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CC: Zarick.Amy@dol.govZarick.Amy@dol.gov
Date: 5/7/2015 12:38:55 PM
Subject: ETA Request for Submission of Closeout Documentation

Dear Grantee,

This email is to notify you that your grant AD258471455A45 with the Employment and Training Administration (ETA) will expire/expired on 06/30/2015.

If you agree with the expiration date, as specified at 29 CFR 97.40(b)(1), 97.41(b)(1), 97.50(b), you are required to submit electronically all the closeout forms in your specified closeout package in the Grant Closeout System (GCS) no later than 90 days from the expiration date.

NOTE: After you have completed the final expenditure report(s) Form 9130, you must certify the closeout financial report(s) as well.

The Grant Closeout System (GCS) is accessed via the following URL:

http://www.etareports.doleta.gov/CFDOCS/grantee_prod/reporting/index.cfm

Please enter the password assigned to you for your financial reporting to log into your Financial Reporting System home page, and then click on the Grant Closeout System menu on this page to go to the GCS system.

You will receive the Grant Closeout System End User's manual in another email shortly. Please use the End User's Manual and the Closeout Instructions posted in the Grant Closeout System to assist you in doing your closeout reporting.

Inquiries should be directed to Amy Zarick at (202) 693-2630 or Zarick.Amy@dol.gov.

Sincerely,

Stephen Daniels

Grant Officer