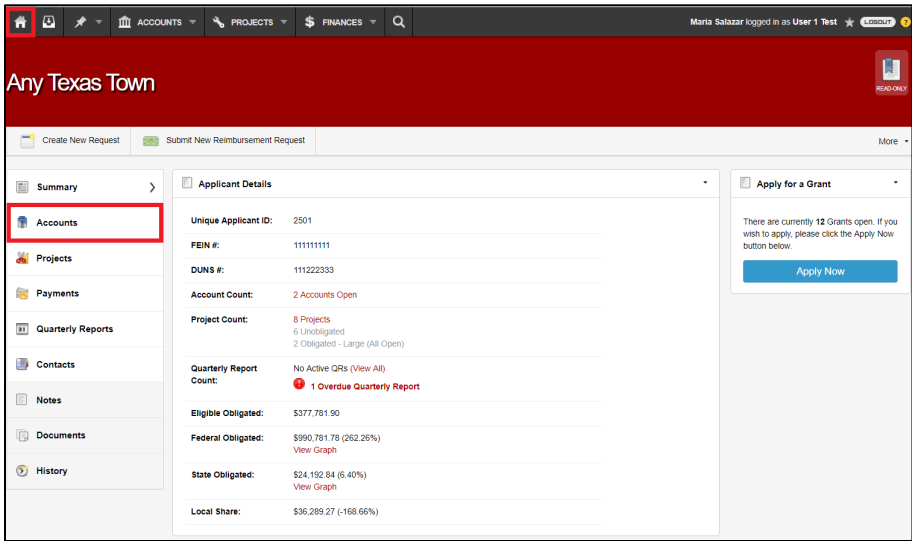
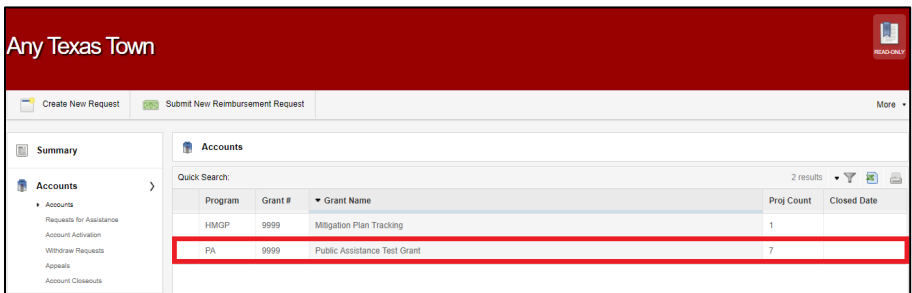


Large Project Closeout

1. From the **Home** screen, select **“Accounts.”** If you represent more than one organization, must select the Applicant first.



2. Select the **“Account”** that contains the **Project** that needs to be closed out. The system will navigate to that account (*lines are hyperlinked*).



3. Select the **“Projects”** tab to the left of the **Account Details** screen to bring up a list of projects for this grant.

Account for 9999 (PA) - Any Texas Town

Active

Create New Request

Summary

Projects

Payments

Quarterly Reports

Contacts

Notes

Documents

History

Account Details

Authorized Agent: Joe Applicant - Emergency Manager

Project Count: 7 Projects
5 Unobligated
2 Obligated - Large (All Open)

Eligible Obligated: \$377,781.90

Federal Obligated: \$377,781.90 (100.00%)
\$377,781.90 Paid (100% Paid)
View Graph

State Obligated: \$0.00 (0.00%)

Local Share: \$0.00 (0.00%)

Advances Requested: \$0.00 [Expand](#)

Grant

9999 Public Assistance Test Grant
Public Assistance
Declared January 18, 2017
Emergency Deadline: July 18, 2021
Permanent Deadline: January 18, 2023

Applicant

Any Texas Town
Sherman County (5 - Northwest Texas Region Region)
FIPS #: 000-TEST0.00
State #: 90052 FEIN #: 111111111
Vendor #:
DUNS #: 111222333
Type: City
Physical/Mailing: 1 Longhorn Drive
Sherman, TX

4. A list of Projects will display. Select the **“Project”** that will be closed out.

Account for 9999 (PA) - Any Texas Town

Active

Create New Request

Summary

Projects

Project Versions

Applications

Time Extensions

Project Closeouts

Scope Modification / Cost Changes

Project Appeals

Small Project Closeout

Payments

Quarterly Reports

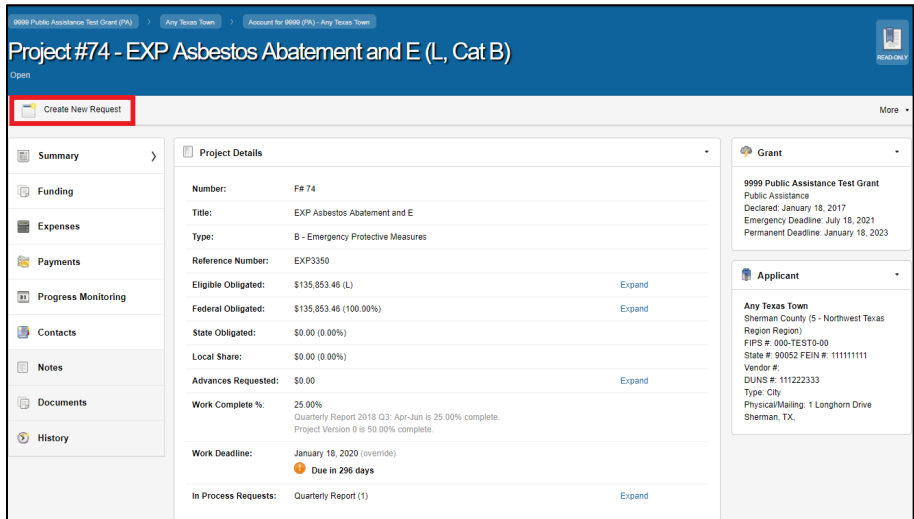
Contacts

Projects

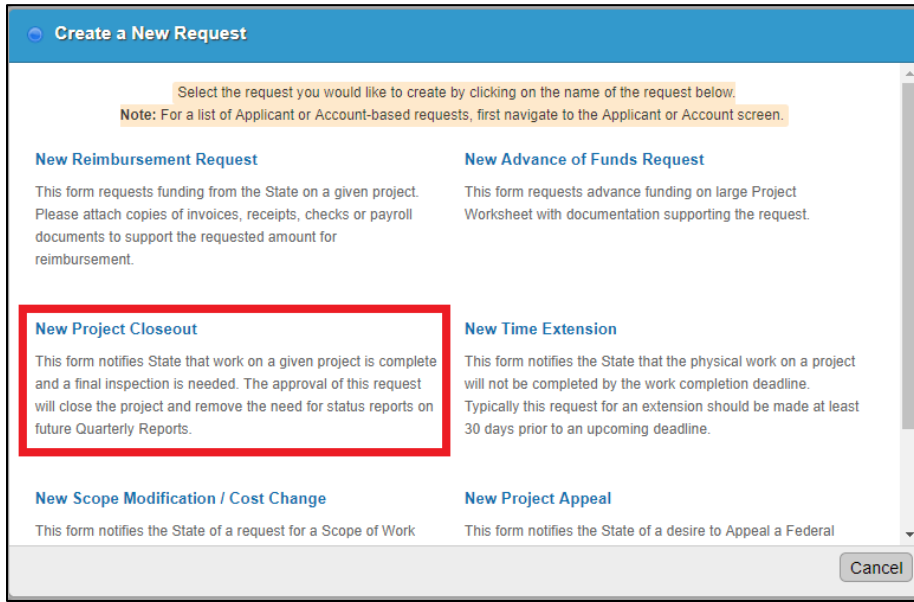
Quick Search: 7 results

Proj...	Proj #	Project Title	Proj...	Size	Eligible Amt	F %	Expended %	Fede...	State...	Status
11		Test	E	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
74		EXP Asbestos Abatement and E	B	L	\$135,853.46	100%	0%	0%	n/a	Open
75		EXP Asbestos Abatement and E	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
126		Emergency Protective Measures City Wide	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
205		DR-4332-City Emergency Protective	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
490		Harry Park Trail	G	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
900		Pct 2 and 3 - Road Damage	C	L	\$241,928.44	75%	0%	0%	0%	Closeout in Progr...
					\$377,781.90					

- The **Project Details** Summary screen will be displayed. Click the **“Create New Request”** button.



- Select **“New Project Closeout”** to be navigated to the form.



7. The form will display. Complete the form:
 - a. Enter the **“Expended Amount”** of the Project.
 - b. Enter the **“Completion Date”** of the Project.
 - c. Enter **“Comments”** (any additional information that might need to be known).
 - d. Answer the **“Closeout Checklist”** questions regarding the project.
 - e. Click **“Save”** (the form can be saved without submitting, and it can be retrieved at a later time from **“Drafts”** under the **Inbox** menu). The form must be saved before attaching any documents.
 - f. Click the **“Add Document”** button to upload required documentation.
 - g. Click the **“Submit”** button when the form is complete, and you have checked to make sure that the **Deliverables** on the **Summary** tab were completed.

Project Closeout Form (Large)

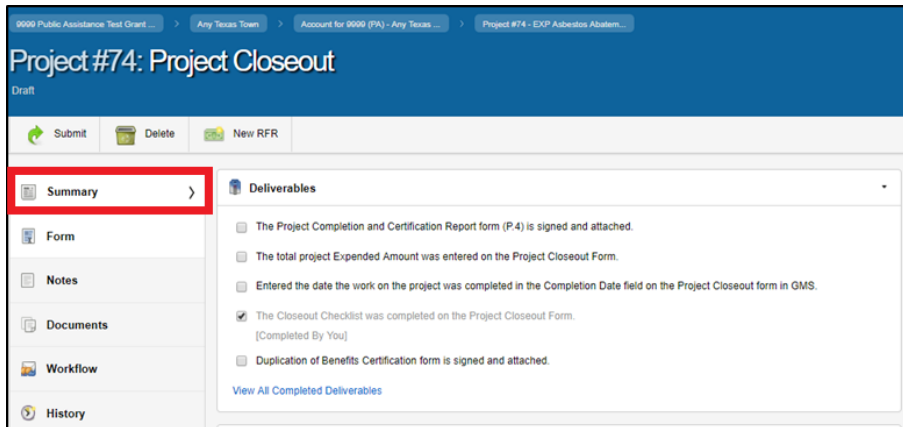
The screenshot shows the 'Project #10: Project Closeout' form in a 'Draft' state. The interface includes a top navigation bar with 'Save', 'Submit', and 'Delete' buttons. A left sidebar contains tabs for 'Summary', 'Form', 'Notes', 'Documents', 'Workflow', and 'History'. The main content area is divided into several sections:

- Summary:** Shows '1 Project (change)' and 'Test - \$0.00 (change)'. It includes a 'Closeout Checklist' with seven questions, each with a 'Select One' dropdown menu.
- Form:** Contains input fields for 'Expended Amount' (labeled 'a'), 'Completion Date' (labeled 'b'), and 'Comments' (labeled 'c'). Below the 'Expended Amount' field, there is a summary of financial data: 'Total claimed funds that have been expended: \$0.00', 'Documented Expenses in approved Reimbursement Requests: \$0.00', 'Eligible amount as currently calculated: \$0.00', and 'Difference between expended and eligible amounts: \$0.00'.
- Notes & Comments:** A section at the bottom left with an 'Add Note' button and a message: 'There are currently no notes. Be the first to add one.'
- Document Templates:** A section at the bottom right with a dropdown menu showing 'Project Closeout Form' and an 'Add Document' button (labeled 'f').

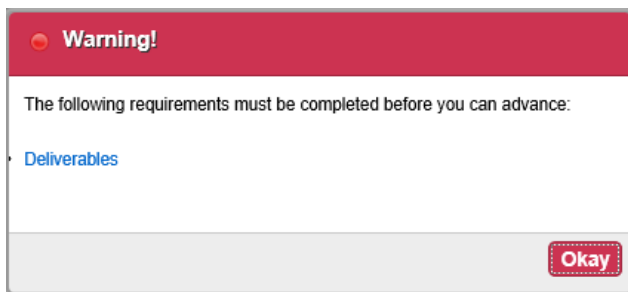
Annotations 'a' through 'g' are placed on the form to indicate where to enter information or click buttons as per the instructions.

- After you have saved the form, click the **“Summary”** tab on the left side menu to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

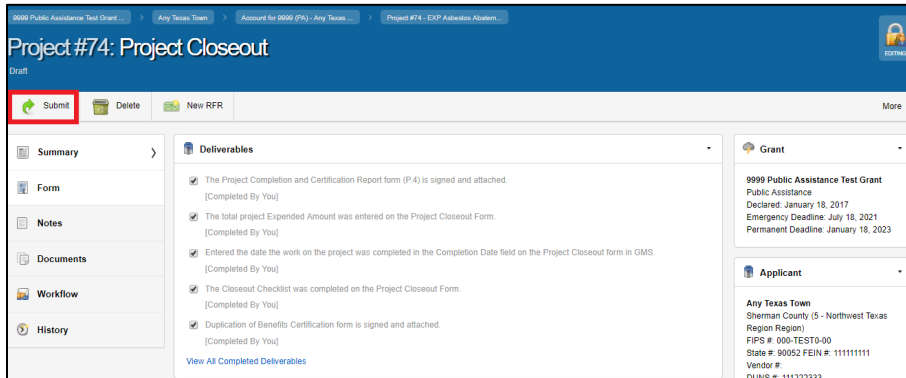
Note: Each **Deliverable** must be checked off/completed before the form can be submitted.



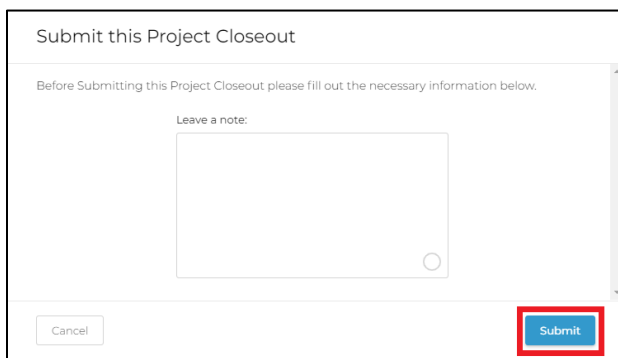
- If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.



10. Click the **“Submit”** button when all of the **Deliverables** have been completed.



11. You may leave a note when this window is displayed. Click the **“Submit”** button when done.



12. A notification will display letting you know that the **Project Closeout** was successfully submitted. You may **“Close”** the window, or **“Go to Project.”**

