

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.

The screenshot displays the Oklahoma State Department of Education (OSDE) Grants Management System interface. At the top, the OSDE logo is visible. Below the logo, a navigation bar includes a "Menu List" and links for "Sign Out" and "Instructions". A message states: "You have been granted access to the forms below by your Security Administrator". The main content area lists various federal grant programs, categorized into sections: Consolidated Plan, Competitive Grants, Ed-Jobs, IDEA, and NCLB. A red arrow points from a text box to the "Consolidated Application (I-A, II-A, III-A, VI, CAC)" link under the NCLB section.

OKLAHOMA STATE DEPARTMENT OF EDUCATION

Menu List Sign Out Instructions

You have been granted access to the forms below by your Security Administrator

- Consolidated Plan**
 - Comprehensive District Academic Plan
 - School Improvement Plan - Project 515
 - Schoolwide Plan
 - SIG Plan - Project 519
 - SIG Plan Project 516
 - Targeted Assistance
- Competitive Grants**
 - 21st Century
 - 21st Century Funded Projects Only
 - 21st Century Special Projects
 - Math-Science Partnership
 - Math-Science Partnership - Project 544
 - Math Science Partnership Mini Grant
 - Title X-C - Homeless
- Ed-Jobs**
 - Ed-Jobs
 - Ed Jobs REAC3H COACHES
- IDEA**
 - Assurances and LEA Agreement
 - Enriching Childrens Communications Opportunities
 - High Needs Tier 1
 - High Needs Tier 2
 - IDEA Consolidated Application
 - LEA Agreement
 - Systems of Care - Project 613
- NCLB**
 - Agency - Neglected And Delinquent - Project 531
 - Consolidated Workbook
 - Federal Assurances
 - School Improvement 1003(a) - Project 515
 - Title I Comparability
 - Title I-A - Excess Funds - 9-30 Report
 - Title I-A - Neglected
 - Title I-C - Migrant
 - Title I-D - Delinquent
 - Title III - Immigrant
 - Title III - Limited English Proficiency
 - Consolidated Application (I-A, II-A, III-A, VI, CAC)

Must perform Closeout for each grant program the LEA receives funding for (Title IA, IIA, Migrant, Homeless, etc.)



OKLAHOMA STATE DEPARTMENT OF EDUCATION

Applicant: 72-1014 LIBERTY

[Click to Return to Menu List / Sign Out](#)

Application Select - NCLB Consolidated

[Click for Instructions](#)

Year: 2016

Create Application

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

Open Application

Create Amendment

Review Summary

Payments

Step 2: Select the Payments button.

Select	Application / Amendment	Original Submit Date	Substantially Approvable Date	OSDE Final Approval Date	Status	Status Date
2014-2015						
<input type="checkbox"/>	15-ConsolidatedApp-00 Original Application	10-10-2014	10-13-2014	11-06-2014	Final Approved	11-06-2014
2013-2014						
<input type="checkbox"/>	14-ConsolidatedApp-00 Amendment 1	05-13-2014		05-20-2014	Final Approved	05-20-2014
<input type="checkbox"/>	14-ConsolidatedApp-00 Original Application	10-04-2013	10-09-2013	10-24-2013	Final Approved	10-24-2013
2012-2013						
<input type="checkbox"/>	13-ConsolidatedApp-00 Amendment 1	04-11-2013		04-25-2013	Final Approved	04-25-2013
<input type="checkbox"/>	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)

[Contact Us](#)

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.

OKLAHOMA STATE DEPARTMENT OF EDUCATION

Applicant: 72-1014 LIBERTY
Application: 2014-2015 NCLB Consolidated - 00

Printer-Friendly
[Click to Return to Application Select](#)
[Click to Return to Menu List / Sign Out](#)

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					

Select this button to move to the next step.

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: 72-1014 LIBERTY
Application: 2014-2015 NCLB Consolidated - 00

Printer-Friendly
Click to Return to Application Selection
Click to Return to Payment Summary
Click to Return to Menu List / Sign Out

Summary Expenditure Report Menu

Program 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
<input type="radio"/>	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
<input type="radio"/>	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
<input type="radio"/>	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
<input type="radio"/>	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
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TESTvm user ID: SDE Administrator (tulsarep)

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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.

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.

Step 1: Verify that the amounts in this column are accurate.

Step 2: Ensure these pre-populated figures match those in the "OSDE Payments" column.

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	<input type="checkbox"/>
1000	200	Instruction / Benefits	\$15,500.00	\$10,503.54		10503.54	<input type="checkbox"/>
1000	400	Instruction / Property Services	\$10,721.00	\$8,990.50		8990.50	<input type="checkbox"/>
1000	600	Instruction / Supplemental Instruction Materials	\$1,097.18	\$617.38		617.38	<input type="checkbox"/>
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	

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	Total \$72,251.05
Expenses To Date	\$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.

*This figure should match exactly what the LEA has on record of actually being reimbursed by OSDE for the appropriate grant program. If there is a discrepancy, postpone completing the Closeout Process and contact the LEAs assigned OSDE reviewer.

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	<input type="checkbox"/>
1000	200	Instruction / Benefits	\$15,500.00	\$10,503.54		10503.54	<input type="checkbox"/>
1000	400	Instruction / Property Services	\$10,721.00	\$8,990.50		8990.50	<input type="checkbox"/>
1000	600	Instruction / Supplemental Instruction Materials	\$1,097.18	\$617.38		617.38	<input type="checkbox"/>
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 only include expenses that have been obligated between 7/1/2015 and 9/30/2015.

6/30/2015

LEA Comments (4000 character maximum)

OSDE Comments (4000 character maximum)

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

RECAP

Grant Award (Allocation)
Approved Budget
Amount Paid To Date
Expenses To Date
Balance Due LEA
Funds on Hand

Amount

\$124,058.74
\$124,058.74
\$72,251.05
\$72,251.05
\$0.00
\$0.00

Amount Paid to Date by Fund Source

TitleIA \$72,251.05
Total \$72,251.05

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...

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.

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	<input type="checkbox"/>
1000	200	Instruction / Benefits	\$15,500.00	\$10,503.54		10503.54	<input type="checkbox"/>
1000	400	Instruction / Property Services	\$10,721.00	\$8,990.50		8990.50	<input type="checkbox"/>
1000	600	Instruction / Supplemental Instruction Materials	\$1,097.18	\$617.38		617.38	<input type="checkbox"/>
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	

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	Total \$72,251.05
Expenses To Date	\$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.

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

Grant Award (Allocation)
Approved Budget
Amount Paid To Date
Expenses To Date
Balance Due LEA
Funds on Hand
Carryover Amount

Amount

\$124,058.74
\$124,058.74
\$72,251.05
\$72,251.05
\$0.00
\$0.00
\$51,807.69

Amount Paid to Date by Fund Source

TitleIA	\$72,251.05
Total	\$72,251.05

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.

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.

TESTvm user ID: SDE Administrator (tulsarep)

[Contact Us](#)

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.