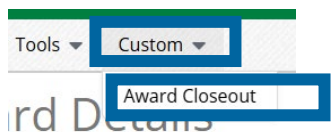




How to Submit ICCB Award Closeout

1. Find the applicable grant starting from **Grant Details** (Grant Management>All Grants>Click the applicable Grant Name)

2. Click Custom>Award Closeout



3. Click the plus icon in the upper right-hand corner



4. Read the instructions and select “yes” to indicate that instructions have been read and understood.

Award Closeout

Instructions

Read the instructions before submitting this form:

Please note: Not all Awards required to complete all sections are marked by about which forms are

I have read and fully understand the instructions.* ☒ Yes

5. Upload the required forms, answer questions, and insert information under the sections as follows, according the applicable grant:

IDOC, LPN, Perkins Grants	Universal Closeout Forms • Upload Closeout Financial Report
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IBT Grant	Universal Closeout Forms • Upload Closeout Financial Report • Upload Equipment Inventory Report IBT • Answer the following question: I understand that the IBT Demographic Data Survey will be submitted through Jotform.
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Adult Education Grants	Adult Education Federal AEFLA Grantees must submit two sets of closeout reports. The first is the End of Year reports, which are federally required and
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due by August 15 each year. The second set of reports are the Universal Closeout Forms, which are due within 60 days of the end of the grant term.

Universal Closeout Forms

- Upload Closeout Financial Report
- Upload Equipment Inventory Report

Adult Ed Basic

- Upload DAISI Data Verification Report - From DAISI
- Upload Certified Units of Instruction - From DAISI
- Answer the question: I understand that the ADA and Data quality checklist reports will be submitted through a Jotform.

Adult Ed Career and Training Services Report

- Insert the total amount spent in the following fields:
 - Career Services – State
 - Career Services – Federal
 - Career Services – Other
 - Training Services – State
 - Training Services – Federal
 - Training Services – Other

Adult Ed - One Stop Infrastructure Costs

- Insert the One-Stop Infrastructure Costs
 - One Stop – State
 - One Stop – Federal
 - One Stop – Other (example: institutional)