

**SAMPLE APPLICANT LETTER**

**INFORMATION ONLY**

Date

Name

Address

City, State, Zip

RE: Subrecipient Project XXX

Federal Transit Administration Apportionment City of Concord Application for Section 5310 FTA Funding.

Dear Subrecipient:

The City of Concord, as the designated recipient of Federal Transit Administration (FTA) funds for the Concord Urbanized Area, will make an application for FTA to support the above referenced project. By accepting these federal funds, your organization will be recognized as a subrecipient and, as much, is subject to all FTA federal requirements.

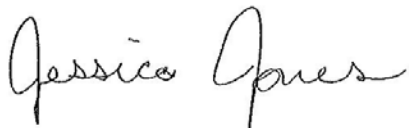
I have been assigned as the City of Concord's project manager for project oversight and will coordinate the process with you. The subrecipient agreement will be processed concurrently with the federal application to help shorten the process; however, no agreement can be executed until the federal award is received. As part of the application process, you will be required to complete the application form that provides the project detail, budget, and milestones. You will also be required to submit your current A-133 audit information and sign the FTA Certifications and Assurances. No application for federal funds will be made until this information is received and accepted.

Please send all questions regarding compliance or needs for approval directly to me so I can track the required approvals or changes to your project. I will forward requests to the appropriate staff to obtain approvals or interpretations. Please note that Certifications and Assurances must be completed annually for the duration of your active grant. All organizations are required to certify compliance with numbers one and three. If other certifications apply to this project and your organization, you also should certify those.

Once the application is processed and awarded, The City of Concord will be able to enter into a subrecipient agreement with your organization. Until the Subrecipient agreement is signed, you do not have funding.

I look forward to working with you throughout the grant process.

Regards,



Jessica Jones  
5310 Program Manager  
704-920-5222  
[jonesj@concordnc.gov](mailto:jonesj@concordnc.gov)

**Finance**

Phone (704) 920-5200 • Fax (704) 788-9375