

April 15, 2019

North Dakota Department of Health
Subrecipient Organizations

RE: Notice of Grant Award Procedural Change for Agreements Covering the 2019-2021
Biennium, Effective April 15, 2019

Dear Subrecipient:

In order to comply with Federal regulations, the North Dakota Department of Health (NDDoH) has added an additional questionnaire to our pre-award process. In the past, we have required each subrecipient to complete and return a Requirements Addendum. Effective for all contracts issued for the 2019-2021 biennium and forward, we also require an Audit & Internal Control Questionnaire to be completed and returned to the NDDoH. Both the Requirements Addendum and the Audit & Internal Control Questionnaire must be returned to the NDDoH in order to finalize any Notice of Grant Awards; however, both documents only need to be submitted to the NDDoH once per organization, per biennium.

For organizations that have an annual Single Audit, only questions one through five in this questionnaire must be completed. For organizations that do not have an annual Single Audit, the entire questionnaire must be completed.

If you have any questions or concerns, please contact the NDDoH Compliance Auditor at 701-328-2354 or eparrow@nd.gov.

Sincerely,



Brenda M. Weisz, CPA
Chief Financial Officer
North Dakota Department of Health