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October 20, 2009

Robin McArthur  
Planning & Development  
Metro  
600 Northeast Grand Avenue  
Portland, OR 97232-2736

Subject: Submittal of Monthly Invoices

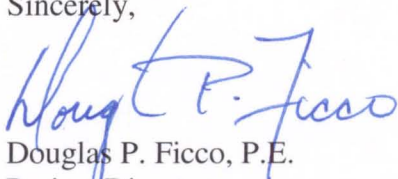
Dear Robin McArthur:

This letter is to inform you of the requirements to submit your agencies actual direct and related indirect costs of the project each month that services are provided.

The Special Transportation Planning Study Agreement signed by your organization states the "Agency shall submit to the STATE requests for funds **as they are expended on the project**, but not to exceed one such request every month. Timely submittal of invoices is necessary in order to report accurate expenditures and manage funds.

I have enclosed a spreadsheet showing your agency's agreement number, expiration date of agreement, remaining funds and the last month an invoice was submitted. If you have any questions regarding this letter or submittal of monthly invoices please do not hesitate to call Keith Daly at (360) 816-8870.

Sincerely,



Douglas P. Ficco, P.E.  
Project Director

KAD: kd  
Enclosure

cc: Document Control

## CRC AGREEMENT INFORMATION

AGENCY

Metro

AGREEMENT NO.

GCA5744

EXPIRES

2/28/10

REMAINING FUNDS

\$72,411.35

DATE LAST INVOICE RECEIVED

June-09