

How to Submit a Closeout Report

When a Closeout Report is ready, a notice will appear in the Work Queue on the Home Page. Click on the “Review Closeout Report” button to begin the Closeout Report.

The screenshot shows the COSMOS Home Page. At the top, there is a navigation bar with links for Home, Profile, Filing Cabinet, and Search Payments. On the right, it says "Welcome Cosmos Site 3" and "Log Out".

The **Work Queue** section contains three items:

- A notification: "Closeout Report for 2022 TEST is due to submit." with a red circle around the "Review Closeout Report" button.
- A notification: "The requested 'FY 2022 Risk Assessment' file for FY 2022 VOCA Assistance Grant is overdue. Please submit your file." with a "View Filing Cabinet Request" button.
- A notification: "The requested 'Quarter 1 PMT Report' file for FY 2022 VOCA Assistance Grant is overdue. Please submit your file." with a "View Filing Cabinet Request" button.

The **Awards** section displays a table:

Grant Name	Amount	Remaining	Health
2022 TEST		\$0.00	100%
FY 2021 VOCA Assistance Grant		\$0.00	100%
FY 2022 VOCA Assistance Grant			72%
FY 2022 VOCA Competitive Grant		\$0.00	127%

The **Recent Payments** section displays a table:

Grant Name	Amount	Date	Status
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See the link at the top of the page to download guidelines for the Closeout Report. Scroll to the bottom of the page and click on the “Edit Closeout Report” to answer the questions.

View Closeout Report

The screenshot shows the "View Closeout Report" page. At the top, there is a header with the following information:

Subgrantee: Shelter - Grand Forks
Closeout Report Status: In Progress

Grant Name: Michael Scott's Fun Run Grant
Grant Number: 123
Grant Period: 05/10/2021 - 05/11/2021

Below the header, there is a link: [Download Closeout Report Guidelines](#)

The **Questions** section contains three questions:

Q01 Closeout Report
Provide the total number of crime victims and victimization types your agency served during the performance period. Please refer to the information below for this question.

No response.

Q02 Closeout Report
Explain the method(s) of collection your agency used to collect and maintain statistical information regarding crime victim(s) data.

No response.

Q03 Closeout Report

No response.

Q10 Closeout Report

Include two case illustrations showing how VOCA funds have been used to assist crime victims. To maintain confidentiality of victim(s), use Jane Doe or John Doe, in your examples not fictitious names.

No response.

[Return](#) [Edit Closeout Report](#)

After responding to each question, click on the “Save” button at the bottom of the page.

***Q09 Closeout Report**

State how your agency progressed toward or achieved success in meeting the proposed performance goals stated in your VOCA Grant Application.
(Max 2,000 characters)

test

1,996 characters remaining

***Q10 Closeout Report**

Include two case illustrations showing how VOCA funds have been used to assist crime victims. To maintain confidentiality of victim(s), use Jane Doe or John Doe, in your examples not fictitious names. (Max 2,000 characters)

test

1,996 characters remaining

[Cancel](#) [Save](#)

Review your answers and click on the “Submit” button if the Closeout Report is ready to submit. Click on the “Edit Closeout Report” to edit the responses before submitting.

Q10 Closeout Report

Include two case illustrations showing how VOCA funds have been used to assist crime victims. To maintain confidentiality of victim(s), use Jane Doe or John Doe, in your examples not fictitious names.

test

Your closeout report is ready to submit.
Please click on the “Submit” button to continue.

[Submit](#)

[Return](#) [Edit Closeout Report](#)

In the pop-up box enter any additional comments and click “Submit”.

Submit Closeout Report

Submission Comments:
Please enter any comments you feel may be relevant to the approval process.

Testing Closeout Report

1,977 characters remaining

Cancel Submit

A green bar will appear at the top of the page when the Closeout Report has been successfully submitted.

Home Profile Filing Cabinet Search Payments Welcome Cosmos Site 3 Log Out

The Closeout Report has been successfully submitted.

View Closeout Report

Subgrantee:	Grant Name: 2022 TEST
Closeout Report Status: Submitted on 02/11/2022	Grant Number: 34
	Grant Period: 02/04/2022 - 02/08/2022

If the Closeout Report is returned, a green notification will appear in the Work Queue. The blue notification that the Closeout Report is due will also reappear, click on the “Review Closeout Report” button.

Work Queue

Closeout Report for 2022 TEST is due to submit.

[Review Closeout Report](#)

The requested "FY 2022 Risk Assessment" file for FY 2022 VOCA Assistance Grant is overdue. Please submit your file.

[View Filing Cabinet Request](#)

The requested "Quarter 1 PMT Report" file for FY 2022 VOCA Assistance Grant is overdue. Please submit your file.

[View Filing Cabinet Request](#)

Your closeout report for "2022 TEST" was returned on 02/11/2022. ✖

Your closeout report for "2022 TEST" was submitted on 02/11/2022. ✖

Awards


Grant Name	Amount	Remaining	Health
2022 TEST		\$0.00	100%
FY 2021 VOCA Assistance Grant		\$0.00	100%
FY 2022 VOCA Assistance Grant			72% !
FY 2022 VOCA Competitive Grant		\$0.00	127%

Recent Payments

Grant Name	Amount	Date	Status
2022 TEST		02/09/2022	Approved
FY 2022 VOCA Assistance Grant		02/07/2022	Approved
FY 2022 VOCA Assistance Grant		11/01/2021	Approved
FY 2022 VOCA Competitive Grant		10/15/2021	Approved
FY 2021 VOCA Assistance Grant		09/30/2021	Approved

[Search Payments](#)

Click on the "View Saved Comments" button to review an explanation as to why the Closeout Report was returned. Edit and submit the Closeout Report following the instructions above.



North Dakota Corrections and Rehabilitation

COSMOS

Home Profile Filing Cabinet

Welcome Cosmos Site 3 Log Out

View Closeout Report

Subgrantee: [Name]

Closeout Report Status: In Progress (Returned on 02/11/2022)

Grant Number: 34

Grant Period: 02/04/2022 - 02/08/2022

[Download Closeout Report Instructions](#)

[View Saved Comments](#)

Closeout Report Comments

[Submission Comments](#)

test

[Review Comments](#)

test

[Close](#)

Questions

[Q1 Closeout Report](#)

A green reminder will appear in the Work Queue when the Closeout Report has been approved.

Home Profile Filing Cabinet Search Payments Welcome Cosmos Site 3 Log Out

Work Queue

The requested "FY 2022 Risk Assessment" file for FY 2022 VOCA Assistance Grant is overdue. Please submit your file.

[View Filing Cabinet Request](#)

The requested "Quarter 1 PMT Report" file for FY 2022 VOCA Assistance Grant is overdue. Please submit your file.

[View Filing Cabinet Request](#)

Your closeout report for "2022 TEST" was submitted on 02/11/2022. ✕

Awards

Grant Name	Amount	Remaining	Health
2022 TEST		\$0.00	100%
FY 2021 VOCA Assistance Grant		\$0.00	100%
FY 2022 VOCA Assistance Grant			72% ⚠
FY 2022 VOCA Competitive Grant		\$0.00	127%

Recent Payments

Grant Name	Amount	Date	Status
2022 TEST		02/09/2022	Approved
FY 2022 VOCA Assistance Grant		02/07/2022	Approved

The approval status and date will also appear in the Closeout Report box of the View Award page.

View Award

Subgrantee:
Award Status: Active 🔍

Grant Name: 2022 TEST
Grant Number: 34

Grant Period: 02/04/2022 - 02/08/2022
Last Day to Submit Reimbursement Requests: 02/08/2022

General

Award Amount: \$1,000.00 Total Paid: \$1,000.00 Total Remaining: \$0.00 Health: 100% 🔍

Budget

Salaries and Wages

Line Item	Budgeted Amount	Paid	Remaining
FTE Staff Professionals	\$1,000.00	\$1,000.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Overtime and Shift Differential	\$0.00	\$0.00	\$0.00
Contractor(s)	\$0.00	\$0.00	\$0.00
Volunteer(s)	\$0.00	\$0.00	\$0.00
Total:	\$1,000.00	\$1,000.00	\$0.00

Operating Expenses

Line Item	Budgeted Amount	Paid	Remaining
Advertising	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Lease - Buildings/Land	\$0.00	\$0.00	\$0.00
Lease/Rental - Equipment	\$0.00	\$0.00	\$0.00
Lease/Rental - Motor Vehicles	\$0.00	\$0.00	\$0.00
Miscellaneous Operating	\$0.00	\$0.00	\$0.00

Reimbursements

Amount	Status	Date
\$1,000.00	Approved	02/09/2022

Match Amounts

Match Amount: \$200.00 Required Match: \$176.48

In-Kind: \$100.00
test

Cash: \$100.00
test

[Edit Match Details](#)

Budget Revisions

No budget revisions have been created for this award.

Closeout Report

Last Action	Date
Submitted	02/11/2022