OK21CCLC

OKLAHOMA 21ST CENTURY
COMMUNITY LEARNING CENTERS

CLOSEOUT

OKLAHOMA STATE DEPARTMENT OF
EDUCATION
CHAMPION EXCELLENCE

ACCESSING THE GRANTS MANAGEMENT SYSTEM (GMS)

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

BEFORE CLOSING OUT

☐ ALL claims (SERs) must be submitted, approved, and PAID for the project year.
   Please do not attempt to begin close-out 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 close-out data, but only Superintendents or Authorized Representatives

   can certify and submit the close-out 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

TO BEGIN CLOSEOUT

Select the "Payments" button for the 21st Century project.

Click the "View Summary Expenditure/Closeout Reports" button.

Applicant: 72-I002 SAND SPRINGS

Application: 2017-2018 21st Century Funded Projects Only - 00-

Project Period: 7/1/2017 - 6/30/2018

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

Expenditure / Payment Summary

Click for Instructions

View Summary Expenditure / Closeout Reports

FY2018 Expenditure/Payment Summary as of 6/19/2018

	TitleIVB_FPO
Current Grant Year Allocation	$300,000.00
(+/-) Adjustments	$42,452.41
(+/-) Consortiums	$0.00
(+/-) Transfers	$0.00
Total Funds to be Budgeted at Beginning of FY2018	$342,452.41
Approved Budget	$342,452.41
Pending Expenditure Reports	
Auto-Scheduled	$0.00
Approved Summary Expenditure Reports	$0.00
Total	$0.00
Completed Expenditure Reports	
Auto-Scheduled	$0.00

After all your claims have been paid, you will see the Closeout Reports section at the bottom of the Summary Expenditure Reports section.

Click the "Create Closeout Rep" button.

THE CLOSEOUT

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Payment Summary
Click to Return to Reimb/Expend Menu
Click to Return to Menu List / Sign Out

Applicant: 72-I002 SAND SPRINGS
Application: 2017-2018 21st Century Funded Projects Only - 00-
Cycle: Expenditure Report 1

Project Period: 7/1/2017 - 6/30/2018

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	157,920.00	39,699.00	2,030.00		100.41	17,350.00		4,800.00	221,899.41
2213	Instructional Staff Training Services	8,789.00	1,694.00			5,142.00			1,280.00	16,905.00
2330	State and Federal Relations Services	3,456.00	623.00				600.00			4,679.00
2530	Printing, Publishing, and Duplicating Services									
2544	Evaluation Services			1,000.00			400.00			1,400.00
2571	Recruitment and Placement Services								236.00	236.00
2573	Non Instructional Staff Development									
2620	Operation of Buildings Services	192.00	35.00							227.00
2560	Information Services									
2740	Vehicle Servicing and Maintenance Services						8,502.00			8,502.00
2720	Vehicle Operation Services	16,060.00	2,871.00							18,931.00
2212	Instruction and Curriculum Development Services	49,154.00	12,289.00							61,443.00
2194	Parent Advisory	4,472.00	1,118.00				2,640.00			8,230.00
	Total Direct Costs	240,043.00	58,329.00	3,030.00		5,242.41	29,492.00		6,316.00	342,452.41
	Total Budget									342,452.41

Function Code	Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount	Delete Row
2212 ▾	100 ▾	Instruction and Curriculum Development Services / Salaries	$49,154.00	$13,085.35		13085.35	☐
2212 ▾	200 ▾	Instruction and Curriculum Development Services / Benefits	$12,289.00	$4,132.51		4132.51	☐
		Sub-Totals:	$61,443.00	$17,217.86	$0.00	$17,217.86	
		5400 / 900 Indirect Costs Approved Rate 2.2600 % Derived Rate 0.0000 %	$0.00	0	$0.00	0.00	
		Totals:	$61,443.00	$17,217.86	$0.00	$17,217.86	

Calculate Totals   Expenditure Period End Date [▾]
Note: The 9/30 report should detail only expenses that have been obligated between 7/1/2017 and 9/30/2017.

Select the "Expenditure Period End Date" of 6/30

LEA Comments (4000 character maximum)

OSDE Comments (4000 character maximum)

RECAP	Amount		Amount Paid to Date by Fund Source	
Grant Award (Allocation)	$342,452.41			
Approved Budget	$342,452.41		TitleIVB_FPO	$17,217.86
Amount Paid To Date	$17,217.86			
Expenses To Date	$17,217.86		Total	$17,217.86
Balance Due LEA	$0.00			
Funds on Hand	$0.00			
Carryover Amount	$325,234.55			

Final Expenditure

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

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   Choose File 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

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

Save Page   Submit to OSDE

TESTvm user ID: SDE Administrator (TULSAREP)   Spell Check

Contact Us

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.

Applicant:	72-I002 SAND SPRINGS		Printer-Friendly
Application:	2017-2018 21st Century Funded Projects Only - 00-	**Project Period:** 7/1/2017 - 6/30/2018	Click to Return to GMS Access/Select Page
Cycle:	Expenditure Report 1		Click to Return to Payment Summary
			Click to Return to Reimb/Expend Menu
			Click to Return to Menu List / Sign Out

Closeout Report 1

This request has been submitted. No more updates will be saved.

Program: TitleIVB_FPO

Function Code	Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount	Delete Row
2212 ▼	100 ▼	Instruction and Curriculum Development Services / Salaries	$49,154.00	$13,085.35	$0.00	13085.35	☐
2212 ▼	200 ▼	Instruction and Curriculum Development Services / Benefits	$12,289.00	$4,132.51	$0.00	4132.51	☐
		Sub-Totals:	$61,443.00	$17,217.86	$0.00	$17,217.86	
		5400 / 900 Indirect Costs Approved Rate 2.2600 % Derived Rate 0 %	$0.00	$0.00	$0.00	$0.00	
		Totals:	$61,443.00	$17,217.86	$0.00	$17,217.86	

Expenditure Period End Date 6/30/2018 ▼
Note: The 9/30 report should detail only expenses that have been obligated between 7/1/2017 and 9/30/2017.

LEA Comments (4000 character maximum)

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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