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TO: Directors of Financial Aid
         Texas Public and Private/Independent Institutions of Higher Education

FROM: DeChà Reid
         Senior Director, Financial Aid Services

DATE: Dec. 9, 2021

RE: FY 2021 GEER - State Grant Aid (TEXAS Grant, TEOG, or TEG) Closeout Report

To closeout the Governor's Emergency Education Relief (GEER) funds initiative, a final report is required from all public and private institutions that disbursed FY 2021 GEER state grant aid funding through Toward EXcellence, Access and Success (TEXAS) Grant, Texas Educational Opportunity Grant (TEOG) and Tuition Equalization Grant (TEG). Please note that this closeout report does NOT collect information for GEER Emergency Educational Grant (EEG) recipients which was collected in Feb. 2021.

The FY 2021 GEER - State Grant Aid (TEXAS Grant, TEOG, or TEG) Closeout Report is due by **Jan. 21, 2022,** which ensures compliance with Section 3.0 of the "Grant Agreement Using GEER Federal Funds," regarding the closeout reporting process. The recipients reported will be reconciled with the FY 2021 Financial Aid Database (FAD) report so please make sure to review the students and the dollar amounts carefully.

To complete the closeout reporting process:

- **Review** your institution's student financial aid management system to determine which students received FY 2021 GEER state grant aid (TEXAS Grant, TEOG, or TEG) funding. *Reminder: Do NOT include EEG recipients on this report.*

- **Download** and **complete** the required [FY 2021 GEER - State Grant Aid (TEXAS Grant, TEOG, or TEG) Closeout Report (xlsx.) template](link). **Please click "enable editing" at the top of the downloaded Excel sheet to complete the required fields. Do not leave any data elements blank.**

    Required **Data Elements** for each recipient in the provided template:
    1. FICE Code
    2. SSN/ID
        o **NOTE:** The Student ID reported for each student should be the same student ID reported on the CBM001 and FAD state reports.
    3. Last Name
    4. First Name
    5. Middle Initial
    6. Date of Birth
    7. Grant Amount

- **Upload** and **submit** the required template with all *seven* data elements completed for GEER state grant aid recipients (TEXAS Grant, TEOG, TEG) using the online [FY 2021 GEER – State Grant Aid (TEXAS Grant, TEOG, or TEG) Closeout Form](#).

IMPORTANT: Due to the FERPA data included, please **do not e-mail** the completed template to the agency.
For questions, please contact DeChà Reid at DeCha.Reid@highered.texas.gov.