GRANT CLOSEOUT SYSTEM
END-USER MANUAL

ETA

U.S. Department of Labor
Employment and Training Administration

Table of Contents

List of Figures

Grant Closeout System End-User Manual

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;

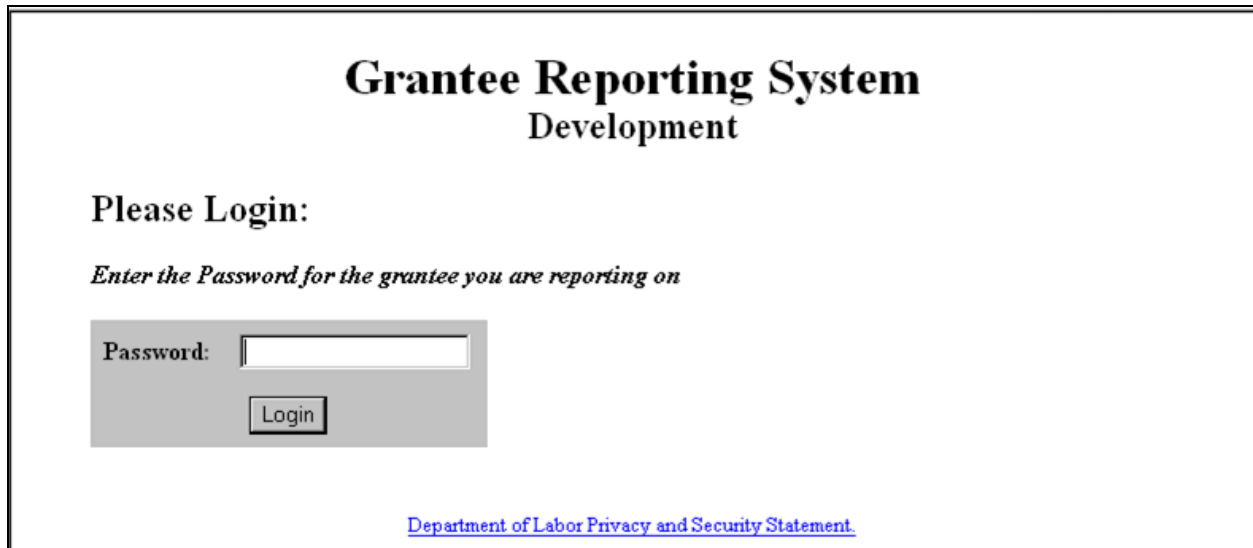- Grantee Submittal of Closeout Documents - Submit via GCS System;

- 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

The following login screen will appear:

Grantee Reporting System
Development

Please Login:

Enter the Password for the grantee you are reporting on

Password: [   ]

[Login]

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:

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:

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**.

Grant Closeout System End-User Manual

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

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:
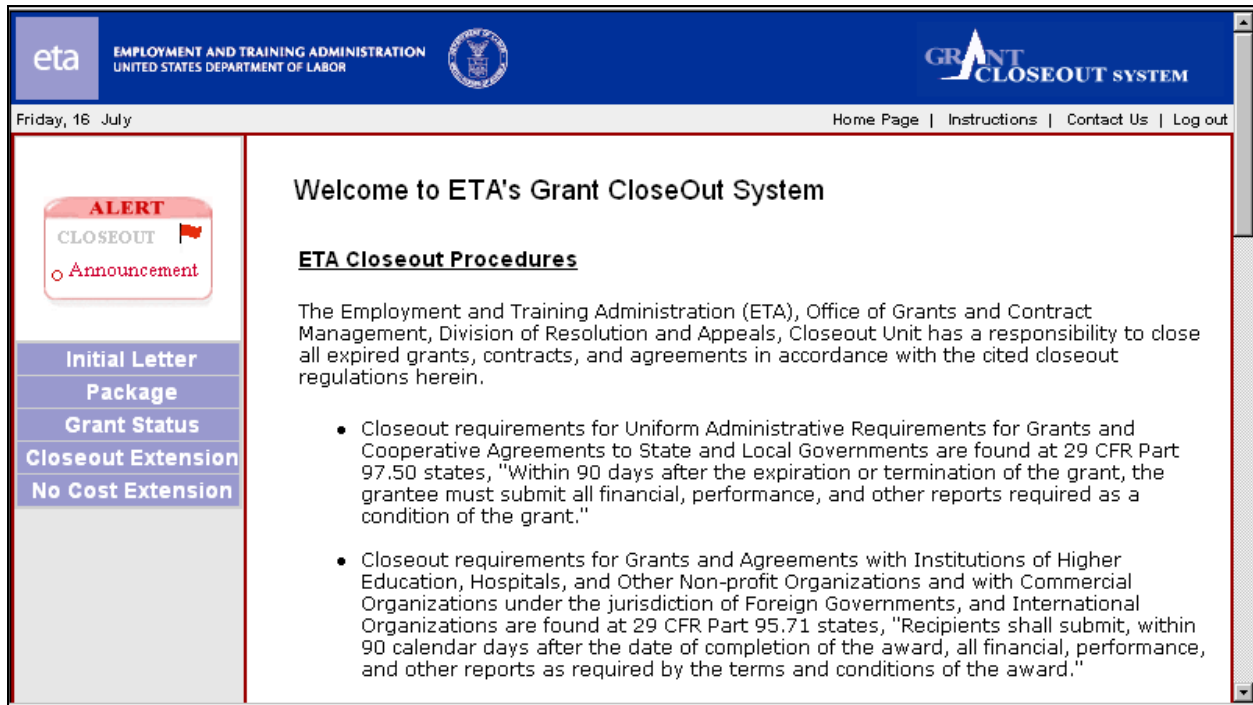
Figure 1-5. Grant Closeout System Introduction page

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:

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.

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:
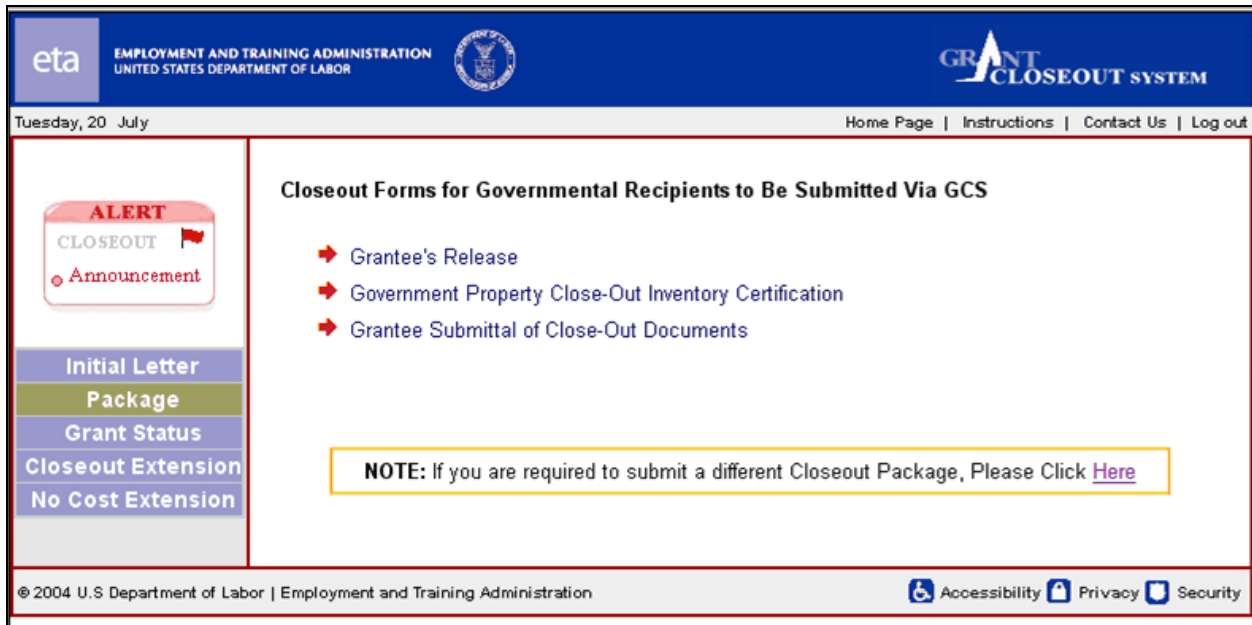

Figure 3-1. Closeout Package menu for Governmental Grantees

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

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 : Governmental Grantee

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:

Grant Closeout System End-User Manual

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

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

Grant Closeout System End-User Manual

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:

Grant Closeout System End-User Manual
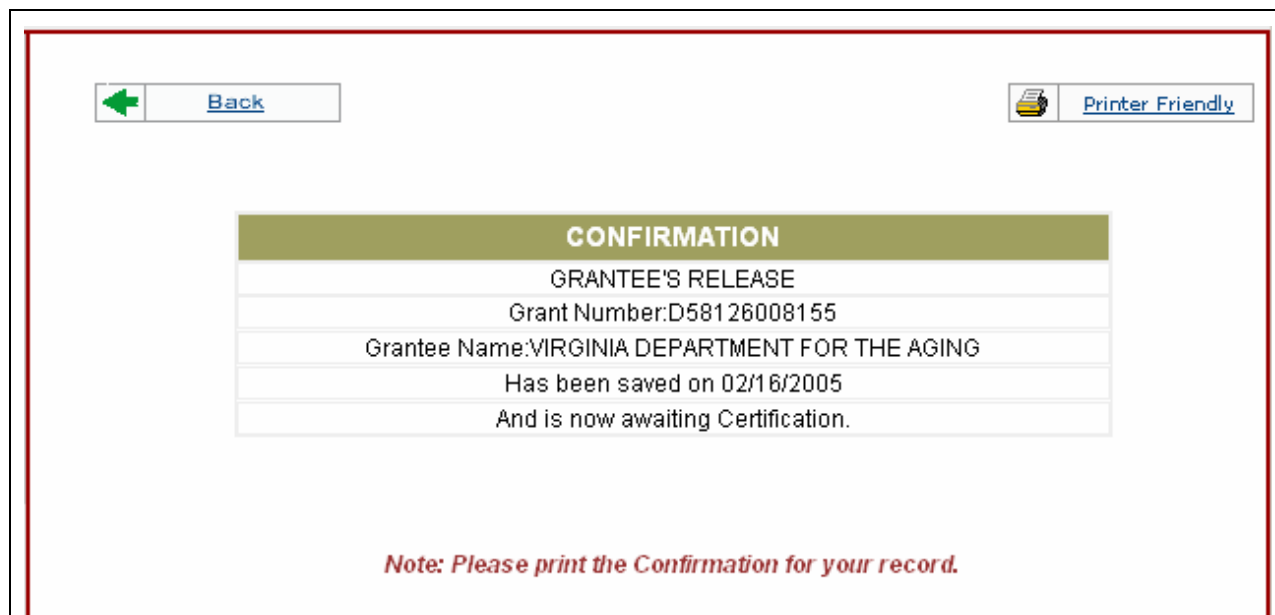
Figure 3-7. Confirmation Message

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:

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

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

Grant Closeout System End-User Manual

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:

Grant Closeout System End-User Manual

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:

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

Grant Closeout System End-User Manual

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:

Figure 3-14. Detailed Statement of Costs form

To complete this form:

Grant Closeout System End-User Manual

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:

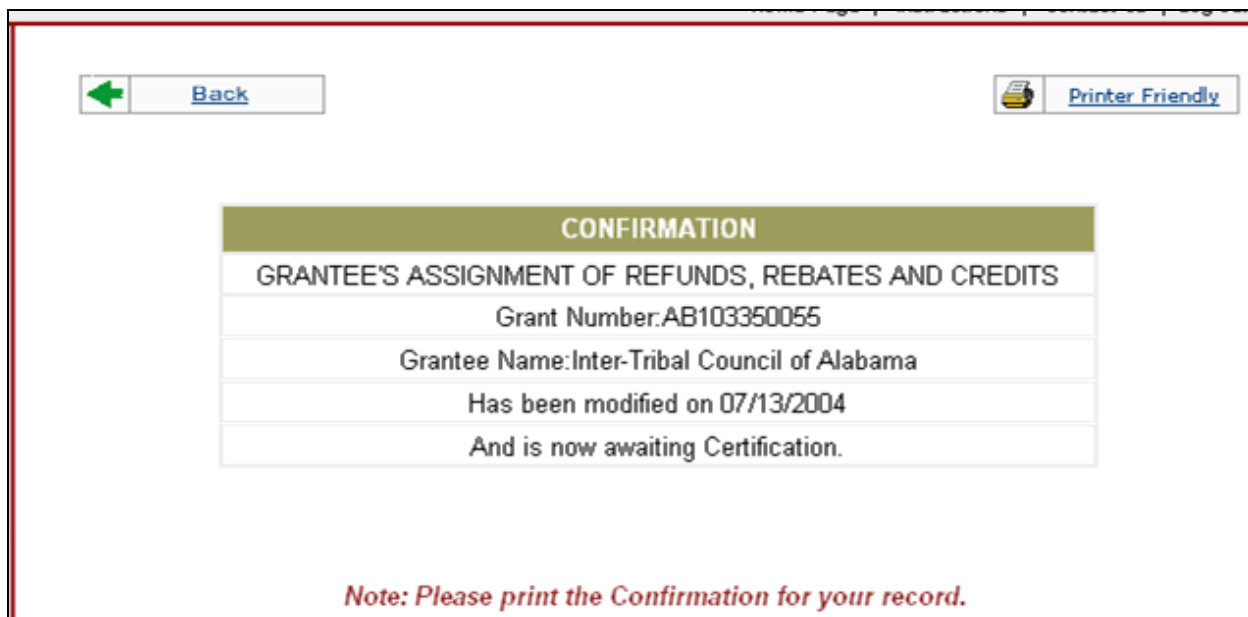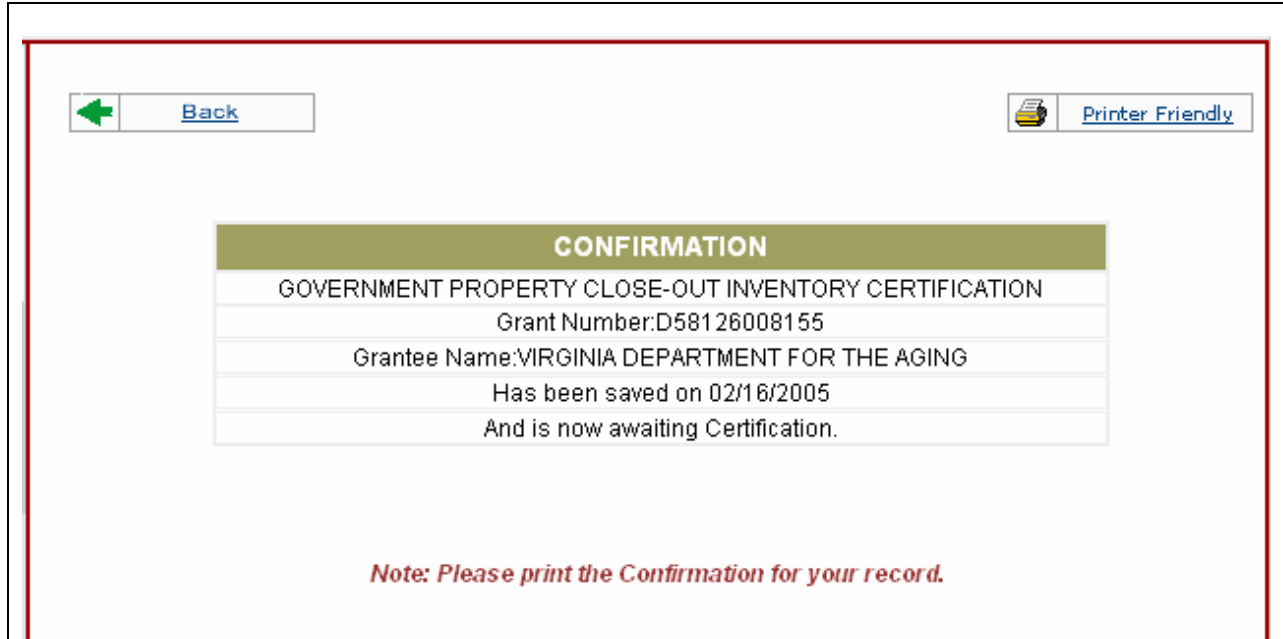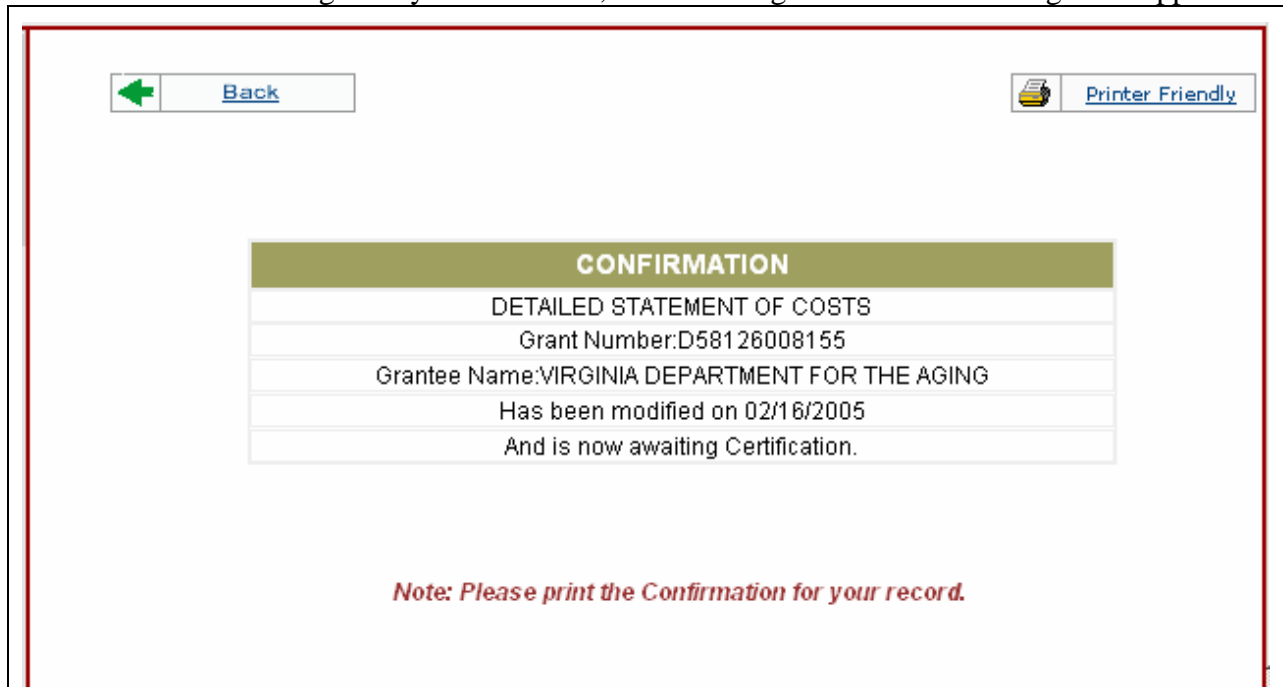**Figure 3-15. Confirmation Message**

Grant Closeout System End-User Manual

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:

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:

Grant Closeout System End-User Manual

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

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

Enclosed	Identification of Closeout Form

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

(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

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.

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.

Grant Closeout System End-User Manual

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.
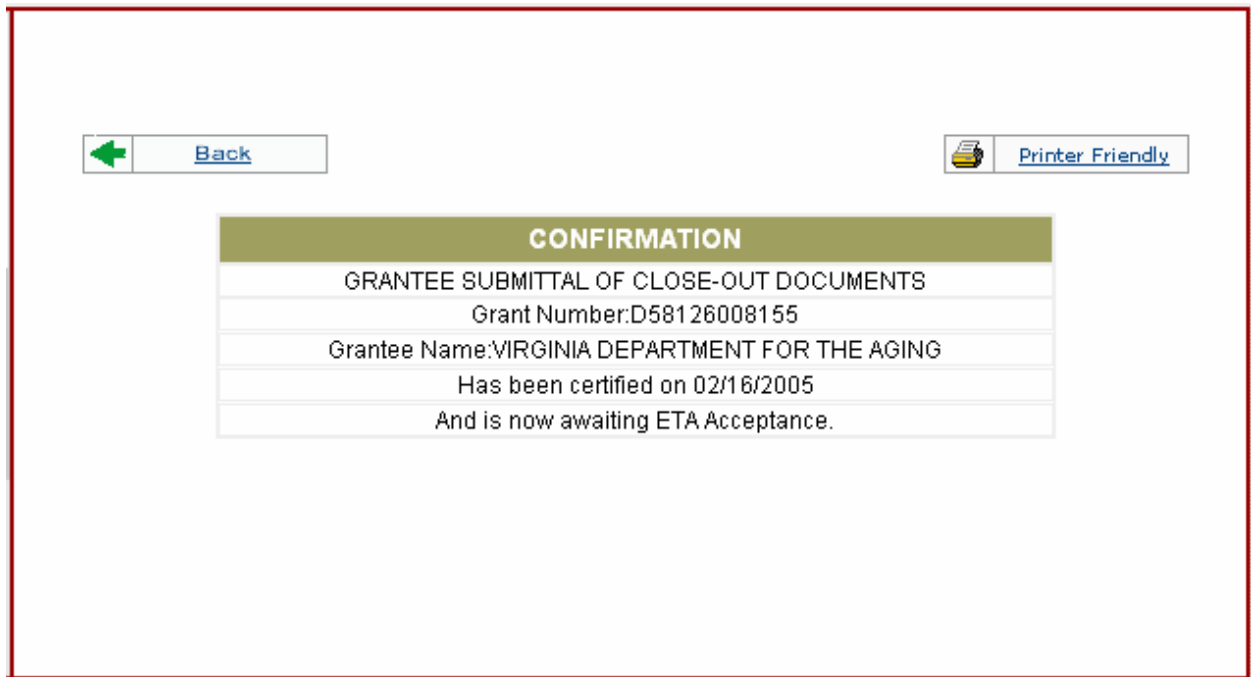
Figure 3-20. Confirmation Message of Certification

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:

**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.

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.

Grant Closeout System End-User Manual

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.
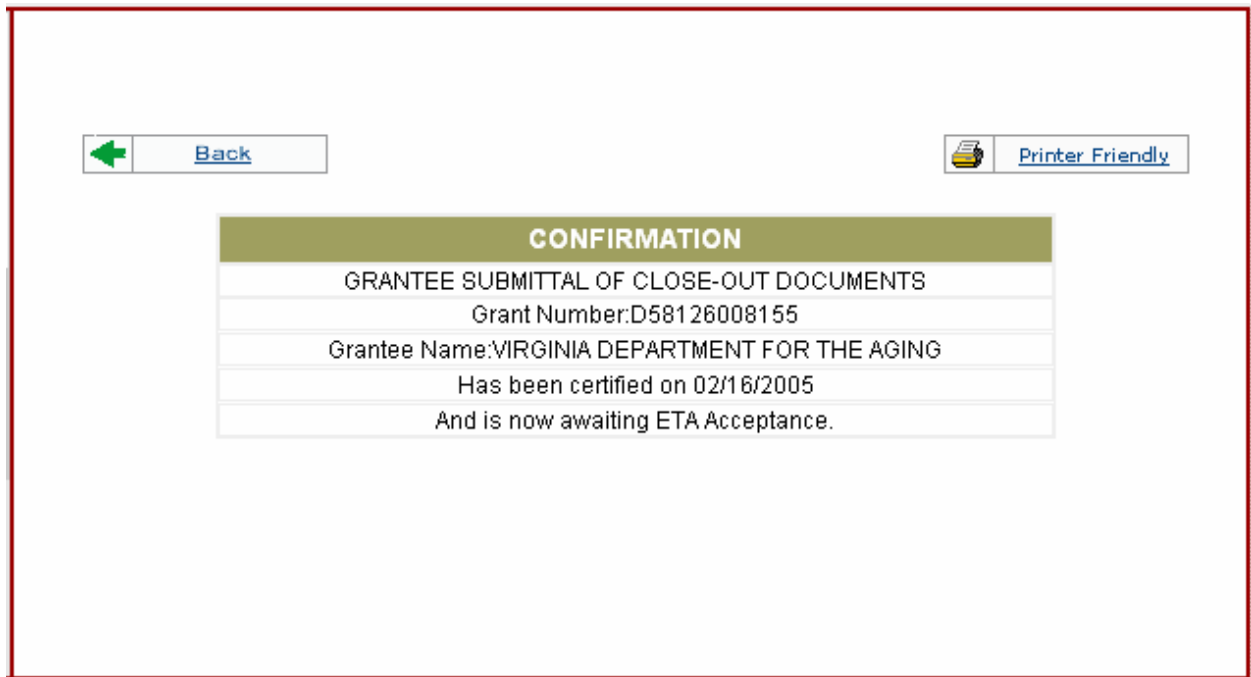
Figure 3-23. Confirmation Message of Certification

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.

Grant Closeout System End-User Manual

Closeout Extension

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

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.

Grant Closeout System End-User Manual

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:

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.

Grant Closeout System End-User Manual

5. Appendix: Complete Closeout Form Pages

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

Grant Closeout System End-User Manual

Grantee's Release

Back   Printer Friendly

Awaiting Grantee Certification as of 07/16/2004

| U.S. DEPARTMENT OF LABOR
Employment and Training Administration | Instructions to Grantee
Submit original
(with original signature) |

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:
   [NONE   ]

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**

| Grantee or Corporation Name |
| Inter-Tribal Council of Alabama,
P.O. Box 369, Millbrook, Alabama, 36054-0369 |

BY [John Cook   ]   TITLE [Director   ]

CERTIFICATE

I, [Maria Vitucci   ] , certify that I am the [Operations Manager   ]

                                                                     Official Title
of the corporation named as Grantee in the foregoing Release: that [John Cook   ]
who signed said Release on behalf of the Grantee was then [Director   ]

                                                                       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)

Save   Cancel

Grant Closeout System End-User Manual

Grantee's Assignment of Refunds, Rebates and Credits

Back   Printer Friendly

Awaiting Grantee Certification as of 07/16/2004

| U.S. DEPARTMENT OF LABOR Employment and Training Administration | Instructions to Grantee Submit original (with original signature) |

GRANTEE'S ASSIGNMENT OF REFUNDS, REBATES AND CREDITS

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

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

TYPED NAME Bridget OMalley   TITLE CFO

CERTIFICATE

I, Dave Motherwell , certify that I am the Internal Auditor

Official Title

of the corporation named as Grantee in the foregoing assignment: that John Runs with Scissors

who signed said assignment on behalf of the Grantee was then CFO

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)

Save   Cancel

Government Property Close-Out Inventory Certification

Grant Closeout System End-User Manual

Grantee's Close-Out Tax Certification

Grantee's Detailed Statement of Costs

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
ILLINOIS DEPARTMENT OF CORRECTIONS 3802 LINCOLN HIGHWAY ST. CHARLES, ILLINOIS, 60175	IG123550260

Cost Category	Grant Budget (1)	Cumulative Costs to (2)
Salaries and Wages		
Fringe Benefits		
TOTAL PERSONNEL COSTS		
Other Expenses: (Specify & list below)		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8. Indirect Cost		
TOTAL OTHER EXPENSES		
TOTAL GRANT COSTS		

ETA 3-2 (R-Feb. 1996)

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

Grant Closeout System End-User Manual

Grantee's Submittal of Close-Out Documents— Governmental

Back | Printer Friendly

Awaiting Grantee Certification as of 12/15/2004

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

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 am 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

☑ Government Property Closeout Inventory Certification

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:

> test

☐ Indirect Cost Rates

☐ Government Inventory List
(Auto checked or unchecked Based on your Certification.)

GRANTEE SIGNATURE	TITLE
Migrant Test	

Save | Cancel

Certified by: Migrant Test

Certification Date: 12/15/2004

Please enter your PIN to certify: [ ] Certify

ETA 3-105 (R-Feb. 1996)

Grant Closeout System End-User Manual