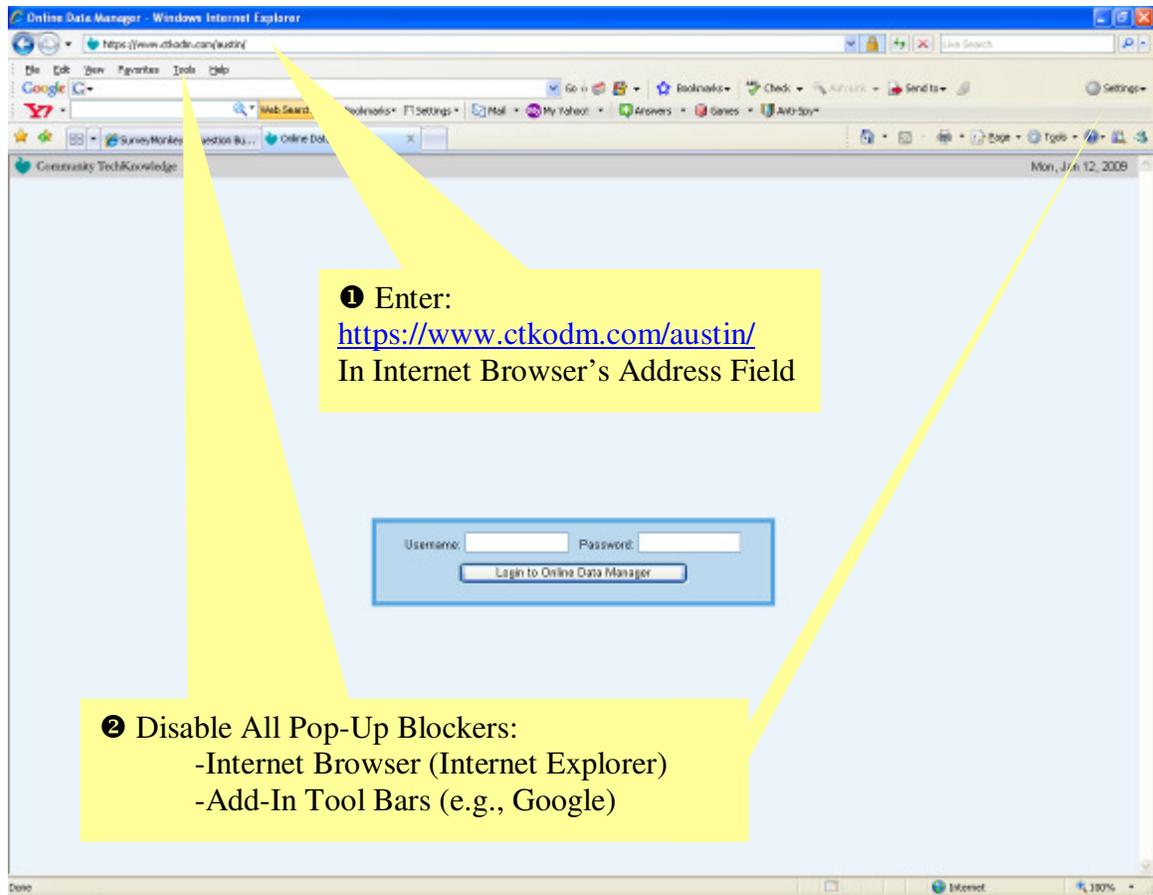


Closeout Summary Report Instructions



The screenshot shows a Windows Internet Explorer browser window titled "Online Data Manager - Windows Internet Explorer". The address bar contains the URL "https://www.ckodm.com/austin/". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar features "Go", "Back", "Forward", "Check", "AutoLink", "Send to", and "Settings". The browser's status bar at the bottom shows "Deno" and "Internet" with a 100% zoom level. The main content area displays a login form with "Username:" and "Password:" input fields and a "Login to Online Data Manager" button. Two yellow callout boxes provide instructions: one pointing to the address bar and another pointing to the browser's menu bar.

1 Enter:
<https://www.ckodm.com/austin/>
In Internet Browser's Address Field

2 Disable All Pop-Up Blockers:
-Internet Browser (Internet Explorer)
-Add-In Tool Bars (e.g., Google)

Closeout Summary Report Instructions

1 Individually assigned agency staff profile

Username: ???????
Password: #??????

2 Agency Level Role Users Permitted to Complete Closeouts:
ED, CFO, PPS

3 Agency Level Role Users NOT Permitted to Complete Closeouts:
AFR

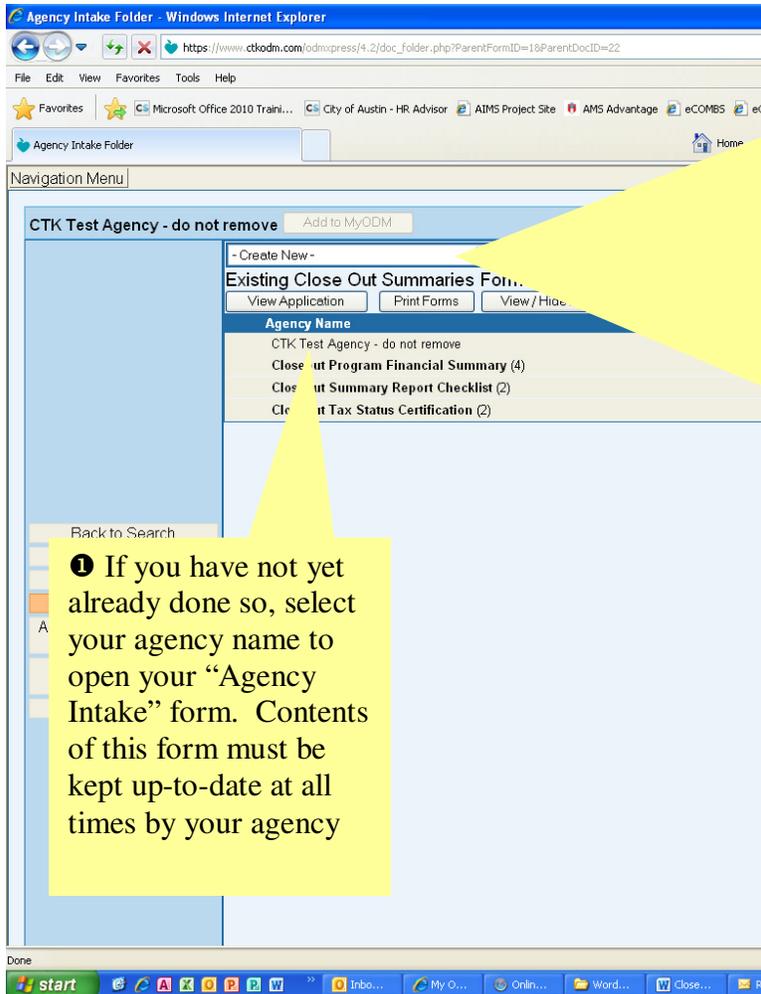
Closeout Summary Report Instructions

The screenshot shows a web browser window titled "Agency Intake Folder - Windows Internet Explorer". The address bar shows the URL: https://www.ckodm.com/odm/press/4.2/doc_folder.php?ParentFormID=18&ParentDocID=22. The browser's Favorites bar includes links to "Microsoft Office 2010 Train...", "City of Austin - HR Advisor", "AIMS Project Site", "AMS Advantage", "eCOMBS", "eCAPRIS", "Connect-Training", "HHSWeb", "Inside", and "Outside". The main content area is titled "Agency Intake" and features a "Navigation Menu" on the left with options: "Back to Search", "Funded Agencies", "Program Application", "Close Out Summaries", "Administrative and Fiscal Review", "Contract Document Upload", and "Attach Documents". The main panel is titled "Existing Funded Agencies Forms" and lists various forms for "CTK Test Agency - do not remove": "Authorized Corresponden...", "Contract Progress Report (2)", "Current Month Exp Report (15)", "Current Month Payment Request (22)", "HHSP Monthly Performance (3)", "Performance and Expenditure Upload Detail (2)", "Quarterly Program Performance (9)", and "Quarterly Zip Code and Demographics (15)".

1 As a reminder, select your agency name to open your "Agency Intake" form. Contents of this form must be kept up-to-date at all times by your agency

2 Select "Close Out Summaries"

Closeout Summary Report Instructions



2 Select the appropriate closeout form from the "Create New" field list.

Complete one form for each program for each of the following forms:

- Closeout Program Financial Summary
- Closeout Capital Inventory Certification
- Closeout Total Program Performance
- Closeout Program Summary

Complete one Closeout Summary Report Checklist form for each contract

Complete one Closeout Tax Status Certification form for your agency

If you are attempting to complete closeout forms before your contract has ended or after the closeout deadline has expired, this field will be inactive and no blank forms will be available to create. Should this apply, contact you city coordinator.

Closeout Summary Report Instructions

The screenshot shows the 'Agency Intake' form in a Windows Internet Explorer browser window. The form contains several fields with the following values:

*Agency Legal Name	CTK Test Agency - do not remove
*Agency Street Address	701 Brazos Rd
*Agency City	Austin
*Agency State	TX
*Agency Zip	78701
*Agency Tax ID	34-111111
*Agency Website	
City of Austin Vendor Code	
Agency Main Phone	
*AFR Contact Name	Technical Support

Callout 1: A yellow box with the text "1 Ensure All Fields Are Current and Accurate" points to the form fields.

Callout 2: A yellow box with the text "2 Select 'Save' Once All Fields Are Up-To-Date and Current." points to the 'Save' button in the top right of the form.



3 Click "OK" on the Pop-Up Window

Closeout Summary Report Instructions

Closeout Program Financial Summary - Windows Internet Explorer

http://www.ctkodn.com/austin/closeout_program_financial_summary.php?parentDocId=228&ActiveProgram=5

File Edit View Favorites Tools Help

Google Search Sidewiki Sign In

Web Search Bookmarks Settings Mail My Yahoo! Answers Games Anti-Spy

Closeout Program Financial Summary

Navigation Menu

Closeout Program Financial Summary

Agency Legal Name: *CTK Test Agency - do not remove*

Program Information Summary

*Program Name	<input type="text"/>
*Contract Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
*Contract End Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Program Financial Summary

1. Total Contracted Program Amount (Original City Program Budget Plus Any Amendments)	*Total Program Amount	<input type="text"/>
2. Total City-Funded Program Expenditures (May Not Exceed Line 1 Above)	*Total City Program Expenditures	<input type="text"/>
3. Total Payments Received Plus Outstanding Invoices (Sum of All Payment Requests Submitted or to be Submitted)	*Total Payments Received/TBR	<input type="text"/>
4. Unexpended Contract Balance Released Back To City (Line 1 Minus Line 2 Above) EXPLAIN ANY NON-ZERO AMOUNTS BELOW	Unexpended Released Balance	<input type="text"/>
5. Over-Payment, Amount to Be Refunded to City (Line 3 Minus Line 2 Above) EXPLAIN ANY NON-ZERO AMOUNTS BELOW, and Attach a Check Payable to City of Austin	Over-Payment To City	<input type="text"/>

Explanations

Explanations	<input type="text"/>
--------------	----------------------

Done Internet 100%

Closeout Summary Report Instructions

Closeout Program Financial Summary

Agency Legal Name: *CTK Test Agency - do not remove*

Program Information Summary

*Program Name	CTK - CY Program
*Contract Start Date	01 / 01 / 2009
*Contract End Date	12 / 31 / 2009

Program Financial Summary

1. Total Contracted Program Amount (Original City Program Budget Plus Any Amendments)	*Total Program Amount	15,000.00
2. Total City-Funded Program Expenditures (May Not Exceed Line 1 Above)	*Total City Program Expenditures	15,000.00
3. Total Payments Received Plus Outstanding Invoices (Sum of All Payment Requests Submitted or to be Submitted)	*Total Payments Received/TBR	15,000.00
4. Unexpended Contract Balance Released Back To City (Line 1 Minus Line 2 Above) EXPLAIN ANY NON-ZERO AMOUNTS BELOW	Unexpended Released Balance	0
5. Over-Payment, Amount to Be Refunded to City (Line 3 Minus Line 2 Above) EXPLAIN ANY NON-ZERO AMOUNTS BELOW, and Attach a Check Payable to City of Austin	Over-Payment To City	0

Explanations

Explanations

1 Once Complete, Select "Save"



2 Click "OK" on the Pop-Up Window

Closeout Summary Report Instructions

1 Complete The Form

Closeout Capital Inventory Certification

Agency Legal Name: *C7X Test Agency - do not remove*

Note

*Program Name: [Dropdown]

*Contract Year Ending: [Dropdown]

*City Funded Capital Inventory: Yes (Continue Below) No (Stop Here and Save)

Agency: Provide the following information for all capital items purchased with City contract funds during the Close-Out contract year and the previous Close-Out contract year.

IMPORTANT: Each item of capital equipment must meet both of these criteria:
 1) Each unit's acquisition cost must be greater than \$1,000 including any freight charges, AND
 2) its useful life must be greater than one year.

Close-Out Contract Year Listing

ITEM DESCRIPTION	ITEM COST (Must Exceed \$1000)	ITEM PURCHASE DATE (Within Last 24 Months)	ITEM SERIAL NUMBER	ITEM AGENCY TAG NUMBER	ITEM CITY TAG NUMBER
Item 1	Item 1	Item 1 / /	Item 1	Item 1	Item 1
Item 2	Item 2	Item 2 / /	Item 2	Item 2	Item 2
Item 3	Item 3	Item 3 / /	Item 3	Item 3	Item 3

Closeout Summary Report Instructions

Closeout Capital Inventory Certification - Windows Internet Explorer

http://www.ctkodm.com/austin/closeout_capital_inventory_certification.php?parentDocId=228&ActiveProgram=5

Navigation Menu

Closeout Capital Inventory Certification

Spell Check Print Save Update New Close

Agency Legal Name: *CTK Test Agency - do not remove*

Note

*Program Name: *CTK - CY Program*

*Contract Year Ending: *2009*

*City Funded Capital Inventory: Yes (Continue Below) No (Stop Here and Save)

Agency: Provide the following information for all capital items purchased with City contract funds during the Close-Out contract year and the previous Close-Out contract year.

IMPORTANT: Each item of capital equipment must meet both of these criteria:
1) Each unit's acquisition cost must be greater than \$1,000 including any freight charges, AND
2) its useful life must be greater than one year.

Close-Out Contract Year Listing

ITEM DESCRIPTION	ITEM COST (Must Exceed \$1000)	ITEM PURCHASE DATE (Within Last 24 Months)	ITEM SERIAL NUMBER	ITEM AGENCY TAG NUMBER	ITEM CITY TAG NUMBER
Item 1 item 1 description here	Item 1 1500	Item 1 01 / 01 / 2009	Item 1 abcd1234	Item 1 Zy*W4321	Item 1 COA1234
Item 2	Item 2	Item 2	Item 2	Item 2	Item 2
Item 3	Item 3	Item 3	Item 3	Item 3	Item 3

1 Once Complete, Select "Save"



2 Click "OK" on the Pop-Up Window

Closeout Summary Report Instructions

Closeout Tax Status Certification - Windows Internet Explorer

http://www.ctkodn.com/austin/closeout_tax_status_certification.php?parentDocId=228&ActiveProgram=5

File Edit View Favorites Tools Help

Search -> Sidewiki -> Sign In ->

Web Search Bookmarks Settings Mail My Yahoo! Answers Games Anti-Spy

Closeout Tax Status Certification

Navigation Menu

Closeout Tax Status Certification

Spell Check Print Save Delete

Agency Legal Name: *CTK Test Agency - do not remove* (Agency Name)

Tax Certification Information

*Calendar Year Ending: [Dropdown]

FULLY IN COMPLIANCE - I hereby certify, on behalf of the agency, that the agency was current on all tax payments as of December 31, for the end of calendar year listed above, and has complied with all requirements of the law, regarding collection, payment, deposit, and reporting of federal, state, and local taxes. These legal requirements include (but are not limited to) full and timely payment of all payroll taxes such as employee withholding, Social Security, Medicare, etc.

*Fully Compliant? Yes No

NOT IN COMPLIANCE - The agency was not in full compliance with federal, state and local tax requirements (e.g. was not current on all payroll and other taxes) as of December 31, for the end of calendar year listed above. I have attached a full explanation, including the name, phone number, and email of the agency's contact person for this issue. I understand that failure to resolve this issue satisfactorily may jeopardize the agency's current and future contracts.

*Not Compliant? Yes Not Applicable

Explanation of Non-Compliance

Enter new text here:

Done Internet 100%

1 Complete The Form

Closeout Summary Report Instructions

Closeout Tax Status Certification - Windows Internet Explorer

http://www.ctkodm.com/austin/closeout_tax_status_certification.php?parentDocId=228&ActiveProgram=5

File Edit View Favorites Tools Help

Search Sidewiki Sign In

Web Search Bookmarks Settings Mail My Yahoo! Answers Games Anti-Spy

Closeout Tax Status Certification

Navigation Menu

Closeout Tax Status Certification

Spell Check Print Save Delete New Close

Agency Legal Name: CTX Test Agency - do not remove

Tax Certification Information

*Calendar Year Ending: 2009

FULLY IN COMPLIANCE - I hereby certify, on behalf of the agency, that the agency was current on all tax December 31, for the end of calendar year listed above, and has complied with all requirements of the law, collection, payment, deposit, and reporting of federal, state, and local taxes. These legal requirements include (but are not limited to) full and timely payment of all payroll taxes such as employee withholding, Social Security, Medicare, etc.

*Fully Compliant? Yes No

NOT IN COMPLIANCE - The agency was not in full compliance with federal, state and local tax requirements (e.g. was not current on all payroll and other taxes) as of December 31, for the end of calendar year listed above. I have attached a full explanation including the name, phone number, and email of the agency's contact person for this issue. I understand that failure to resolve this issue satisfactorily may jeopardize the agency's current and future contracts.

*Not Compliant? Yes Not Applicable

Explanation of Non-Compliance

Enter new text here:

Done Internet 100%



2 Click "OK" on the Pop-Up Window

Closeout Summary Report Instructions

1 Complete The Form

2 Please enter total program performance and total program goals regardless of funding source

Closeout Total Program Performance Spell Check Print Save Delete New

Agency Legal Name: *CTK Test Agency - do not remove* (Add Agency)

Annual Program Information

*Program Name: *Contract Start Date: / / *Contract End Date: / /

Enter Total Performance Output Regardless of Funding Source

Output	Total Actual	Total Goal	% of Goal Achieved
Output 1		Output 1	Output 1
1	Output 1 Actual <input type="text"/>	Output 1 Goal <input type="text"/>	Output 1 Achieved <input type="text"/>
Output 2		Output 2	
2	Output 2 Actual <input type="text"/>	Output 2 Goal <input type="text"/>	
Output 3		Output 3	
3	Output 3 Actual <input type="text"/>	Output 3 Goal <input type="text"/>	
Output 4		Output 4	
4	Output 4 Actual <input type="text"/>	Output 4 Goal <input type="text"/>	
Output 5		Output 5	
5	Output 5 Actual <input type="text"/>	Output 5 Goal <input type="text"/>	Output 5 Achieved <input type="text"/>
Output 6		Output 6	
6	Output 6 Actual <input type="text"/>	Output 6 Goal <input type="text"/>	Output 6 Achieved <input type="text"/>
Output 7		Output 7	
7	Output 7 Actual <input type="text"/>	Output 7 Goal <input type="text"/>	Output 7 Achieved <input type="text"/>
Output 8		Output 8	
8	Output 8 Actual <input type="text"/>	Output 8 Goal <input type="text"/>	Output 8 Achieved <input type="text"/>

Closeout Summary Report Instructions

⚠ Caution: You may enter any length of answer you want. But once saved, you CANNOT EDIT these text fields. You can only add to them.

Output Comments
Please explain variances 10% or greater

Output1	Enter new text here:
Output2	Enter new text here:
Output3	Enter new text here:
Output4	Enter new text here:
Output5	Enter new text here:
Output6	Enter new text here:
Output7	Enter new text here:

Closeout Summary Report Instructions

Closeout Total Program Performance Spell Check Print Save Delete New Close

Agency Legal Name: CTX Test Agency - do not remove

Annual Program Information

*Program Name: CTX - CY Program *Contract Start Date: 01 / 01 / 2009 *Contract End Date: 12 / 31

Enter Total Performance Output Regardless of Funding Source

Output	Total Actual	Total Goal	% of Goal Achieved
Output 1			
Output 1 Actual	10	Output 1 Goal	11
		Output 1 Achieved	90.30903090
Output 2			
Output 2 Actual	12	Output 2 Goal	13
		Output 2 Achieved	92.307692307
Output 3			
Output 3 Actual		Output 3 Goal	
		Output 3 Achieved	NaN
Output 4			
Output 4 Actual		Output 4 Goal	
		Output 4 Achieved	NaN
Output 5			
Output 5 Actual		Output 5 Goal	
		Output 5 Achieved	NaN
Output 6			
Output 6 Actual		Output 6 Goal	
		Output 6 Achieved	NaN
Output 7			
Output 7 Actual		Output 7 Goal	
		Output 7 Achieved	NaN
Output 8			
Output 8 Actual		Output 8 Goal	
		Output 8 Achieved	NaN

1 Once Complete, Select "Save"

Windows Internet Explorer

Document has been saved

OK

2 Click "OK" on the Pop-Up Window

Closeout Summary Report Instructions

The screenshot shows a web browser window titled "Closeout Program Summary - Windows Internet Explorer". The address bar shows the URL: http://www.ci.kodiak.ak.us/active/closeout_program_summary.php?parentDocID=22&ActiveProgram=5. The browser's navigation menu is visible at the top left. The main content area is titled "Closeout Program Summary" and includes a "Spell Check" button and "Print", "Save", and "Delete" options. Below this, there is a section for "Agency Name: AKGD AGENCY USE ONLY" with a "(Agency info)" link. The main heading is "Social Service Annual Contract Close-Out Summary Report". A paragraph of instructions follows: "Please respond to these questions clearly and candidly. Our main interest is in issues and opportunities that affect significant numbers of people and/or partner agencies. (City staff may provide aggregate information from these reports to management and other organizations upon request.)".

The form is divided into several sections:

- Final Feedback:** Contains a dropdown menu for "*Program Name", and date pickers for "*Contract Start Date" and "*Contract End Date".
- Successes:** Includes the instruction "Regarding the contracted services provided during the contract year, describe 2 or 3 program successes." and a text area labeled "*Describe Successes Here:" with the placeholder "Enter new text here:".
- Challenges:** Includes the instruction "Regarding the contracted services provided during the contract year, describe 2 or 3 challenges affecting your program, agency, or clientele during the past year, and discuss how you addressed them." and a text area labeled "*Describe Challenges:" with the placeholder "Enter new text here:".

A yellow callout bubble with a red exclamation mark icon and the text "Complete The Form" is positioned over the top right of the form.

Closeout Summary Report Instructions

The screenshot shows a web browser window titled "Closeout Program Summary - Windows Internet Explorer". The address bar shows the URL: http://www.ci.kodi.com/suite/closeout_program_summary.php?parentSecID=22&ActiveProgram=5. The browser's navigation menu is visible at the top. The main content area contains a form titled "Closeout Program Summary" with a sub-header "Agency Name: MFGD ADMIN USE ONLY". Below this is the title "Social Service Annual Contract Close-Out Summary" and a note: "Please respond to these questions clearly and candidly. Our main numbers of people and/or partner agencies. (City staff may provide and other organizations upon request.)".

The form is divided into several sections:

- Final Feedback:** Includes fields for "Program Name", "Contract Start Date", and "Contract End Date".
- Successes:** Includes a heading "Successes" and a sub-heading "Regarding the contracted services provided during the contract year, describe 2 or 3 program successes." Below this is a text area labeled "Describe Successes Here:" with the placeholder text "Enter new text here:".
- Challenges:** Includes a heading "Challenges" and a sub-heading "Regarding the contracted services provided during the contract year, describe 2 or 3 challenges affecting your program, agency, or clientele during the past year, and discuss how you addressed them." Below this is a text area labeled "Describe Challenges:" with the placeholder text "Enter new text here:".

A yellow callout box with a warning icon and the text "Caution: You may enter any length of answer you want. But once saved, you CANNOT EDIT these text fields. You can only add to them." points to the text areas in the "Successes" and "Challenges" sections.

The browser's status bar at the bottom shows "Done, but with errors on page." and "Internet" with a 100% zoom level.

Closeout Summary Report Instructions

Closeout Program Summary - Windows Internet Explorer

http://www.ci.ksos.com/suite/Closeout_program_summary.php?parentSecID=22&ActiveProgram=5

File Edit View Favorites Tools Help

Google

Web Search Bookmarks Settings Mail My Yahoo! Answers Games Auto-Save

Closeout Program Summary

Navigation Menu

Closeout Program Summary Spell Check Print Save Delete Print Close

Agency Name: MFGD ADMIN USE ONLY

Social Service Annual Contract Close-Out Summary Report

Please respond to these questions clearly and candidly. Our main interest is in issues and opportunities that affect numbers of people and/or partner agencies. (City staff may provide aggregate information from these reports to other organizations upon request.)

Final Feedback

*Program Name: CTR - CY Program *Contract Start Date: 01 / 01 / 2008 *Contract End Date: 12 / 31 / 2008

Successes

Regarding the contracted services provided during the contract year, describe 2 or 3 program successes.

*Describe Successes Here:

Enter new text here:
This is text describing the successes of our program.

Challenges

Regarding the contracted services provided during the contract year, describe 2 or 3 challenges affecting your program, agency, or clientele during the past year, and discuss how you addressed them.

*Describe Challenges

Enter new text here:

Done, but with errors on page. Internet 100%

1 Once Complete, Select "Save"



2 Click "OK" on the Pop-Up Window

Closeout Summary Report Instructions

Closeout Summary Report Checklist [Spell Check] [Print] [Save] [Delete]

Agency Legal Name: *CTK Test Agency - do not remove* (Agency)

Instructions

Please complete all applicable Annual Close-Out Summary Report documents listed below. The entire Annual Close-Out Summary is due no later than March 1st of the CY following the end of the contract period (or if FY Contract, Dec 1st of the same CY the contract ends). Should you have any questions, contact your assigned HHSD contract staff by phone or email.

*Contract Beginning Date: [] / [] / []

*Contract Ending Date: [] / [] / []

Required Close-Out Documents

*Required #1: Closeout Program Financial Summary

*Required #2: Closeout Capital Inventory Certification

*Required #3: Closeout Tax Status Certification

*Required #4: Closeout Total Program Performance

*Required #5: Closeout Program Summary

*Required #6: This Checklist Completed

Contract Summary

Programs Covered by Contract		Agency Location		Contract Info	
*Contracted Program 1	[]	Address	701 Brazos Rd	Agency Name	HHSD ADMIN USE ONLY
Contracted Program 2 (if applicable)	[]	City	Austin	*Contract Total	[]

Done

Closeout Summary Report Instructions

Closeout Summary Report Checklist Spell Check Print Save Delete New Close

Agency Legal Name: CTX Test Agency - do not remove

Instructions

Please complete all applicable Annual Close-Out Summary Report documents listed below. The entire Annual Summary is due no later than March 1st of the CY following the end of the contract period (or if FY Contract same CY the contract ends). Should you have any questions, contact your assigned HHSD contract staff.

*Contract Beginning Date: 01 / 01 / 2009

*Contract Ending Date: 12 / 31 / 2009

Required Close-Out Documents

*Required #1:	<input checked="" type="checkbox"/> Closeout Program Financial Summary
*Required #2:	<input checked="" type="checkbox"/> Closeout Capital Inventory Certification
*Required #3:	<input checked="" type="checkbox"/> Closeout Tax Status Certification
*Required #4:	<input checked="" type="checkbox"/> Closeout Total Program Performance
*Required #5:	<input checked="" type="checkbox"/> Closeout Program Summary
*Required #6:	<input checked="" type="checkbox"/> This Checklist Completed

Contract Summary

Programs Covered by Contract	Agency Location	Contract Info
*Contracted Program 1: CTX - CY Program	Address: 701 Brazos Rd	Agency Name: HHSD ADMIN USE ONLY
Contracted Program 2 (if applicable):	City: Austin	*Contract Total: 15,000.00

1 Once Complete, Select "Save"



2 Click "OK" on the Pop-Up Window

3 Once you have confirmed all of the applicable closeout forms are completed and the checklist is certified, please go into your navigation menu and log out. You have completed the closeout process.

Thank you.

Note: Once the checklist is certified and saved, the system will send an auto-generated message to you executive director indicating receipt of the certified checklist and alerting your contract manager to begin his/her review.

Closeout Summary Report Instructions

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL <http://www.ci.austin.tx.us/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, navigation, and utility. The main content area has a light blue background and features a login form with the following elements:

- A yellow callout box in the upper left corner containing the text: **1** When You Return To This Screen, You Have Successfully Logged Out.
- A login form with two input fields labeled "Username:" and "Password:", and a "Login to Online Data Manager" button below them.
- A yellow callout box in the lower right corner containing the text: **2** If you have any questions or concerns regarding your technical experience, please contact Allan at (512) 972-5075 or email him at allan.mccracken@ci.austin.tx.us

The browser's status bar at the bottom shows "Done" on the left and "Internet" with a 100% zoom level on the right. The page title is "Community TechKnowledge" and the date is "Wed, Jan 14, 2008".