

Close a Grant

This process is initiated by the Grantee. To close out a rail grant project and subsequently deobligate any remaining funds, please ensure you have submitted all claims for this project in WebGrants. The final claim must be approved and paid before continuing this process.

1. Click **Grants** on the sidebar menu
2. Click on the project to view the **Grant Components** page

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount
9999	Underway	2024	Test 2	Blue Ridge Railroad	RP-Rail Program	9991-Test New Budget Form			\$120.00
23322	Underway	2023	Rail Project	Blue Ridge Railroad	RP-Rail Program	23320-Rail Grant Program	08/16/2022	01/30/2025	\$1,000,000.00

Showing 1 to 2 of 2 entries

Click on **Closeout** component

Status Report Status: **Editing**

Grant Title: 23322 - Rail Project

Program Area: Rail Program

Funding Opportunity: 23320-Rail Grant Program

Reporting Period: -

Status Report Type: Notice to Proceed

Submitted By: -

Status Report Preview Attachments Alert History Map Versions

Status Report Details

Status Report cannot be Submitted Currently
• Status Report components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 14, 2025 6:13 PM - Rail Tester
Closeout		

Click on **Status Reports** component

Closeout

Do you want to close this project?*:

Has the final claim been submitted?*:

Do you recognize that any remaining funds will be deobligated once the project is closed?*:

Do you recognize that the performance reporting period will begin once the project is closed?*:

Click green **Add Status Report** button

23322 - Rail Project - 2023

Status: **Underway**

Program Area: Rail Program

Funding Opportunity: 23320-Rail Grant Program

Organization: Blue Ridge Railroad

Grantee Contact: Walt Disney

Program Officer: Rail Tester

Total Project Awarded Amount: \$1,000,000.00

Click on **Add Status Report** button

Click orange **Submit Status Report** button

Status Report Preview Attachments Alert History Map

Status Report Details

Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Feb 14, 2025 5:45 PM - Rail Tester
Closeout	✓	Feb 14, 2025 6:33 PM - Walt Disney

1. Change **Sub Type** to show **"Closeout"**
2. Add an appropriate title
3. Click green **Save Form** button

General Information - Status Report - Edit

Status*: **Editing**

Sub Type*: **Closeout**

Title: Project Closeout

Due Date:

Report Dates: Start Date End Date

Save Form

Click orange **Submit Status Report** button

Note: If the button is not showing, then ensure that each component form has a green checkmark which denotes that the **Mark as Complete** button has been clicked.

The DRPT Program Manager will be notified and continue the Closeout process.

Done!