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TO: Deputy Sector Navigators
Regional Consortia Chairs
Sector Navigators
Technical Assistance Providers
SB1070 Project Directors

FROM: Van Ton-Quinlivan, Vice Chancellor
Division of Workforce and Economic Development

SUBJECT: **2014-15 Final Report Narrative**

If your final reporting deadline is August 31, the Final Narrative Report has been delayed until November 30, 2015. This is not an extension of the grant term but rather an accommodation to permit data to be drawn from more consistent and recent timeframes. Your last Quarterly and Final Expenditure Report for 2014-15 is still due by November 30, 2015.

In the meantime, grantees can view previous years' data on the Common Metrics tab of the LaunchBoard, including newly loaded 2013-14 data.

For grantees that would like to upload locally-collected metrics in the coming months, we also have implemented an improved interface with a simplified list of required fields. Details are available here:

<http://doingwhatmatters.cccco.edu/portals/6/docs/How%20to%20Load%20Data%20into%20the%20LaunchBoard%20Common%20Metrics%20Tab.pdf>

Cc: Division of Workforce and Economic Development