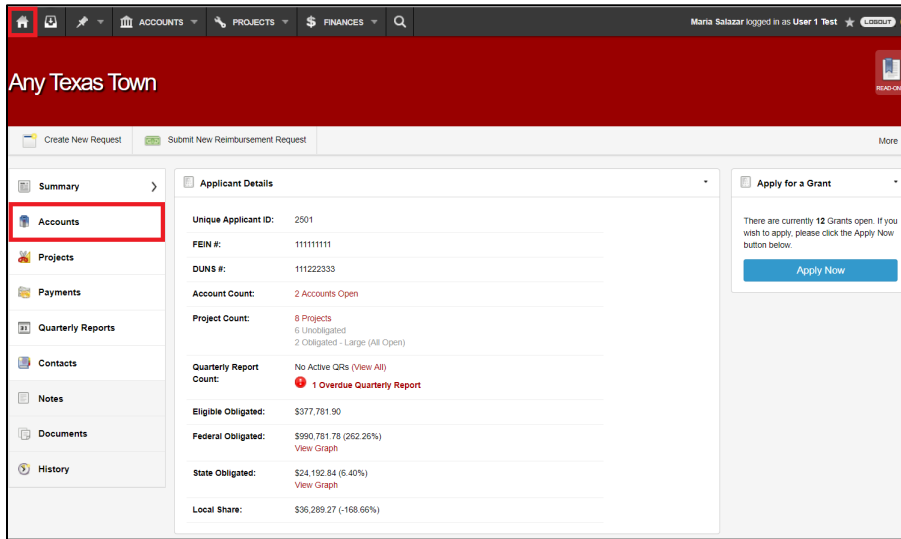
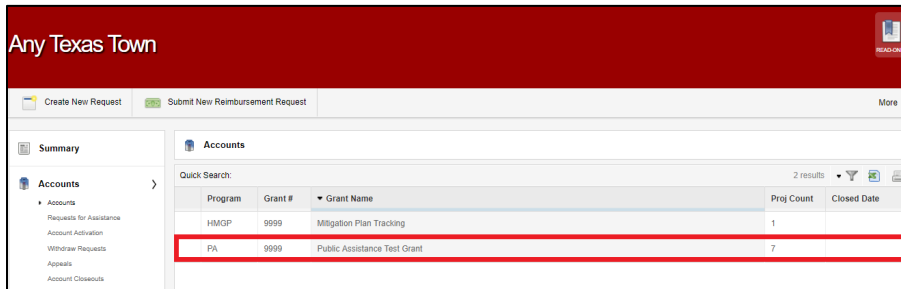


Small Project Closeout

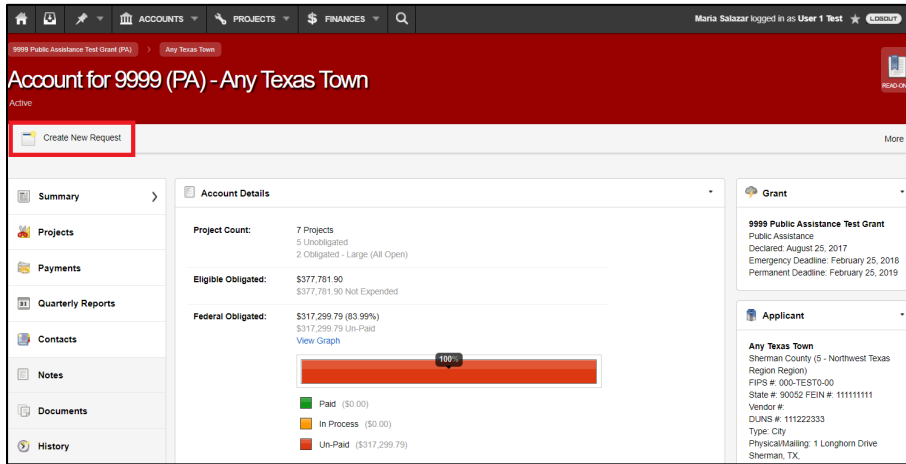
1. From the **Home** screen, select **“Accounts.”** If you represent more than one organization, select the Applicant first.



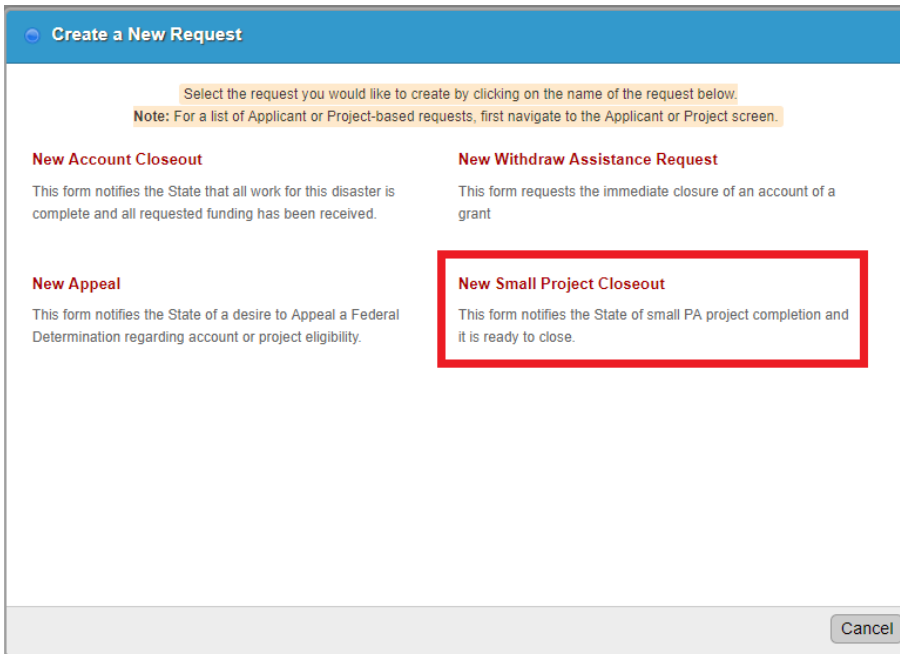
2. Select the **“Account”** that contains the **Project(s)** that needs to be closed out. The System will navigate to that account (*lines are hyperlinked*).



3. At the **Account** page, click the **“Create New Request”** button.



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



5. The form will display. Complete the form:
 - a. **“Projects”** will be highlighted in blue. Select the projects that you would like to close. Click on a specific project to close that one project; to select multiple projects, hold down the Ctrl key and click on each project that you would like to close.
 - b. Enter the **“Justification”** for the Small Project Closeout.
 - c. The **“Eligible Amount”** is a pre-populated field based on the projects selected in step “a” above.
 - d. Enter **“Expended Amount”** for the project(s).
 - e. Click **“Save”** (the form can be saved without submitting, and retrieved at a later time from the **“Drafts”** under your **Inbox** menu). The form must be saved before attaching any documents.
 - f. Click on the **“Add Document”** button to upload additional documentation, if necessary.
 - 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.

Small Project Closeout Form

The screenshot shows the 'Create New Small Project Closeout' form. At the top, there are buttons for 'Save', 'Submit', and 'Cancel'. Below these, the form is titled 'Form >> Closeout Request'. The main content area contains the following fields:

- Project(s):** A list of projects is shown, with two items selected and highlighted in blue: '#19 - Emergency Dispatch - CAN B (\$4,113.69)' and '#803 - FA Labor to Restore Power Outages (\$3,277.30)'. A red box labeled 'a' points to this list.
- Justification:** A large text input field. A red box labeled 'b' points to this field.
- Eligible Amount:** A text input field containing '\$ 37,301.76'. Below it, the text 'Net Difference: \$37,301.76' is displayed. A red box labeled 'c' points to this field.
- Expended Amount:** A text input field containing '\$'. Below it, a note reads: 'The total amount of money that has been expended for all projects grouped together in this request.' A red box labeled 'd' points to this field.

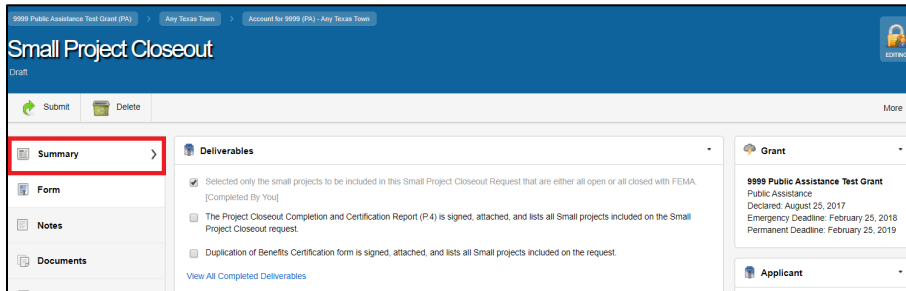
At the bottom of the form, there are three sections:

- Notes & Comments:** A section with an 'Add Note' button and the text 'There are currently no notes. Be the first to add one.'
- No Uploaded Documents:** A section with an 'Add Document' button.
- No Issues:** A section with an 'Add Issues' button.

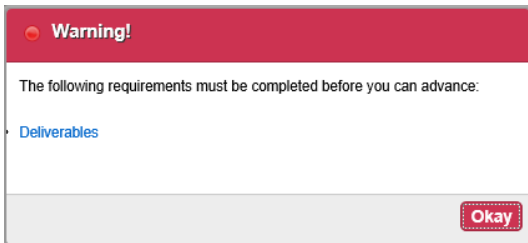
Red boxes labeled 'e', 'f', and 'g' point to the 'Save', 'Add Document', and 'Submit' buttons, respectively.

- 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.

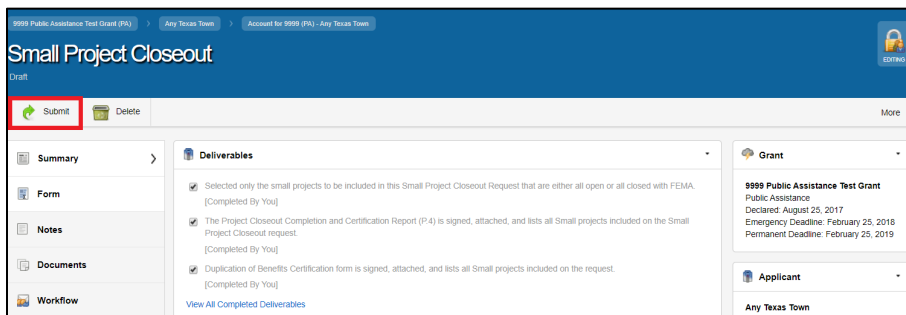
Note: Each **Deliverable** must be checked off/completed before the form can be submitted.



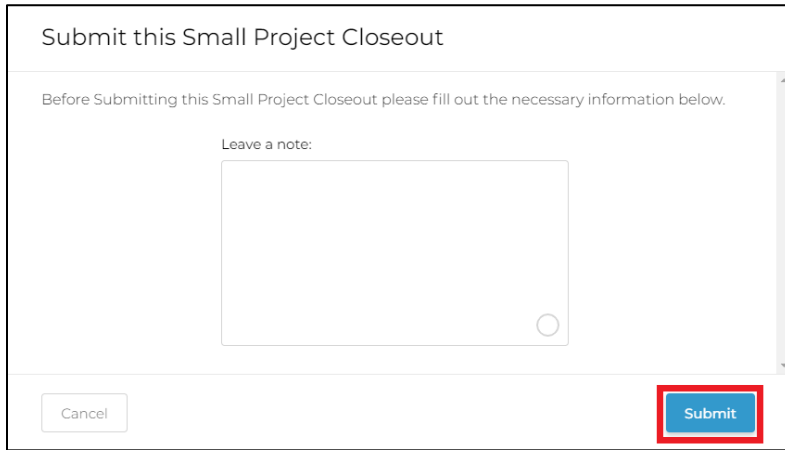
- If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.



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



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



10. A notification will display letting you know that the **Small Project Closeout** was successfully submitted. Select the button for the desired action. **“Close”** the window, or **“Go to Account.”**

