

# Sample Communication Letters

The following pages contain *optional* sample letters for agencies to use to send notifications to potential grantees selected under a competitive process, identified as a legislatively-named grantee or selected through a single source process to comply with Minnesota Statutes §16B.981. These sample request letters for Preaward Risk Assessment have options to customize based on grantee type.

<Instructions> are noted in red and should not be included in the letters. [Brackets] indicate optional sections to be included or items where the agency needs to fill in the information.

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# Sample Letter – Competitive Grantee: Request Documentation to Complete Preaward Risk Assessment

*<Instructions: To comply with Minnesota Statutes §16B.981, agencies must collect additional information from selected potential grantees to conduct a preaward risk assessment. Choose applicable documents to request based on the potential grantee’s answers to questions in the RFP and the instructions in the “Preaward Risk Assessment Checklist”. Note: Agencies are responsible for determining what qualifies as trade secret data and for protecting not public data. Agencies may choose to redact all not public data from their records.>*

[Greeting],

Under Minnesota Statutes, section 16B.981, our agency is required to a do a preaward risk assessment before we can finalize the grant contract agreement. To perform this risk assessment, we are requesting the following additional documentation:

[*<Instructions: If nonprofit grantee, select the items from the following list that apply:>*

* Copy of most recent 990 or 990-EZ
* IRS determination letter (for nonprofit that is exempt from filing)
* Board-reviewed (or other managing group) financial statements
* Audited financial statements]

[*<Instructions: If for-profit grantee, select the items from the following list that apply:>*

* Most recent federally filed tax return
* Most recent state filed state return
* Most recent financial statements

Please redact social security numbers and label any data you consider to be trade secret in your response. Data that are classified as “not public” under the Minnesota Government Data Practices Act will remain protected and other data will become public following the completion of the potential grantee evaluations and execution of grant contract agreements.

 [Signature]

# Sample Letter – Legislatively named or Single Source Grantee: Request Documentation to Complete Preaward Risk Assessment

*<Instructions: To comply with Minnesota Statutes §16B.981, agencies must collect additional information from potential grantees to conduct a preaward risk assessment. See the “Preaward Risk Assessment Questionnaire.” Note: Agencies are responsible for determining what qualifies as trade secret data and for protecting not public data. Agencies may choose to redact all not public data from their records.>*

[Greeting],

Under Minnesota Statutes, section 16B.981, our agency is required to do a preaward risk assessment before we can finalize the grant contract agreement. To perform this risk assessment, we are requesting that you complete the attached questionnaire and provide the corresponding documents.

Please redact social security numbers and label any data you consider to be trade secret in your response. Data that are classified as “not public” under the Minnesota Government Data Practices Act will remain protected and other data will become public following the execution of grant contract agreements.

 [Signature]

# Sample Letter - Notification to Potential Grantee for Additional Information to Address Risks

*<Instructions: To comply with Minnesota Statutes §16B.981 Subd. 3 & 5, agencies should resolve or mitigate any significant risks identified in the preaward risk assessment. Per Subd. 4(a-b), potential grantees have 15 calendar days to respond or work with the agency to develop a plan.>*

[Greeting],

Under Minnesota Statutes, section 16B.981, we performed a grant preaward risk assessment. During this risk assessment we noted the following issues:

*<Instructions: Add or remove risk line items as necessary.>*

* [list risk item and impact on fulfillment of the grant requirements]
* [list risk item and impact on fulfillment of the grant requirements]

These are deemed to be significant risks to fulfillment of the grant requirements, and we are currently unable to proceed with entering into a grant contract agreement. To move forward, if you have other documentation or support to show how you can mitigate these risks to comply with the grant requirements, or you are willing to work with us on developing a plan, please submit and respond to us by [15 calendar days from date of letter]. Please contact [insert information].

 [Signature]

Sample Letter - Notification to Potential Grantee of Non-Award
 *<Instructions: To comply with Minnesota Statutes §16B.981 Subd. 3 & 5, agencies should resolve or mitigate any significant risks identified in the preaward risk assessment. If a potential grantee does not respond to notification to address risks within 15 calendar days, or the response and subsequent information does not resolve or mitigate the risk, the agency should send a final notification to the potential grantee and to the Commissioner of Administration that the award cannot be granted. Per Subd. 4(d), the potential grantee has 30 calendar days to contest the decision under Minnesota Statutes, Chapter 14.>*

[Greeting],

Under Minnesota Statutes, section 16B.981 we performed a grant preaward risk assessment. You were notified of the identified risks on [insert date]. The following risks remain unresolved:

* [list risk item and impact on fulfillment of the grant requirements]
* [list risk item and impact on fulfillment of the grant requirements]

[*<Instructions: If a competitive or single-source grantee, add the following>* We will not award the grant. You have 30 calendar days to contest this decision under Minnesota Statutes, chapter 14.]

[*<Instructions: If a legislatively named grantee, add the following>* We must delay award of the grant until the legislature can act. You have 30 calendar days to contest this decision under Minnesota Statutes, chapter 14. The legislature will review our decision and reaffirm the award of the grant to you or reappropriate the funds.]

 [Signature]

CC: Commissioner of Administration

[*<Instructions: If a legislatively named grantee, add the following:>*

Ways and Means Committee Chair

Ways and Means Committee Vice Chair

Ways and Means Committee [Minority] Lead

Finance Committee Chair

Finance Committee Vice Chair

Finance Committee [Minority] Lead]