

SPONSOR LETTERHEAD

Date

APM/Grant Administrator
NCDOT Division of Aviation
1560 Mail Service Center
Raleigh, NC 27699-1560

Re: Directed Funding Allocation Closeout Letter for Grant/WBS 36244.xx.xx.x

Dear Grant Administrator,

This correspondence is to provide additional information concerning expenditures under grant/WBS 36244.xx.xx.x, which has fully expended the awarded amount. While funds are fully expended, the project is not complete and will continue in the next state fiscal year. Percent of contract completed at this grant/WBS closeout is x%. Therefore, in lieu of closeout documentation, we have provided the following in EBS:

1. Updated Directed Funding Encumbrance Report via Aviation Directed Funding Report.
2. Updated Directed Funding Quarterly Progress and Expense Report via Aviation Directed Funding Report.
3. Updated AV509-510 to show minority participation to-date.

Additionally, we certify the following statements:

1. No expenses listed on Directed Funding Expense Report have been paid/reimbursed by any other federal or state funding program.
2. North Carolina sales tax have been removed and are not included as expenditures under this grant/WBS.
3. All required environmental documentation for construction was completed and approved.
4. Explanation if no formal bid tab is provided. (ex. CMAR) (if applicable)

The << insert project scope here >> project is a multi-year project that is expected to continue through year 20xx. Executed contracts for Design/CA, Project Management and Construction pertaining to this period of funding have been uploaded to the agreement in EBS.

If you have any questions, please let us know.

Sincerely,

Authority signature

C: File

Attachments in EBS:

1. Environmental Permit(s)
2. FAA FONSI, FAA 7460
3. Executed contracts pertaining to funding period
4. AV509-510