To: jthom@wrpt.us[jthom@wrpt.us]
Cc: LVFC-Grants[LVFC-Grants@epa.gov]; Chan, Renee[Chan.Renee@EPA.GOV]; Swann, Veronica[Swann.Veronica@epa.gov]
From: woods.anna@epa.gov
Sent: Thur 12/29/2016 2:06:07 PM
Subject: GA 00T956-01/90039 -- Closeout Documents Overdue

Reference: EPA Assistance Agreement No: **GA 00T956-01**
ACH Control No: **90039**

To whom it may concern:

Our records indicate that the budget period for the above referenced EPA Assistance Agreement ended on **09/30/2016**.

EPA regulations require you to submit closeout documents within 90 days after expiration of the agreement's budget period; providing accurate and timely closeout documents is also a condition of your acceptance of the EPA assistance agreement. All forms and requirements for EPA grant closeouts are outlined at http://www2.epa.gov/grants/frequently-asked-questions-about-closeout-information, along with Closeout FAQs and additional resources. Please assist us by submitting closeout documents within the next two weeks.

If you have any questions or need assistance completing the Federal Financial Report (FFR), please contact me at 702-798-2496. In addition, please call me as soon as possible if you will be unable to complete the FFR within the 90 day period, or if you have information which indicates that your budget period has been extended.

Sincerely,

Anna Woods
Financial Specialist