



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

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## **REGION 10 BULLETIN NO: 2013-28**

Subject: Grant Closeout Process

Program Area: Operations and Program Management

Date: July 25, 2013

The purpose of this bulletin is to remind grantees of the requirements and the process for closing out grants.

Prior to the end of the Federal Fiscal Year on September 30, 2013, the Federal Transit Administration (FTA) Region 10 will be working with grantees to close out grants that have been fully disbursed or where project activities have been completed. Your FTA grant representative may be contacting you in the next few weeks to confirm which grants are ready for close out.

For detailed requirements and guidance, please find attached FTA's grant close out instructions and grant close out TEAM-Web instructions.

For additional questions or concerns, please contact your FTA grant representative or Elaine Wine at 206-220-4463 or email [elaine.wine@dot.gov](mailto:elaine.wine@dot.gov).

Sincerely,

for R.F. Krochalis  
Regional Administrator



Encl: FTA Grant Close Out Instructions  
Grant Close Out TEAM Web Instructions