



Justice Assistance Grant (JAG) – Local Law Enforcement (LLE)

Close Out Process

The OKGrants has simplified the processes for the close out of your Justice Assistance Grant – Local Law Enforcement award. Follow the steps below to submit your closeout documents for reimbursement:

1. Log on to OKGrants - <https://grants.ok.gov>
2. Click onto My Applications and find your grant.
3. Click on the View Status Options Tab under the Change the Status section.
4. Change the Status to Closeout Documents in Process.
5. Click on your grant number, i.e. JAG-LLE-2012-Anywhere Co-0000, which will take you to the DAC Application Menu Screen.
6. Click on View Forms.
7. Scroll down to the Closeout Section.
8. Complete the A-5 Statement of Equipment Purchases and save.
9. Complete the A-6 Equipment Inventory and save.
10. For the Required Attachments: After scanning the documents, you must upload your purchase order(s), invoice(s), and copies of checks and save.

IMPORTANT NOTE: These documents must be scanned. The District Attorneys Council cannot help subgrantees with how to scan as everyone's equipment is different. If you need assistance with scanning, please find assistance within your agency or jurisdiction.

11. At the top of the page, select Check Global Errors. If there are errors, correct the errors.
12. Select the grant number at the top of the page to go back to the DAC Application Menu.
13. Scroll down to Change the Status and select View Status Options. Select Submit Closeout Documents.
14. If any additional information is needed by the District Attorneys Council, you will be contacted.

[See Information on Next Page for Important JAG LLE Grant Dates](#)

**2012 JUSTICE ASSISTANCE GRANT
LOCAL LAW ENFORCEMENT**

IMPORTANT DATES

January 1, 2013

Earliest Date Equipment Can be Ordered

January 15, 2013

Award Documents due to the DAC

June 30, 2013

Last Date Equipment Can be Purchased/Encumbered Using a Purchase Order

August 15, 2013

Close-Out Documents (A-5 Form and A-6 Form), Copies of Invoices, Copies of Purchase Orders,
and Copies of Checks due to DAC