**ORGANIZATION LETTERHEAD**

**Subject:** Required Statements for Financial Proposal/Project titled – [insert ***Project Title]***

Below is a complete list of all Required Statements in regard to our submitted proposal/project titled***, [insert Project Title]***

1. **Certification Regarding Fishing/Hunting**

All proposals must include the following fishing/hunting certification as required by law (16 U.S.C. 669h-2 and 16 U.S.C. 777m):

By submitting this proposal, the organization’s primary contact and/or authorized representative identified in this grant application certifies that [insert your ***Organization Name]*** (1) will not use the grant funds to fund, in whole or in part, any activity that promotes or encourages opposition to the regulated hunting or trapping of wildlife or the regulated taking of fish; and (2) that the grant funds will not be used, in whole or in part, for an activity, project, or program that promotes or encourages opposition to the regulated hunting and trapping of wildlife, the regulated taking of fish or recreational shooting.

1. **Single Audit Reporting Statement** - We are (pick one):
	1. A **[insert your organization type]** that was required to submit a Single Audit report for the organization's most recently closed fiscal year and that report **is not available** on the Federal Audit Clearinghouse Single Audit Database website.
	2. A **[insert your organization type]** that was optional to submit a Single Audit report for the organization's most recently closed fiscal year.
	3. A **[insert your organization type]** that was required to submit a Single Audit report for the organization's most recently closed fiscal year and that report **is available** on the Federal Audit Clearinghouse Single Audit Database website. The report is filed under the EIN of **[insert EIN]**.
2. **Indirect Cost Statement -** Select one of the statements below:

**U.S. state or local government entities receiving more than $35 million in direct Federal funding** must include the following statement in their application and attach a copy of their most recently negotiated rate agreement:

* We are a U.S. state or local government entity receiving more than $35 million in direct Federal funding. We submit our indirect cost rate proposals to our cognizant agency. Our current indirect cost rate is [insert rate]. Attached is a copy of our most recently negotiated rate agreement/certification.

**U.S. state or local government entities receiving $35 million or less in direct Federal funding** must include the applicable statement from this list:

* We are a U.S. state or local government entity receiving $35 million or less in direct Federal funding. We prepare and retain for audit an indirect cost rate proposal and documentation per 2 CFR 200, Appendix VII. Our current indirect cost rate is [insert rate], which is charged against [insert a complete description of the direct cost base used to distribute indirect costs to the award].
* We are a U.S. state or local government entity receiving $35 million or less in direct Federal funding. We have not prepared an indirect cost rate proposal and documentation per 2 CFR §200, Appendix VII, and elect to charge a de minimis rate of up to 15% of Modified Total Direct Costs as defined in 2 CFR §200.1. We understand we must use this methodology consistently for all Federal awards until we choose to establish a rate per 2 CFR §200. We understand we must notify the Service in writing if we establish a rate that changes the methodology used to charge indirect costs during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the Service.

**All other organizations** must include the applicable statement from this list and any related documentation in their application. Please note that an organization with a current negotiated (including provisional) rate may not elect to charge up to a 15% de minimis rate of Modified Total Direct Costs during the period covered by their current negotiated rate.

* We are an organization with a current negotiated indirect cost rate. In the event we receive an award, we will charge indirect costs per our current negotiated rate agreement. Attached is a copy of our current rate agreement.
* We are an organization with a negotiated indirect cost rate that has expired. Attached is copy of our most recently negotiated rate agreement. If we receive an award , we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date. We understand we must provide the Service a copy of our approved rate agreement before charging indirect costs to the Federal award.
* We are an organization that has never negotiated an indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate], which is charged against [insert a complete description of the direct cost base used to distribute indirect costs to the award]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date. We understand we must provide the Service a copy of our approved rate agreement before charging indirect costs to the Federal award.
* We are an organization that does not have a current negotiated (including provisional) rate. In the event an award is made, we elect to charge the de minimis rate of up to 15% of Modified Total Direct Costs as defined in 2 CFR §200.1. We understand we must use this methodology consistently for all Federal awards until such time as we negotiate a different rate with our cognizant agency. We understand that we must notify the Service in writing if during the award period we establish a rate that changes the methodology used to charge indirect costs to the award. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs and that such changes are subject to review, negotiation, and prior approval by the Service.
* We are an organization that will charge all costs directly.

# **Pre-award Costs**

There are no pre-award costs being requested for this project.

# **Overlap/Duplication Statement**

There are no overlaps or duplications between this application and any of our other Federal applications or funded projects, including key personnel's activities, costs, or time commitments.

We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the U.S. Fish and Wildlife Service in this application, we will immediately notify the U.S. Fish and Wildlife Service point of contact identified in this Funding Opportunity in writing.

If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application regarding key personnel's activities, costs, and time commitment, as applicable. Please provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity. Identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision.

Thank you,

Signed by

Date Signed