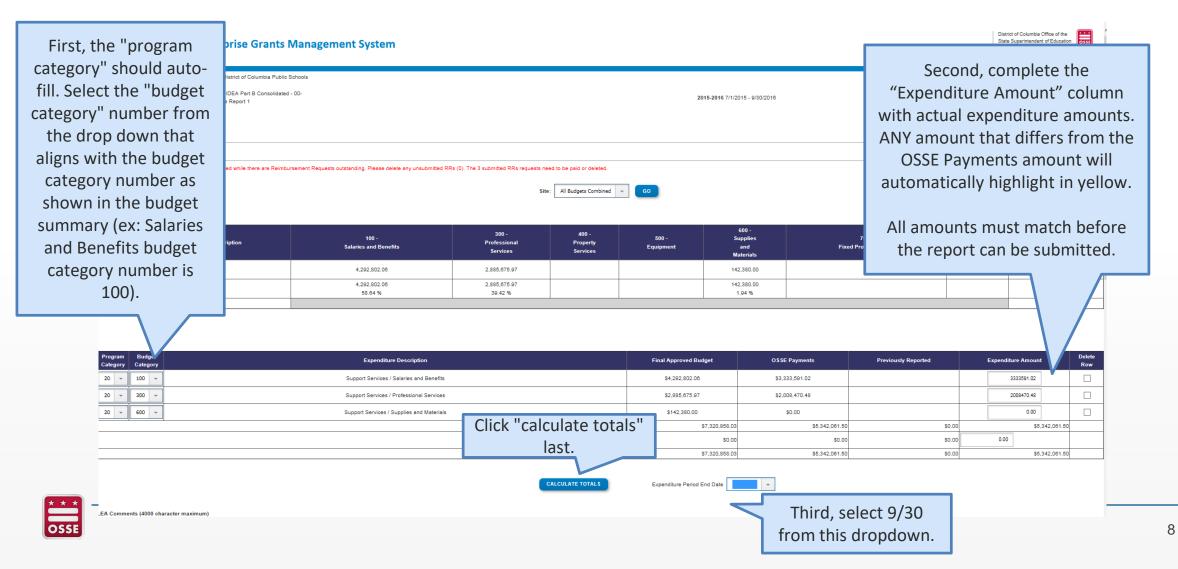
#### **Step 3: Create Closeout Report**

Below is the "Reimbursement Request/Closeout Report Menu"

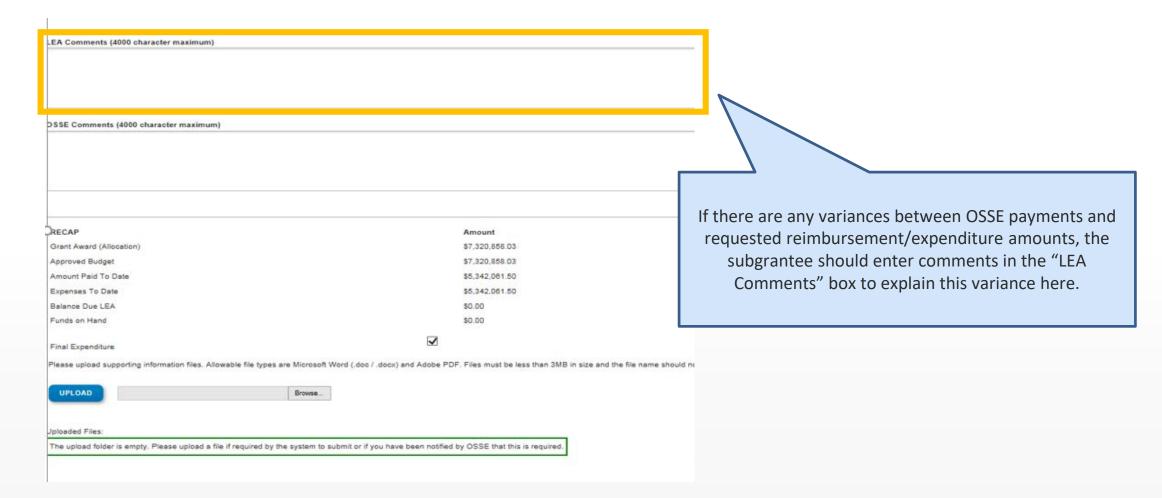


#### **Step 4: Enter Data in Closeout Report**

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

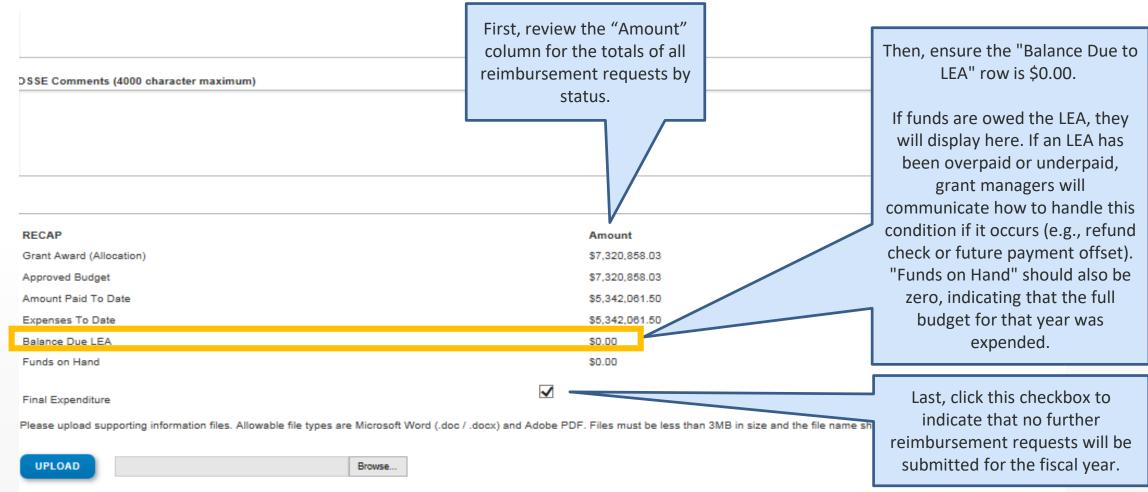


### **Step 5: Enter Comments Regarding Variance**



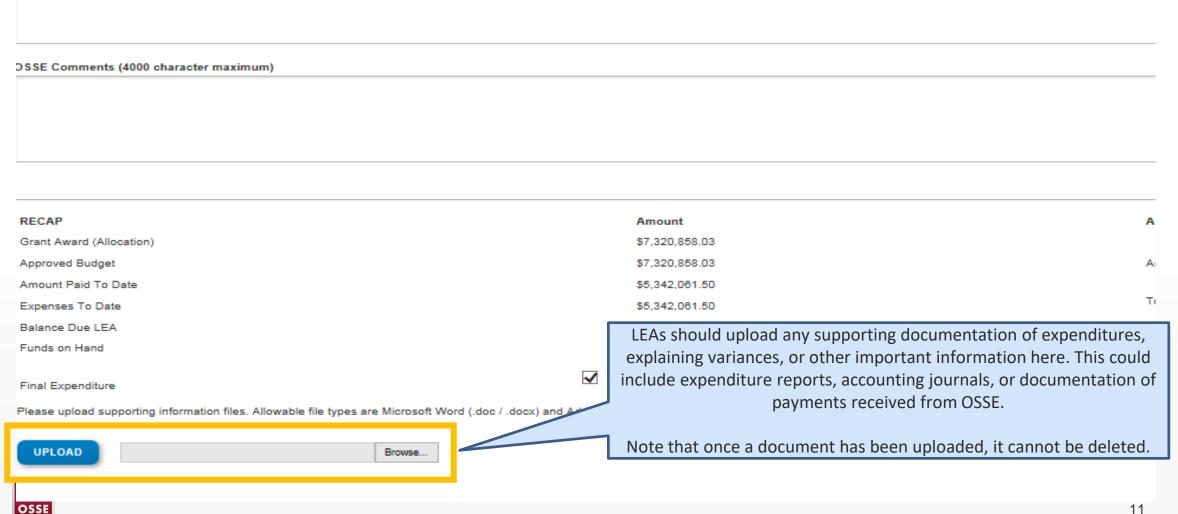


#### **Step 6: Review Amounts**





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



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

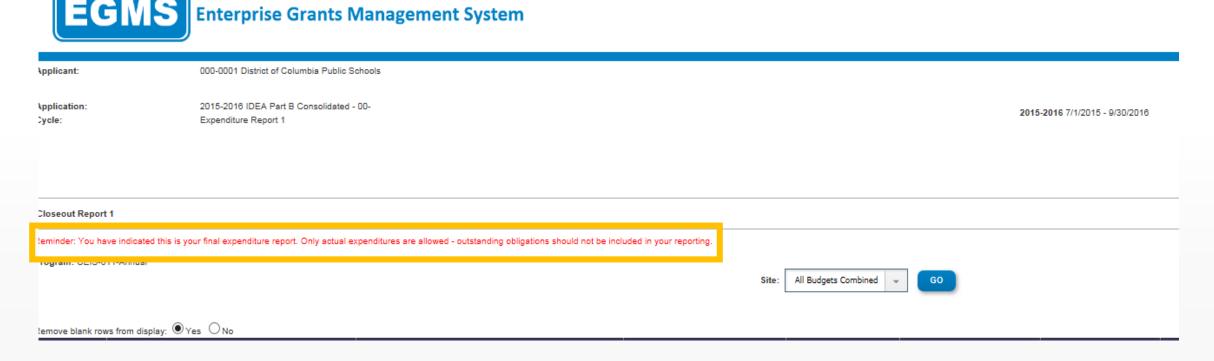
RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	\$1,355,188.75		
Approved Budget	\$1,355,188.75	Annual-611	\$815,144.97
Amount Paid To Date	\$815,144.97		\$815,144.97
Expenses To Date	\$815,144.97	Total	45.5[5
Balance Due LEA	\$0.00		
Funds on Hand	\$0.00		
Final Expenditure			
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.



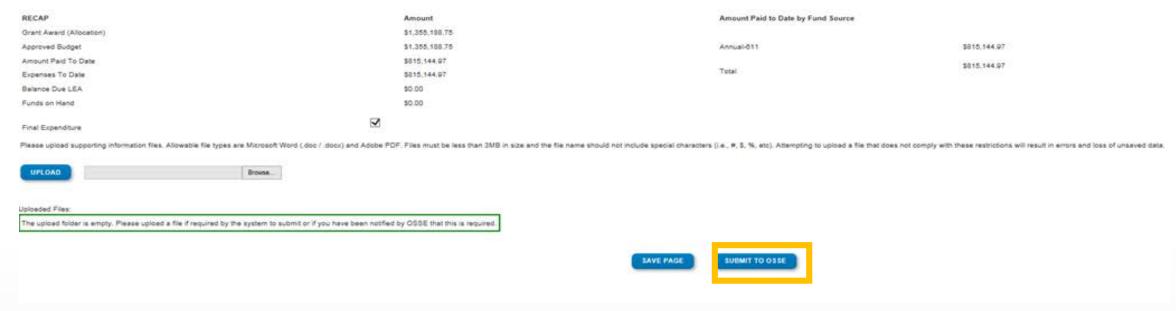
#### **Step 8: Save the Report (continued)**

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**



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 <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

