

DATE: February 28, 2008

TO: Project Directors/Principle Investigators  
PA 03022, Component 2, 4, 5 and 7

SUBJECT: Closeout Activities for PA 3022

Only Applicable to Component 2-Nutrition, Physical Activity and Obesity, Component 4- Oral Disease Component 5- Arthritis and Component 7-Genomics

Thank you for the work you have put in to your funded projects during the previous five years. As all of you are aware, on June 29, 2008, the 5-year project period for PA 03022 will come to an end. Whether or not you have applied for and may ultimately receive funding under the new Funding Opportunity Announcement, it will be necessary for you to closeout activities under PA 03022. Closeout activities should include one of the following options:

- 1) Completing YR 05 (June 30, 2007 – June 29, 2008) proposed activities by the end of the budget/project period and submitting a Final Progress Report by September 30, 2008; or
- 2) Requesting a 12-month (or less) no-cost extension for PA 03022-5 **to complete YR 05 proposed activities** and liquidate awarded funds; or
- 3) Requesting a 12-month (or less) no-cost extension for PA 03022-5 and requesting the use of any remaining unobligated balances from PA 03022-3 (year 3) and PA 03022-4 (year 4) **to complete YR 05 proposed activities.**

**Please Note:**

- ❖ **Remaining unobligated funds from PA 03022 cannot be carried forward into FOA and will be deobligated.**
- ❖ **Final Financial Status Report due no later than September 30, 2008 for all components.**

Under options 2 and 3 above, the grantee must submit a formal request which includes a closeout plan **to PGO no later than April 15, 2008.** Submission of a request does not guarantee an extension will be permitted.

A request for a 12-month (or less) no-cost extension with justification must include the following elements:

- Name of the agency
- Cooperative Agreement number for the agency
- Request for a No-Cost Extension
- Length of the No-Cost Extension (not to exceed 12 months)
- Objectives from *year five* applications that will be addressed in the No-Cost Extension
- Activities that will be conducted during the No-Cost Extension
- Time-line of the specific funded activities that will occur during the no-cost extension
- For option #3 only...an itemized budget with justification for the use of unobligated dollars to complete activities outlined in the closeout plan. [*Please note: unobligated dollars may not be used to initiate new activities.*]

Please submit all requests in hard copy format to:

TERESA BELCHER  
Grants Management Specialist  
Procurement and Grants Office  
Acquisition and Assistance Branch  
2920 Brandywine Road, M/S E-09  
Atlanta, GA 30341

Be sure to work with your 3022 Principal Investigator to submit this official request to PGO (2-signature requirement). Please contact your project officer or Teresa Belcher at PGO if you have questions about the close out options. It would be helpful to discuss with your project officer what specific year 5 work plan activities you plan to complete by using any remaining 03022 funding.