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Subject: FY22 Vehicle Project Next Steps and Closeout Process
Date: Wednesday, September 14, 2022 4:03:01 PM
Attachments: [Statement of Capital Withdrawal Substitution Form 20210629.doc](#)

Good afternoon Transit Partners,

This email is to further clarify and describe the process for closing out remaining FY22 vehicle projects for which orders have been effectively cancelled.

If you are a transit system with cancelled orders in FY22 and are not able to obtain vehicles as an FY22 project, please look to confirm that you will be closing out your FY22 vehicle projects to me via email no later than Wednesday September 21, 2022. The below documentation does not need to be completed by this deadline but we do need to know which systems are able to close out FY22 projects so that we can gauge how much funding is available to cover the anticipated vehicle pricing increase on the upcoming NCDOT vehicle contract for FY23 and FY24 vehicle orders.

In order to fully close out your FY22 Capital projects for vehicles, IMD will need to receive the following documentation:

- Statement of Capital Withdrawal/Substitution Form (attached to this email); this form once processed will remove the VIN numbers on the current FY22 application so that they may be reapplied for in a later grant year; this form will need to be submitted back to me for processing and approval
- A letter on agency/system letterhead addressing the need to close out the associated project and de-obligate the funding; this letter will need to be signed and sent to Myra Freeman for processing

In the meantime, we are expecting to have additional working group meetings in the near future to discuss the ongoing issues surrounding the vehicle supply chain and how IMD can assist you during these unprecedented times. Please feel free to contact me with any questions or concerns in the

meantime. Thanks and have a good rest of your day,

Chris Dodson

Procurement Officer

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