



**Department of the Treasury
Sandy Recovery and Rebuilding
Contract Notification Form Instructions**

General Instructions

A Department of the Treasury Sandy Recovery and Rebuilding Contract Notification Form is required to be completed for all contracts estimated to exceed \$2 million. However, if the agency is submitting information on a program, rather than on a contract by contract basis, where the form requires information on the “contract”, the agency should provide information on the “program”.

The answers to the questions and information provided on the Contract Notification Form and additional checklist items will assist the State Treasurer to comply with the Law and to provide integrity oversight monitor controls as necessary.

Agency – Agency Name. For State agencies, include the Department and program. For Local agencies, include county, town, etc.

State, Local, Other – Indicate if your agency is a State or local government agency. “Other” would include local authorities, municipally owned utilities, etc. If your agency, qualifies as “other”, provide further clarification.

Contact Person and Title – Provide a single point of contact such as town administrator, project manager, program manager, etc. The individual must be an employee of the agency.

Address, Email, Phone and Fax – Contact information for the individual Identified.

Contract Title – Provide information as to how the contract is referred to in all other grant documentation.

Contract Type – Indicate if the contract is “rebuilding” such as beach replenishment, new building or road, etc.; or if the contract is related to debris removal or “other” category.

Contract Budget / Total Contract Cost – Provide the contract budget or estimated costs referenced in all other materials such as grant applications, FEMA project worksheets, etc.

Contract Description – Provide a brief description of the contract and whether the contract is for construction, services, materials, etc.

Control Environment – (Attach additional sheets if necessary) – Explain how your agency will manage the contract, control fraud and waste, avoid cost overruns, etc. Also include the process for approval of payments, scope changes, etc.

If you already are utilizing an independent integrity oversight monitor(s) provide details as to the scope of their responsibilities, a copy of the contract, reporting requirements, etc.

Fund Source – Check “Federal” and/or “State”

General Instructions (continued....)

Federal Agency Grantor and State Agency Grantee – Indicate which agencies are the grantor and grantee. For State agencies, only the Federal agency is necessary (ex. FEMA, Federal Highway Authority, etc.). For local agencies, indicate which programs your agency is reporting to and the federal agency funding the project if known.

Estimated Contract Start and End Dates – Provide the estimated dates based on other applications completed. If the contract is already underway, provide an actual start date. If the contract is completed, provide an actual end date.

Contract Location – Provide the physical location if applicable including street address, city/town, and zip code.

Procurement Process – Please explain the project procurement method. Will/were contractors hired using State or local contracts?

Number of Bids Received – Complete if applicable.

Contract Number – If assigned by federal or state agency.

Have any contractors been paid – Complete if applicable and explain.

Percent of Completion – Complete if applicable.

Subcontractors – If the program allows subcontractors, please indicate.

Range of Bid Costs – If the procurement process is complete, please indicate the range of bids received.

Permits and Inspections – Indicate in the appropriate boxes, whether there will be a requirement to obtain federal, state or local permits and to what extent inspections are required, including any environmental regulations and restrictions.

Reporting Requirements – Indicate frequency and describe requirements.

NOTE: Review checklist and provide any additional documents necessary including those that support answers provided in the Contract Notification Form.