

[For the letter author: This letter should be dated the same as or earlier than the date that you sent the **GOV-PRPS** formto the Governor’s Office. Do not use returns to add spacing between paragraphs; use the Normal styles (above) or the Paragraph tool. Do not forget to delete this information.]

[Date]

[EBO Name]

Executive Budget Officer

Minnesota Management and Budget

658 Cedar St., Suite 400

St. Paul, MN 55155

# Re: In The Matter of the Proposed Rules of the Department of [Name] [about/Governing] [Topic]; Revisor’s ID Number [number]

Dear [EBO Name]:

Minnesota Statutes, section 14.131, requires that an agency engaged in rulemaking consult with the Commissioner of Minnesota Management and Budget, “to help evaluate the fiscal impact and fiscal benefits of the proposed rule on units of local government.”

Enclosed for your review are copies of the following documents on proposed rules [relating to/governing] [topic].

1. The Governor’s Office Proposed Rule and SONAR Form (signed by Commissioner [Name]).

2. The [date] Revisor’s draft of the proposed rule.

3. The [date] draft of the SONAR.

I am also delivering copies of these documents to the Governor’s Office today.

If you or any other representative of the Commissioner of Minnesota Management & Budget has questions about the proposed rule, please call me at [phone]. Please send any correspondence about this matter to me at the following address: [Name], Minnesota Department of [Name], [Address].

Yours very truly,

[Name]

[Title]