

----- Forwarded message -----

From: **Brown, Steve** <[SBrown@smartbus.org](mailto:SBrown@smartbus.org)>  
Date: Fri, Sep 6, 2013 at 4:56 PM  
Subject: FY 2014 MC/CC Contract Package  
To: "[bartont@rochesterhills.org](mailto:bartont@rochesterhills.org)" <[bartont@rochesterhills.org](mailto:bartont@rochesterhills.org)>

Ms. Barton:

The Fiscal Year (FY) 2014 Municipal Credit(MC)/Community Credit (CC) contract has recently become available. The amounts to be provided to your entity are the same as provided last year. As a first step, please reply to this email as soon as possible acknowledging receipt. I am asking this so that we do not experience a delay in contract processing related to a bad email address or some other similar complication. If I do not hear from you, I will continue to follow up as necessary and I will also follow up until we have the 3 original signed contract packages from you as well.

Also, in your reply, please let me know if you would prefer that I mail you hard copies of any or all contract documents which I will happily do if requested. Otherwise, please print three originals of the required documents from this email for return to me as the 3 full and complete originals with signature for processing here at SMART.

This email contains the following attachments:

- A pdf of the FY 2014 contract document
- A pdf containing the FY 2013 contract package as submitted by your agency for last year to serve as a potential guide as you complete your FY 2014 contract package
- Additional electronic files for your completion, based on what you submitted last year, as follows:
  - Exhibit A (project description)
  - Exhibit B (project budget, total revenues MUST equal total expenditures)
  - EEOC Report A (for reporting information about ONLY those employees involved in your transportation program) – 2 versions to choose from with one for printing and handwritten completion and one as an Excel spreadsheet to complete electronically and print for signature

Please feel free to contact me regarding anything which may be missing from this email and/or any questions you may have regarding the MC/CC contract process or package for FY 2014. As always, please contact me whenever you feel I may be able to assist you.

I look forward to a successful and timely FY 2014 MC/CC contract process so that your agency and SMART can begin processing the appropriate activity associated with the MC/CC funds. I

will need 3 complete original packages returned to me at the address below for processing at SMART.

Thank you!

Oakland County Ombudsperson  
Suburban Mobility Authority for Regional Transportation (SMART)  
2021 Barrett  
Troy, MI 48084

Office: 248.419.7909

Fax: 248.244.9110