To: jthom@wrpt.us[jthom@wrpt.us]
Cc: LVFC-Grants[LVFC-Grants@epa.gov]; Chan, Renee[Chan.Renee@EPA.GOV]; Seter, David[Seter.David@epa.gov]
From: woods.anna@epa.gov
Sent: Thur 12/31/2015 1:02:06 PM
Subject: V 00T397-01/90039 -- Closeout Documents Due Reminder

Reference: EPA Assistance Agreement No: **V 00T397-01**
ACH Control No: **90039**

To whom it may concern:

Our records indicate that the budget period for the above referenced EPA Assistance Agreement is due to expire on **12/31/2015**. This is a reminder that your closeout documents are due to EPA no later than 90 days after the budget period end date. 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.

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