

GRANT CLOSEOUT

Steps to complete close out through Grant Solutions

1. Log into [Grant Solutions](#) (use login.gov)
2. Click the PY 2021 grant number (begins with **AB-36XXX-XX-XX-X-XX**)

3. Go to “Notes” and click the “**View Grant Notes**” blue button

4. In “Notes” double-click the magnifying glass image under Actions to view the closeout notice and grant closeout documents.

Subject	Category	Grant Note Type	Author	Date	Support Year	Application Number	Bulk Notes	Action
Initial Closeout Notice - 7/8/2024	Closeout	Correspondence	Mr. Charles Cox	07/08/2024 14:17 (GMT -04:56) EDT	1	GRANT13394549 AB366412160A42	No	

Note Attachments

Description	Source Attachments	Status	Actions
Initial Closeout Notice - 7/8/2024	PDFMailer23524.pdf	SUCCESSFUL	
Closeout Documents INAP (with instructions) 1.0	Closeout Documents INAP (with instructions) 1.0.pdf	SUCCESSFUL	

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5. Upload the signed form by clicking the **"Add"** button (see screenshot below). The subject line and category should be labeled **"Closeout"**. Click the **"Choose File"** option to upload the signed form.

Grant Notes

Grant Number: AB366582160A15
Grantee Name:
Project Start Date: 04/01/2021
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: ☒



Total 37 notes 1 2 3 4 [Next]

Subject	Category	Grant Note Type	Author	Date	Support Year	Application Number	Bulk Notes	Action
Initial Closeout Notice - 7/8/2024	Closeout	Correspondence	Mr. Charles Cox	07/08/2024 15:18 (GMT -04:56) EDT	1	AB366582160A152 AB366582160A15	No	

Grant Notes - Add

Author:
Subject (required):
Note Type (required):
Category Type (required):
Notes (required):
(Limit to 2000 characters)

Note Attachments:
Author:
Description:
File to Upload:



6. Lastly, the **final expenditure report(s) ETA-9130** must be completed through the Payment Management System (PMS).