## Large Project Closeout

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

ny Texas Town	its 🔻 🔧 projects i	ν \$ Frances τ Q	Maria Salazar logged n as User 1 Test 🤺	EDBOUT (
Create New Request 5	ubmit New Reimbursement R	quest		More
E Summary	Applicant Details		• Apply for a Grant	•
Accounts	Unique Applicant ID:	2501	There are currently 12 Grants of	
Projects	FEIN#:	11111111	wish to apply, please click the A button below.	opiy Now
	DUNS #:	111222333	Apply Now	
Bayments	Account Count:	2 Accounts Open		
a Quarterly Reports	Project Count:	8 Projects 6 Unobligated 2 Obligated - Large (All Open)		
Dontacts	Quarterly Report	No Active QRs (View All)		
Notes	Count:	1 Overdue Quarterly Report		
	Eligible Obligated:	\$377,781.90		
Documents	Federal Obligated:	\$990,781.78 (262.26%) View Graph		
S History	State Obligated:	\$24,192.84 (6.40%) View Graph		
	Local Share:	\$36,289.27 (-168.66%)		

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

Any Texas To	wn						READ-ONLY
Create New Request	605	Submit New Reimburs	ement Request				More •
Summary		Accounts					
Accounts	``	Quick Search:			2 results	• 🍸 🚪	8
<ul> <li>Accounts</li> </ul>		Program	Grant #	▼ Grant Name	Proj Count	Closed Date	Þ
Requests for Assistance Account Activation		HMGP	9999	Miligation Plan Tracking	1		
Withdraw Requests		PA	9999	Public Assistance Test Grant	7		
Appeals Account Closeouts					-		

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

	9 (PA) - Any Te	xas Town		REAC MOR
	Account Details			• Grant
Projects	Authorized Agent:	Joe Applicant - Emergency Manager		9999 Public Assistance Test Grant Public Assistance
😽 Payments	Project Count:	7 Projects 5 Unobligated 2 Obligated - Large (All Open)		Declared: January 18, 2017 Emergency Deadline: July 18, 2021 Permanent Deadline: January 18, 2023
21 Quarterly Reports	Eligible Obligated:	\$377,781.90		Applicant
Contacts	Federal Obligated:	\$377,781.90 (100.00%) \$377,781.90 Paid (100% Paid) View Graph		Any Texas Town Sherman County (5 - Northwest Texas Region Region)
Notes	State Obligated:	\$0.00 (0.00%)		FIPS #: 000-TEST0-00 State #: 90052 FEIN #: 11111111
Documents	Local Share:	\$0.00 (0.00%)		Vendor #: DUNS #: 111222333
History	Advances Requested:	\$0.00	Expand	Type: City Physical/Mailing: 1 Longhorn Drive Sherman, TX,

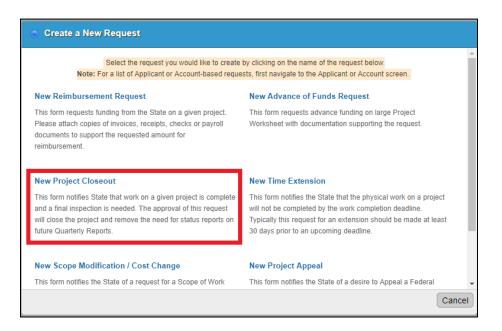
4. A list of Projects will display. Select the "Project" that will be closed out.

vny Texas T	'own											-
(PA)	) - An	y Te×	as Town									EAD ON
											1	More
*	Projects											
Quick	Search:									7 results	• 🍸 🗃	8
	• Proj	Proj S#	Project Title	Proj	Size	Eligible Amt	F %	Expended %	Fede	State	Status	
	11		Test	Е	L.	\$0.00	0%	0%	0%	n/a	Pending Obli	gation
	74		EXP Asbestos Abatement and E	в	L	\$135,853.46	100%	0%	0%	n/a	Open	
	75		EXP Asbestos Abatement and E	В	L	\$0.00	0%	0%	0%	n/a	Pending Obli	gatior
	126		Emergency Protective Measures City Wide	в	L.	\$0.00	0%	0%	0%	n/a	Pending Obli	gation
	205		DR-4332-City Emergency Protective	в	L	\$0.00	0%	0%	0%	n/a	Pending Obli	gation
	490		Harry Park Trail	G	L.	\$0.00	0%	0%	0%	n/a	Pending Obli	gatior
	900		Pct 2 and 3 - Road Damage	с	L	\$241,928.44	75%	0%	0%	0%	Closeout in P	rogr.
						\$377,781.90						
	(PA)	Projects           Quick Search:           • Proj           11           74           75           126           205           490	(PA) - Any Tex Projects Quick Search:	(PA) - Any Texas Town       Projects       Duck Search:       Image: Project Title       11     Test       74     EXP Abbretios Abatement and E       75     EXP Abbretios Abatement and E       126     Emergency Protective Measures City Wide       205     DR-4332-City Emergency Protective       400     Harry Park Trail	Projects       Cuck Search: <ul> <li>Proj SP</li> <li>Pr</li></ul>	(PA) - Any Texas Town         Projects       State         Culck Search         Image: Project Project Title       Project State         11       Test       E       L         74       EXP Absenso Abatement and E       B       L         75       EXP Absenso Abatement and E       B       L         120       Directory Character Statement and E       Directory Character Statement and E       Directory Character Statement and E	Projects           Counce search:         Project Title         Proj.         Size         Eligible Anti           11         Test         E         L         60.00           74         EXP Abbestos Abdement and E         B         L         5135.853.46           75         EXP Abbestos Abdement and E         B         L         50.00           126         Emergency Protective Measures City Wide         B         L         50.00           205         DR-4332-City Emergency Protective         B         L         50.00           490         Harry Park Trait         G         L         50.00           900         Proj 2 and 3 - Road Damage         C         L         5241,528.44	Projects         Project         Project           2010         Project Title         Proj.         Size         Eigble Amt         F %           11         Test         E         L         50.00         0%           74         EXP Abbestos Abatement and E         8         L         \$135,853.46         100%           75         EXP Abbestos Abatement and E         8         L         \$0.00         0%           120         Emergency Protective Messares CRy Wide         8         L         \$0.00         0%           205         DR-4332-Chy Emergency Protective         8         L         \$0.00         \$%           400         Harry Park Trail         0         L         \$241,528.44         7%           1000         Prot 2 and 3 - Road Damage         C         L         \$241,528.44         7%	Projects         Project           Volume         Project Title         Proj.         Size         Eligible Artt         F 4%         Expended %           11         Test         E         L         50.00         0%         0%           74         EXXP Abstetist Abatement and E         B         L         \$10.00         0%         0%           75         EXXP Abstetist Abatement and E         B         L         \$0.00         0%         0%           126         Emergency Protoctive Measures City Vitide         B         L         \$0.00         0%         0%           126         Emergency Protoctive Measures City Vitide         B         L         \$0.00         0%         0%           126         Emergency Protoctive Measures City Vitide         B         L         \$0.00         0%         0%           126         Emergency Protoctive Measures City Vitide         B         L         \$0.00         0%         0%           126         Emergency Protoctive Measures City Vitide         B         L         \$0.00         0%         0%           126         DPR-4332-City Emergency Protoctive         B         L         \$0.00         0%         0%           127	Projects         Project           Example         Project Title         Proj         Size         Elipite Amt         F %         Expended %         Feder           1         Test         E         L         50.00         0%         0%         0%           74         EXP-Asbeston Abatement and E         B         L         51.00         0%         0%         0%           73         EXP-Asbeston Abatement and E         B         L         50.00         0%         0%         0%           265         DR-4332-City Emergency Protective         B         L         50.00         0%         0%         0%           490         Harry Park Trail         G         L         50.00         0%         0%         0%           900         P12 and 3-Road Damage         G         L         51.02.04         7%         0%         0%	Projects         Project Title         Proj.         State         Eligible Amt         F %         Expended%         Feder.         State           1         Test         E         L         50.00         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%         0%	Projects         Project         Visit         Project         Visit         Project         Visit         Project         Visit         Visit         Project         Project <t< td=""></t<>

 The Project Details Summary screen will be displayed. Click the "Create New Request" button.

			atement and E (L, Cat B)		
Create New Request					,
Summary	>	Project Details			• 🧇 Grant
Funding		Number:	F# 74		9999 Public Assistance Test Grant Public Assistance
		Title:	EXP Asbestos Abatement and E		Declared: January 18, 2017 Emergency Deadline: July 18, 2021
Expenses		Туре:	B - Emergency Protective Measures		Permanent Deadline: January 18, 202
Payments		Reference Number:	EXP3350		
Progress Monitoring		Eligible Obligated:	\$135,853.46 (L)	Expand	Applicant
Progress monitoring		Federal Obligated:	\$135,853.46 (100.00%)	Expand	Any Texas Town Sherman County (5 - Northwest Texa
Contacts		State Obligated:	\$0.00 (0.00%)		Region Region) FIPS #: 000-TEST0-00
Notes		Local Share:	\$0.00 (0.00%)		State #: 90052 FEIN #: 11111111 Vendor #:
1000		Advances Requested:	\$0.00	Expand	DUNS #: 111222333 Type: City
Documents		Work Complete %:	25.00% Quarterly Report 2018 Q3: Apr-Jun is 25.00% complete. Project Version 0 is 50.00% complete.		Physical/Mailing: 1 Longhorn Drive Sherman, TX,
History		Work Deadline:	January 18, 2020 (override)		
			😝 Due in 296 days		

6. 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.

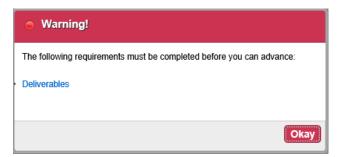
Save 🥐 Submit	Delete			$\odot$
Summary	Form			
e g >	Projects Included:	1 Project (change)		
Notes	Project:	Test - \$0.00 (change)		
Documents Workflow	Expended Amount:	Total claimed funds that have been exp - Documented Expenses in approved F - Eligible amount as currently calculate	eimbursement Requests: \$0.00	
History	Completion Date: <b>b</b>	Difference between expended and elip	jble amounts: \$0.00	
	Comments: C			
d	Closeout Checklist      Have all quarterly reports been s      Have all the staff completed the			Select One 🕶
	3. Have all reimbursements been s			Select One •
	4. Has the entire eligible amount be	een requested for reimbursement?		Select One 🕶
	5. All claims or actions pending for	this project are resolved.		Select One 🕶
	<ol> <li>All outstanding appeals or issue</li> <li>Has the most current NIMS Cert</li> </ol>	s are resolved. Ificate been provided in a quarterly report?		Select One
	2. The the most carrier rend car	many provides in a space of y report.		Select One -
es & Comments		Add Note	Document Templates	
	There are currently no notes.		> Project Closeout Form	Ϋ́
	Be the first to add one			+
			No Uploaded Documents	Add Document

## **Project Closeout Form (Large)**

- 8. After you have saved the form, click the *"Summary"* tab on the left side menu to view the **Deliverables.** Verify that you have completed <u>all</u> 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.

9000 Public Assistance Test Grant > Any Texas Town > Account for 9000 (PA) - Any Texas > Project #74 - EXP Asbestos Abatem						
Project #74: Project	ct Closeout					
Draft						
👌 Submit 📷 Delete 👳	Sew RFR					
Summary >	Deliverables •					
📱 Form	The Project Completion and Certification Report form (P.4) is signed and attached.					
	The total project Expended Amount was entered on the Project Closeout Form.					
Notes	Entered the date the work on the project was completed in the Completion Date field on the Project Closeout form in GMS.					
Documents	The Closeout Checklist was completed on the Project Closeout Form. [Completed By You]					
workflow	<ul> <li>Duplication of Benefits Certification form is signed and attached.</li> </ul>					
S History	View All Completed Deliverables					

 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.

9999 Public Assistance Text Grant Project #74: Draft	Any Texas Town     Assourd for 0000 (Ph): Any Texas     Project Ph1: EXP Advantes Advance.      Project Closeout	
👌 Submit 📷	Delete 📷 New RFR	More
Summary	> 🗊 Deliverables	- 🧇 Grant -
Form	The Project Completion and Certification Report form (P.4) is signed and attached. [Completed By You]	9999 Public Assistance Test Grant Public Assistance
Notes	The total project Expended Amount was entered on the Project Closeout Form. [Completed By You]	Declared: January 18, 2017 Emergency Deadline: July 18, 2021 Permanent Deadline: January 18, 2023
Documents	Entered the date the work on the project was completed in the Completion Date field on the Project Closeoul form in GMS. [Completed By You]	Replicant -
Workflow	The Closeout Checklist was completed on the Project Closeout Form. [Completed By You]	Any Texas Town
3) History	Duplication of Benefits: Certification form is signed and attached.     (Completed By You)     Vew AL Completed Deliverables	Sherman County (5 - Northwest Texas Region Region) FIPS #: 000-TEST0-00 State #: 90052 FEIN #: 11111111 Vendor #: DUNS #: 111222333

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

Submit this	Project Closeout	
Before Submitting	this Project Closeout please fill out the necessary information below.	*
	Leave a note:	
		-
Cancel	Subm	it

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

Suc	cessfully Si	<b>)</b> ubmitted		
You have submitted this Pro	below.			
Submission Programmatic Review	Perform Site Inspection	Financial Compliance Review	Report Validation	
[	Close Go	To Project		