



MARYLAND TRANSIT ADMINISTRATION

MARYLAND DEPARTMENT OF TRANSPORTATION

Larry Hogan, Governor • Boyd K. Rutherford, Lt. Governor

Pete K. Rahn, Secretary • Paul Comfort, Administrator

ATTACHMENT 5.F

Month, Day, Year

Name of Letter Recipient

Title

County

Address

City, State Zip Code

RE: Grant Closeout – Capital Project

Dear Ms./Mr.[_____]:

This letter is to inform you that [_____] has completed all procurement and grant activity for the following awarded project for Fiscal Year [____]: [Project Description_____]. As a result, we are closing the following grant as detailed below:

	FY[____] [Grant # _____] [Project Description]
LINE ITEM #	
Federal Award	\$
State Award	\$
Local Award	\$
TOTAL AWARD	\$
TOTAL SPENT	\$
BALANCE to MTA	\$
UNUSED LOCAL SHARE	\$

As of the date of this correspondence, the above grant/line item for Fiscal Year 2013 is complete and all procurement activity agreed to has ceased. No further purchase activity may be made from this grant/line item. The chart above shows the amount that will revert back to the MTA as well as the unused local share.

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Ms./Mr. [_____]]
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If you have any questions regarding the closure of Grant# [_____]], please call [**Regional Planner**] at [____]-[____]-[____] or email [_____].

Sincerely,

Elizabeth Kreider, Director
Office of Local Transit Support

cc: Christy Mainley, Maryland Transit Administration
[Name], Regional Planner, Maryland Transit Administration
Beverly Walenga, Policy Planner, Maryland Transit Administration