**ORGANIZATION LETTERHEAD**

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

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

1. **Certification Regarding Fishing/Hunting**

All proposals must include a 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 the ***(insert name of organization)*** (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 or the regulated taking of fish.

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 not required 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:
3. A copy of our most recently approved rate agreement/certification is attached, or on file with the Fish and Wildlife Service's Regional Office.
4. You must include in the budget narrative one of the following statements and attach any required documentation identified in the applicable statement.

We are: (Please select the appropriate statement)

* A **[insert your organization type]** receiving more than $35 million in direct Federal funding each year with an indirect cost rate of **[insert rate]**. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached, or on file with the Regional WSFR Office.
* A **[insert your organization type]** receiving less than $35 million in direct Federal funding with an indirect cost rate of **[insert rate]**. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
* A **[insert your organization type]** that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is **[insert rate]**. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
* A **[insert your organization type]** that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is **[insert rate]**. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat de minimis indirect cost rate of 10 percent of modified total direct costs as defined in 2 CFR 200.68. We understand that the 10 percent de minimis rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period.
* A **[insert your organization type]** that will charge all costs directly.

# **Pre-award Costs**

Please specify that there are no pre-award costs being requested for this project or we are requesting pre-award costs and provide a justification.

# **Overlap/Duplication Statement**

Applicants must provide a statement that addresses if there is any overlap between the proposed project and any other active or anticipated projects in terms of activities, costs, or time commitment of key personnel. If there is, please specify.

No Overlap/Duplication statement example:

There is no overlap between the proposed project and any other active or anticipated projects in terms of activities, costs or time commitment of key personnel. Further, the proposal submitted for consideration under this program is not in any way duplicative of any proposal that was/will be submitted for funding consideration to any other potential funding source (Federal or non- Federal).

If you have any other additional questions or concerns with the above statements, please contact me directly.

Thank you,

Signed by