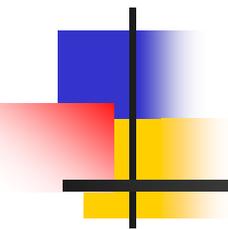


GRANT CLOSEOUT SYSTEM END-USER MANUAL



Richard Clark
Systems Accountant
OFFICE OF SYSTEMS SUPPORT
EMPLOYMENT AND TRAINING ADMINISTRATION
(404) 302-5317



U.S. Department of Labor
Employment and Training Administration

DEFINITIONS

CLOSEOUT

- A process by which DOL determines that all financial requirements and applicable administrative actions have been completed by the recipient.
- The closeout process includes expired or terminated contracts and grants
- Within 90 Days after the expiration/termination of the contract/grant, all financial, performance and other required documents must be received.



U.S. Department of Labor
Employment and Training Administration

DEFINITIONS (continued)

TOTAL OBLIGATION

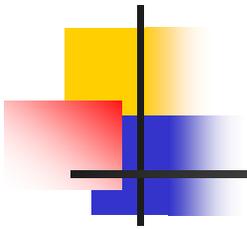
- Amount for which the grant is written.

TOTAL FEDERAL PAYMENTS

- Amount issued to grantee by Payment Management System (PMS) or treasury check.

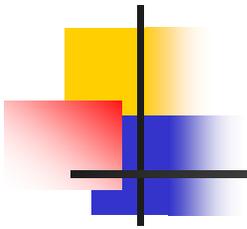
TOTAL FINAL COSTS

- Money Reported by grantee for actual costs under a particular grant.



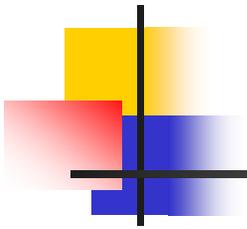
Grant Closeout System

- 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.



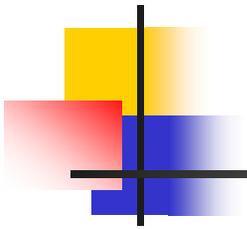
Closeout Package for Governmental Recipients

- 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:



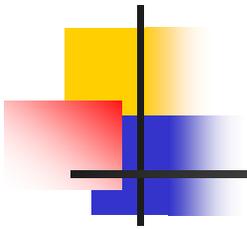
Closeout Package for Governmental Recipients

- 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;



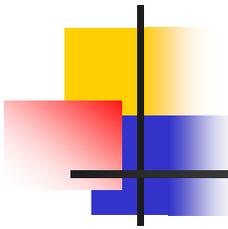
Closeout Package for Governmental Recipients

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



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:



Accessing the Grant Closeout System (GCS)

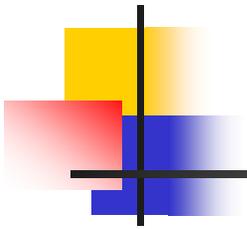
Grantee Reporting System Development

Please Login:

Enter the Password for the grantee you are reporting on

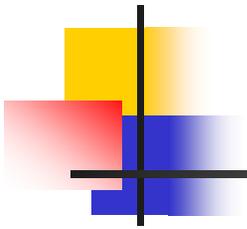
Password:

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



Grantee Reporting System

- 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.



Grantee Reporting System

ETA

*U.S. Department of Labor
Employment and Training Administration*

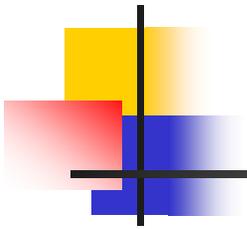
Earmark Grants Program

Please Select a Form:

Financial Status Data

Grant Closeout System

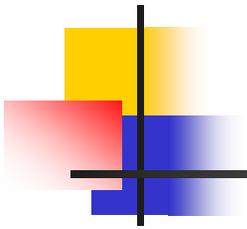
[Log Out](#) | [Instructions](#)



Grantee Reporting System

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

Grantee Reporting System Grant Number Selection Page



eta EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR



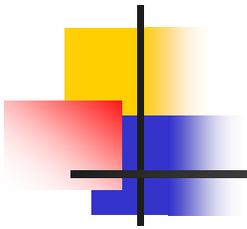
GRANT
CLOSEOUT SYSTEM

Thursday, 8 July [Log out](#)

Select a grant number:

[Continue](#)

© 2004 U.S. Department of Labor | Employment and Training Administration [Accessibility](#) [Privacy](#) [Security](#)

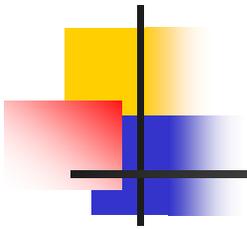


Grantee Reporting System

- 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:

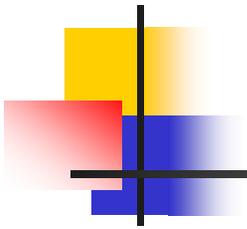
No Cost Extension Confirmation

 EMPLOYMENT AND TRAINING ADMINISTRATION UNITED STATES DEPARTMENT OF LABOR					
Friday, 16 July		Log out			
NO COST EXTENSION CONFIRMATION					
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"/>		
<i>Note: Please Fax us the copy of the modification which extends the period of performance to 202-693-3362. Attn: Rose M Fredericks</i>					
<input type="button" value="Continue"/>			<input type="button" value="Cancel"/>		



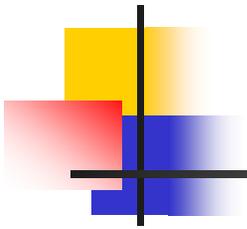
No Cost Extension Confirmation

- This form must be submitted before you can access the GCS. To complete this form:
- Check **Yes** or **No** to indicate whether you have received an approved modification to extend the period of performance.
- 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.



No Cost Extension Confirmation

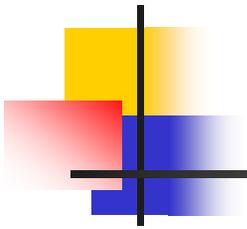
- If you clicked **Yes**, you must enter the following information:
- Enter the Extended Expiration Date in MM/DD/YYYY format (slashes will be inserted automatically).
- Enter the name of the person approving the extension.



No Cost Extension Confirmation

- Enter the Approval Date in MM/DD/YYYY format (slashes will be inserted automatically).
- 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:

Introduction Page



eta EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR



GRANT CLOSEOUT SYSTEM

Friday, 16 July Home Page | Instructions | Contact Us | Log out

ALERT
CLOSEOUT 
Announcement

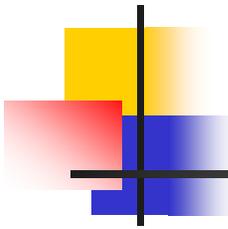
- Initial Letter
- Package
- Grant Status
- Closeout Extension
- No Cost Extension

Welcome to ETA's Grant CloseOut System

ETA Closeout Procedures

The Employment and Training Administration (ETA), Office of Grants and Contract Management, Division of Resolution and Appeals, Closeout Unit has a responsibility to close all expired grants, contracts, and agreements in accordance with the cited closeout regulations herein.

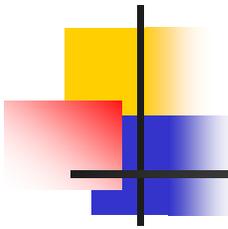
- Closeout requirements for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments are found at 29 CFR Part 97.50 states, "Within 90 days after the expiration or termination of the grant, the grantee must submit all financial, performance, and other reports required as a condition of the grant."
- Closeout requirements for Grants and Agreements 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 at 29 CFR Part 95.71 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."



Introduction Page

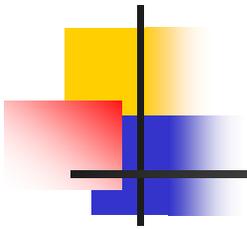
At the top of the page are standard options:

- 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.



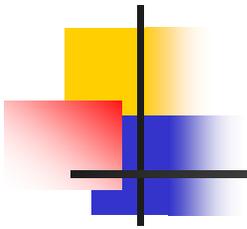
Introduction Page

- 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.



Introduction Page

- 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

ANNOUNCEMENT

Dear Grantee / Contractor,

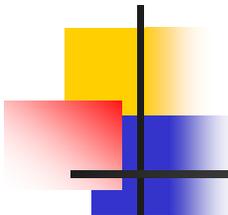
Your Grant **AB103350055** is going to expire on **07/30/2004**.

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 -

Initial Letter



eta EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

GRANT CLOSEOUT SYSTEM

Friday, 16 July Home Page | Instructions | Contact Us | Log out

ALERT
CLOSEOUT 
Announcement

Initial Letter
Package
Grant Status
Closeout Extension
No Cost Extension

**Office of Grants and Contract Management,
Division of Resolution and Appeals, Closeout Unit**

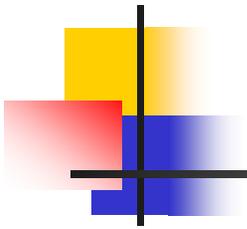
**Initial Letter For
Government Grantee**

Tom Jones,
Grant Manager
200 Constitution Avenue
Washington, DC 20210

Reference: 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

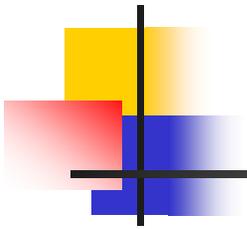
Dear Tom Jones,
This is to notify you that your grant with the Employment and Training Administration (ETA) will expire on **07/30/2004**. **If your grant has not expired due to a no-cost**



Initial Letter

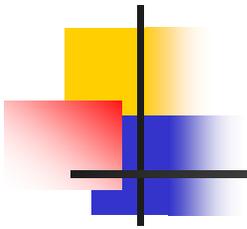
- Click **Initial Letter** on the function menu to see a sample initial letter for non-Governmental grantees, notifying them that the grant referenced at the top is about to expire.
- At the bottom of the page is the following message:

NOTE: If you need to submit a different closeout package, please contact your specialist.



Initial Letter

- The closeout specialists determine which closeout package you should use for closeout reporting based on your grant/agreement with ETA.
- 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.



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:

Package

eta

EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR



GRANT
CLOSEOUT SYSTEM

Friday, 1 April

[Home Page](#) | [Instructions](#) | [Contact Us](#) | [Log out](#)

ALERT

CLOSEOUT 
Announcement

Initial Letter

Package

Grant Status

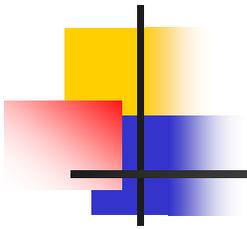
Closeout Extension

No Cost Extension

Closeout Forms for Governmental Recipients to Be Submitted Via GCS

- ➔ [Grantee's Release](#)
- ➔ [Government Property Close-Out Inventory Certification](#)
- ➔ [Grantee Submittal of Close-Out Documents](#)

NOTE: If you need to submit a different closeout package, please contact your specialist.



Grantee's Release

(Governmental and non-Governmental)

[Back](#)[Printer Friendly](#)

Awaiting Grantee Certification as of 04/01/2005

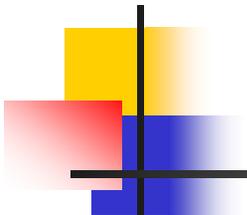
**U.S. DEPARTMENT OF LABOR
Employment and Training Administration**

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

GRANTEE'S RELEASE

Pursuant to the terms of Grant Number **IG123550260** and in consideration of the total incurred cost in the amount of \$ dollars which has been paid under the said grant to

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



Grantee's Release

(Governmental and non-Governmental)

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 **February, 2005**

Grantee's Release (Governmental and non-Governmental)

Grantee or Corporation Name

VIRGINIA DEPARTMENT FOR THE AGING,
1600 FOREST AVE SUITE 102, RICHMOND, VIRGINIA, 23229

BY

John Cook

TITLE

Director

CERTIFICATE

I, , certify that I am the

Official Title

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

who signed said Release on behalf of the Grantee was then

Official Title

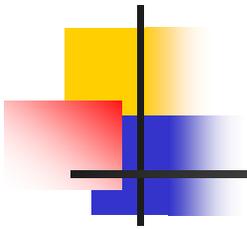
of said corporation; that said Release was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(CORPORATE SEAL)

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

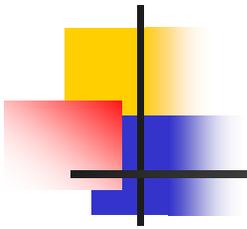
Save

Cancel



Grantee's Release (Governmental and non-Governmental)

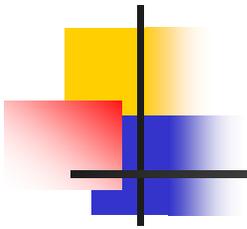
- To complete or edit a Grant Release Form:
- Enter the total incurred cost for this grant number in this field.
 - Enter any specific claims not susceptible of exact statement by the grantee. If there are no such claims, enter “NONE”.
 - Enter the name of the person executing the Grant Release Form.



Grantee's Release

(Governmental and non-Governmental)

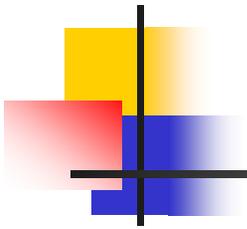
- Enter the title of the person executing the Grant Release Form.
- In the section titled “Certificate,” enter the name of the person who has the signatory authority.
- Enter the title of the person who has the signatory authority.



Grantee's Release

(Governmental and non-Governmental)

- Enter the name and title of the person who signed the release.
- 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:



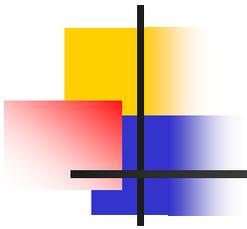
Confirmation

 [Back](#)

 [Printer Friendly](#)

CONFIRMATION
GRANTEE'S RELEASE
Grant Number:D58126008155
Grantee Name:VIRGINIA DEPARTMENT FOR THE AGING
Has been saved on 02/16/2005
And is now awaiting Certification.

Note: Please print the Confirmation for your record.



Confirmation

- 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.

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

 [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)

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

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.

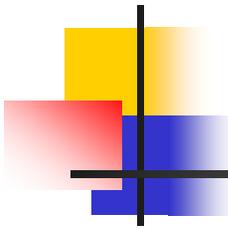
Authorizing Grant Official
(Signature and Title)

02/16/2005

Date

Save

Cancel



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

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

- Check option 1 or 2 as appropriate.
- Enter the name and title of the person who certifies the closeout form.
- 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:

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

 [Back](#)

 [Printer Friendly](#)

CONFIRMATION

GOVERNMENT PROPERTY CLOSE-OUT INVENTORY CERTIFICATION

Grant Number:D58126008155

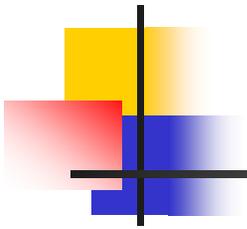
Grantee Name:VIRGINIA DEPARTMENT FOR THE AGING

Has been saved on 02/16/2005

And is now awaiting Certification.

Note: Please print the Confirmation for your record.

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:

Grantee Submittal of Close Out Documents (Governmental)

 [Back](#)

 [Printer Friendly](#)

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	GRANTEE'S NAME AND ADDRESS VIRGINIA DEPARTMENT FOR THE AGING, 1600 FOREST AVE SUITE 102, RICHMOND, VIRGINIA, 23229	
Shakil Khandoker 1600 FOREST AVE SUITE 102, RICHMOND, VIRGINIA, 23229		

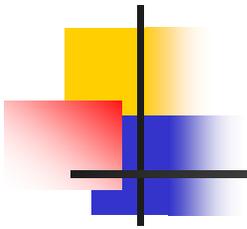
Enclosed

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
- Government Property Closeout Inventory Certification

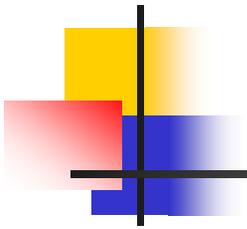


Governmental Grantee Submittal Checklist

- All the check boxes 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.

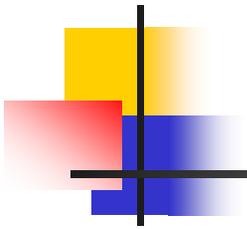
Governmental Grantee Submittal Checklist

Will be Sent Separately	Identification of Document
Check appropriate boxes. Each item must be covered if applicable.	
<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 (Auto checked or unchecked Based on your Certification.)
GRANTEE SIGNATURE	
Shakil Khandoker	
TITLE	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
Certified by:	<input type="text" value="Shakil Khandoker"/>
Certification Date:	<input type="text" value="02/16/2005"/>
Please enter your PIN to certify:	<input type="text" value="●●●●●●●●"/> <input type="button" value="Certify"/>



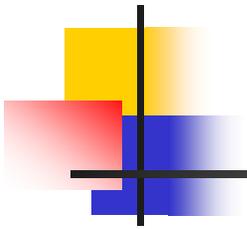
Governmental Grantee Submittal Checklist

- Please check the check box next to Final Financial Status Report.
- Please check the check box next to Refund Check(s) with Letter of Explanation, if applicable. Otherwise, ignore it.
- Please check the check box next to Indirect Cost Rates, if applicable. Otherwise, ignore it.



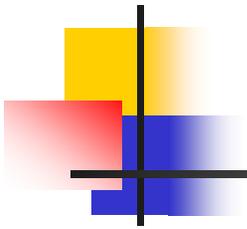
Governmental Grantee Submittal Checklist

- The check box next to Government Inventory List 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.



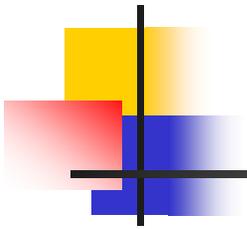
Governmental Grantee Submittal Checklist

- Enter grantee's signature.
- Enter grantee's title.
- Always click on the Save button to save the information first.



Governmental Grantee Submittal Checklist

- 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.
- 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.



Governmental Grantee Submittal Checklist

- The following confirmation page will appear. Please make sure to print the confirmation page for your record-keeping by clicking on Printer Friendly link.
- 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.

Governmental Grantee Submittal Checklist

 [Back](#)

 [Printer Friendly](#)

CONFIRMATION

GRANTEE SUBMITTAL OF CLOSE-OUT DOCUMENTS

Grant Number:D58126008155

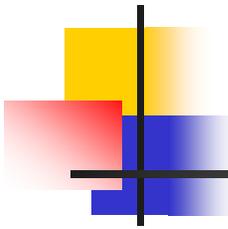
Grantee Name:VIRGINIA DEPARTMENT FOR THE AGING

Has been certified on 02/16/2005

And is now awaiting ETA Acceptance.

Closeout Extension

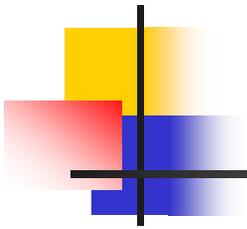
 EMPLOYMENT AND TRAINING ADMINISTRATION UNITED STATES DEPARTMENT OF LABOR																		
Tuesday, 20 July		Home Page Instructions Contact Us Log out																
<div style="border: 1px solid red; padding: 5px;">ALERT CLOSEOUT  o Announcement</div> <ul style="list-style-type: none">Initial LetterPackageGrant StatusCloseout ExtensionNo Cost Extension	<h2 style="color: red;">REQUEST A CLOSEOUT EXTENSION</h2> <table border="1" style="width: 100%;"><thead><tr><th style="background-color: #0056b3; color: white;">Grantee's Name And Address</th><th style="background-color: #0056b3; color: white;">Grant Number</th></tr></thead><tbody><tr><td>Inter-Tribal Council of Alabama, P.O. Box 369, Millbrook, Alabama, 36054-0369</td><td>AB103350055</td></tr><tr><td>Reason for Extension</td><td><input type="text" value="test"/></td></tr><tr><td>Requested By</td><td><input type="text" value="sdfdf"/></td></tr><tr><td>Extension Length</td><td><input type="text" value="3 months"/> ▾</td></tr><tr><td>Closeout Summittal Due Date</td><td><input type="text" value="07/01/2005"/></td></tr><tr><th colspan="2" style="background-color: #0056b3; color: white;">Closeout Extension Approval Information</th></tr><tr><td>Approval Status</td><td>Pending</td></tr></tbody></table> <div style="text-align: center; margin-top: 20px;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></div>		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"/>	Closeout Extension Approval Information		Approval Status	Pending
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Closeout Extension Approval Information																		
Approval Status	Pending																	
© 2004 U.S Department of Labor Employment and Training Administration																		
 Accessibility  Privacy  Security																		



Closeout Extension

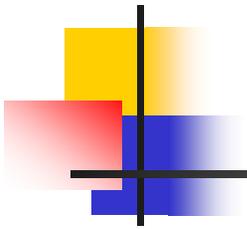
To complete the Closeout Extension form:

- Enter the reason for the extension.
- Enter the name of the person requesting the extension.
- Select the length of the extension from the drop-down list.



Closeout Extension

- Enter the Closeout Submittal Due Date in MM/DD/YYYY format (slashes will be inserted automatically).
- 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.



Closeout Extension

- Enter the Closeout Submittal Due Date in MM/DD/YYYY format (slashes will be inserted automatically).
- 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.

No Cost Extension

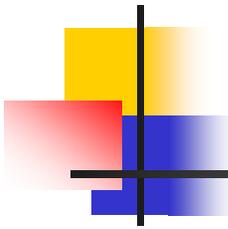
NO COST EXTENSION CONFIRMATION

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*

Save

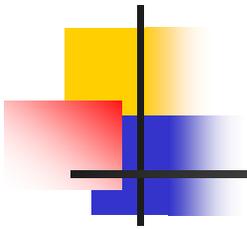
Cancel



No Cost Extension

To complete the No-Cost Extension Confirmation:

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



No Cost Extension

- Enter the name of the person approving the extension.
- Enter the approval date in MM/DD/YYYY format.
- Click **Continue** to store the information, or **Cancel** to cancel the operation. You will be taken to the Introduction page.

QUESTIONS???????

