NORTH DAKOTA SAMPLE CONTRACT EXECUTION LETTER

Date

Agency Name

Attention:

Street Address or PO Box #

City, ND Zip

TRAFFIC SAFETY CONTRACT NO. \_\_\_\_\_\_\_\_, THREE (or whatever number) PROJECTS

The contract that has been awarded to the (Agency Name) is enclosed. Please read the **entire contract and other enclosures**, as key information is provided and/or requested. Not fulfilling these requirements may delay processing or lead to a cancellation of the contract.

1. The contract **must** be signed by a person with **contracting authority**.
2. A witness **must** sign to the **left** of the contractor’s signature.
3. **Return the ENTIRE ORIGINAL CONTRACT, INCLUDING ALL APPENDICES.**
4. A complete copy of the fully signed contract will be emailed to you.
5. You must review the requirements listed on the enclosed **Risk Management Appendix.**
6. A copy of your current **Certificate of Liability Insurance** information may be required.

**-** If your agency is insured through the **North Dakota Insurance Reserve Fund** (state agencies) or is a political subdivision (county/city agencies), do not submit insurance information now; however, you may be asked for confirmation of coverage at a later date.

**-** If your agency is not insured through North Dakota Insurance Reserve Fund, your **insurance certificates must name the state as an additional insured and a waiver of subrogation must be provided**.

1. As a contractor, your agency is a sub-recipient of federal funds and therefore subject to the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA). Please complete or have the appropriate person complete the Sub-Recipient Information (SFN 60019) on-line at [www.dot.nd.gov/forms/sfn60019.pdf](http://www.dot.nd.gov/forms/sfn60019.pdf) and forward the completed form to me.

Key Notes:

* Periodic desk and onsite monitoring by program managers are required.
* Progress reports, if necessary, are required to be submitted prior to reimbursement.
* Per 2 CFR 200, Subpart F, non-federal entities that expend $750,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year.

We look forward to the many safety benefits your program will provide to the state of North Dakota. If you have any questions, feel free to contact me by email at [lharsche@nd.gov](mailto:lharsche@nd.gov) or by phone at 328-2402.

LORY HARSCHE – CONTRACT MANAGER

12/lah

Enclosure