

# LPA Certification Statement

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DATE

TO \_\_\_\_\_, NDOR Local Projects Division Project Coordinator

FROM Name: \_\_\_\_\_ Title: Responsible Charge

PROJECT Name: \_\_\_\_\_ Project No. \_\_\_\_\_ Control No. \_\_\_\_\_

SUBJECT Locally Funded Procurement Procedure

The Local Public Agency (LPA) has procured and negotiated the required services according to the Locally Funded Procurement Procedure defined in NDOR LPA Guidelines Manual and certifies that all local laws and ordinances were followed.

The LPA will fund the professional services with LPA funds only, and has obtained funding approval from the NDOR, based on the LPA meeting all federal-aid eligibility requirements for all phases of the project.

Attached is the required documentation as stated in the LPA Guidelines Manual. After review and approval by the NDOR, the LPA requests the Locally Funded Professional Services Agreement and will work with the NDOR Local Projects Division Project Coordinator to complete it.

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*Responsible Charge*

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*Date*

Reviewed and Approved by:

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*Local Projects Division Project Coordinator*

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*Date*

Attachments: Public Notice and Solicitation Documentation  
Selection Memo  
Justification Memo (if negotiations were terminated)  
Scope of Services and Fee Proposal  
Conflict of Interest Forms