



**OK21CCLC**  
OKLAHOMA 21ST CENTURY  
COMMUNITY LEARNING CENTERS

**CLOSEOUT**

## ACCESSING THE GRANTS MANAGEMENT SYSTEM (GMS)

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

Menu List

Sign Out  
Instruction

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

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

If the form you need is not listed, contact your Logon Administrator:

TESTvm user ID: SDE Administrator (TULSAREP)

## 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>



## TO BEGIN CLOSEOUT

Be sure the correct fiscal year is selected.

Select the "Payments" button for the 21<sup>st</sup> Century project.

OKLAHOMA  
STATE DEPARTMENT of EDUCATION

GMS Access Select

72-1002 SAND SPRINGS

Select Fiscal Year: 2018

[Click to view Funding Summary](#)

The selected application doesn't have a status in the proper status so clicking the Payments button is not valid.

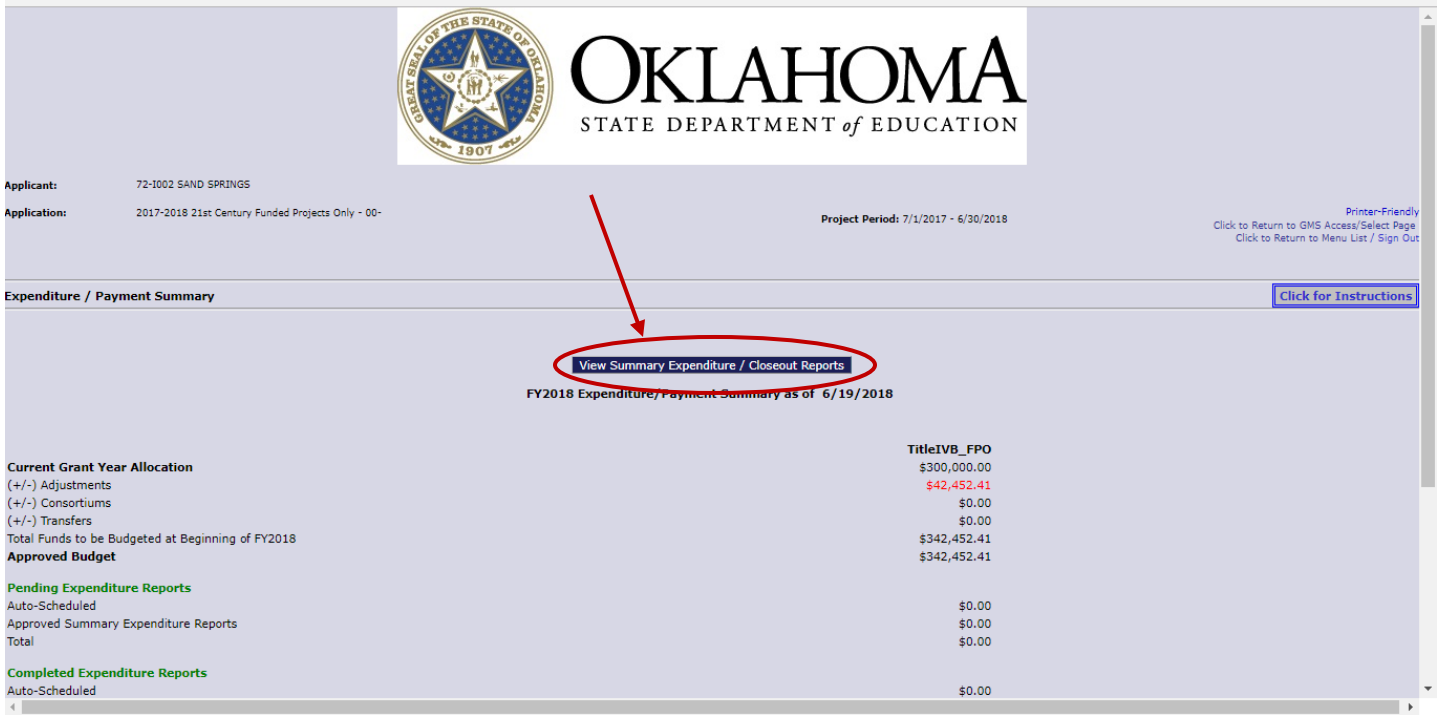
Consolidated Plan					
Application Name	Revision	Status	Date	Actions	
Assurances	Amendment 1	Final Approved	8/25/2017	Open	Amend
▶ Schoolwide/School Improvement Plan					

21st Century					
Application Name	Revision	Status	Date	Actions	
21st Century Funded Projects Only	Original Application	Final Approved	11/27/2017	Open	Amend

IDEA					
Application Name	Revision	Status	Date	Actions	
IDEA Consolidated Application	Amendment 1	Not Submitted		Open	Amend
LEA Agreement	Original Application	Final Approved	6/14/2017	Open	Amend
Spec Ed Professional Dev OSDE Sponsor - Proj 613	Original Application	Final Approved	10/5/2017	Open	Amend
Spec Ed PD District -Proj 615	Original Application	Final Approved	10/11/2017	Open	Amend
Certification Examination - Proj 616	Original Application	Not Submitted		Open	Amend
School Based Services Participation Agreement	Original Application	Not Submitted		Open	Amend

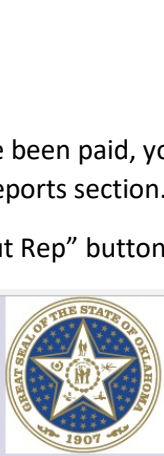


Click the “View Summary Expenditure/Closeout Reports” button.



The screenshot displays the Oklahoma State Department of Education's website interface. At the top center is the state seal and the text "OKLAHOMA STATE DEPARTMENT of EDUCATION". Below this, the applicant information is shown: "Applicant: 72-1002 SAND SPRINGS" and "Application: 2017-2018 21st Century Funded Projects Only - 00-". The project period is listed as "7/1/2017 - 6/30/2018". A "Printer-Friendly" link is available in the top right corner. The main content area is titled "Expenditure / Payment Summary" and includes a "Click for Instructions" link. A red arrow points to a button labeled "View Summary Expenditure / Closeout Reports", which is circled in red. Below the button, the text reads "FY2018 Expenditure/Payment Summary as of 6/19/2018". A table follows, showing financial data for the current grant year allocation, approved budget, and pending/completed expenditure reports.

	TitleIVB_FPO
<b>Current Grant Year Allocation</b>	\$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
<b>Approved Budget</b>	\$342,452.41
<b>Pending Expenditure Reports</b>	
Auto-Scheduled	\$0.00
Approved Summary Expenditure Reports	\$0.00
Total	\$0.00
<b>Completed Expenditure Reports</b>	
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.

Applicant: 72-1002 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 Payment Summary  
 Click to Return to Menu List / Sign Out

**Summary Expenditure Report Menu** [Click for Instructions](#)

Program:  2017-2018

**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="checkbox"/>	Summary Expenditure Report 2	12/18/2017	9/1/2017 - 9/30/2017	\$8,608.93	12/18/2017	12/19/2017	Approved	12/19/2017
<input type="checkbox"/>	Summary Expenditure Report 1	11/28/2017	7/1/2017 - 8/31/2017	\$8,608.93	11/28/2017	12/1/2017	Approved	12/1/2017

**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)

## THE CLOSEOUT



# OKLAHOMA

STATE DEPARTMENT of EDUCATION

Applicant: 72-1002 SAND SPRINGS  
Application: 2017-2018 21st Century Funded Projects Only - 00-  
Cycle: Expenditure Report 1

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

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

### 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	<input type="checkbox"/>
2212	200	Instruction and Curriculum Development Services / Benefits	\$12,289.00	\$4,132.51		4132.51	<input type="checkbox"/>
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 5/30 report should detail only expenses that have been obligated between 7/1/2017 and 9/30/2017.

LEA Comments (4000 character maximum)

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

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	Total \$17,217.86
Expenses To Date	\$17,217.86	
Balance Due LEA	\$0.00	
Funds on Hand	\$0.00	
Carryover Amount	\$325,234.55	

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

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

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

TESTvm user ID: SDE Administrator (TULSAREP)

[Contact Us](#)

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.



# OKLAHOMA

STATE DEPARTMENT of EDUCATION

**Applicant:** 72-1002 SAND SPRINGS  
**Application:** 2017-2018 21st Century Funded Projects Only - 00-  
**Cycle:** Expenditure Report 1

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

[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](#)

**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	<input type="checkbox"/>
2212	200	Instruction and Curriculum Development Services / Benefits	\$12,289.00	\$4,132.51	\$0.00	4132.51	<input type="checkbox"/>
<b>Sub-Totals:</b>			\$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	
<b>Totals:</b>			\$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**

21<sup>st</sup> Century Community Learning Centers

405.522.6225

[www.ok.gov/sde/21cclc](http://www.ok.gov/sde/21cclc)

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