



Connecticut DOT

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Office of Engineering

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## ENGINEERING BULLETIN

Engineering Administrator

### PE AND CN PROJECT AUTHORIZATION LETTERS (PAL) AND AUTHORIZATION TO AWARD LETTERS

The purpose of this bulletin is inform staff of recent modifications to existing template Preliminary Engineering and Construction Project Authorization Letters (PALs) and Authorization to Award letters on **municipally administered contracts**.

The State Auditors recently performed a review of the Departments practice of monitoring sub recipients of federal funds and determined, under federal regulation Title 2 CFR 200.331, that sub recipients must be provided the specific Federal Authorization date, Catalog of Federal Domestic Assistance (CFDA) number and the Dun and Bradstreet (DUNS) number. As a result, the following templates in ProjectWise have been updated to include this information:

[L-33 Authorization to Award.doc](#) –changed to include the actual award date and CFDA number (both available on the Authorization emails sent out from Capital Services)

[L-09 PE PAL - New Project.doc](#)

[L-10 PE PAL - Supplemental \(With an Authorized PAL\).doc](#)

[L-11 PE PAL - Supplement an Old Agreement \(Not MMAPE\).doc](#)

[L-18 CN PAL - New Project.doc](#)

[L-19 CN PAL - Supplemental \(With an Authorized PAL\).doc](#)

[L-20 CN PAL - Supplement an Old Agreement \(Not MMAC\).doc](#)

The above PAL templates have been changed to include the DUNS number in the subject line (live link to each town's specific DUNS number)

Please begin using these templates immediately on all **municipally administered** projects.