

From: **Reeves, Alfreda** <[Alfreda.Reeves@ed.gov](mailto:Alfreda.Reeves@ed.gov)>

Date: Tue, Nov 18, 2014 at 12:07 PM

Subject: RE: Resending Final Performance Report Package and Instructions

To:

Good Afternoon Directors,

This message forwards the official letter and instructions for how to enter your final report. Although I am sending this email to all Directors please note: **This report only applies to grantees with the following CFDA's: 250A09, 250C07, and 250D08, these grantees ended a grant cycle on September 30, 2014.** The final report is due January 2, 2015. Please read the letter and instructions because your report will have to be entered in the G5 database.

P.S.

A separate message will be sent to all Directors regarding the submittal of your annual report.

Thanks much

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Good Morning Directors,

This is a follow up to the email regarding the submittal of the Final Performance Report that is due January 2, 2015 for grantees with CFDA 250A, 250C and 250D only. The letter attached below indicates the final performance report should be submitted through e-grants in the reporting module of G5. I am attaching a copy of the report format for your convenience in the event only, that you are not listed in G5 as the project director of the 250A, 250C, or 250D grant. Please contact your ED program contact before you use these forms to submit the final report if you find yourself in this situation. If you are instructed to use these forms please enable the document and save your information in a word file to email the signed document to your ED program contact.

Thanks much

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