

CERTIFICATION LETTER for PRIVATE or NON- PROFIT ORGANIZATIONS

DATE

Ms. Jessie Jones  
Division Engineer – Program Management  
Arkansas Department of Transportation  
P. O. Box 2261  
Little Rock, AR 72203

Re: Job #  
Job Name  
County

Dear Ms. Jones:

Regarding certification of my organization, I am enclosing the following:

- (1) A certified copy of a dated Original Articles of Incorporation identifying the name of the Corporation. Documentation proves that the organization has been in existence for three years.
- (2) A copy of the organization’s procurement procedures for Federal-aid projects. Our Federal-aid procurement procedures meet the minimum requirements set forth in 2 CFR 200 and Attachment G. *(or, if the procurement procedures do not meet these standards)* The organization elects to follow advertisement and procurement procedures shown in Attachment G.
- (3) A notarized letter that states that the organization will name a successor at the time of any change in the organizational status and that the Program Management Division will be notified of such an occurrence. This letter is signed and dated by an Officer.
- (4) A notarized statement (signed and dated by an Officer) that the organization does not discriminate on the basis of age, disability, gender, income, race, or religion.
- (5) A partnership resolution with a neighboring County or City or Federal/State Agency signed and dated by the Mayor, County Judge or Officer of the Federal/State Agency. The resolution promises that the Agency will maintain the project as a recreation use area in the event that the primary sponsor cannot fulfill its long-term obligations and responsibilities to the grant contract.

Additionally, I am enclosing the organization’s annual “Business Entity Certificate of Good Standing” obtained from the Arkansas Secretary of State Office and the W-9 form from the Internal Revenue Service which contains the employer identification number and identifies the type of Corporation the nonprofit organization is.

Sincerely,

NAME & OFFICE  
(Sponsor’s Name)

Enclosure(s)