



OFFICE OF HIGHER EDUCATION

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**Date:** July 19, 2021

**To:** Challenge Grant Round 1 (0528-19-00XX) Projects

**From:** Sean B. Brown, Challenge Grant Associate

**Re:** Final Report

The purpose of this memo is to detail the process for submitting the final report for the Round 1, 0528-19-00XX Challenge Grant. The report provides a summary of your district's Challenge Grant activities, as well as student demographic information. This information will be used to help evaluate the program's effectiveness. July 31, 2021 is the end of the project year: the Final Program Report and M/WBE Compliance Report must be submitted by August 31, 2021. The FS-10F for all funds expended during the project period ending July 31, 2021, is due by August 31, 2021.

The final program report must be submitted to a NYSED drop box powered by GoAnywhere. Last reporting cycle, you received an invitation to register your account with GoAnywhere, a secure file transfer portal (SFTP). If new personnel will be completing and submitting the report, please send an email to Rich McMillan, Program Research Specialist at [Richard.McMillan@nysed.gov](mailto:Richard.McMillan@nysed.gov) indicating the contact's name, email address, project number and district project name. The subject line should also reference "GoAnywhere Update" and the project number. Upon receipt of the email a new invitation will be provided. Authorizations can take up to 48 hours for your account to be approved. Therefore, it is imperative that all requests for a new GoAnywhere invitation be submitted no later than August 26. Once authorized and the final approval has been granted please upload the completed report into your project folder within the GoAnywhere portal.

An email submission of the FS-10F must be provided to [mbkchallenge@nysed.gov](mailto:mbkchallenge@nysed.gov) in addition, to post mailing the original signed document directly to NYSED's Grants Finance Office.

***Please note, data reporting is not optional and is a REQUIREMENT of this grant. Reimbursement of the final 10% of the grant funds cannot be made until after the Final Report has been submitted.*** If you have any questions or need additional assistance, please contact me at [sean.brown@nysed.gov](mailto:sean.brown@nysed.gov). I look forward to our continued work to improve outcomes for boys and young men of color.