



PREPAREDNESS
RESPONSE
RECOVERY
MITIGATION

Submitting a 911 Close Out

Oklahoma Emergency Management

Submitting a 911 Closeout Request

This document will walk you through how to complete your Closeout Request for the 911 Program.

Closeout must be submitted in EMGrants within 30 days of the final reimbursement.

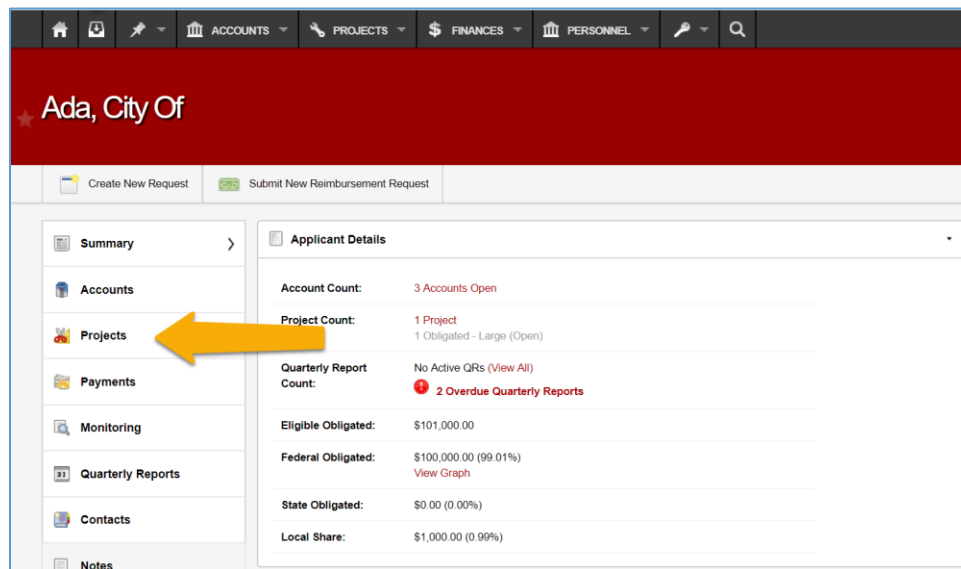
2019 federal grant funds expire September 30, 2022 so applicants must plan ahead to complete the project, request all reimbursements and close out the project in EMGrants no later than March 1st, 2022.

Since your project must be closed before March 1st, 2022. Since it could take 90 days for reimbursement and an additional 30 days for closeout then final payment needs to be requested on or before December 31st, 2021.

Any electronic and/or print records must be kept three years after closeout of the project for auditing purposes.

Entering the Closeout Request

1. Once you log into the EMGrants System, from your home page, Select the Projects Tab.



2. Select the project you want to close out:

Projects

| Program | Grant # | Proj F# | Proj S# | Project Title | Proj... | Size | Eligible Amt | F % | Fede... | Status |
|---------|---------|---------|---------|-----------------------|---------|------|--------------|------|---------|--------------------|
| E911 | 2018 | | 1 | Test E911 Application | GIS | L | \$0.00 | 100% | n/a | Closeout Return... |
| E911 | 2018 | | 2 | FY18 - Project Title | TRNG | L | \$46,910.00 | 100% | 0% | Open |
| E911 | 2018 | | 3 | Test- B Thomas | CONS | L | \$10,000.00 | 75% | 0% | Open |
| | | | | | | | \$56,910.00 | | | |

3. Select Create new Request.

Project #2 - FY18 - Project Title

Open

Create New Request

Project Details

| | |
|---------------------|--|
| Number: | F# S# 2 |
| Title: | FY18 - Project Title |
| Type: | TRNG - 911 Technology/Operation Training |
| Application: | View Application |
| Eligible Obligated: | \$46,910.00 Expand |
| Federal Obligated: | \$46,910.00 (100.00%) Expand |
| State Obligated: | \$0.00 (0.00%) |
| Local Share: | \$0.00 (0.00%) |

4. Select the New Project Closeout.

Create a New Request

Select the request you would like to create by clicking on the name of the request below.

Note: For a list of Applicant or Account-based requests, first navigate to the Applicant or Account screen.

| | |
|--|---|
| <p>New Reimbursement Request</p> <p>This form requests funding from the State on a given project. Please attach copies of invoices, receipts, checks or payroll documents to support the requested amount for reimbursement.</p> | <p>New Project Closeout</p> <p>This form notifies the State that work on a given project is complete and a final inspection is needed. The approval of this request will close the project and remove the need for status reports on future Quarterly Reports.</p> |
| <p>New Time Extension</p> <p>This form notifies the State that the physical work on a project will not be completed by the work completion deadline. Typically this request for an extension should be made at least 30 days prior to an upcoming deadline.</p> | <p>New Scope Change</p> <p>This form notifies the State of a request for a Scope of Work Change should it be advantageous to make additional improvements to or necessary to change the scope of work on a project while restoring its pre-disaster design.</p> |

Cancel

5. Complete the Form then Click Submit.

2018 E911 Test (E911) > Achille, Town Of > Account for 2018 (E911) - Achille... > Project #2 - FY18 - Project Title

Project #2: Project Closeout

Draft

Save Submit Delete

1. Complete the Form

Summary

- * Form
- Notes
- Documents
- Workflow
- History

Form

Projects Included: 1 Project (change)

Project: FY18 - Project Title - \$46,910.00 (change)

Expended Amount: \$ 10,000.00

Total claimed funds that have been expended:
- Documented Expenses in approved Reimbursement Requests: **\$10,000.00**
- Eligible amount as currently calculated: **\$46,910.00**
- Difference between expended and eligible amounts: **-\$36,910.00**

Completion Date:

The date the work on the project was completed.

6. Click Save & Submit.

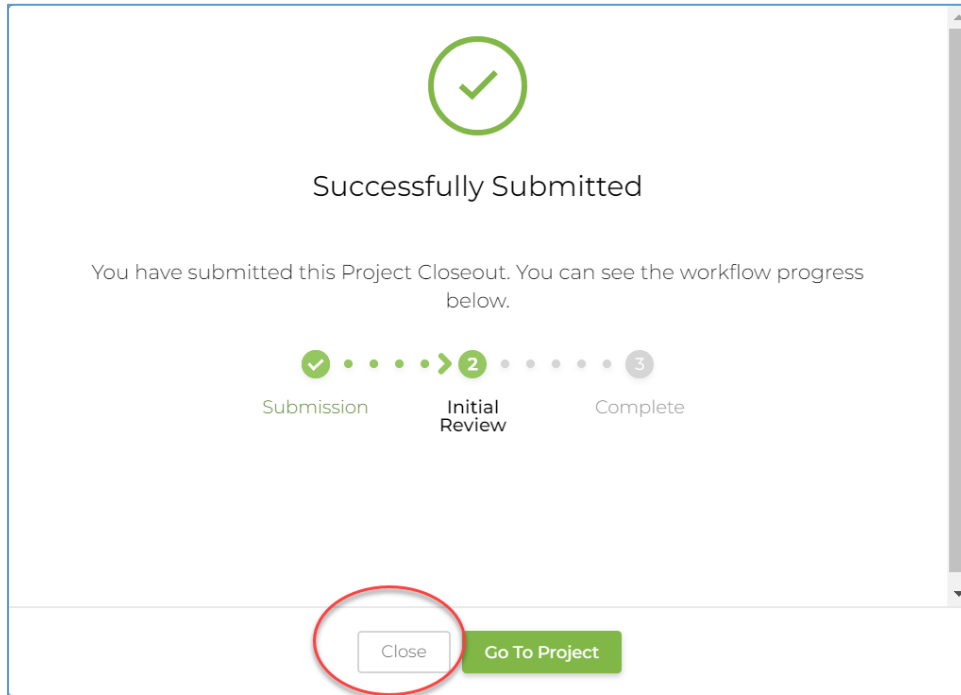
Save & Submit this Project Closeout

Before Submitting this Project Closeout please fill out the necessary information below.

Leave a note:

Cancel **Save & Submit**

7. Click Close



You have now completed your close out request for your project.

Please watch our videos on our YouTube Channel or call or email us if you have additional questions.