OKGRANTS

CLOSE-OUT

1. Log on to OK Grants.

2. Go to "**My Tasks**" and click on **Contract Name/number**

3. This will take you to the ODOC Application Menu screen that has the following:

    View, Edit and Complete Forms
    Change the Status
    Access Management Tools
    Examine Related Items

4. Click on **Change the Status**

    Click on **Closeout In Process**

The next screen that comes up:

5. ODOC Application Menu

6. Click **on View, Edit and Complete Forms**
    (Scroll down to the bottom of the page to the Closeout section)

7. Click on the **Closeout Certification Page**. This brings up the Closeout Certification Page. Completely fill out and save the form.

==**Please Note**==: If you are closing out the project and there are unexpended funds you must check the box that states "Please check this box if you did NOT utilize all your contracted funds".**

8. Scroll down to the bottom of the page to **Navigation Links**.

9. Click on **Uploads**

The next screen is the Uploads page.
    This page is where you upload all the documents required for the closeout packet. The required documentation for closeout packets have not changed the only page you will not need to upload is the Contract Closeout Certifications page which is the page you just filled out in at #7 above.

    After you upload your documents you must click the Save button in the upper right hand corner of the page.

At this point the Closeout is ready to be submitted to ODOC:

The Authorized Official (AO) is the only role that can submit the Closeout.

If the AO signed in and has filled out the Closeout Report form continue with these steps to submit the Closeout to ODOC ==(**if you are signed in as a writer please skip to steps 13 – 16 below**)==

10.   Click on the Document Information at the top of the screen. (ex: CDBG-W/S Const-2012-Broken Bow CI-00092) This will take you back to the ODOC Application Menu screen

11.   Click on "**Change the Status**" button.

12.   You will have two possible statuses – ***Click on the appropriate option***
       A. Closeout Report Cancelled (with an "Apply Status" button)
       B. Closeout Report Submitted (with an "Apply Status" button)

CONGRATULATIONS YOU HAVE SUCCESSFULLY SUBMITTED YOUR CLOSEOUT REPORT!!

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13.   The AO must log into OKGrants.

14.   Go to "**My Tasks**" and click on **Name of the Closeout** (ex: CDBG-W/S Const-2012-Broken Bow CI-00092)   ("Current Status" will say Closeout in Process)

The next screen will be the ODOC Application Menu which will show:

       View, Edit and Complete Forms
       Change the Status
       Access Management Tools
       Examine Related Items

15.   Click on "**Change the Status**" button.

16.   You will have two possible statuses – ***Click on the appropriate option***
       A. Closeout Cancelled (with an "Apply Status" button)
       B. Closeout Submitted (with an "Apply Status" button)

CONGRATULATIONS YOU HAVE SUCCESSFULLY SUBMITTED YOUR CLOSEOUT REPORT!!