

Grant Closeout Virtual Training

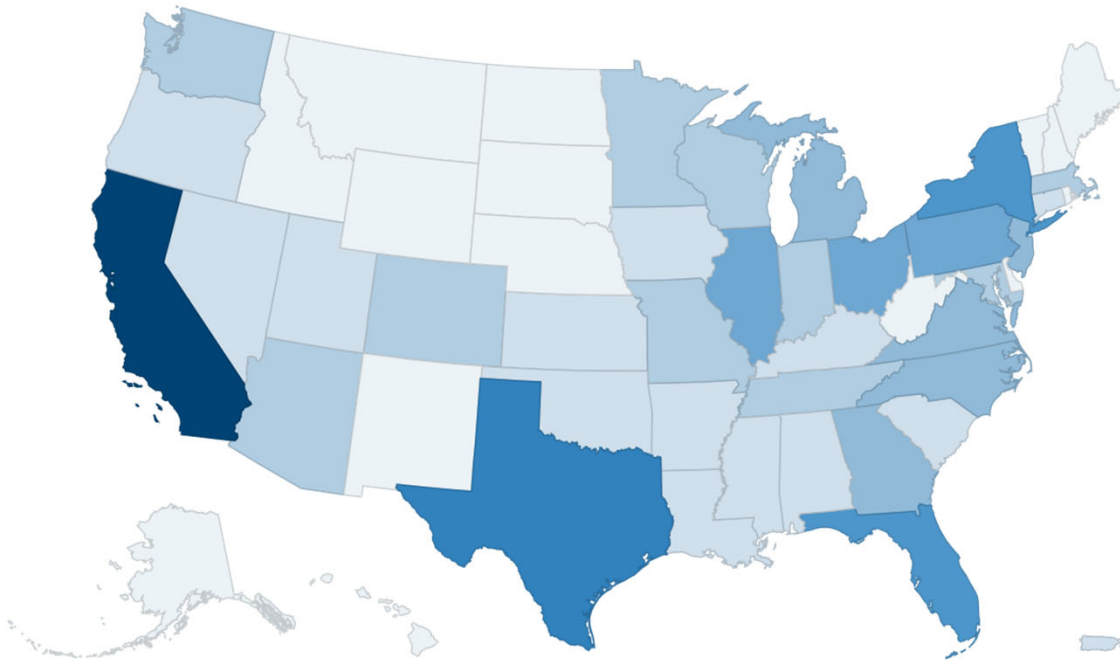
October 21, 2024

U.S. DOL ETA's Division of Indian and Native American Programs

Presented by: Jennifer Whitmore, Federal Project Officer



WELCOME



**Where are you
located?**

Please enter your
name, organization,
and location in the chat
window.

CLOSEOUT TRAINING OBJECTIVES

What is Grant Closeout

Closeout Timeline

Closeout Process

Key Takeaways

Closeout Resources

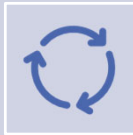
WHAT IS GRANT CLOSEOUT?



The process following the expiration of the grant agreement.



Period of Performance has ended or expired.



Post-award period to closeout the grant.

WHAT IS THE PERIOD OF PERFORMANCE?

Old Notice of Award (NOA)

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION (DOL/ETA)	NOTICE OF AWARD (NOA)
Under the authority of the <i>Workforce Innovation and Opportunity Act, P.L. 113-28</i> , this grant or agreement is entered into between the above named <i>Grantor Agency</i> and the following named <i>Awardee</i> , for a project entitled - PROGRAM YEAR 2021 FUNDING ALLOTMENTS AND INSTRUCTIONS FOR THE INA SECTION 166 PROGRAMS.	
Name & Address of Awardee:	Federal Award Id. No. (FAIN): AB-36620-21-60-A-30 CFDA #: 17.265- Native American Employment and Training
Accounting Code: 1630-2021-0501742122BD202101740010215NA000A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-	
Payment Management System DOC#: AB36620E50	
The Period of Performance shall be from July 01, 2021 thru June 30, 2024. Total Government's Financial Obligation is \$335,662.00 (unless other wise amended).	
Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.	
To obligate Adult funding of \$335,662.00 for Program Year 2021 Indian and Native American (INA) Programs, awarded in accordance with TEGL 22-20. To increase the Administrative Cost Limitation to 20%. IMPORTANT: Please review the important notice in term of the award terms and conditions.	
In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with all applicable Statute(s), and the following regulations and cost principles, including any subsequent amendments:	
Uniform Administrative Requirements, Cost Principles, and Audit Requirements: 2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule 2 CFR Part 2900; DOL Exceptions to 2 CFR Part 200;	
Other Requirements (Included within this NOA): Condition(s) of Award (if applicable) Federal Award Terms, including attachments	
Contact Information The Federal Project Officer (FPO) assigned to this grant is Chelsea Fish. Chelsea Fish will serve as your first line point of contact and can be contacted via e-mail - fish.chelsea.e@dol.gov . If your FPO is not available, please call your Regional Office at 972-850-4600 for assistance.	
The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statutes(s), grant regulations, guidance, and certifications.	
Signature of Approving Official - AWARDEE	Signature of Approving Official - DOL / ETA
	Digital Signature Charles Cox, August 12, 2021
See SF-424 for Signature	

New Notice of Award (NOA)

Department of Labor	Notice of Award
	Award# FAIN# Federal Award Date: 08/16/2024
Recipient Information	Federal Award Information
1. Recipient Name	11. Award Number 24A601A000107-01-00
2. Congressional District of Recipient 02	12. Unique Federal Award Identification Number (FAIN) 24A601A000107
3. Payment System Identifier (ID) 1810309720A2	13. Statutory Authority Workforce Innovation and Opportunity Act, P.L. 113-128, Section 166
4. Employer Identification Number (EIN) 810309720	14. Federal Award Project Title FY 2024 INAP Adult Allotment
5. Data Universal Numbering System (DUNS) 782088363	15. Assistance Listing Number 17.265
6. Recipient's Unique Entity Identifier (UEI) XT2VL96NBN69	16. Assistance Listing Program Title Native American Employment and Training
7. Project Director or Principal Investigator CHERI KICKING-WOMAN cheri@msia74.org (406)315-3413	17. Award Action Type New
8. Authorized Official	18. Is the Award R&D? No
Federal Agency Information ETA Office of Grants Management	Summary Federal Award Financial Information
9. Awarding Agency Contact Information Mr. Marc Purvis N/A Purvis.Marc@dol.gov 202-693-3204	19. Budget Period Start Date 07/01/2024 - End Date 06/30/2027
	20. Total Amount of Federal Funds Obligated by this Action 20a. Direct Cost Amount \$343,028.00 20b. Indirect Cost Amount \$0.00
	21. Authorized Carryover \$0.00
	22. Offset \$0.00
	23. Total Amount of Federal Funds Obligated this budget period \$0.00
	24. Total Approved Cost Sharing or Matching, where applicable \$0.00
	25. Total Federal and Non-Federal Approved this Budget Period \$343,028.00
	26. Period of Performance Start Date 07/01/2024 - End Date 06/30/2027
	27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance \$343,028.00

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING
ADMINISTRATION (DOL/ETA)

**NOTICE OF
AWARD (NOA)**

Under the authority of the *Workforce Innovation and Opportunity Act, P.L. 113-28*, this grant or agreement is entered into between the above named **Grantor Agency** and the following named **Awardee**, for a project entitled - **PROGRAM YEAR 2021 FUNDING ALLOTMENTS AND INSTRUCTIONS FOR THE INA SECTION 166 PROGRAMS.**

Name & Address of Awardee:



Federal Award Id. No. (FAIN): AB-36620-21-60-A-30
CFDA #: 17.265- Native American Employment and
Training
Amount: \$335,662.00



Accounting Code:

1630-2021-0501742122BD202101740010215NA000A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-

Payment Management System DOC#: AB36620E50

The Period of Performance shall be from **July 01, 2021 thru June 30, 2024.**
Total Government's Financial Obligation is **\$335,662.00** (unless other wise amended).

...PERIOD OF PERFORMANCE?

The Period of Performance for
Program Year 2021 grant
awards ended on June 30,
2024.

WHAT IS GRANT CLOSEOUT?

REGULATIONS 2 CFR 200.344 & TEGL 12-22

All required closeout documents must be submitted as follows:

- 120 days after award expires
 - For awards issued after Nov. 12, 2020
- Program Year 2021
 - Grants AB-36XXX issued in 2021

INITIAL NOTIFICATION LETTER



U.S. DEPARTMENT OF LABOR/ETA/OGM

OFFICE OF GRANTS MANAGEMENT
200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON,
D.C. 20210



Dear Grantee,

This is a reminder that your grant award Grant No: AB-36705-21-60-A48 with the Employment and Training Administration (ETA) will expire on June 30, 2024. Please confirm that this date matches your records. All individual(s) responsible for the submittal of closeout documents must be registered with Grant Solutions and the Payment Management System.

Pursuant to grant closeout regulations outlined in [2 CFR §200.344](#), all reporting requirements must be submitted to this office no later than 120 calendar days (October 28, 2024) after the period of performance end date. If all required closeout documents are not submitted timely, ETA will report the agency's material failure to comply with the terms and conditions of the award with the OMB-designated integrity and performance system (currently FAPIIS). Further, ETA may also pursue other enforcement actions per [2 CFR § 200.339](#).

The closeout package is attached and can be submitted in the Notes Section in Grant Solutions or via email. Additionally, the final quarterly expenditure report(s) ETA-9130 must be submitted in the Payment Management System (PMS).

Please contact Chisanga Daka at daka.chisanga@dol.gov or 202-693-6512 if there are questions.

Sincerely,

MERON ASSEFA
Grant Officer, Closeout

Notification Letter Sample

- Grant Number
 - AB36XXX
- Timeline for submission
- Notes Section in Grant Solutions
- Submit “Final” 9130 Report
- Closeout Specialist Contact Information

TIMELINE

CLOSEOUT BEGINS

Within 7 days before the period of performance end date, an initial notification will be sent to the direct recipients to start the grant closeout process.

Grant recipient must submit all remaining closeout documentation
- **No later than 120 calendar days after the PoP end date** (2 CFR 200.344)



TIMELINE **DEADLINES**

PY 2021:

PoP Begin Date: April/July 1, 2021

PoP End Date: June 30, 2024

****Grant expires, closeout begins****

October 28, 2024 (120 days)

- ✓ Final 9130 financial report and all required closeout documents are due.
- ✓ The last day to liquidate for all cost incurred during the life of the grant/period of performance.



ELEMENTS OF THE CLOSEOUT PACKAGE

DOCUMENTS TO BE SUBMITTED



“FINAL” 9130 financial report

NICRA or CAP and calculation (if applicable)

Grantee’s Property Certification

Inventory List (if applicable)

GRANT SOLUTIONS



DOL transitioned from the legacy system (eGrants) to a new grants management system called GrantSolutions in 2023.



A series of trainings were provided to grant recipients. TEGL 16-22 announced the change.



Recorded trainings and resources are available to help grant recipients use the system. Click [here](#) to view the material.

DID YOUR ORGANIZATION RECEIVE A CLOSEOUT NOTICE THIS YEAR?

Please enter a number
in the chat:

- 1) Yes
- 2) No
- 3) Not Sure



IS YOUR ORGANIZATION USING GRANT SOLUTIONS?

Please enter a number
in the chat:

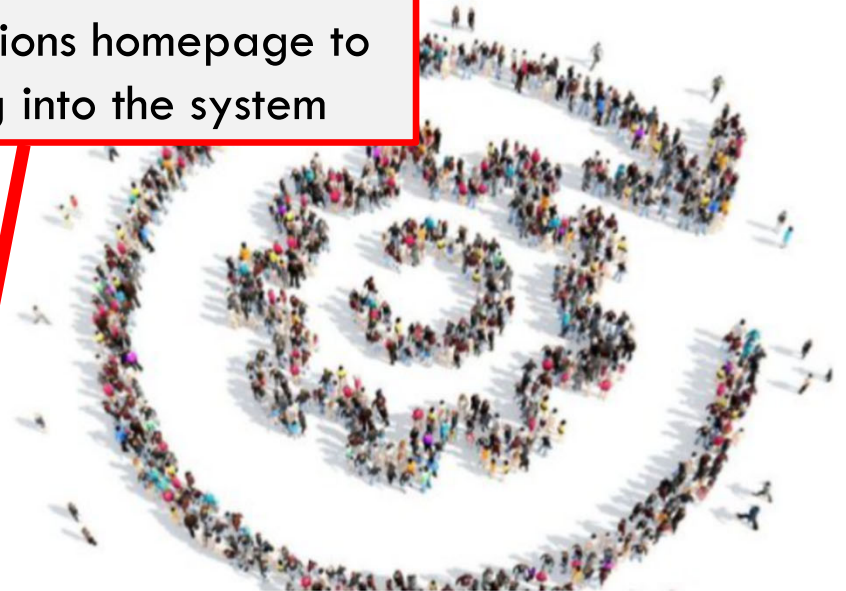
- 1) Yes
- 2) No
- 3) Not sure



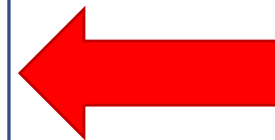
Innovating to Better Serve the Grants Community

GrantSolutions' Partner-centric mindset builds a solid foundation of services common across the national community using cutting edge technology with continuous innovation to solve unique, mission-essential challenges.

Go to the Grant
Solutions homepage to
log into the system



WWW.GRANTSOLUTIONS.GOV



ABOUT

BENEFITS

SERVICES

RECIPIENT INSIGHT – PILOT

PARTNERS

NEWS

LOGIN

To log into the system,
click the “Login” button

ing to better
e grants
nity

mitted to Partner success by continuously
ve, flexible, and cost-effective end-to-end
vices.

WWW.GRANTSOLUTIONS.GOV

Partnering to better serve the grants community.



ABOUT BENEFITS

Grantees are required to use
Login.gov to access the system.



Login

Login using one of the following methods

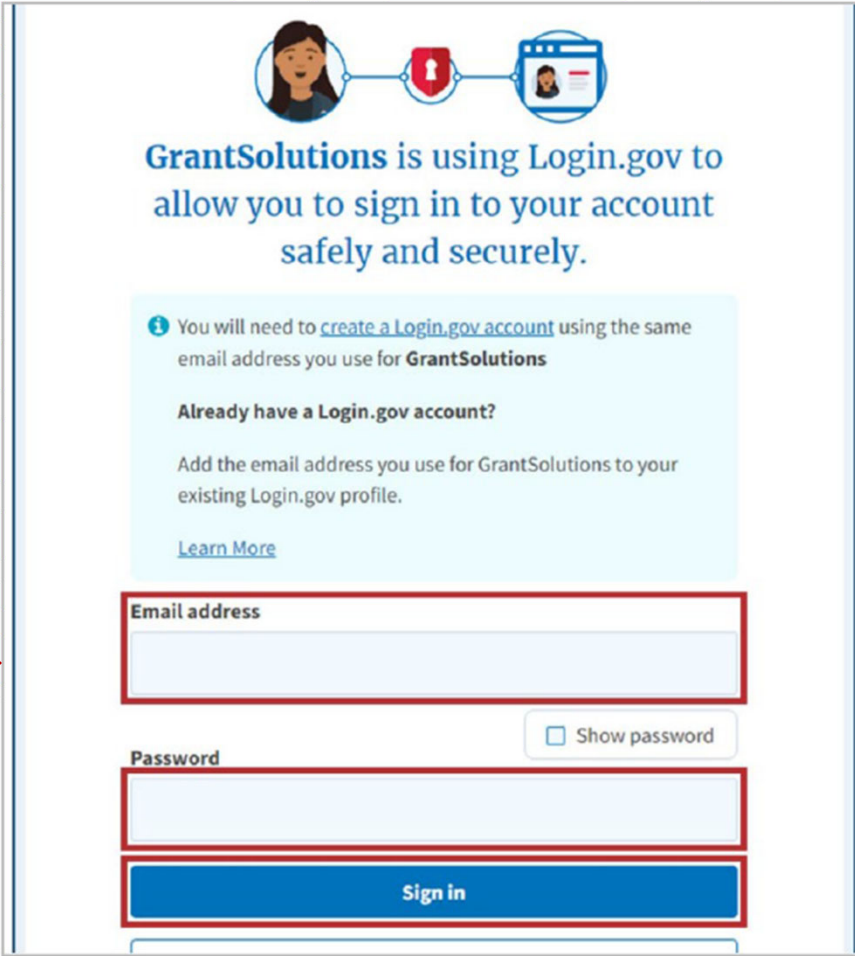


Don't have a GrantSolutions account? Request new user account.

GrantSolutions Username:

Forgot username or password?

Use your work email address or
the email that is associated with
your Grant Solutions account
and login.gov password



The image shows a web interface for logging into GrantSolutions using Login.gov. At the top, there are three icons: a person's head, a shield with a red 'i', and a computer monitor showing a user profile. Below these icons, the text reads: "GrantSolutions is using Login.gov to allow you to sign in to your account safely and securely." A light blue box contains an information icon and the text: "You will need to [create a Login.gov account](#) using the same email address you use for GrantSolutions". Below this, it asks "Already have a Login.gov account?" and provides instructions: "Add the email address you use for GrantSolutions to your existing Login.gov profile." with a "Learn More" link. The form has three main sections: "Email address" with a text input field, "Password" with a text input field and a "Show password" checkbox, and a blue "Sign in" button. The entire form is outlined with a red border.

GrantSolutions is using Login.gov to
allow you to sign in to your account
safely and securely.

i You will need to [create a Login.gov account](#) using the same
email address you use for GrantSolutions

Already have a Login.gov account?

Add the email address you use for GrantSolutions to your
existing Login.gov profile.

[Learn More](#)

Email address

Password ☐ Show password

Sign in

The screenshot displays the 'My Grants List' interface on the GrantSolutions platform. The top navigation bar includes 'Opportunities', 'Applications', and 'Grants', with the 'Grants' tab selected. A user profile icon labeled 'SA' is in the top right. The main header area contains the 'My Grants List' title, a 'Show Closed Grants' toggle, and a button for 'All Grants (29)'. A red-bordered text box with an arrow pointing to the title and another arrow pointing to a grant card contains the instruction: 'Your grant list will appear upon successful login. Click the 2021 grant number to view closeout documents.' Below the header, three grant cards are shown. The third card, with the grant number 'AB-36XXX-XX-XX-X', is highlighted with a red border. Each card includes an 'Active' status indicator, a 'PROJECT TITLE', and a 'GRANT PROGRAM'.

My Grants List

☐ Show Closed Grants

All Grants (29)

Your grant list will appear upon successful login. Click the 2021 grant number to view closeout documents.

AB-36XXX-XX-XX-X

Active

PROJECT TITLE

GRANT PROGRAM



Active

AB367052160A48

FAIN: AB367052160A48

07/01/2021

Current Budget Period: 07/01/2021–06/30/2024 (1 of 1)

06/30/2024

Details

History

Reports

Amendments

Notes

\$395,278.00

CURRENT APPROVED BUDGET ⓘ

[View Notice of Award](#)

GRANT PROGRAM

Native American Employment and Training

PROJECT TITLE

PROGRAM YEAR 2021 FUNDING ALLOTMENT
S AND INSTRUCTIONS FOR THE INA SECTION 166 PROGRAMS

Grant Details



Notice of Award

Issued: 08/19/2021

Select “Notes” to view
grant related notes

Federal Information

PROGRAM OFFICE

ETA Office of Workforce Investment
(OWI)

FEDERAL PROJECT OFFICER

DH

Mr. Duane Hall

GRANTS MANAGEMENT OFFICER

AM

Avery Malone

Recipient Information

NAME & ADDRESS

PROJECT DIRECTOR

AUTHORIZING OFFICIAL



● Active

AB367052160A48

FAIN: AB367052160A48

07/01/2021

Current Budget Period: 07/01/2021–06/30/2024 (1 of 1)

06/30/2024

Details

History

Reports

Amendments

Notes

\$395,278.00

CURRENT APPROVED BUDGET ⓘ

[View Notice of Award](#)

GRANT PROGRAM

Native American Employment and Training

PROJECT TITLE

PROGRAM YEAR 2021 FUNDING ALLOTMENTS AND INSTRUCTIONS FOR THE INA SECTION 166 PROGRAMS



Coming Soon!

We're continuously working on upgrading the GrantSolutions experience. This feature is coming soon, but in the meantime you can view notes for this grant in the classic experience.

[View Grant Notes](#)

Click the “View Grant Notes” button to view the closeout package.

Grant Notes

Grant Number [REDACTED]
Grantee Name [REDACTED]
Project Start Date 07/01/2021
Project End Date 06/30/2024

Grant Note Create Date From To
Grant Note Type --All--
Grant Note Category --All--
Author --All--
Subject
Hide Automatic Notes ☒

Click the magnifying
glass image to view
closeout correspondence.

Total 1 notes

Subject	Category	Grant Note Type		Author	Date	Support Year	Application Number	Bulk Notes	Action
ETA Request for Submission of Closeout Documents	Closeout	Correspondence		Chisanga Daka	06/24/2024 13:21 (GMT -04:56) EDT	1	GRANT13404424 AB367052160A48	No	

Grant Notes - View

Author Chisanga Daka
Application Number GRANT13404424
Subject ETA Request for Submission of Closeout Documents
Date 2024-06-24
Note Type Correspondence
Category Type Closeout
Bulk Note No
Notes Closeout Package

Cancel

Download the closeout documents by double clicking the attachment names.

Note Attachments

Description	Source Attachments	Status	Actions
AB-36705 Initial Letter	AB-36705 Initial Letter.pdf	SUCCESSFUL	
AB-36705 Formula Package	Formula Closeout Package.pdf	SUCCESSFUL	

U.S. DEPARTMENT OF LABOR/ETA/OGM

OFFICE OF GRANTS MANAGEMENT
200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON,
D.C. 20210



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The closeout package is attached and can be submitted in the Notes Section in Grant Solutions or via email. Additionally, the final quarterly expenditure report(s) ETA-9130 must be submitted in the Payment Management System (PMS).

Please contact Chisanga Daka at daka.chisanga@dol.gov or 202-693-6512 if there are questions.

Sincerely,

A handwritten signature in cursive script, reading "Meron Assefa", is positioned below the "Sincerely," text.

MERON ASSEFA
Grant Officer, Closeout

PROPERTY CERTIFICATION

- Grant Recipient Name and Address
Grant Number: AB36XXX
- Certification: Check the applicable box if you purchased equipment
- Certified By: Print the name of the Authorized Representative for the organization
- Date: Input the date the document was completed



OMB Approval No. 1205-555 Expires 12/31/2025	
U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION	
GOVERNMENT PROPERTY CERTIFICATION	
Grant Recipient Name and Address: 	Grant Number:
☐	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 reverse the right to take title.
☐	2. I certify that no government property was purchased having a current per unit fair market value of \$5,000 or more. Therefore, we (grant recipient) have no further obligation to DOL.
Certified by: Authorized Representative	Date:

- Only submit if equipment was purchased.
- Provide a listing of equipment items, with a current fair market value of \$5,000 or more for single unit.

26

Grant Notes

Grant Number

Grantee Name

Project Start Date

07/01/2021

Project End Date

06/30/2024

Click the “Add” button to
create a note to submit
completed closeout form(s).

Grant Note Create Date

From To

Grant Note Type

--All--

Grant Note Category

--All--

Author

--All--

Subject

Hide Automatic Notes



Add

Search

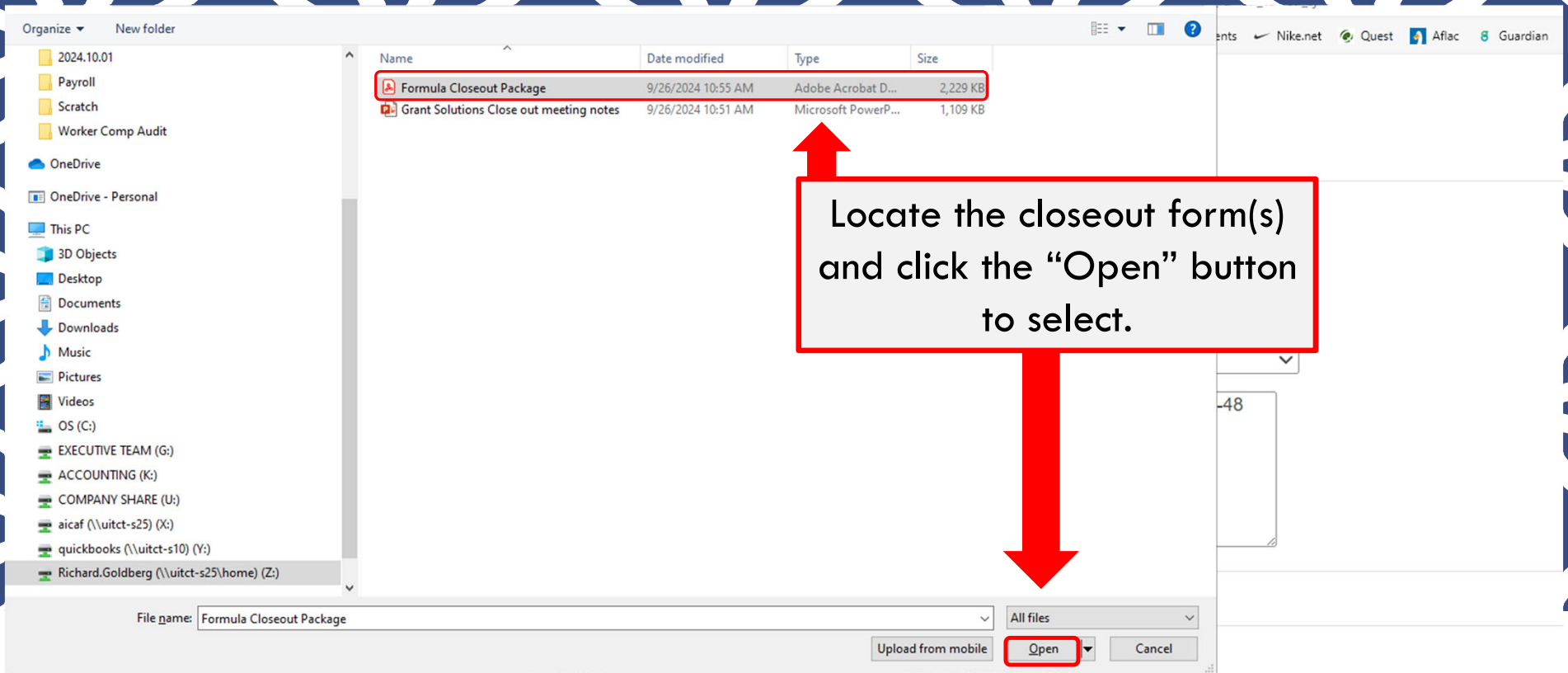
Grant Notes - Add

Author	Mr. Richard
Subject(required) *	
Note Type(required) * ?	☒ Correspondence
Category Type(required) *	- Please select -
Notes(required) * ? (Limit to 2000 characters)	

Note Attachments

Author	Mr. Richard
Description	
File to Upload	Choose File No file chosen
	Upload

The fields with a red asterisk are required. Indicate "Closeout" for the subject line, category type, and notes. Next, "Choose File" to upload the closeout documents.



Author: Mr. Richard Goldberg

Description: Close out AB-36705-21-60-A-48

File to Upload: Choose File No file chosen

Upload

Grant Notes - Add

Author

Mr. Richard

Subject(required) *

Closeout

Note Type(required) * ?

☒ Correspondence

Category Type(required) *

Closeout

Notes(required) * ?

(Limit to 2000 characters)

Close out AB-36705-21-60-A-48

Note Attachments

Author

Mr. Richard

Description

Close out AB-36705-21-60-A-48

File to Upload

Choose File

Formula Clo...ackage.pdf

Upload

Click the upload button to transmit the file. Lastly, click the "Submit" button to add the note and documents successfully.

Description

Source Attachments

Status

Actions

* Status updates every 10 seconds

Submit

Cancel

Grant Notes

Grant Number [REDACTED]
Grantee Name [REDACTED]
Project Start Date 07/01/2021
Project End Date 06/30/2024



Grant Note Create Date From [] To []
Grant Note Type --All--
Grant Note Category --All--
Author --All--
Subject []
Hide Automatic Notes ☒

Add Search

Return to Grant Notes to
confirm closeout note and
document upload is successful.

Total 2 notes

1

Subject	Category	Grant Note Type		Author	Date	Support Year	Application Number	Bulk Notes	Action
Closeout	Closeout	Correspondence		Mr. Richard [REDACTED]	09/26/2024 12:02 (GMT -04:56) EDT	1	GRANT13404424 AB367052160A48	No	
ETA Request for Submission of Closeout Documents	Closeout	Correspondence		Chisanga Daka	06/24/2024 13:21 (GMT -04:56) EDT	1	GRANT13404424 AB367052160A48	No	

ARE WE DONE WITH CLOSEOUT?



COMPLETE THE “FINAL” 9130 FINANCIAL REPORT

10. Transactions:		Cumulative
Federal Cash:		
a. Cash Receipts:	Line 10a is live, can be updated after quarter ends	179,745.00
b. Cash Disbursements:		179,745.00
c. Cash on Hand (line a minus b):		0.00
Federal Expenditures and Unobligated Balance:		
d. Total Federal Funds Authorized:		184,394.00
e. Federal Share of Expenditures:		184,394.00
f. Total Administrative Expenditures:		12,103.96
g. Federal Share of Unliquidated Obligations:		0.00
h. Total Federal Obligations (sum of lines e and g):		184,394.00
i. Unobligated Balance of Federal Funds (line d minus h):		0.00
Recipient Share:		



Check Box 6 as
“Final”



Make sure to drawdown
the remaining funding from
PMS account



Line 10a Cash
Receipts is live, it can
be updated after the
quarter ends



After lines 10a and
10b are completed,
the report will need
to be certified

ETA-9130 FINAL REPORT IN PMS

5. Recipient Account Number or Identifying Number:		i
6. Final Report:	☒ Yes ☐ No	i
7. Basis of Reporting:	Accrual	i
8. Project/Grant Period:	From: 07/01/2020 To: 06/30/2023	
9. Reporting Period End Date:	09/30/2021	
10. Transactions:	Cumulative	
Federal Cash:		
a. Cash Receipts:	213,868.51	i
b. Cash Disbursements:	213,868.51	i
c. Cash on Hand (line a minus b):	0.00	i
Federal Expenditures and Unobligated Balance:		
d. Total Federal Funds Authorized:	280,059.00	i
e. Federal Share of Expenditures:	280,059.00	i
f. Total Administrative Expenditures:	45,246.70	i

The amounts on lines 10a, 10b must match the Federal Share of Expenditures on line 10e.

ADMINISTRATIVE COSTS

Check the Grant Terms and Conditions for an approved 20% administrative cost waiver

If there is no request attached to the package, the grant base administrative cost limit is 15%

Any expenditures above your approved administrative cost rate are considered disallowed cost.

- DOL-ETA will require any disallowed cost be paid back to the Department

9. Reporting Period End Date:	12/31/2022
10. Transactions:	Cumulative
Federal Cash:	
a. Cash Receipts:	289,488.00
b. Cash Disbursements:	289,488.00
c. Cash on Hand (line a minus b):	0.00
Federal Expenditures and Unobligated Balance:	
d. Total Federal Funds Authorized:	289,488.00
e. Federal Share of Expenditures:	289,488.00
f. Total Administrative Expenditures:	40,742.39
g. Federal Share of Unliquidated Obligations:	0.00
h. Total Federal Obligations (sum of lines e and g):	289,488.00
i. Unobligated Balance of Federal Funds (line d minus h):	0.00

Administrative Cost
Percentage = line 10f
divided by line 10e

SECTION 13. INDIRECT COST (IF APPLICABLE)

NEGOTIATED INDIRECT COST RATE AGREEMENT NONPROFIT ORGANIZATION

ORGANIZATION:

DATE: February 12, 2020

FILE REF: This replaces the

Agreement dated: February 8, 2019

The indirect cost rate(s) contained herein are for use on grants, contracts, and other agreements with the Federal Government, to which 2 CFR, Part 200 applies, subject to the conditions in Section II, A, below. The rate(s) were negotiated by the Phoenix Indian Center, Inc., and the U.S. Department of Labor in accordance with the authority contained in Appendix IV, C.2.

SECTION I: RATES

TYPE	EFFECTIVE PERIOD		RATE*	LOCATION	APPLICABLE TO
	FROM	TO			
Final	07/01/18	06/30/19	17.37%	All	All Programs
Provisional	07/01/19	06/30/20	19.34%	All	All Programs
Provisional	07/01/20	06/30/21	17.37%	All	All Programs

(SEE SPECIAL REMARKS)

***BASE:** Total direct costs excluding emergency assistance payments, purchase of lease of equipment, and participant allowances/support costs.

TREATMENT OF FRINGE BENEFITS: Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed in the Special Remarks Section of this agreement.

TREATMENT OF PAID ABSENCES: Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made

Grant Terms and Conditions will list programs Indirect Cost Rate applied to the grant

Section 13. Indirect Cost is only completed on the 'Final' 9130 report for each subaccount

Grantees will need submit all Negotiated Indirect Cost Rate's (NICRAs) that cover the grant period

13. Indirect Expenditures:

a. Type of Rate	b. Rate	c. Rate Approval Date	d. Period From	Period To	e. Base	f. Amount Charged	g. Federal Share
1. Final	0.15	2020-11-11	2020-10-01	2021-09-30	38,727.04	4,756.96	4,756.96
2.							
h. Totals:					38,727.04	4,756.96	4,756.96

CLOSEOUT PACKAGE DOCUMENTS



“FINAL” 9130 financial report



NICRA or CAP (if applicable)



Grantee's Property Inventory Certification



Inventory List (if applicable)



CLOSEOUT KEY TAKEAWAYS

1. Know who is responsible for preparing closeout documents and identify who will be certifying documents
2. Use Grant Solutions to view and submit Closeout documents
3. All PY 2021 closeout documents are due by October 28, 2024.
4. Late payment draw request may be needed and liquidation of accrued expenditures.
5. Submission of the “FINAL” 9130 financial report in PMS.
6. Indirect charges will only be allowed based on approved rate agreement or cost allocation plan.
7. Check your Admin approval rate in the grant agreement

GRANT CLOSEOUT ONLINE RESOURCES

GrantSolutions Grants Management Module

- This system allows grant recipients to submit the closeout forms through the Grant Notes. Click [here](#) to login.

Payment Management Systems (PMS)

- This system allows grant recipients to submit the quarterly and final ETA-9130 financial report. Click [here](#) to login.

Grant Closeout FAQs

- The Closeout Process Frequently Asked Questions relating to the closeout process, regulations, and definitions. Click [here](#) to view.
- TEGL 12-22: Award Closeout Process and Guidance for Expired Grants. Click [here](#) to view.

Workforce GPS INA Community Site

- Grant Closeout Resource Page. Click [here](#) to view.

TECHNICAL SUPPORT AND ASSISTANCE



GrantSolutions Help Desk

Email help@grantsolutions.gov or call the Support Desk at (866) 577-0771

Payment Management Systems (PMS)

If you need assistance with sign-on issues, please email XMSHelp@hhs.gov

For other PMS questions, please email PMSFeedback@psc.hhs.gov or call (877) 614-5533

Closeout Specialist

Contact your assigned Closeout Specialist. See the Initial Closeout Letter for the closeout contact name, email, and phone number.

DINAP Federal Project Officer

Contact your assigned Federal Project Officer, click [here](#) to view online staff directory.