

EDA Investment Recipient Sample Letter for Public Works, Economic Adjustment Infrastructure, and RLF investment recipients all EDA programs

(Date)

(Authorized Representative Contact Name)

(Investment Recipient Applicant Name)

(Address)

(City, State Zip)

Re: (Project Number)

Dear (Authorized Representative):

The Government Performance and Results Act of 1993 (GPRA) requires Federal agencies to develop performance goals and measures, and to report on its program performance. To obtain this performance data, EDA requires, as part of your Award requirements, that investment-related information be reported.

For FY 2000 Public Works, Economic Adjustment Infrastructure, and RLF investment recipients, the GPRA Data Collection form with instructions specific to your investment is attached. The completed form must be submitted to your regional office **no later than 15 days after the investment award date**. Please note this change from the previous data collection periods.

For FY 1997 Public Works, Economic Adjustment Infrastructure, and RLF investment recipients, performance data should be reported cumulatively from the date of the investment award. The attached Data Collection form with instructions should be submitted to your regional office no later than 15 days after your investment award date.

For all Public Works, Economic Adjustment Infrastructure, and RLF investment recipients reporting \$6 million and over in private sector investment, please complete the attached EDA GPRA Performance Validation form and return it to your regional office.

We appreciate your cooperation and assistance in completing the enclosed Data Collection and Performance Validation forms. If you have any questions, please contact your regional office.

Sincerely,

Regional Director
Enclosures