

Response to Weaknesses

Response to Weaknesses –All cooperative agreement recipients are required to submit a written response to any weaknesses noted in their applications. A summary statement or technical review will be included with the Notice of Award and forwarded to the recipient. The response should address each weakness.

- ❖ **TIPS** - All correspondence must be on official agency letterhead and must include:
- Date
 - Grantee name and number
 - Point of contact – name and phone number, and email address
 - Two signatures – Authorized Business Official and Project Director

Response to Weaknesses Template

Date

To: DASH Project Officer

RE: Cooperative Agreement Award No. _____
Program Announcement _____
Response to Technical Review Weaknesses

| Dear Project Officer:

This letter provides documentation to the responses to weaknesses as required by the Terms and Conditions of our Notice of Award. Documented below are responses to the weaknesses noted in the technical review/summary statement.

CDC Weakness 1/Priority Area X: <<Describe as noted on the Technical Review/Summary Statement>>

Response to Weakness 1/Priority Area X: <<Insert brief paragraph describing corrective action to be taken>>

CDC Weakness 2/Priority Area X: <<Describe as noted on the Technical Review/Summary Statement>>

Response to Weakness 2/Priority Area X: <<Insert brief paragraph describing corrective action to be taken>>

If you have any questions regarding this request, please feel free to contact _____ at <<phone/email address>>.

Sincerely,

/s/ _____
Project Director

/s/ _____
Authorized Business Official