



U.S. Department
of Transportation
**Federal Transit
Administration**

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REGION 10 BULLETIN NO: 2010-09

Subject: Grant Closeout Process

Program Area: Operations & Program Management

Date: February 4, 2010

The purpose of this bulletin is to make grantees aware of documentation requirements during the Region 10 grant closeout process through the TEAM-Web application. In addition to what is detailed in the TEAM-Web Users' Manual, grantees should follow the steps listed below.

- 1) In TEAM, go to: Project Management - Milestones/Progress - Milestones Status Report – Summary (first tab) - Project Status Overview box and include the following narratives.
 - A statement that all funds, federal and local, have been expended;
 - A statement that (Grantee) requests FTA action to close this grant;
 - A description of activities accomplished under the grant.

- 2) In TEAM, using the paperclip function, upload the following documentation where applicable.
 - An inventory list of acquisitions purchased under the grant with a unit cost over \$5,000;
 - Any study or report commissioned with grant funds. (If the document is too large to upload into TEAM, uploading the title page and mailing a CD with the full report to the Region 10 office is acceptable.)

For additional questions or concerns, please contact community planner Annette Le at (206) 220-4461 or e-mail annette.le@dot.gov.

Sincerely,

R. F. Krochalis
Regional Administrator