

# GRANT CLOSEOUT SYSTEM

## *END-USER MANUAL*



**ETA**

U.S. Department of Labor  
Employment and Training Administration

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# 1. Introduction

ETA grants require adherence to regulations in *29 CFR Part 97* for governmental grants and *29 CFR Part 95* for nongovernmental grants, which establish administrative requirements, including financial management standards and closeout standards. Regulations in *29 CFR 97.22* for governmental grants and *95.27* for nongovernmental grants establish the cost principles for determining costs applicable to grants and other agreements with ETA. These requirements and principles should also be followed for closeout, with particular attention to avoiding cost overruns and deficits.

In an effort to perform grant closeout management effectively and avoid cost overruns and deficits, ETA has identified the need to develop an information system that will automate the closeout processes. The Grant Closeout System (GCS) will provide advanced capabilities to support the business needs and procedures of the Office of Grants and Contract Management (OGCM), Division of Resolution and Appeals, Closeout Unit, by enhancing grant closeout reporting, decreasing processing time, improving data accuracy and providing more useful information for grant performance evaluation and financial management.

The GCS has been developed to automate the grant closeout processing, deliver electronic closeout forms, standardize closeout form certification and collect accurate and timely closeout data. The implementation of the GCS system will help OGCM to realize the following objectives:

- Close out expired grants to prevent budget overruns and funding deficits.
- Ensure proper use of government, non-government and agreement grants.
- Collect valid and accurate closeout information for audit trail and grant information tracking.
- Manage and monitor closeout data for better grant management decisions.
- Facilitate coordination across organizations regarding resolution of grant issues related to closeout grants.

## About this Document

This document is created for ETA grantees who are required to fill out the closeout forms and submit them electronically to ETA in the Grant Closeout System (GCS) after their grants expire.

## Grant Closeout System

The Grant Closeout System (GCS) application package consists of two closeout packages designed for different recipients of the grants. Each closeout package is composed of closeout instructions and closeout forms. The instructions provide grantees with general information and

detailed instructions on how to fill out each form in the closeout packages. The details of the two closeout packages are presented below:

### ***Closeout Package for Governmental Recipients***

Closeout requirements for Uniform Administrative Requirements for Grants to State and Local Governments are found in *29 CFR Part 97.50*, which states: “Within 90 days after the expiration or termination of the grant, the grantee must submit all financial, performance, and other reports required as a condition of the grant.” The forms or documents in the closeout package for governmental recipients include:

- Final expenditure report ( Form SF – 269 or modified version used for regular quarterly financial reporting) - Submit via Financial Reporting;
- Grantee’s Release - Submit via GCS System;
- Governmental Property Close-out Inventory Certification - Submit via GCS System;
- Grantee Submittal of Closeout Documents - Submit via GCS System;
- Indirect Cost Rates, if applicable - Submit Manually;
- If indirect cost was charged to your grant, please provide the calculation that shows how you arrived at the amount claimed - Submit Manually;
- Government Inventory List, if applicable - Submit Manually;
- No Cost Extension Modification, if applicable Submit Manually.

### ***Closeout Package for Non-Governmental Recipients***

Closeout requirements for Grants with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations and with Commercial Organizations under the jurisdiction of Foreign Governments, and International Organizations are found in *29 CFR Part 95.71*, which states: “Recipients shall submit, within 90 calendar days after the date of completion of the award, all financial, performance, and other reports as required by the terms and conditions of the award.” The forms or documents in the closeout package for non-governmental recipients include:

- Final expenditure reports (Form SF-269 or modified version used for regular quarterly reporting) - Submit via Financial Reporting;
- Grantee’s Release - Submit via GCS System;
- Grantee’s Assignment of Refunds, Rebates, and Credits - Submit via GCS System;
- Governmental Property Close-out Inventory Certification - Submit via GCS System;
- Grantee’s Detailed Statement of Costs - Submit via GCS System (does not apply to DINAP grantees);
- Grant Closeout Tax Certification - Submit via GCS System;
- Grantee Submittal of Closeout Documents - Submit via GCS System;

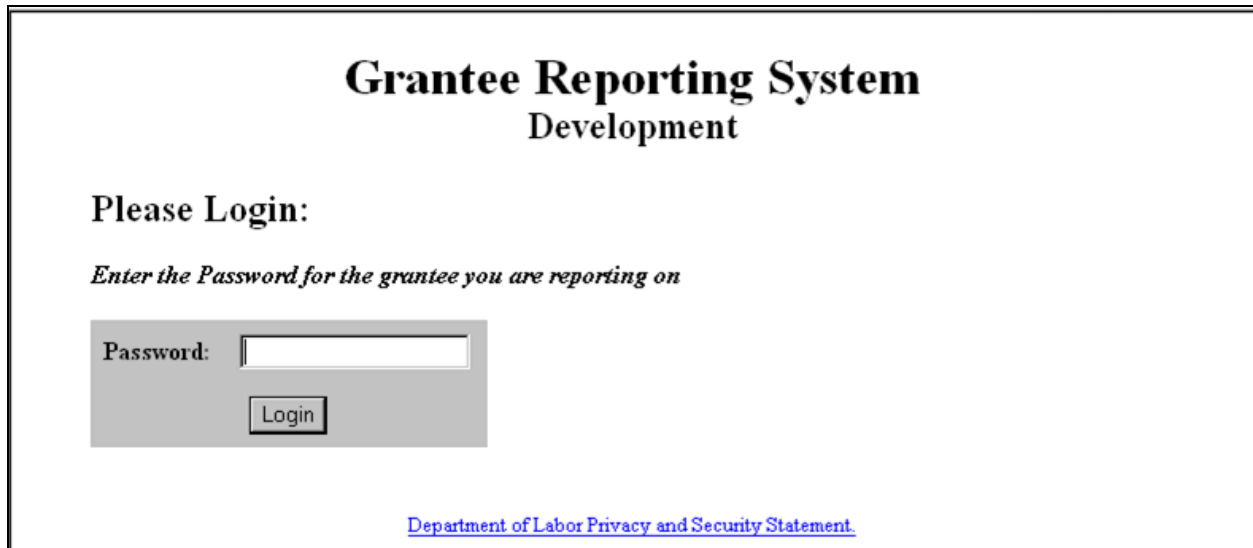
- Indirect Cost Rates, if applicable - Submit Manually;
- If indirect cost was charged to your grant, please provide the calculation that shows how you arrived at the amount claimed - Submit Manually;
- Government Inventory List, if applicable - Submit Manually;
- No Cost Extension Modification, if applicable Submit Manually.

## Accessing the Grant Closeout System (GCS)

The Grant Closeout System (GCS) is part of the Grantee Reporting System, which is accessed via the following URL:

[http://www.etareports.doleta.gov/CFDOCS/grantee\\_prod/reporting/index.cfm](http://www.etareports.doleta.gov/CFDOCS/grantee_prod/reporting/index.cfm)

The following login screen will appear:



**Grantee Reporting System  
Development**

**Please Login:**

*Enter the Password for the grantee you are reporting on*

Password:

[Department of Labor Privacy and Security Statement.](#)

**Figure 1-1. Grant Reporting System Login page**

Enter the same password you use for quarterly financial reporting (SF-269). The system will log you to the main menu page of your Financial Reporting System. Note different grant program may have a different main financial reporting page. The example below is the main menu page of Earmark Grant Program:

**Please Select a Form:**

Financial Status Data

**Grant Closeout System**

[Log Out](#) | [Instructions](#)

**Figure 1-2. Menu Selection page of Earmark Grants Program**

To access the GCS System, click **Grant Closeout System**. You will be prompted to select a Grant Number via the following page:

eta EMPLOYMENT AND TRAINING ADMINISTRATION UNITED STATES DEPARTMENT OF LABOR

GRANT CLOSEOUT SYSTEM

Thursday, 8 July Log out

Select a grant number: AB103350055

Continue

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**Figure 1-3. Grant Number Selection page**

Select a grant number for which closeout reporting has been notified from the drop-down list, and then click **Continue**.

When a grantee is logging into the GCS for the first time, the **No-Cost Extension Confirmation** page will be displayed, as shown below:

Grantee's Name and Address	Grant Number
Inter-Tribal Council of Alabama P.O. Box 369 Millbrook, Alabama, 36054-0369	AB103350055
Have you received an approved modification to extend the period of performance?	<input type="radio"/> Yes <input type="radio"/> No
If You Check Yes, Please Enter Extension Information.	
Extended Expiration Date(mm/dd/yyyy):	<input type="text"/>
Approved By:	<input type="text"/>
Approval Date(mm/dd/yyyy):	<input type="text"/>

*Note: Please Fax us the copy of the modification which extends the period of performance to 202-693-3362.  
Attn: Rose M Fredericks*

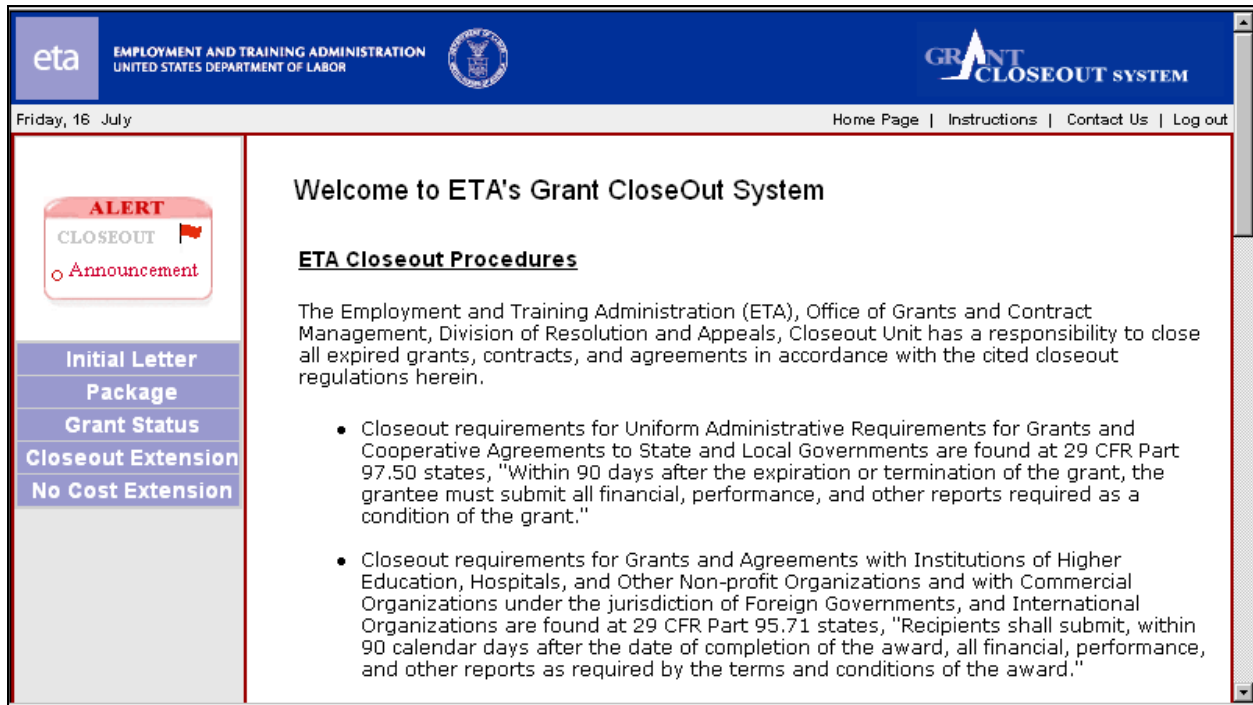
**Figure 1-4. Initial No-Cost Extension Confirmation page**

This form must be submitted before you can access the GCS. To complete this form:

1. Check **Yes** or **No** to indicate whether you have received an approved modification to extend the period of performance.
2. If you do not have a modification to extend your period of performance, clicked **No** radio button and then press the **Continue** button to go to the next page.
3. If you clicked **Yes**, you must enter the following information:
  - i. Enter the Extended Expiration Date in MM/DD/YYYY format (slashes will be inserted automatically).
  - ii. Enter the name of the person approving the extension.
  - iii. Enter the Approval Date in MM/DD/YYYY format (slashes will be inserted automatically).
4. Click **Continue** to save the information and proceed to the “Welcome” page, shown below; or **Cancel** to cancel the operation.

If you have already logged into GCS before, the “Welcome” page will appear, with a description of grant closeout procedures:





**Figure 1-5. Grant Closeout System Introduction page**

At the top of the page are standard options:

- Click **Home Page** to return to this page from any place in the system.
- Click **Instructions** to see a menu of instructions for the close-out reporting procedures.
- Click **Contact Us** for a list of contact and support information.
- Click **Log out** to log out of the Grantee Reporting System. You will be returned to the Login page.

On the left side of the page is a set of links to the modules of the Closeout system.

The “Closeout announcement” image will appear above the Closeout function menu. This image serves the purpose of reminding you that you have not completed your closeout reporting. Once you have successfully submitted your closeout package with valid pin number, this image will disappear. To see the announcement, click the word “Announcement.” You will see an announcement page like that shown below:

**ANNOUNCEMENT**

Dear Grantee / Contractor,

Your Grant **AB103350055** is going to expire on **07/30/2004**.

You are required to fill out the Closeout Forms in the Closeout Package and submit it with the same Pin Number you use for your SF-269 Certification.

You must submit the closeout package within 90 days after the expiration date. This alert will stay active until you have successfully submitted your Closeout Package.

Thank you -

**Figure 1-6. Sample Announcement**

## 2. Initial Letter

Click **Initial Letter** on the function menu to see a sample initial letter for non-Governmental grantees, notifying them that the grant referenced at the top is about to expire.

The screenshot displays the Grant Closeout System interface. At the top, the header includes the 'eta' logo, 'EMPLOYMENT AND TRAINING ADMINISTRATION UNITED STATES DEPARTMENT OF LABOR', and the 'GRANT CLOSEOUT SYSTEM' logo. A navigation bar contains links for 'Home Page', 'Instructions', 'Contact Us', and 'Log out'. A date indicator shows 'Friday, 16 July'. A 'Printer Friendly' button is located in the top right. On the left, a sidebar menu lists options: 'Initial Letter' (highlighted), 'Package', 'Grant Status', 'Closeout Extension', and 'No Cost Extension'. An 'ALERT CLOSEOUT Announcement' banner is also present. The main content area features a header for the 'Office of Grants and Contract Management, Division of Resolution and Appeals, Closeout Unit' and a sub-header 'Initial Letter For Government Grantee'. The letter is addressed to Tom Jones, Grant Manager, at 200 Constitution Avenue, Washington, DC 20210. The letter details include: Reference: (blank), Grantee: Inter-Tribal Council of Alabama, P.O. Box 369, Millbrook, Alabama, 36054-0369; Grant Number: AB103350055; Grant Period: 07/01/2000 - 07/30/2004; Obligation: \$933,076.00; Federal Payment: \$5,359,105.00. The letter begins with 'Dear Tom Jones,' and states that the grant with the Employment and Training Administration (ETA) will expire on 07/30/2004. If your grant has not expired due to a no-cost

Figure 2-1. Sample Initial Letter

At the bottom of the page is the following message:

**NOTE:** If you are required to submit a different Closeout Package, Please Click [Here](#)

Our data file indicates that the grantee of the selected grant is a government grantee. If you are not a Governmental grantee, clicking “Here” shows a drop-down list containing two options: “Governmental Grantee” and “Non-Governmental Grantee.” Select the type of grantee you belong and click **Continue**; the initial letter for that type of grantee will be displayed.

To show, and print, a version of the initial letter in printable-format, click **Printer Friendly** at the top-right corner of the page. The letter will be displayed in printable format, and the standard Microsoft Word **Print** menu will appear.

### 3. Package

To access the forms for the Grant Closeout Package, click **Package** on the function menu. Based on information in the Closeout database, you will see the Closeout Package menu for either Governmental or non-Governmental recipients. The Closeout Package menu for Governmental grantees is shown below:

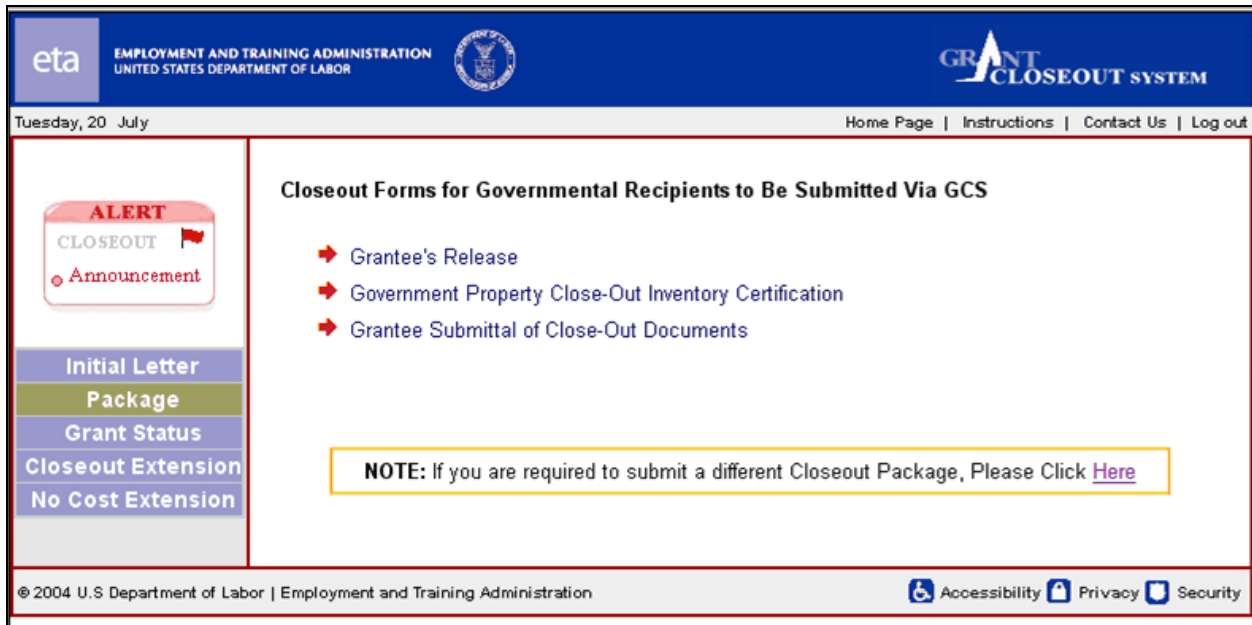


Figure 3-1. Closeout Package menu for Governmental Grantees

The Closeout Package for non-Governmental grantees contains more closeout forms:

The screenshot displays the Grant Closeout System (GCS) interface. At the top, the header includes the 'eta' logo, 'EMPLOYMENT AND TRAINING ADMINISTRATION UNITED STATES DEPARTMENT OF LABOR', the Department of Labor seal, and the 'GRANT CLOSEOUT SYSTEM' logo. Below the header, the date 'Friday, 3 December' and navigation links 'Home Page | Instructions | Contact Us | Log out' are visible.

The main content area is titled 'Closeout Forms for Non-Governmental Recipients to Be Submitted Via GCS'. On the left, there is a sidebar menu with the following items: 'Initial Letter', 'Package' (highlighted in green), 'Grant Status', 'Closeout Extension', and 'No Cost Extension'. Above the 'Package' item is an 'ALERT CLOSEOUT Announcement' box with a red flag icon.

The main content area lists five forms to be submitted, each preceded by a red arrow icon:

- ➔ Grantee's Release
- ➔ Grantee's Assignment of Refunds, Rebates and Credits
- ➔ Government Property Close-Out Inventory Certification
- ➔ Grantee's Detailed Statement of Costs
- ➔ Grantee's Close-Out Tax Certification
- ➔ Grantee Submittal of Close-Out Documents

At the bottom of the main content area, a yellow-bordered box contains a note: 'NOTE: If you are required to submit a different Closeout Package, Please Click [Here](#)'.

The footer of the page includes the copyright notice '© 2004 U.S. Department of Labor | Employment and Training Administration' and icons for 'Accessibility', 'Privacy', and 'Security'.

**Figure 3-2. Closeout Package Menu, Non-Governmental**

Note that the Governmental package contains only three of the five forms shown in the non-Governmental package. The forms themselves are the same for Governmental and non-Governmental grantees. In the rest of this chapter, the forms will be described in the order in which they are listed in the Non-Governmental package menu.

If your grantee type requires you to submit a different package from the one shown, click “Here” in the note at the bottom of the page; you will see the following drop-down menu:

**CLOSEOUT PACKAGE SELECTION**

Please select your Closeout package Type :



**Continue**

**Figure 3-3. Package Selection page**

Select the package you need from the drop-down list, and click **Continue**. The package menu you selected will be displayed.

## **Grantee's Release (Governmental and non-Governmental)**

Click **Grantee's Release** to access the Grantee Release form for the grant. The following form will appear:

 <a href="#">Back</a>	 <a href="#">Printer Friendly</a>
Awaiting Grantee Certification as of 02/16/2005	
<b>U.S. DEPARTMENT OF LABOR Employment and Training Administration</b>	<b>Instructions to Grantee Submit original (with original signature)</b>
GRANTEE'S RELEASE	
<p>Pursuant to the terms of Grant Number <b>D58126008155</b> and in consideration of the sum of <b>\$1,730,052.00</b> Dollars <input style="width: 400px;" type="text" value="One Million Seven Hundred Thirty Thousand and Fifty-Two"/> which has been paid under the said grant to</p>	
<b>VIRGINIA DEPARTMENT FOR THE AGING 1600 FOREST AVE SUITE 102, RICHMOND, VIRGINIA, 23229</b>	

**Figure 3-4. Grantee Release Form for Non-Governmental Grantees**

<p>hereinafter called the Grantee or to its assignees, if any, the Grantee, upon payment of the said sum by the UNITED STATES OF AMERICA hereinafter called the Government, does remise, release, and discharge the Government, its officers, agents, and employees of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said grant, except:</p> <ol style="list-style-type: none"> <li>1. Specified claims in stated amount(s) or in estimated amounts where the amounts are not susceptible of exact statement by the Grantee, as follows:  <input style="width: 600px; height: 20px;" type="text" value="NONE"/> </li> <li>2. Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Grantee to third parties arising out of the performance of the said grant, which are not known to the grantee on the date of the execution of this release and of which the Grantee gives notice in writing to the Grant Officer within the period specified in the said grant.</li> <li>3. Claims after closeout, for costs which result from the liability to pay unemployment insurance cost under a reimbursement system or to settle Workmen's Compensation claims.</li> </ol> <p>This release has been executed this <b>16</b> th day of <b>February, 2005</b></p>
---

**Figure 3-5. Grantee Release Form for Non-Governmental Grantees, cont'd.**

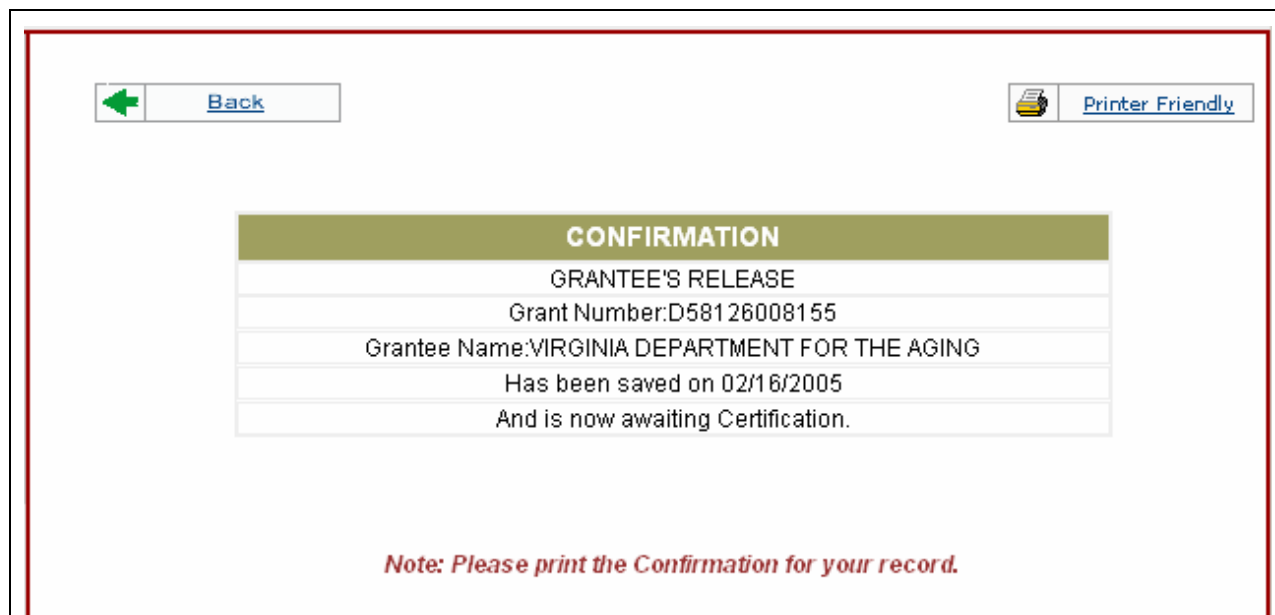
<div style="border: 2px solid yellow; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;"><b>Grantee or Corporation Name</b></p> <p style="text-align: center; margin: 0;"><b>VIRGINIA DEPARTMENT FOR THE AGING, 1600 FOREST AVE SUITE 102, RICHMOND, VIRGINIA, 23229</b></p> </div>	
<b>BY</b> <input style="width: 90%;" type="text" value="John Cook"/>	<b>TITLE</b> <input style="width: 90%;" type="text" value="Director"/>
<hr/> <p><b>CERTIFICATE</b></p>	
<p>I, <input style="width: 250px;" type="text" value="Maria Vitucci"/> , certify that I am the <input style="width: 150px;" type="text" value="Director"/></p> <p style="text-align: right; margin-right: 100px;">Official Title</p> <p>of the corporation named as Grantee in the foregoing Release: that <input style="width: 150px;" type="text" value="Jack Smith"/></p> <p>who signed said Release on behalf of the Grantee was then <input style="width: 150px;" type="text" value="Director"/></p> <p style="text-align: right; margin-right: 100px;">Official Title</p> <p>of said corporation; that said Release was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.</p>	
<p>(CORPORATE SEAL)</p>	<p>ETA 3-103A (R-Feb. 1996)</p>
<input style="background-color: #808000; color: white; padding: 5px 15px;" type="button" value="Save"/>	<input style="background-color: #808000; color: white; padding: 5px 15px;" type="button" value="Cancel"/>

**Figure 3-6. Grantee Release Form for Non-Governmental Grantees, cont'd.**

To complete or edit a Grant Release Form:

1. Enter the dollar amount in words; i.e., “Six hundred and two thousand six hundred forty seven.” Only letters are allowed in this field.
2. Enter any specific claims not susceptible of exact statement by the grantee. If there are no such claims, enter “NONE”.
3. Enter the name of the person executing the Grant Release Form.
4. Enter the title of the person executing the Grant Release Form.
5. In the section titled “Certificate,” enter your name.
6. Enter your title.
7. Enter the name and title of the person who signed the release.
8. Click **Save** to save the information entered, or **Cancel** to cancel the operation and leave the data unchanged. If you click **Save**, the following confirmation message will appear:







**Figure 3-7. Confirmation Message**

The information you entered will be stored, and can then be modified or printed. To print the form, click **Printer Friendly** at the top-right corner.

## **Grantee's Assignment of Refunds, Rebates and Credits (non-Governmental only)**

Click **Grantee's Assignment of Refunds, Rebates and Credits** to access the Grantee's Assignment of Refunds, Rebates and Credits form, shown below:

**Awaiting Grantee Certification as of 07/16/2004**

<b>U.S. DEPARTMENT OF LABOR</b> <b>Employment and Training Administration</b>	<b>Instructions to Grantee</b> <b>Submit original</b> <b>(with original signature)</b>
--	--

**GRANTEE'S ASSIGNMENT OF REFUNDS, REBATES AND CREDITS**

Grantee's Name and Address	Grant Number
<b>Inter-Tribal Council of Alabama</b> <b>P.O. Box 369</b> <b>Millbrook, Alabama, 36054-0369</b>	<b>AB103350055</b>

Pursuant to the terms of Grant Number: **AB103350055** and in consideration of the reimbursement of costs and payment of fee, as provided in the said grant and any assignment there under, the

**Inter-Tribal Council of Alabama**  
**P.O. Box 369, Millbrook, Alabama, 36054-0369**

(Hereinafter called the Grantee) does hereby:

**Figure 3-8. Grantee's Assignment of Refunds, Rebates and Credits form**

1. Assign, transfer, set over and release to the UNITED STATES OF AMERICA (hereinafter called the Government) all right, title and interest to all refunds, rebates, credits or other amounts (including any interest thereon) arising out of the performance of the said grant, together with all the rights of action accrued or which may hereafter accrue there under.
  
2. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts (including any interest thereon) due or which may become due, and to forward promptly to the U.S. Department of Labor, Employment and training Administration, checks made payable to the United States Department of Labor for any proceeds so collected. The reasonable costs of any such action to effect collection shall constitute allowable costs when approved by the Grant Officer and may be applied to reduce any amounts otherwise payable to the Government under the terms hereof.
  
3. Agree to cooperate fully with the Government as to any claim or suit in connection with such refunds, rebates, credits or other amounts due (including any interest thereon): to execute any protest, pleading, application, power of attorney or other papers in connection therewith; and to permit the Government to represent it at any hearing, trial or other proceeding arising out of such claim or suit.

This release has been executed this **16** th day of **July, 2004**

**Figure 3-9. Grantee's Assignment of Refunds, Rebates and Credits, cont'd.**

Grantee's Name and Address	
<p align="center"><b>Inter-Tribal Council of Alabama</b>  <b>P.O. Box 369</b>  <b>Millbrook, Alabama, 36054-0369</b></p>	
TYPED NAME	TITLE
Bridget OMalley	CFO

---

**CERTIFICATE**

I,  , certify that I am the  Official Title

of the corporation named as Grantee in the foregoing assignment: that  Official Title

who signed said assignment on behalf of the Grantee was then  Official Title

of said corporation; that said assignment was duly signed for and on behalf of said corporation by authority its governing body and is within the scope of its corporate powers.

---

(CORPORATE SEAL) ETA 3-107 (R-Feb. 1996)

**Figure 3-10. Grantee's Assignment of Refunds, Rebates and Credits, cont'd.**

To edit the form:

1. Enter the name of the person signing the Assignment on behalf of the Grantee.
2. Enter the title of the person signing on behalf of the Grantee.
3. Enter the name of the person certifying the Assignment.
4. Enter the title of the person certifying the Assignment.
5. Enter the name of the person signing on behalf of the Grantee.
6. Enter the title which that person held at the time of signing the Assignment.
7. Click **Save** to store the information, or **Cancel** to cancel the operation and leave the data unchanged. If you click **Save**, the following confirmation message will appear:

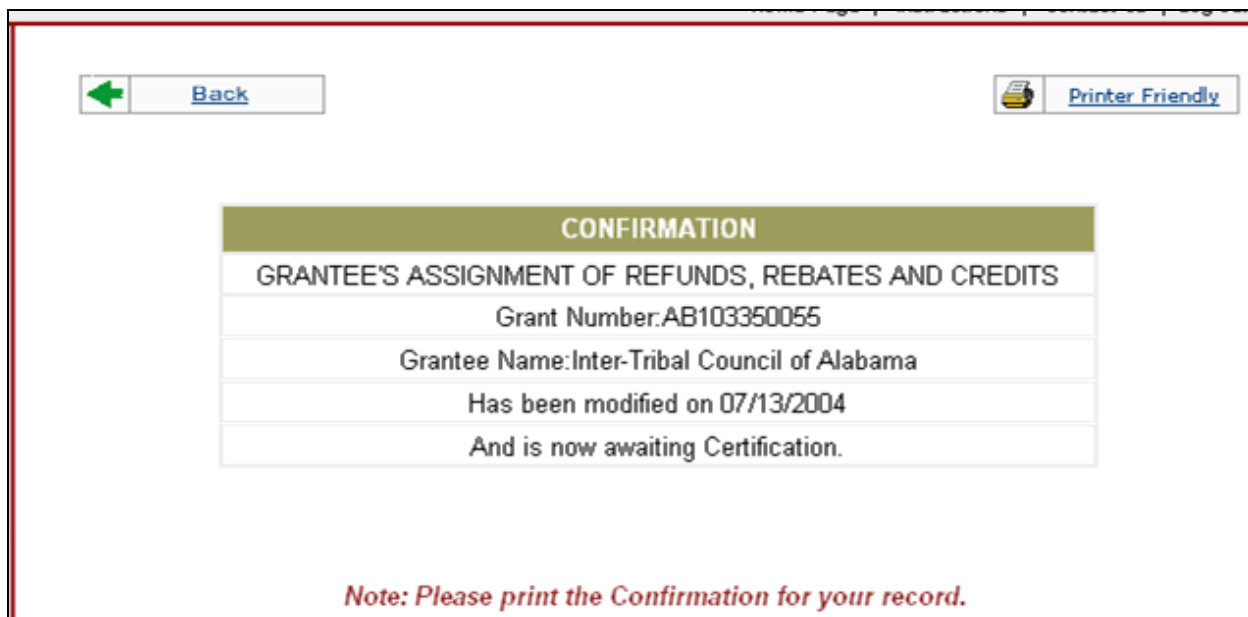


Figure 3-11. Confirmation Message

The information will now be stored, and can be modified or printed. To print the form, click **Printer Friendly** at the top-right corner of the page.

## **Government Property Close-Out Inventory Certification (Governmental and non-Governmental)**

Click **Government Property Close-Out Inventory Certification** to access that form, shown below:

 [Back](#)

 [Printer Friendly](#)

**Awaiting Grantee Certification as of 02/16/2005**

**U.S. DEPARTMENT OF LABOR  
Employment and Training Administration**

**200 Constitution Avenue, N.W.  
Washington, D.C. 20210**

**GOVERNMENT PROPERTY CLOSE-OUT INVENTORY CERTIFICATION**

**GRANT NUMBER: D58126008155**

1. I certify that the attached government property inventory list contains all property having a current per unit fair market value of \$5,000 or more where DOL reserves the right to take title.

John Smith / Director

\_\_\_\_\_  
Authorizing Grant Official  
(Signature and Title)

**02/16/2005**

\_\_\_\_\_  
Date

2. I certify that no government property was purchased having a current per unit fair market value of \$5,000 or more. Therefore, we (grantee) have no further obligation to DOL.

\_\_\_\_\_  
Authorizing Grant Official  
(Signature and Title)

**02/16/2005**

\_\_\_\_\_  
Date

**Save**

**Cancel**

**Figure 3-12. Government Property Close-Out Inventory Certification form**

To complete the Government Property Close-Out Inventory Certification form:

1. Check option 1 or 2 as appropriate.
2. Enter the name and title of the person who certifies the closeout form.
3. Click **Save** to store the information, or **Cancel** to cancel the operation and leave the data unchanged. If you click Save, the following confirmation message will appear:
- 4.

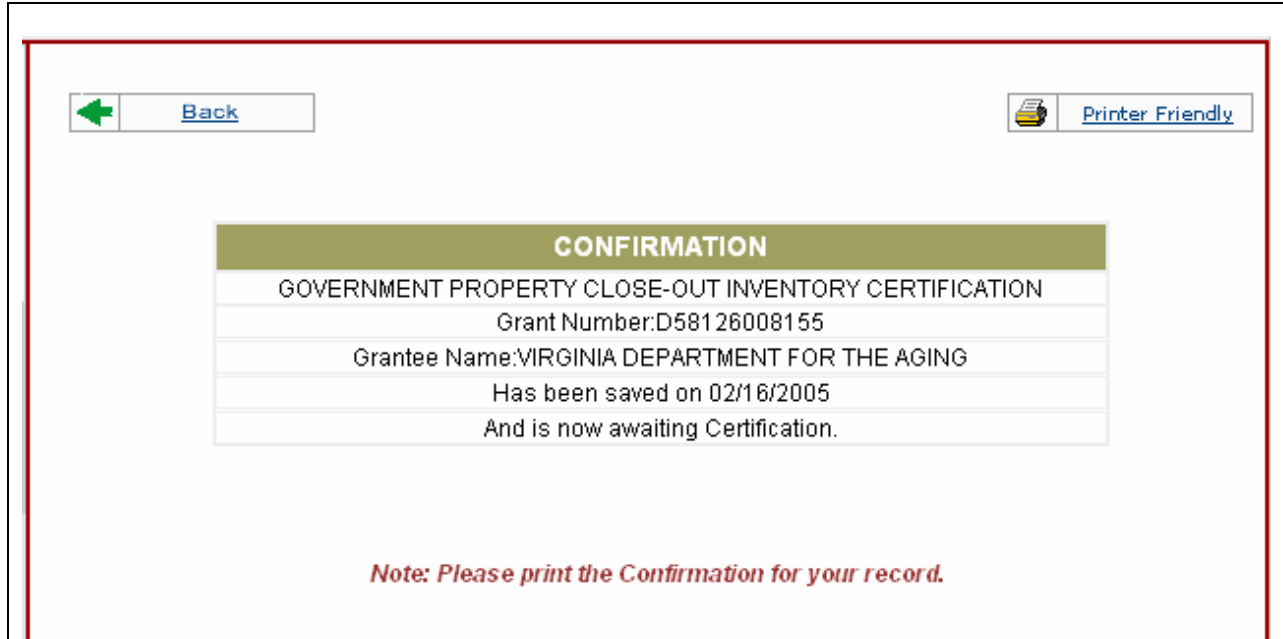


Figure 3-13. Confirmation Message

## Grantee's Detailed Statement of Costs (non-Governmental only)

**Note: Indian and Native American grantees do not need to report in this form.**

Click **Grantee's Detailed Statement of Costs** from the **Package** menu to see this form, shown below:

 [Back](#)

 [Printer Friendly](#)

**Awaiting Grantee Certification as of 02/16/2005**

**U.S. DEPARTMENT OF LABOR  
Employment and Training Administration**

**Instructions to Grantee  
Submit original  
(with original signature)**

**GRANTEE'S DETAILED STATEMENT OF COSTS**

Grantee's Name and Address		Grant Number
VIRGINIA DEPARTMENT FOR THE AGING 1600 FOREST AVE SUITE 102 RICHMOND, VIRGINIA, 23229		D58126008155
Cost Category	Grant Budget	Cumulative Costs
	(1)	(2)
Salaries and Wages	<input type="text"/>	<input type="text"/>
Fringe Benefits	<input type="text"/>	<input type="text"/>
TOTAL PERSONNEL COSTS	<input type="text"/>	<input type="text"/>
Other Expenses: (Specify & list below)		

1.	<input type="text" value="Admin Expense"/>	<input type="text" value="2,500"/>	<input type="text" value="2,400"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	Indirect Cost	<input type="text" value="245,600"/>	<input type="text" value="245,600"/>
TOTAL OTHER EXPENSES		<input type="text" value="2,500"/>	<input type="text" value="2,400"/>
TOTAL GRANT COSTS		<input type="text" value="296,500"/>	<input type="text" value="286,400"/>

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**Save**

**Back**

**Figure 3-14. Detailed Statement of Costs form**

To complete this form:

1. Enter the dollar amount in both the Grant Budget and Cumulative Costs boxes for Salaries and Wages. Make sure that the dollar amount for Cumulative Costs is not greater than Grant Budget.
2. Enter the dollar amount in both the Grant Budget and Cumulative Costs boxes for Fringe Benefits. Make sure that the dollar amount for Cumulative Costs is not greater than Grant Budget.
3. The system will automatically calculate the Total Personnel Costs for both Grant Budget and Cumulative Costs.
4. If there is one, enter the name of Other Expenses Item 1. Enter the dollar amount in both the Grant Budget and Cumulative Costs boxes for it. Make sure that the dollar amount for Cumulative Costs is not greater than Grant Budget.
5. If there is one, enter the name of Other Expenses Item 2. Enter the dollar amount in both the Grant Budget and Cumulative Costs boxes for it. Make sure that the dollar amount for Cumulative Costs is not greater than Grant Budget.
6. If there is one, enter the name of Other Expenses Item 3. Enter the dollar amount in both the Grant Budget and Cumulative Costs boxes for it. Make sure that the dollar amount for Cumulative Costs is not greater than Grant Budget.
7. You can enter up to 7 other expenses items for Grant Budget and Cumulative Costs.
8. Enter the dollar amount in both the Grant Budget and Cumulative Costs boxes for Indirect Costs. Make sure that the dollar amount for Cumulative Costs is not greater than Grant Budget.
9. Click **Save** to save the information entered, or **Cancel** to cancel the operation and leave the data unchanged. If you click Save, the following confirmation message will appear:

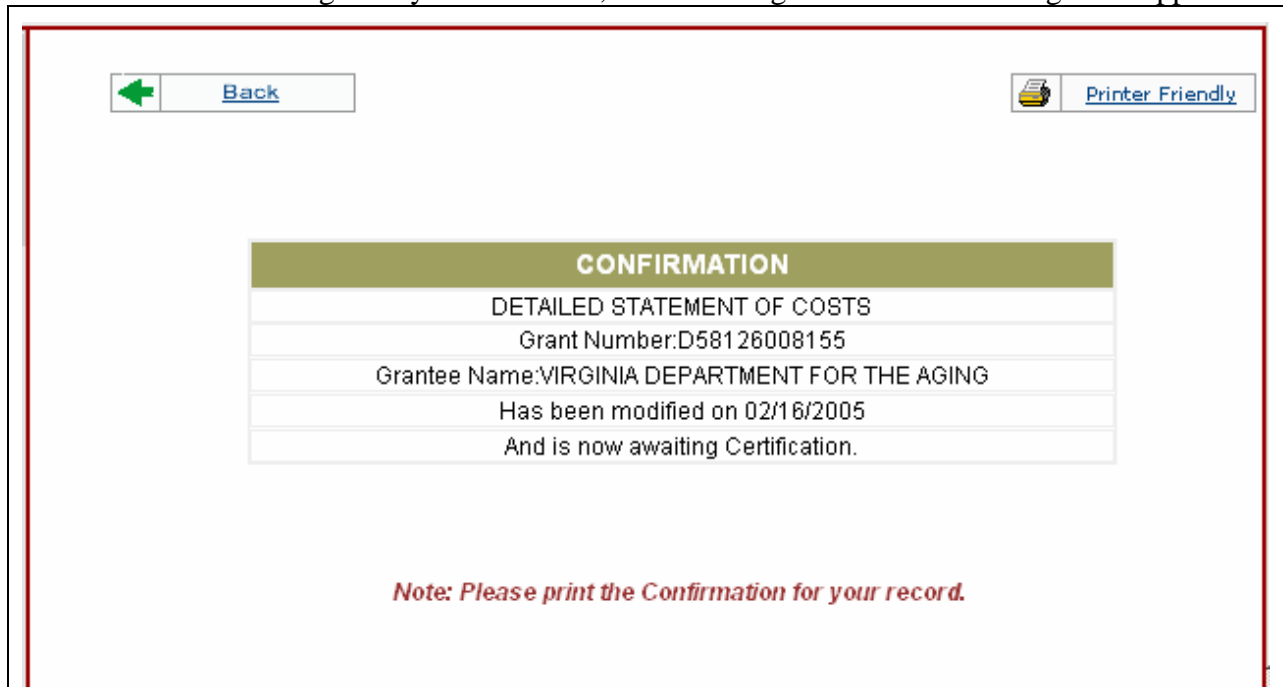


Figure 3-15. Confirmation Message



The information you entered will be stored, and can then be modified or printed. To print the form, click **Printer Friendly** at the top-right corner.

## **Grantee's Closeout Tax Certification (non-Governmental only)**

Click **Grantee's Closeout Tax Certification** from the **Package** menu to see this form, shown below:

← Back Printer Friendly

**Awaiting Grantee Certification as of 07/13/2004**

<b>U.S. DEPARTMENT OF LABOR Employment and Training Administration</b>	<b>200 Constitution Avenue, N.W. Washington, D.C. 20210</b>
--	---

**GRANTEE'S CLOSE-OUT TAX CERTIFICATION**

In the performance of Grant Number AB103350055, I certify that I have compiled with requirements of the law and the Employment and Training Administration, DOL, regarding the obtaining of employer identification/account numbers: collection, payment, deposit, and reporting of Federal, State and local taxes; and the provision of W-2 forms to employees/enrollees who are not now my employees. For present employees/enrollees, W-2 forms will be furnished as specified in Circular E, Employer's Tax Guide.

**AUTHORIZED SIGNATURE:** Tom Jones  
**NAME OF GRANTEE:** Inter-Tribal Council of Alabama  
**ADDRESS:** P.O. Box 369  
Millbrook, Alabama, 36054-0369

**EMPLOYER'S IDENTIFICATION NO.:**

---

ETA Z-108 (R-Feb. 1996)

**Figure 3-16. Closeout Tax Certification form**

To complete this form:

1. Enter the employer's tax identification in the field provided.
2. Click **Save** to store the information, or **Cancel** to cancel the operation. If you click **Save**, the following confirmation message will appear:



Figure 3-17. Confirmation Message

## Grantee Submittal of Close Out Documents (non-Governmental)

When the closeout documents have been completed, they must be electronically submitted as a package. Clicking on **Grantee Submittal of Close Out Documents** from the Package menu will retrieve a checklist of all documents that must be submitted for the closeout of the grant, shown below:

**Awaiting Grantee Certification as of 02/16/2005**

<b>U.S. DEPARTMENT OF LABOR Employment and Training Administration</b>	<b>DATE 02/16/2005</b>	<b>GRANT NUMBER D58126008155</b>
<b>GRANTEE SUBMITTAL OF CLOSE-OUT DOCUMENTS</b>	<b>GRANTEE'S NAME AND ADDRESS VIRGINIA DEPARTMENT FOR THE AGING, 1600 FOREST AVE SUITE 102, RICHMOND, VIRGINIA, 23229</b>	
<b>Shakil Khandoker 1600 FOREST AVE SUITE 102, RICHMOND, VIRGINIA, 23229</b>		

<b>Enclosed</b>	<b>Identification of Closeout Form</b>
<b>As you requested in the Grant closeout notification letter dated 02/11/2005, I have taken action related to the closeout of subject Grant and am enclosing required closeout document as follows</b>	
<b>(The system automatically checks the box next to the form you have filled out via GCS)</b>	
<input checked="" type="checkbox"/>	Grantee's Release, Form ETA 3-103A
<input checked="" type="checkbox"/>	Grantee's Assignment of Refunds, Rebates and Credits, Form 3-107
<input checked="" type="checkbox"/>	Government Property Closeout Inventory Certification
<input checked="" type="checkbox"/>	Grant Closeout Tax Certification, Form ETA 323 : Explanation: <input type="text"/>
<input checked="" type="checkbox"/>	Grantee's Detailed Statement of Cost

**Figure 3-18. Non-governmental Grantee Submittal Checklist**

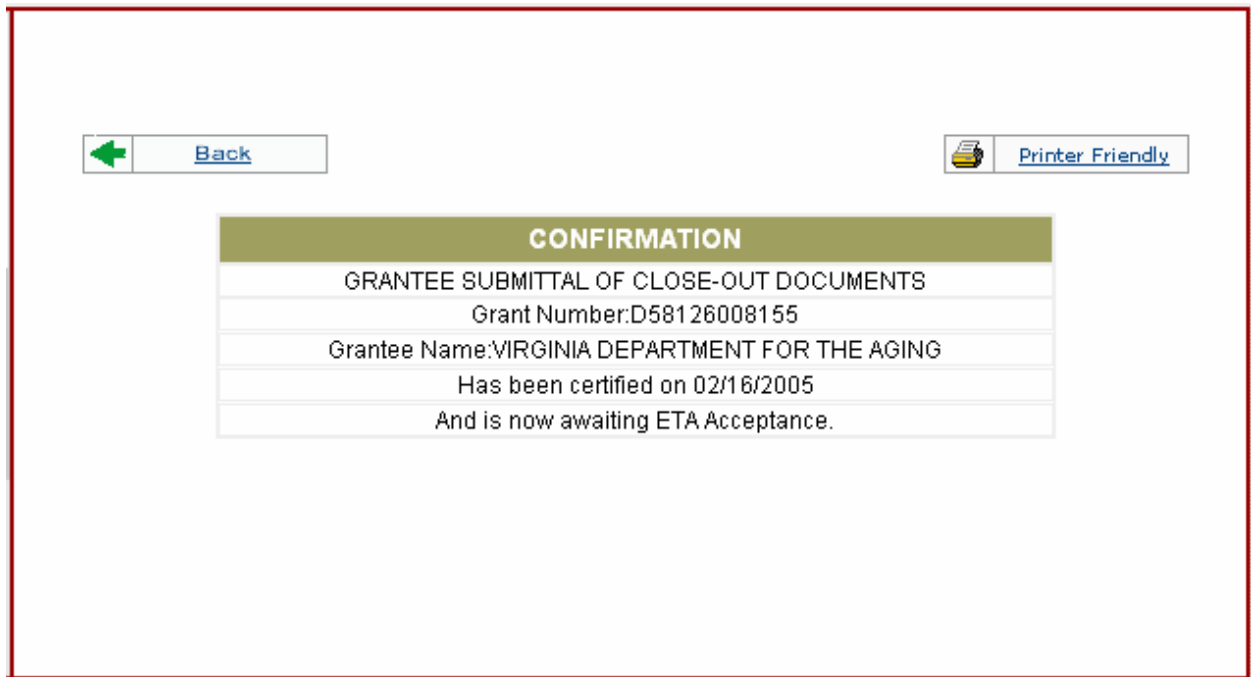
All the check boxes in Figure 3-18 will be automatically checked by the system once you have entered valid data in the closeout forms. If a check box next to a form is unchecked, please click on Package on the left navigation bar and open the unchecked closeout form to fill out the form there. Once you save the data entry in that form, the check box will be checked in this submittal checklist.

Will be Sent Separately		Identification of Document	
<b>Check appropriate boxes. Each item must be covered if applicable.</b>			
<input checked="" type="checkbox"/>		Final Financial Status Report	
<input checked="" type="checkbox"/>		Refund Check(s) with letter of explanation:	
		<input type="text"/>	
<input checked="" type="checkbox"/>		Indirect Cost Rates	
<input type="checkbox"/>		Government Inventory List <b>(Auto checked or unchecked Based on your Certification.)</b>	
GRANTEE SIGNATURE		TITLE	
<input type="text" value="Shakil Khandoker"/>		<input type="text"/>	
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	
<b>Certified by:</b>		<input type="text" value="Shakil Khandoker"/>	
<b>Certification Date:</b>		<input type="text" value="02/16/2005"/>	
<b>Please enter your PIN to certify:</b>		<input type="text" value="●●●●●●●●"/>	<input type="button" value="Certify"/>

Figure 3-19. Non-governmental Grantee Submittal Checklist, cont'd.

1. Please check the check box next to Final Financial Status Report.
2. Please check the check box next to Refund Check(s) with Letter of Explanation, if applicable. Otherwise, ignore it.
3. Please check the check box next to Indirect Cost Rates, if applicable. Otherwise, ignore it.
4. The check box next to Government Inventory List in Figure 3-19 will be automatically checked or unchecked based on your radio button selection in the Government Property Close-out Inventory Certification form. If you check radio button 1, then the check box next to Government Inventory List will be automatically checked. But if you check radio button 2, then the check box next to Government Inventory List will be unchecked. Make sure not to click on the check box next to Government Inventory List.
5. Enter grantee's signature.
6. Enter grantee's title.
7. Always click on the Save button to save the information first.

8. Once you have confirmed that all information entered in all the closeout forms is correct, you can certify your package. To certify a package, open Grantee Submittal of Closeout Documents as shown in Figure 3-18 and Figure 3-19. enter the pin number you use to certify your quarterly financial reports in the Please Enter Your Pin to Certify text box, and then click on the Certify button.
9. The following confirmation page will appear. Please make sure to print the confirmation page for your record-keeping by clicking on Printer Friendly link.



**Figure 3-20. Confirmation Message of Certification**

Note: Once a closeout package has been certified successfully, the form status is displayed as **Grantee Certified as of 02/16/2005** at the top of the closeout forms.

## **Grantee Submittal of Close Out Documents (Governmental)**

When the closeout documents have been completed, they must be electronically submitted as a package. Clicking on **Grantee Submittal of Close Out Documents** from the Package menu will retrieve a checklist of all documents that must be submitted for the closeout of the grant, shown below:

	<a href="#">Back</a>		<a href="#">Printer Friendly</a>
<b>Awaiting Grantee Certification as of 02/16/2005</b>			
<b>U.S. DEPARTMENT OF LABOR</b> <b>Employment and Training Administration</b>		<b>DATE</b> <b>02/16/2005</b>	<b>GRANT NUMBER</b> <b>D58126008155</b>
<b>GRANTEE SUBMITTAL OF</b> <b>CLOSE-OUT DOCUMENTS</b>  <b>Shakil Khandoker</b> <b>1600 FOREST AVE SUITE 102,</b> <b>RICHMOND, VIRGINIA, 23229</b>		<b>GRANTEE'S NAME AND ADDRESS</b> <b>VIRGINIA DEPARTMENT FOR THE</b> <b>AGING,</b> <b>1600 FOREST AVE SUITE 102,</b> <b>RICHMOND, VIRGINIA, 23229</b>	
<b>Enclosed Identification of Closeout Form</b>			
<b>As you requested in the Grant closeout notification letter dated 02/11/2005,</b> <b>I have taken action related to the closeout of subject Grant</b> <b>and am enclosing required closeout document as follows</b>			
<b>(The system automatically checks the box next to the form you have filled out via GCS)</b>			
<input checked="" type="checkbox"/>	Grantee's Release, Form ETA 3-103A		
<input checked="" type="checkbox"/>	Government Property Closeout Inventory Certification		

**Figure 3-21. Governmental Grantee Submittal Checklist**

All the check boxes in Figure 3-21 will be automatically checked by the system once you have entered valid data in the closeout forms. If a check box next to a form is unchecked, please click on Package on the left navigation bar and open the unchecked closeout form to fill out the form there. Once you save the data entry in that form, the check box will be checked in this submittal checklist.

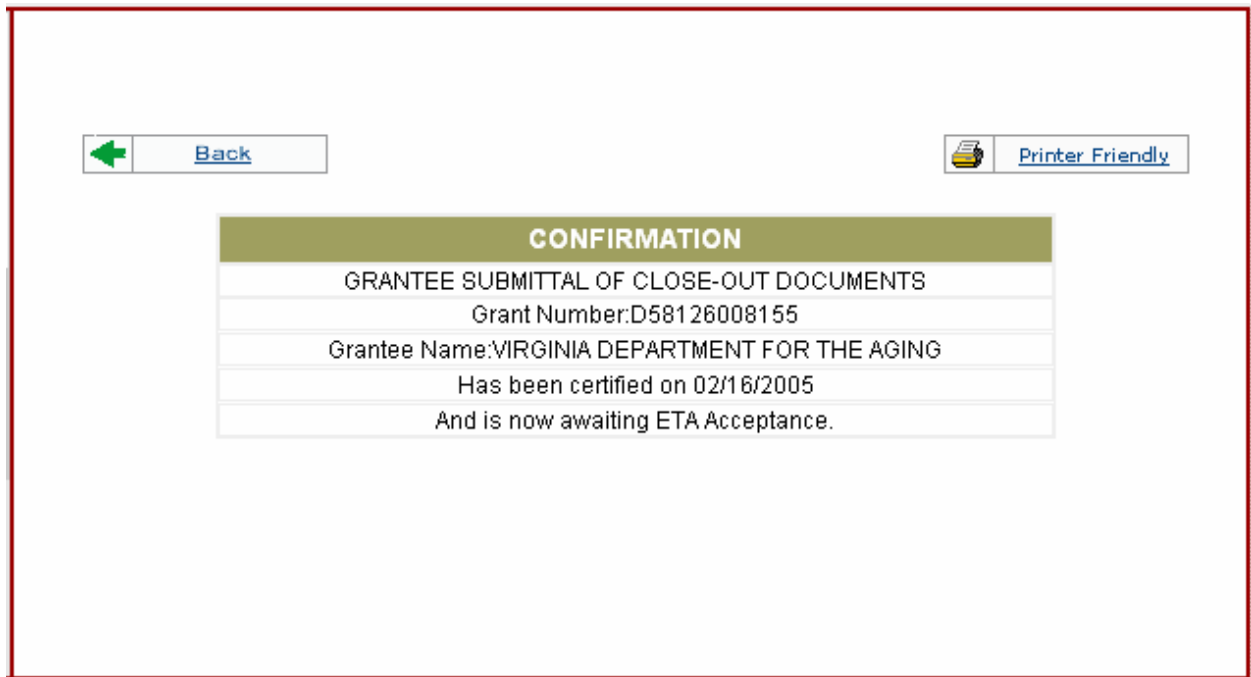
Will be Sent Separately		Identification of Document	
<b>Check appropriate boxes. Each item must be covered if applicable.</b>			
<input checked="" type="checkbox"/>		Final Financial Status Report	
<input checked="" type="checkbox"/>		Refund Check(s) with letter of explanation:	
		<input type="text"/>	
<input checked="" type="checkbox"/>		Indirect Cost Rates	
<input type="checkbox"/>		Government Inventory List <b>(Auto checked or unchecked Based on your Certification.)</b>	
GRANTEE SIGNATURE		TITLE	
<input type="text" value="Shakil Khandoker"/>		<input type="text"/>	
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	
<b>Certified by:</b>		<input type="text" value="Shakil Khandoker"/>	
<b>Certification Date:</b>		<input type="text" value="02/16/2005"/>	
<b>Please enter your PIN to certify:</b>		<input type="text" value="●●●●●●●●"/>	<input type="button" value="Certify"/>

Figure 3-22. Governmental Grantee Submittal Checklist, cont'd.

1. Please check the check box next to Final Financial Status Report.
2. Please check the check box next to Refund Check(s) with Letter of Explanation, if applicable. Otherwise, ignore it.
3. Please check the check box next to Indirect Cost Rates, if applicable. Otherwise, ignore it.
4. The check box next to Government Inventory List in Figure 3-22 will be automatically checked or unchecked based on your radio button selection in the Government Property Close-out Inventory Certification form. If you check radio button 1, then the check box next to Government Inventory List will be automatically checked. But if you check radio button 2, then the check box next to Government Inventory List will be unchecked. Make sure not to click on the check box next to Government Inventory List.
5. Enter grantee's signature.
6. Enter grantee's title.
7. Always click on the Save button to save the information first.



8. Once you have confirmed that all information entered in all the closeout forms is correct, you can certify your package. To certify a package, open Grantee Submittal of Closeout Documents as shown in Figure 3-21 and Figure 3-22. Enter the pin number you use to certify your quarterly financial reports in the Please Enter Your Pin to Certify text box, and then click on the Certify button.
9. The following confirmation page will appear. Please make sure to print the confirmation page for your record-keeping by clicking on Printer Friendly link.



**Figure 3-23. Confirmation Message of Certification**

Note: Once a closeout package has been certified successfully, the form status is displayed as **Grantee Certified as of 02/16/2005** at the top of the closeout forms.

## Closeout Extension

This page is to be used by grantees to request a closeout extension if necessary.

The screenshot shows the 'REQUEST A CLOSEOUT EXTENSION' form. The header includes the 'eta' logo, 'EMPLOYMENT AND TRAINING ADMINISTRATION UNITED STATES DEPARTMENT OF LABOR', and the 'GRANT CLOSEOUT SYSTEM' logo. The date is 'Tuesday, 20 July' and there are links for 'Home Page | Instructions | Contact Us | Log out'. The left sidebar has a navigation menu with 'Closeout Extension' highlighted. The main form area contains a table with the following data:

Grantee's Name And Address	Grant Number
Inter-Tribal Council of Alabama, P.O. Box 369, Millbrook, Alabama, 36054-0369	AB103350055
Reason for Extension	<input type="text" value="test"/>
Requested By	<input type="text" value="sdfdf"/>
Extension Length	<input type="text" value="3 months"/>
Closeout Summittal Due Date	<input type="text" value="07/01/2005"/>

Below the table is a section for 'Closeout Extension Approval Information' with an 'Approval Status' of 'Pending'. At the bottom are 'Submit' and 'Cancel' buttons. The footer contains copyright information and links for Accessibility, Privacy, and Security.

Figure 3-7. Closeout Extension form

To complete the Closeout Extension form:

1. Enter the reason for the extension.
2. Enter the name of the person requesting the extension.
3. Select the length of the extension from the drop-down list.
4. Enter the Closeout Submittal Due Date in MM/DD/YYYY format (slashes will be inserted automatically).
5. Click **Submit** to submit the information, or **Cancel** to cancel the operation. If you click Submit, you will see a message confirming that the submission was successful.

## 4. No-Cost Extension

From the main menu on the left, click **No-Cost Extension** to see the No-Cost Extension Confirmation form, shown below:

Grantee's Name and Address		Grant Number
Inter-Tribal Council of Alabama P.O. Box 369 Millbrook, Alabama, 36054-0369		AB103350055
Have you received an approved modification to extend the period of performance?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If You Check Yes, Please Enter Extension Information.		
Extended Expiration Date(mm/dd/yyyy):	<input type="text"/>	
Approved By:	<input type="text"/>	
Approval Date(mm/dd/yyyy):	<input type="text"/>	

*Note: If you check "Yes", please FAX us the copy of the modification which extends the period of performance to 202-693-3362.  
Attn: Rose M Fredericks*

Figure 4-1. No-Cost Extension Confirmation form

(This is similar to the form shown to grantees who have logged in for the first time, and accepts the same information.). You can click on the No Cost Extension button to open the No-Cost Extension Confirmation screen to modify or update the no cost extension information you provided when you first log into the GCS System, if you need to.

To complete the No-Cost Extension Confirmation:

1. Check **Yes** if you are requesting a no-cost extension; otherwise check **No**. If you checked **No**, step 2 below can be skipped.
2. If you checked **Yes**:
  - i. Enter the Extended Expiration Date in MM/DD/YYYY format (the slashes (/) are entered automatically).
  - ii. Enter the name of the person approving the extension.
  - iii. Enter the approval date in MM/DD/YYYY format.

3. Click **Continue** to store the information, or **Cancel** to cancel the operation. You will be taken to the Introduction page.



## **5. Appendix: Complete Closeout Form Pages**

Following are printed versions of the complete forms used in the Closeout Package.

# Grantee's Release

[← Back](#) [Printer Friendly](#)

**Awaiting Grantee Certification as of 07/16/2004**

<b>U.S. DEPARTMENT OF LABOR Employment and Training Administration</b>	<b>Instructions to Grantee Submit original (with original signature)</b>
--	--

**GRANTEE'S RELEASE**

Pursuant to the terms of Grant Number **AB103350055** and in consideration of the sum of **\$602,647.00** Dollars  which has been paid under the said grant to

**Inter-Tribal Council of Alabama  
P.O. Box 369, Millbrook, Alabama, 36054-0369**

hereinafter called the Grantee or to its assignees, if any, the Grantee, upon payment of the said sum by the UNITED STATES OF AMERICA hereinafter called the Government, does remise, release, and discharge the Government, its officers, agents, and employees of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said grant, except:

1. Specified claims in stated amount(s) or in estimated amounts where the amounts are not susceptible of exact statement by the Grantee, as follows:
2. Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Grantee to third parties arising out of the performance of the said grant, which are not known to the grantee on the date of the execution of this release and of which the Grantee gives notice in writing to the Grant Officer within the period specified in the said grant.
3. Claims after closeout, for costs which result from the liability to pay unemployment insurance cost under a reimbursement system or to settle Workmen's Compensation claims.

This release has been executed this **16** th day of **July, 2004**

<b>Grantee or Corporation Name</b>
<b>Inter-Tribal Council of Alabama, P.O. Box 369, Millbrook, Alabama, 36054-0369</b>

**BY**  **TITLE**

---

**CERTIFICATE**

I, , certify that I am the  Official Title

of the corporation named as Grantee in the foregoing Release: that  Official Title

who signed said Release on behalf of the Grantee was then  Official Title

of said corporation; that said Release was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(CORPORATE SEAL) ETA 3-103A (R-Feb. 1996)

# Grantee's Assignment of Refunds, Rebates and Credits

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 [Printer Friendly](#)

Awaiting Grantee Certification as of 07/16/2004

<b>U.S. DEPARTMENT OF LABOR Employment and Training Administration</b>	<b>Instructions to Grantee Submit original (with original signature)</b>
--	--

GRANTEE'S ASSIGNMENT OF REFUNDS, REBATES AND CREDITS

Grantee's Name and Address	Grant Number
<b>Inter-Tribal Council of Alabama</b> P.O. Box 369 Millbrook, Alabama, 36054-0369	<b>AB103350055</b>

Pursuant to the terms of Grant Number: **AB103350055** and in consideration of the reimbursement of costs and payment of fee, as provided in the said grant and any assignment there under, the

Inter-Tribal Council of Alabama  
P.O. Box 369, Millbrook, Alabama, 36054-0369

(Hereinafter called the Grantee) does hereby:

1. Assign, transfer, set over and release to the UNITED STATES OF AMERICA (hereinafter called the Government) all right, title and interest to all refunds, rebates, credits or other amounts (including any interest thereon) arising out of the performance of the said grant, together with all the rights of action accrued or which may hereafter accrue there under.
2. Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits or other amounts (including any interest thereon) due or which may become due, and to forward promptly to the U.S. Department of Labor, Employment and training Administration, checks made payable to the United States Department of Labor for any proceeds so collected. The reasonable costs of any such action to effect collection shall constitute allowable costs when approved by the Grant Officer and may be applied to reduce any amounts otherwise payable to the Government under the terms hereof.
3. Agree to cooperate fully with the Government as to any claim or suit in connection with such refunds, rebates, credits or other amounts due (including any interest thereon): to execute any protest, pleading, application, power of attorney or other papers in connection therewith; and to permit the Government to represent it at any hearing, trial or other proceeding arising out of such claim or suit.

This release has been executed this **16** th day of **July, 2004**

Grantee's Name and Address
<b>Inter-Tribal Council of Alabama</b> P.O. Box 369 Millbrook, Alabama, 36054-0369
TYPED NAME <input style="width: 150px;" type="text" value="Bridget OMalley"/> TITLE <input style="width: 100px;" type="text" value="CFO"/>

---

CERTIFICATE

I, , certify that I am the

Official Title

of the corporation named as Grantee in the foregoing assignment: that

who signed said assignment on behalf of the Grantee was then

Official Title

of said corporation; that said assignment was duly signed for and on behalf of said corporation by authority its governing body and is within the scope of its corporate powers.

---

(CORPORATE SEAL)
ETA 3-107 (R-Feb. 1996)

# Government Property Close-Out Inventory Certification

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**Awaiting Grantee Certification as of 07/16/2004**

**U.S. DEPARTMENT OF LABOR  
Employment and Training Administration**

**200 Constitution Avenue, N.W.  
Washington, D.C. 20210**

## GOVERNMENT PROPERTY CLOSE-OUT INVENTORY CERTIFICATION

**GRANT NUMBER: AB103350055**

1. I certify that the attached government property inventory list contains all property having a current per unit fair market value of \$5,000 or more where DOL reserves the right to take title.

Tom Peterson Jr.

\_\_\_\_\_  
Authorizing Grant Official  
(Signature and Title)

**07/16/2004**

\_\_\_\_\_  
Date

2. I certify that no government property was purchased having a current per unit fair market value of \$5,000 or more. Therefore, we (grantee) have no further obligation to DOL.

Tom Jones

\_\_\_\_\_  
Authorizing Grant Official  
(Signature and Title)

**07/16/2004**

\_\_\_\_\_  
Date

**Save**

**Cancel**



# Grantee's Close-Out Tax Certification

 <a href="#">Back</a>	 <a href="#">Printer Friendly</a>
<b>Awaiting Grantee Certification as of 07/13/2004</b>	
<b>U.S. DEPARTMENT OF LABOR Employment and Training Administration</b>	<b>200 Constitution Avenue, N.W. Washington, D.C. 20210</b>
<b>GRANTEE'S CLOSE-OUT TAX CERTIFICATION</b>	
<p>In the performance of Grant Number AB103350055, I certify that I have complied with requirements of the law and the Employment and Training Administration, DOL, regarding the obtaining of employer identification/account numbers: collection, payment, deposit, and reporting of Federal, State and local taxes; and the provision of W-2 forms to employees/enrollees who are not now my employees. For present employees/enrollees, W-2 forms will be furnished as specified in Circular E, Employer's Tax Guide.</p>	
<b>AUTHORIZED SIGNATURE:</b>	<b>Tom Jones</b>
<b>NAME OF GRANTEE:</b>	<b>Inter-Tribal Council of Alabama</b>
<b>ADDRESS:</b>	<b>P.O. Box 369 Millbrook, Alabama, 36054-0369</b>
<b>EMPLOYER'S IDENTIFICATION NO.:</b>	<input type="text"/>
<small>ETA Z-108 (R-Feb. 1996)</small>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

# Grantee's Detailed Statement of Costs

← Back
Printer Friendly

**U.S. DEPARTMENT OF LABOR**  
Employment and Training Administration

**Instructions to Grantee**  
Submit original  
(with original signature)

**GRANTEE'S DETAILED STATEMENT OF COSTS**

Grantee's Name and Address	Grant Number	
<b>ILLINOIS DEPARTMENT OF CORRECTIONS</b> 3802 LINCOLN HIGHWAY ST. CHARLES, ILLINOIS, 60175	<b>IG123550260</b>	
Cost Category	Grant Budget (1)	Cumulative Costs to (2)
Salaries and Wages	<input type="text"/>	<input type="text"/>
Fringe Benefits	<input type="text"/>	<input type="text"/>
<b>TOTAL PERSONNEL COSTS</b>	<input type="text"/>	<input type="text"/>
Other Expenses: (Specify & list below)		
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>
8. Indirect Cost	<input type="text"/>	<input type="text"/>
<b>TOTAL OTHER EXPENSES</b>	<input type="text"/>	<input type="text"/>
<b>TOTAL GRANT COSTS</b>	<input type="text"/>	<input type="text"/>

ETA 3-2 (R-Pub. 1996)

# Grantee's Submittal of Close-Out Documents—Non-Governmental

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Printer Friendly

Awaiting Grantee Certification as of 12/15/2004

<b>U.S. DEPARTMENT OF LABOR</b> <b>Employment and Training Administration</b>  <b>GRANTEE SUBMITTAL OF</b> <b>CLOSE-OUT DOCUMENTS</b>  Migrant Test 320 W. GYPSY LANE RD , BOWLING GREEN, OHIO, 43402	<b>DATE</b> 12/15/2004	<b>GRANT NUMBER</b> AC117240155  <b>GRANTEE'S NAME AND ADDRESS</b> RURAL OPPORTUNITIES, INC. (OHIO), 320 W. GYPSY LANE RD , BOWLING GREEN, OHIO, 43402
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**Enclosed Identification of Closeout Form**

As you requested in the Grant closeout notification letter dated 12/09/2004, I have taken action related to the closeout of subject Grant and an enclosing required closeout document as follows

(The system automatically checks the box next to the form you have filled out via GCS)

- Grantee's Release, Form ETA 3-103A
- Grantee's Assignment of Refunds, Rebates and Credits, Form 3-107
- Government Property Closeout Inventory Certification
- Grant Closeout Tax Certification, Form ETA 323 :  
Explanation:
- Grantee's Detailed Statement of Cost

**Will be Sent Separately Identification of Document**

Check appropriate boxes. Each item must be covered if applicable.

- Final Financial Status Report
- Refund Check(s) with letter of explanation:
- Indirect Cost Rates
- Government Inventory List  
(Auto checked or unchecked Based on your Certification.)

**GRANTEE SIGNATURE**  
 Migrant Test

**TITLE**

Save
Cancel

**Certified by:**

**Certification Date:**

**Please enter your PIN to certify:**  Certify

ETA 3-105 (R-Feb. 1996)

# Grantee's Submittal of Close-Out Documents— Governmental

<b>Awaiting Grantee Certification as of 12/15/2004</b>					
<b>U.S. DEPARTMENT OF LABOR Employment and Training Administration</b>  <b>GRANTEE SUBMITTAL OF CLOSE-OUT DOCUMENTS</b>  <b>Migrant Test 320 W. GYPSY LANE RD , BOWLING GREEN, OHIO, 43402</b>	<table border="1"> <tr> <td><b>DATE</b> 12/15/2004</td> <td><b>GRANT NUMBER</b> AC117240155</td> </tr> <tr> <td colspan="2"><b>GRANTEE'S NAME AND ADDRESS</b> RURAL OPPORTUNITIES, INC. (OHIO), 320 W. GYPSY LANE RD , BOWLING GREEN, OHIO, 43402</td> </tr> </table>	<b>DATE</b> 12/15/2004	<b>GRANT NUMBER</b> AC117240155	<b>GRANTEE'S NAME AND ADDRESS</b> RURAL OPPORTUNITIES, INC. (OHIO), 320 W. GYPSY LANE RD , BOWLING GREEN, OHIO, 43402	
<b>DATE</b> 12/15/2004	<b>GRANT NUMBER</b> AC117240155				
<b>GRANTEE'S NAME AND ADDRESS</b> RURAL OPPORTUNITIES, INC. (OHIO), 320 W. GYPSY LANE RD , BOWLING GREEN, OHIO, 43402					
<b>Enclosed Identification of Closeout Form</b>					
<b>As you requested in the Grant closeout notification letter dated 12/09/2004, I have taken action related to the closeout of subject Grant and am enclosing required closeout document as follows</b>					
<b>(The system automatically checks the box next to the form you have filled out via GCS)</b>					
<input checked="" type="checkbox"/>	Grantee's Release, Form ETA 3-103A				
<input checked="" type="checkbox"/>	Government Property Closeout Inventory Certification				
<b>Will be Sent Separately Identification of Document</b>					
<b>Check appropriate boxes. Each item must be covered if applicable.</b>					
<input type="checkbox"/>	Final Financial Status Report				
<input type="checkbox"/>	Refund Check(s) with letter of explanation: <input type="text" value="test"/>				
<input type="checkbox"/>	Indirect Cost Rates				
<input type="checkbox"/>	Government Inventory List <b>(Auto checked or unchecked Based on your Certification.)</b>				
<b>GRANTEE SIGNATURE</b>	<b>TITLE</b>				
Migrant Test					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					
<b>Certified by:</b>	<input type="text" value="Migrant Test"/>				
<b>Certification Date:</b>	<input type="text" value="12/15/2004"/>				
<b>Please enter your PIN to certify:</b>	<input type="text"/> <input type="button" value="Certify"/>				
ETA 3-105 (R-Feb. 1996)					