



CLOSEOUT

ACCESSING THE GRANTS MANAGEMENT SYSTEM (GMS)

1. Log into the Single Sign On (SSO) system.
2. Select “GMS Access/Select” from the list.

OKLAHOMA
State Department of Education

Sign Out

Menu List

Select GMS Access/Select for Grant Applications

- Administrative
- 21st Century Monitoring
- Special Education Assistance
- GMS Access / Select**
- Funded Applications
- Non-Funded Data Collections

To report an error or for technical assistance with GMS, contact:
Federal Programs - Email: Nancy.Hughes@sde.ok.gov
Special Education - Email: Karen.Howard@sde.ok.gov
School Support - Email: Zada.Sery@sde.ok.gov
21st Century - Email: Sonia.Johnson@sde.ok.gov
Competitive - Email: Shelly.Perkins@sde.ok.gov

TESTvm user ID:

BEFORE CLOSING OUT

- ☐ ALL claims (SERs) must be submitted, approved, and PAID for the project year.
Please do not attempt to begin closeout with any outstanding, unpaid claims.
- ☐ Unsubmitted claims must be deleted.
- ☐ Consider and calculate carry-over limits for projects that use them.
- ☐ Data Entry staff can enter closeout data, but only Superintendents or Authorized Representatives can certify and submit the closeout to OSDE.
- ☐ Have your program’s Annual Report completed and ready to upload.
You can find the Annual Report form on our website at:
<http://sde.ok.gov/sde/21st-cclc-current-grantees-budgets-claims>

Select the “Payments” button for the 21st Century project.

Click the “Create Closeout Rep” button.



THE CLOSEOUT

OKLAHOMA
State Department of Education

Applicant: 72-1002 SAND SPRINGS
Application: 2018-2019 21st Century Funded 1 Project 553 - 00-
Cycle: Expenditure Report 1
Submissions due by: 10/15/2018

Project Period: 7/1/2018 - 6/30/2019

Printer-Friendly
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Payment Summary](#)
[Click to Return to Reimbursement Menu](#)
[Click to Return to Menu List / Sign Out](#)

Closeout Report 1

Program: TitleIVB_FPO

Show Budget Summary: * Yes ☐ No ☒
Note: This Budget Summary displays to aid in creating and editing the Periodic Expenditure Report.

Code	Activity Description	100 - Salaries	200 - Benefits	300 - Professional Services	400 - Property Services	500 - Other Services	600 - Supplemental Instruction Materials	700 - Property	800 - Other Objects	TOTAL
1000	Instruction	161,726.25	38,932.00	5,081.19			2,000.00			207,739.44
2194	Parent Advisory									55,111.25
2212	Instruction and Curriculum Development Services	44,089.00	11,022.25							1,100.00
2330	Instructional Staff Training Services					600.00			500.00	5,076.50
2530	State and Federal Relations Services	5,076.50								
2544	Printing, Publishing, and Duplicating Services									
2550	Evaluation Services						400.00			400.00
2571	Information Services									
2573	Recruitment and Placement Services									
2620	Non Instructional Staff Development									
2720	Operation of Buildings Services						2,000.00			10,112.80
2740	Vehicle Operation Services	6,960.00	1,152.80							
2740	Vehicle Servicing and Maintenance Services									
Total Direct Costs		217,851.75	51,107.05	5,081.19		600.00	4,400.00		500.00	279,539.99
Total Budget										279,539.99

Function Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount	Delete Row
1000 100	Instruction / Salaries	\$161,726.25	\$530.00		530.00	
1000 200	Instruction / Benefits	\$38,932.00	\$40.55		40.55	
2212 100	Instruction and Curriculum Development Services / Salaries	\$44,089.00	\$6,206.23		6206.23	
2212 200	Instruction and Curriculum Development Services / Benefits	\$11,022.25	\$2,013.89		2013.89	
Sub-Totals:		\$255,769.50	\$8,790.67	\$0.00	\$8,790.67	
5400 / 900 Indirect Costs Approved Rate 2.4400 % Derived Rate 0.0000 %		\$0.00	0	\$0.00	0.00	
Totals:		\$255,769.50	\$8,790.67	\$0.00	\$8,790.67	

Calculate Totals Expenditure Period End Date
Note: The 9/30 report should detail only expenditures that have been obligated between 7/1/2018 and 9/30/2018.

LEA Comments (4000 character maximum)

OSDE Comments (4000 character maximum)

RECAP

Grant Award (Allocation) \$279,539.99
 Approved Budget \$279,539.99
 Amount Paid To Date \$8,790.67
 Expenses To Date \$8,790.67
 Balance Due LEA \$0.00
 Funds on Hand \$0.00
 Carryover Amount \$270,749.32

Amount Paid to Date by Fund Source

TitleIVB_FPO \$8,790.67

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 load a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Upload: No file chosen

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**

TESTvm user ID: SDE Administrator (TULSAREP)

[Contact Us](#)

Select the "Expenditure Period End Date" this year.

The Final Expenditure checkbox will be checked by default. Do not uncheck this box without receiving approval from the program office.

Upload your Annual Report here.

1. Choose File
2. Click "Upload"
3. Then scroll to the bottom and select "Save Page."



SUBMITTING CLOSEOUT

Remember: Only the Superintendent or Authorized Official can click the submit button.

Data Entry staff can upload the Annual Report and double check all of the number, delete unsubmitted claims, and save the page.

After you have successfully submitted closeout, you will see a message like this at the top of the screen.

At this point, you can exit the GMS or click to Return to GMS Access/Select Page.

AFTER SUBMITTING CLOSEOUT

No more claims can be created, submitted, or approved for that project and school year.

Closeouts will be submitted just like a claim to a claims auditor at OSDE for review and approval.

IMPORTANT CLOSEOUT RULES

1. The table of expenditures will pre-populate based on the amount your district has been paid at the time the closeout is created.
2. Changing any pre-populated number will result in it being highlighted in yellow – as a payment may result.
3. If you start a closeout, and then a payment is completed, your pre-populated data will not reflect that payment. In this case, we recommend deleting the closeout and recreating a new one which will contain current payment data.
4. Only rows where payments have been received will show in the actual expenditures section. If you have a budget amount, but never claimed to a particular 'cell,' that row will not display.
5. Closeouts must be submitted for all projects that had a budget for that project year.
6. Subsequent year payments can be suspended if closeouts are not completed.

No funds for the next year can be allocated until ALL grantees have successfully closed out.



CONTACT US

FOR QUESTIONS AND TECHNICAL ASSISTANCE PLEASE CONTACT OUR OFFICE

21st Century Community Learning Centers

405.522.6225

www.ok.gov/sde/21cclc

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Oklahoma City, Oklahoma 73115

