

Appendix A: Sample Business Official's Notice to Submit Documentation

[mm/dd/yyyy]

[Organization Name]

Attn: _____

Recipient Address

Reference: Award Number:

Program Title:

Dear [Business Official Name or Representative of the Recipient]:

This notice is regarding the closeout documents for the subject award. In accepting the award, [insert recipient name] agreed to comply with the Department of Commerce's (DOC) policies, including the requirement for submitting (final) reports. Despite previous efforts, the following report(s) are now delinquent (select as appropriate from this list):

- * Final Financial Status Report (SF-425)
- * Final and/or Quarterly Progress Report as applicable
- * Equipment Inventory List Authorization/Purchase
- * Final Invention Statement and Certification: As applicable/required
- * Audit(s): As applicable/required
- * Other Agency specific required documents

Please submit by e-mail in PDF format the document(s) requested to _____. If electronic transmissions are not available, hardcopy submissions may be submitted to the following address:

_____ Grants Office

Attn: _____, Grants Management Specialist

Failure to comply with the terms and conditions of the award may result in appropriate enforcement action under the award, including but not limited to termination of the award and the establishment of an account receivable against the recipient organization. Moreover, the failure to comply with the award's closeout requirements may have a negative impact on future funding from DOC.

[INSERT THIS PARAGRAPH FOR ACTIVE AWARDS] In accordance with 2 CFR Part 200.340 (Termination), your organization is hereby notified that [insert grant-making operating unit] intends to unilaterally terminate this award for material noncompliance, unless the information and documentation set forth above is received within 30 days of the date of this letter.]

Please direct any questions regarding this matter and send any notice(s) that your organization has filed for federal bankruptcy protection to the above-referenced point of contact.

Sincerely,

Grants Officer