

# Sample Letter – Competitive Grantee: Request Documentation to Complete Preaward Risk Assessment for grant over $50,000.

*<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 application 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.>*

Month, Day, Year

SENT VIA ELECTRONIC MAIL ONLY

Addressee

Organization

Address

City, State, Zip

Re: Grant program name

[Greeting],

I am pleased to inform you that the application enter application or project title submitted for the enter grant program name has been selected for a contingent funding award. The contingent award amount is enter dollar amount. The grant period will begin the date of an executed agreement and is anticipated to go through enter date. Provide any other basic information, such as whether the grantees are required to participate in an orientation or training session.

A grant award is contingent upon:

* Timely submission of requested revisions to program narrative, budget, or other specifications, duties, and scope of work.
* Successful negotiation on revisions to program narrative, budget, or other specifications, duties, and scope of work.
* Timely submission of necessary documentation for the preaward risk assessment.
* A satisfactory result from a preaward risk assessment.
* Successful negotiation and execution of any additional terms and conditions.

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.

You must not begin work until a Grant Award Notification is fully executed **and** the State’s Authorized Representative has notified you in writing that work may commence.

[Signature]



# Sample Letter – Competitive Grantee: Request Documentation to Complete Preaward Risk Assessment – for grant under $50,000

*<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 application 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.>*

Month, Day, Year

SENT VIA ELECTRONIC MAIL ONLY

Addressee

Organization

Address

City, State, Zip

Re: Grant program name

[Greeting],

I am pleased to inform you that the application enter application or project title submitted for the enter grant program name has been selected for a contingent funding award. The contingent award amount is enter dollar amount. The grant period will begin the date of an executed agreement and is anticipated to go through enter date. Provide any other basic information, such as whether the grantees are required to participate in an orientation or training session.

A grant award is contingent upon:

* Timely submission of requested revisions to program narrative, budget, or other specifications, duties, and scope of work.
* Successful negotiation on revisions to program narrative, budget, or other specifications, duties, and scope of work.
* Timely submission of necessary documentation for the preaward risk assessment.
* A satisfactory result from a preaward risk assessment.
* Successful negotiation and execution of any additional terms and conditions.

To perform this risk assessment, we are requesting the following additional documentation:

Provide details of the information you are requesting.

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.

You must not begin work until a Grant Award Notification is fully executed **and** the State’s Authorized Representative has notified you in writing that work may commence.

[Signature]