2014-2015 School Year Closeout Process for Federal Programs

Once an LEA has completely finished expending funds for the 2014-2015 school year, the LEA will then need to perform the Closeout process in the Grants Management System. This process will need to be performed for each of the grant programs the LEA received Federal funding for this year. The Closeout process essentially puts a rubber stamp on the current fiscal year and initiates the carry forward of remaining funds into the next fiscal year. It is important that each LEA performs Closeout as soon as they are done claiming for the year, and all payments from OSDE to the LEA have been finalized. The following screenshots will help guide the LEA through Closeout process for any and all of their Federal grant programs. Any questions the LEA may have regarding Closeout should be directed to their assigned OSDE Federal Programs reviewer for the 2014-15 school year.

OKLAHOMA STATE DEPARTMENT OF EDUCATION

Applicant: 72-I014 LIBERTY

Application Select - NCLB Consolidated

Click for Instructions

Year: 2016 ▼   Create Application

Step 2: Select the Payments button.

Select an application from the list(s) below and press one of the following buttons:

| Open Application | Create Amendment |
| Review Summary | Payments |

Select	Application / Amendment	Original Submit Date	Substantially Approvable Date	OSDE Final Approval Date	Status	Status Date
2014-2015						
○	15-ConsolidatedApp-00 Original Application	10-10-2014	10-13-2014	11-06-2014	Final Approved	11-06-2014
2013-2014						
○	14-ConsolidatedApp-00 Amendment 1	05-13-2014		05-20-2014	Final Approved	05-20-2014
○	14-ConsolidatedApp-00 Original Application	10-04-2013	10-09-2013	10-24-2013	Final Approved	10-24-2013
2012-2013						
○	13-ConsolidatedApp-00 Amendment 1	04-11-2013		04-25-2013	Final Approved	04-25-2013
○	13-ConsolidatedApp-00 Original Application	09-26-2012	10-22-2012	11-28-2012	Final Approved	11-28-2012

TESTvm user ID: SDE Administrator (tulsarep)

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Step 1: Select any of the Final Approved applications/amendments from the year to be closed out. Any amendments that are in a status other than Final Approved will need to be deleted.

Applicant: 72-I014 LIBERTY

Application: 2014-2015 NCLB Consolidated - 00

Select this button to move to the next step.

Expenditure / Payment Summary

Click for Instructions

View Summary Expenditure / Closeout Reports

FY2015 Expenditure/Payment Summary as of 7/1/2015

	TitleIA	TitleIIA	TitleVIRLIS	TitleVIREAPFLEX	ConsAdminCosts
Current Grant Year Allocation	$118,427.07	$20,709.69	$0.00	$0.00	$0.00
(+/-) Adjustments	$5,631.67	$0.00	$0.00	$0.00	$0.00
(+/-) Consortiums	$0.00	$0.00	$0.00	$0.00	$0.00
(+/-) Transfers	$0.00	($20,709.69)	$0.00	$20,709.69	$0.00
Total Funds to be Budgeted at Beginning of FY2015	$124,058.74	$0.00	$0.00	$20,709.69	$0.00
Approved Budget	$124,058.74	$0.00	$0.00	$20,709.69	$0.00
Pending Expenditure Reports					
Auto-Scheduled	$0.00	$0.00	$0.00	$0.00	$0.00
Approved Summary Expenditure Reports	$0.00	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$0.00	$0.00	$0.00	$0.00
Completed Expenditure Reports					
Auto-Scheduled	$0.00	$0.00	$0.00	$0.00	$0.00
Summary Expenditure Reports	$72,251.05	$0.00	$0.00	$8,697.70	$0.00
Total	$72,251.05	$0.00	$0.00	$8,697.70	$0.00
Remaining Balance of Expenditure Reports / Claims					
Auto-Scheduled	$0.00	$0.00	$0.00	$0.00	$0.00
Summary Expenditure Reports	$51,807.69	$0.00	$0.00	$12,011.99	$0.00
Released or Carried Over to next year	$0.00	$0.00	$0.00	$0.00	$0.00
Total	$51,807.69	$0.00	$0.00	$12,011.99	$0.00

Final Closeout Status

Ensure that there are no Pending Expenditure amounts in this section. If there is an amount greater than zero here, the LEA must wait until the corresponding Expenditure Report is reviewed by OSDE staff and payment is completed before Closeout can be performed. The LEA should closely examine all figures on this page to ensure accuracy before moving on in the Closeout process.

OKLAHOMA STATE DEPARTMENT OF EDUCATION

Applicant: 72-I014 LIBERTY
Application: 2014-2015 NCLB Consolidated - 00

Summary Expenditure Report Menu

Step 1: Select the Federal grant program to be Closed out

Step 2: Ensure that all reporting periods for which the LEA had expenditures are represented here.

Step 3: Verify that all Expenditure Reports are in "Approved" status. Delete any created reports that the LEA is not planning on submitting.

| Click for Instruction: |

Program: TitleIA 2015

Summary Expenditure Reports:

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

[Open Request] [Create New Request] [Delete Request] [Review Summary]

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Amount	Date Submitted	Final Approval Date	Status	Status Date
○	Summary Expenditure Report 4	2/6/2015	1/1/2015 - 1/31/2015	$10,063.29	2/9/2015	2/17/2015	Approved	2/17/2015
○	Summary Expenditure Report 3	1/8/2015	12/1/2014 - 12/31/2014	$12,031.39	1/8/2015	1/21/2015	Approved	1/21/2015
○	Summary Expenditure Report 2	12/1/2014	10/1/2014 - 11/30/2014	$22,109.69	12/1/2014	12/12/2014	Approved	12/12/2014
○	Summary Expenditure Report 1	10/13/2014	7/1/2014 - 9/30/2014	$28,046.68	11/11/2014	11/12/2014	Approved	11/12/2014

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	Status	Status Date

TESTvm user ID: SDE Administrator (tulsarep)

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Step 4: Select the "Create Closeout Rep" button to perform closeout.

*If any existing Expenditure Report is in a status of "Submitted to OSDE" or "PGMAPRV1", then the LEA will need to postpone the Closeout process until the OSDE reviewer gives final approval of the report and payment is completed.

Function Code	Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount	Delete Row
1000 ▼	100 ▼	Instruction / Salaries	$92,500.00	$50,903.98		50903.98	☐
1000 ▼	200 ▼	Instruction / Benefits	$15,500.00	$10,503.54		10503.54	☐
1000 ▼	400 ▼	Instruction / Property Services	$10,721.00	$8,990.50		8990.50	☐
1000 ▼	600 ▼	Instruction / Supplemental Instruction Materials	$1,097.18	$617.38		617.38	☐
		Sub-Totals:	$119,818.18	$71,015.40	$0.00	$71,015.40	
		5400 / 900 Indirect Costs Approved Rate 13.2000 % Derived Rate 2.5258 %	$3,056.32	$1,235.65	$0.00	1235.65	
		Totals:	$122,874.50	$72,251.05	$0.00	$72,251.05	

[Calculate Totals]   Expenditure Period End Date [▼]

Note: The 9/30 report should detail only expenses that have been obligated between 7/1/2015 and 9/30/2015.

LEA Comments (4000 character maximum)

OSDE Comments (4000 character maximum)

RECAP	Amount		Amount Paid to Date by Fund Source	
Grant Award (Allocation)	$124,058.74			
Approved Budget	$124,058.74		TitleIA	$72,251.05
Amount Paid To Date	$72,251.05			
Expenses To Date	$72,251.05		Total	$72,251.05
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 4MB (4,000 KB) 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...]

Function Code	Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount	Delete Row
1000 ▾	100 ▾	Instruction / Salaries	$92,500.00	$50,903.98		50903.98	☐
1000 ▾	200 ▾	Instruction / Benefits	$15,500.00	$10,503.54		10503.54	☐
1000 ▾	400 ▾	Instruction / Property Services	$10,721.00	$8,990.50		8990.50	☐
1000 ▾	600 ▾	Instruction / Supplemental Instruction Materials	$1,097.18	$617.38		617.38	☐
		Sub-Totals:	$119,818.18	$71,015.40	$0.00	$71,015.40	
		5400 / 900 Indirect Costs Approved Rate 13.2000 % Derived Rate 2.5258 %	$3,056.32	$1,235.65	$0.00	1235.65	
		Totals:	$122,874.50	$72,251.05	$0.00	$72,251.05	

Calculate Totals   Expenditure Period End Date [▾]

6/30/2015

Note: The 9/30 report should ⟨...⟩ enses that have been obligated between 7/1/2015 and 9/30/2015.

If everything is correct so far, the next step is to select the 6/30/2015 date from this drop-down box.

LEA Comments (4000 character maximum)

OSDE Comments (4000 character maximum)

RECAP | **Amount** | | **Amount Paid to Date by Fund Source** |
Grant Award (Allocation) | $124,058.74 | | |
Approved Budget | $124,058.74 | | TitleIA | $72,251.05 |
Amount Paid To Date | $72,251.05 | | |
Expenses To Date | $72,251.05 | | Total | $72,251.05 |
Balance Due LEA | $0.00 | | |
Funds on Hand | $0.00 | | |

Final Expenditure   ☐

The LEA will then need to select the "Final Expenditure" box to indicate that there are no more Expenditure Reports to submit for the year and the LEA is ready to move any eligible remaining funds over into the next fiscal year.

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 4MB (4,000 KB) in size and the file name should not include special characters (i.e., #, $, %, etc). Attempting to upload a file that does not comply wit⟨...⟩ these restrictions will result in errors and loss of unsaved data.

Upload   [   ] Browse...

Function Code	Object Code		Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount	Delete Row
1000	100		Instruction / Salaries	$92,500.00	$50,903.98		50903.98	☐
1000	200		Instruction / Benefits	$15,500.00	$10,503.54		10503.54	☐
1000	400		Instruction / Property Services	$10,721.00	$8,990.50		8990.50	☐
1000	600		Instruction / Supplemental Instruction Materials	$1,097.18	$617.38		617.38	☐
			Sub-Totals:	$119,818.18	$71,015.40	$0.00	$71,015.40	
		5400 / 900 Indirect Costs Approved Rate 13.2000 % Derived Rate 2.5258 %		$3,056.32	$1,235.65	$0.00	1235.65	
			Totals:	$122,874.50	$72,251.05	$0.00	$72,251.05	

Calculate Totals   Expenditure Period End Date 6/30/2015 ▾

Note: The 9/30 report should detail only expenses that have been obligated between 7/1/2015 and 9/30/2015.

LEA Comments (4000 character maximum)

OSDE Comments (4000 character maximum)

RECAP	Amount		Amount Paid to Date by Fund Source	
Grant Award (Allocation)	$124,058.74			
Approved Budget	$124,058.74		TitleIA	$72,251.05
Amount Paid To Date	$72,251.05			
Expenses To Date	$72,251.05		Total	$72,251.05
Balance Due LEA	$0.00			
Funds on Hand	$0.00			
Carryover Amount	$51,807.69			

Final Expenditure ☑

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 4MB (4,000 KB) 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...

Once the "Final Expenditure" box is checked, the page will refresh and a calculated Carryover Amount will appear here. This amount indicates what the LEA had available to them in this grant program this fiscal year but did not spend and may be eligible to carryover into the next fiscal year in whole or in part, depending on the grants carryover limitations.

LEA Comments (4000 character maximum)

OSDE Comments (4000 character maximum)

RECAP	Amount	Amount Paid to Date by Fund Source	
Grant Award (Allocation)	$124,058.74		
Approved Budget	$124,058.74	TitleIA	$72,251.05
Amount Paid To Date	$72,251.05		
Expenses To Date	$72,251.05	Total	$72,251.05
Balance Due LEA	$0.00		
Funds on Hand	$0.00		
Carryover Amount	$51,807.69		

Final Expenditure ☑

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 4MB (4,000 KB) 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 OSDE that this is required.

[Delete Selected Files]

[Save Page]   [Submit to OSDE]

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Once all previous steps have been completed and the LEA has verified that all figures are accurate, the LEA will need to Save the page and, after it refreshes, select the "Submit to OSDE" button. This will forward the Closeout Report on to the assigned OSDE reviewer for review and approval. If there are any issues with the submitted report, the reviewer will contact the LEA and discuss any changes needed. Once the submitted report is Approved by OSDE, the LEA is ready to begin the new fiscal year application and budgeting process for this particular grant program.