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October 7, 2013

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Jeff Burrows, County Commission Chairman
Ravalli County
215 S 4th Str Suite A
Hamilton MT 59840

Ravalli County Commissioners

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Buckle Up -
cc Charmed
& Verona

Subject: Federal Fiscal Year 2013 - Final Reports & Claim Reimbursement
Contract: BUMT Ravalli Co
Contract #: 106886

Dear Jeff:

Thank you for partnering with the State Highway Traffic Safety Section to improve safety on Montana's roads during the past year. We appreciate your efforts and the opportunity to work with you.

Fiscal Year End Requirements

September 30, 2013 is the end of our contract year and to assist us in our fiscal year end closeout I am requesting that you submit the following to our office by the stated deadlines:

1. **Due by October 30, 2013** - Fourth Quarter and final reports
2. **Due by October 30, 2013** - Equipment reporting forms - if applicable
3. **Due by November 15, 2013** - Final reimbursement claim forms or invoices and accompanying documentation

Please note that we are unable to pay for any reimbursement claims that MDT has not processed by November 30, 2013, and until you have met the above reporting requirements.

Please submit all reimbursement claim forms to:

Montana Department of Transportation
State Highway Traffic Safety Section
Attn: Bill Tuck
PO Box 201001
Helena, MT 59620-1001
wtuck@mt.gov

It is also the responsibility of the sub grantee at year-end to verify the reimbursements received throughout the year are accurate. **If an error is discovered, please contact us immediately so this issue can be resolved in the proper fiscal year.**

As you know, quarterly reports describe your past quarter activities, particularly any local benefit received because of the project, the work you accomplished, any difficulties encountered, plus decisions you've made or any other important information relative to the project.

Please send your quarterly and final reports to your program manager or fax to (406) 444-9409. The final report is required within 30 days after completion of the contract, unless this requirement is waived in your contract, the final report must be submitted to our office by October 30, 2013 for approval, and acceptance of project accomplishments. Please note that this report may be integrated into the fourth quarter report and submitted as one document by the due date.

If a problem arises that causes a delay in sending in your claims and/or reports, please contact me at 406-444-7417 or jakenny@mt.gov, or Pam Buckman, pbuckman@mt.gov or 444-0809.

We appreciate your attention to these deadlines, and your willingness to meet the federal requirements that ensures we will continue to receive and provide you the federal funding that supports traffic safety related projects throughout Montana.

Sincerely,



Janet Kenny
State Highway Traffic Safety Section Supervisor
(406) 444-7417

Cc: William Tuck, SHTSS Accountant