
Municipal Assistance Bureau
Vermont Agency of Transportation
1 National Life Drive
Montpelier, VT 05633-5001

RE: **LOCAL PROJECT CERTIFICATION AND ACCEPTANCE**

Project: _____

Dear _____,

A final inspection of the project noted above has been completed. The work on the Project 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. *Construction Resident Inspector* *Municipality*

We confirm that final **total** project costs, including costs for which reimbursement was not sought, are as follows:

Preliminary Engineering	\$ _____
Right-of-Way	\$ _____
Construction	\$ _____
Construction Engineering	\$ _____
Other	\$ _____

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