

Local Projects Supervisor
Municipal Assistance Bureau
Vermont Agency of Transportation
219 North Main Street
Barre, VT 05641

RE: SCOPING STUDY CERTIFICATION AND ACCEPTANCE

Project: _____

Dear Local Projects Supervisor,

A final Scoping Report of the project noted above has been completed and submitted to the Town and Agency. The work as described in the Request for Proposal has been performed within the requirements of all federal, state, and local laws, ordinances and regulations applicable to the Project as certified by

_____ and is hereby accepted by the _____ as of this date.
Municipal Project Manager *Municipality*

In addition to the project costs reimbursed by the project grant,

- there were not any additional municipal costs that required additional local funds.
- there were additional municipal costs that required additional local funds in the amount of \$

We will retain the project records as required by the project agreement, federal and state regulations. The records retention period consists of a minimum of three years. If any litigation, claim, audit or other action involving the records starts before the expiration of the three-year period, the records shall be retained until all litigations, claims or audit findings have been resolved, whichever is later. For projects with warranty work, the records shall be retained until the end of the warranty period, when the warranty period is longer than the three-year period. The warranty period may be extended in case where repairs or replacements are affected causing the reinstatement of the warranty, or if our local policies require a longer retention period.

As this project had federal funds participation, the records retention period starts on the final voucher date (the date when VTrans finalizes the financial reconciliation with Federal Highway Administration). VTrans will send a notification with the final voucher date.

Sincerely,

Signature of Authorized Municipal Official

Title

Date