

U.S. Fish and Wildlife Service  
**Financial Assistance Business Process**  
**Notice of Award Letter Template**

**Point of Contact**

Send any questions about this document by email to the Chief, Branch of Financial Assistance Policy and Oversight (FAPO), Wildlife and Sport Fish Restoration Program (WSFR), Division of Administration and Information Management (AIM). See the FAPO About/Contact Us Intranet page at <https://inside.fws.gov/index.cfm/go/post/FAPO-About> for contact information.

**Document Change Log**

We will post updated versions of this document on the Intranet at <https://inside.fws.gov/go/post/FAPO-NewAwards> and will log updates made to this document in the following table:

Date Changed	Changed By	Description of Change Made

**Instructions**

Use the Notice of Award Letter Template as a starting point for developing an award-specific notice of award letter. Programs must review this template at least annually to make sure any program-specific templates that are developed based on this template remain up to date. FAPO will update this template over time to incorporate changes resulting from any new government-wide regulations, Department of the Interior or Service policy, or new/changed Financial and Business Management System (FBMS) functionality. For more information, see the [Issuing a New Financial Assistance Award Guidance](https://inside.fws.gov/go/post/FAPO-NewAwards) document posted on the Intranet at <https://inside.fws.gov/go/post/FAPO-NewAwards>.

The Notice of Award Letter Template begins on page 2 of this document. Do not send this Instructions cover page to your recipient. This Instructions cover page does not need be maintained in the official award file. The table below provides editing instructions for completing an award-specific Notice of Award Letter:

Text Characteristic	Represents
Times New Roman text with gray highlighting	Instructions for completing required elements that must be replaced with program-specific text
Times New Roman text with yellow highlighting	Instructions for customizing the letter with program-, project-, and/or recipient-specific content
Arial text with blue highlighting	Notes and additional instructions that must be removed
Times New Roman text, not highlighted	Text that either: 1) must not be removed or 2) can only be removed if it is determined that, based on yellow highlighted instructions above the text, the text does not apply to the award

To save completion time and to shorten the template document, programs are invited to develop program- and/or recipient-specific notice of award letter templates based on this template. Deciding which sections apply to your program and/or recipients will be the most time-consuming step. Contact FAPO if you need assistance in determining which sections apply to your awards.



# United States Department of the Interior



## FISH AND WILDLIFE SERVICE

[Insert city, state and zip code]

In Reply Refer To:

FWS/[Insert program-specific acronyms/insert DTS number, when applicable]

[Recipient contact name and title]

[Recipient organization name]

[Recipient address]

DUNS: [insert recipient DUNS number, or remove text if award is to an individual]

Subject: Notice of [enter Grant or Cooperative Agreement] Award [enter FBMS award number]

Dear Mr. /Ms. [recipient contact name]:

**NOTE:** Change the text highlighted in yellow in the paragraph below as needed to identify the proposal, or version of, in the event one or more revisions were submitted, on which this award is based. Remove yellow highlighting when highlighted text is retained. Remove this note.

Your organization's application for Federal financial assistance titled "[enter project title]" submitted to the U.S. Fish and Wildlife Service (Service)'s CFDA Program [enter program's CFDA number] is approved. This award is made under the authority of: [insert program's *primary* authorizing legislation]. For a complete list of this program's authorizing legislation, go to <https://www.cfda.gov/> and search by the CFDA Program number. This award is made based on Service approval of your organization's proposal signed on [insert date], hereby incorporated by reference into this award. Funds under this award are to be used to [Enter a BRIEF one to two sentence statement of the purpose and/or objectives of the award. You do not need to re-write the approved proposal, which is already incorporated by reference, but rather provide enough of a description so that the recipient is clear as to the project/activity being funded. If deliverables/products OTHER than the standard financial and performance reports are expected, describe those deliverables/products here].

[If the award is for a cooperative agreement, include a detailed and project-specific description of the substantial activities to be carried out by Service staff under the award ("The Service will..." and "the Recipient will..." statements). Substantial involvement does NOT include: awarding funds, assigning a project officer, reviewing and approving standard financial and performance reports, processing payments, monitoring to ensure project is completed on time, or performing any other routine administrative and monitoring activities. These responsibilities are inherent to every financial assistance award and do NOT justify issuing a cooperative agreement! Do not include these types of activities in the "The Service will..." substantial involvement statement. See the [Selection of Funding Instrument Decision Diagram](https://inside.fws.gov/go/post/FAPO-NewAwards) posted on the Intranet at <https://inside.fws.gov/go/post/FAPO-NewAwards> for more information on what types of activities are/are not considered substantial involvement].

**NOTE:** The notice of award must include the project period start and end dates. Some awards may also require information on funding period(s) start and end date(s). Select one of the two

options provided below for stating the project and funding periods for the award. Remove the yellow highlighted Option 1 and Option 2 section headers. Remove the text under the option that is not applicable to the award. Update the text for the option that is applicable to the award following the instructions provided. Remove yellow highlighting when highlighted text is retained. See the **Setting Project Period Dates for Grant and Cooperative Agreement Awards** document posted on the Intranet at <https://inside.fws.gov/go/post/FAPO-NewAwards> for more information on setting appropriate project period start and end dates for both standard and incrementally funded awards. Remove this note.

#### **Project Period Option 1-Standard (not incrementally funded)**

**Note:** the yellow highlighted text in the last sentence of the paragraph below is optional ONLY if program legislation specifically provides a different timeframe for the recipient to liquidate all obligations. Otherwise, the text must not be changed. Remove yellow highlighting when highlighted text is retained. Remove this note.

The project period of this award [enter “is” or “begins on”] [enter start date or “the signature date on this letter”] through [enter end date]. Only allowable costs resulting from obligations incurred during the project period [enter “and any authorized pre-award costs”, if pre-award costs are approved] may be charged to this award. All obligations incurred under the award must be liquidated no later than **90 calendar days after the end of the project period**. You must submit a written request to the Service Project Officer identified in the Project Contacts section below before the end of the stated project period if you need more time to liquidate all obligations.

#### **Project Period Option 2-Incrementally funded project**

The project period of this award [enter “is” or “begins on”] [enter start date or “the signature date on this letter”] through [enter end date]. This is the period of Federal sponsorship. This project will be funded incrementally over time [Insert detailed description of how the incremental funding will work (e.g., anticipated timing of subsequent increments? How much for each increment? How much total expected over the entire project period? What documentation does the recipient have to provide to receive next increment- deliverables from previous segment, SF 424, budget, other?)].

The funding period for the first segment of this project is [enter “is” or “begins on”] [enter a specific start date or “the signature date on this letter”] through [enter end date]. The total amount of Service funding available for the first segment of this project is [enter total Service amount for first segment]. Only allowable costs resulting from obligations incurred during this funding period and [enter “and any authorized pre-award costs”, if pre-award costs are approved] may be charged to this award.

**Note:** The yellow highlighted text in the last sentence of the paragraph below is optional ONLY if program legislation specifically provides a different timeframe for the recipient to liquidate all obligations. Otherwise, the text must not be changed. Remove yellow highlighting when highlighted text is retained. Remove this note.

The Service will revise this award over time to add new funding for each subsequent project segment. Each project segment will be assigned a specific funding period, during which only allowable costs resulting from obligations incurred during the specified funding period may be charged to this award. All obligations incurred during a funding period must be liquidated no later than **90 calendar days of the funding period end date**. You must submit a written request to the Service Project Officer before the end of the stated period if you need more time to liquidate all obligations.

The Service's obligation to provide incremental funding up to the total anticipated award amount is contingent on: 1) satisfactory Recipient performance and 2) the availability of funds. No legal liability on the part of the Service exists unless and until the Service obligates funds and notifies the Recipient in writing that funds are available for the purposes of this award.

**NOTE:** If the award includes post project period, real property retention and/or maintenance requirements, the retention/maintenance period (e.g., habitat retention period) must be identified SEPARATELY from the project period and must NOT be referred to as a project period, performance period, budget period or funding period. Remove this note.

This award is funded as follows:

**NOTE:** The award funding details below are presented in a TABLE format. This table can and should be changed to reflect any special circumstance. Change/add table column headers to convey recipient share, matching funds, other Federal sources, and/or Federal funding identifiers, as needed. Change row titles or insert new rows as needed to: 1) identify all future expected-to-be-funded periods and anticipated award total, for incrementally funded projects or, 2) identify obligations allocated for different purposes or programs, if recipient needs to maintain separation of funds across purposes or programs. Remove this note.

	<u>Service</u>	<u>Recipient</u>
This obligation:	\$0.00	\$0.00
<b>Award Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>

If you authorize the recipient to be reimbursed for some or all pre-award costs, include and update the following text and remove these yellow highlighted instructions. If pre-award costs are not authorized, remove the following text and these yellow highlighted instructions:

**Pre-award Costs:** Your organization is authorized to be reimbursed for [insert description of expenses, e.g., all direct and indirect pre-award expenses] incurred [X] calendar days prior to the project period start date of this award and necessary to comply with the proposed project schedule/period of performance. Pre-award expenses are allowable only to the extent that they are authorized by the approved Standard Form (SF) 424, *Application for Federal Assistance*, scope of work, and project budget incorporated by reference under this award.

If the award is subject to mandated Federal share/recipient match or cost-share requirements, describe those requirements here and remove these yellow highlighted instructions. If the award is not subject to such requirements, remove the following text and these yellow highlighted instructions:

**Federal Share/Match Requirements:** [Insert description of the Federal share and/or recipient cost-share or match requirements and/or restrictions here].

**NOTE:** Review the three indirect cost-related conditions provided below and include/remove condition text as appropriate to the award. If more than one condition is included, remove the "Indirect Costs:" section identifier on all but the condition appearing first. Remove this note.

**Indirect Costs-Condition 1:** For recipients other than individuals, if the funding program is governed by legislation or regulation that prohibits or limits recipient indirect cost rates AND the program does not have any legislative or regulatory restriction on using un-allowable indirect costs to satisfy cost-sharing or matching under the award, include and update the following text and remove these yellow highlighted instructions. If this condition does not apply, remove the following text and these yellow highlighted instructions:

**Indirect Costs:** In accordance with [insert citation of legislation/regulation], indirect costs under this Federal program are [enter either “limited to [insert description of limit]” or “not allowed”]. The amount otherwise allocable as indirect costs based on your organization’s approved Negotiated Indirect Cost Rate Agreement (NICRA) may be used to satisfy cost-sharing or matching requirements. Indirect costs otherwise allocable to this award may not be shifted to another Federal award unless specifically authorized by legislation.

**Indirect Costs-Condition 2:** For recipients other than individuals and state, local and Federally-recognized Indian tribal governments, if the recipient cannot charge all costs directly, does not have a NICRA and has chosen to accept as a condition of award a flat indirect cost rate of 10% of modified total direct costs, include the following text and remove these yellow highlighted instructions. If this condition does not apply, remove the following text and these yellow highlighted instructions:

**Indirect Costs:** Recipient is authorized to charge only a flat indirect cost rate of 10% of the Modified Total Direct Costs (MTDC) for the life of this award, including any subsequent amendments and extensions for time, regardless of any Negotiated Indirect Cost Rate Agreement (NICRA) the Recipient may establish with the Federal government during the award period. MTDC is defined as all salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.

**Indirect Costs-Condition 3:** For recipients other than individuals, if the recipient will submit an indirect cost rate proposal after the award is made and the program has conditionally approved a budget that includes total estimated indirect costs, include the following text and remove these yellow highlighted instructions. If this condition does not apply, remove the following text and these yellow highlighted instructions:

**Indirect Costs:** Indirect costs under this award are approved on the condition that the Recipient will submit an indirect cost rate proposal to their cognizant agency immediately after the award is made and no later than 90 calendar days past the award project period start date. The Recipient is not authorized to charge indirect costs under this award until the Recipient has received, and provided a copy to the Service Project Officer, an approved Negotiated Indirect Cost Rate Agreement (NICRA) from the Federal government. In the event the Recipient fails to establish an approved rate before the end of the award project period, the Service may either: 1) deobligate the Federal amount budgeted for indirect costs and, if not otherwise prohibited by legislation or regulation, allow the Recipient to use costs otherwise allocable as indirect costs to satisfy cost-sharing or matching requirements; or 2) allow the Recipient to transfer the amount otherwise allocable as indirect costs to direct costs. Service approval of such budget changes will depend on the particular award circumstance. Indirect costs otherwise allocable to this award may not be shifted to another Federal award unless specifically authorized by legislation.

If the Recipient has submitted an indirect cost rate proposal to the cognizant agency within the required timeframe but the cognizant agency has delayed approval of the proposal, the Recipient must provide to the Service Project Officer a copy of the submitted proposal, the name of the cognizant agency, and evidence of the proposal submission date in the form of either a copy of an emailed submission or written confirmation of the proposal receipt date from the cognizant agency. The Service may, upon review of the documentation and consultation with the cognizant agency, give written approval to the Recipient to charge indirect costs at their proposed rate until their proposal is approved. Service

approval to charge indirect costs based on a proposed rate will depend on the circumstance; the Service will not approve a Recipient to charge indirect costs based on a proposed rate if rate approval delays are due to the Recipient having submitted a late, incomplete or inaccurate proposal. The Recipient must receive written prior approval from the Service before charging indirect costs based on a proposed rate. The award may be subject to further revision if the approved rate is higher or lower than the proposed rate.

If project includes generation of program income, include and update the following text and remove these yellow highlighted instructions. If this condition does not apply, remove the following text and these yellow highlighted instructions:

**Program Income:** The approved project includes activities that will generate program income. Income earned during the project period of performance of this award shall be [insert instructions for how Recipient must handle program income, e.g., retained by the Recipient and used for (refer to 43 CFR sections 12.65 and 12.924 for program income use option to be inserted here)]. Recipient must report program income generated through the performance of this project on the Standard Form (SF) 425, Federal Financial Report form (see Reporting Requirements section below).

**System for Award Management (SAM) Registration:** Under the terms and conditions of this award, your organization must maintain an active SAM registration at <https://www.sam.gov/portal/public/SAM/> until the final financial report is submitted or final payment is received, whichever is later. If your organization's SAM registration expires during the required period, the Service will suspend payment under this and all other Service awards to your organization until you update your organization's SAM registration.

**Terms of Acceptance:**

Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service. Awards are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are listed by recipient type in the **Service Financial Assistance Award Terms and Conditions** posted on the Internet at <http://www.fws.gov/grants/>. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service Project Officer.

**Special Conditions and Provisions:**

**NOTE:** It is very important that for every award you always review the **Sample Special Award Terms and Conditions** document posted on the Intranet at <https://inside.fws.gov/go/post/FAPO-NewAwards> to determine which conditions apply to the award. If one or more of the special award terms and conditions regularly apply to your awards, we strongly recommend you permanently re-insert the text for those items into a modified template for program use. When special award terms and conditions are needed, insert them here and remove the yellow highlighting on the section title above. Not all the sample special terms and conditions provided will apply to every award, nor is the sample list meant to address all possible special award terms and conditions. If the award does not require any special terms and conditions, remove the **Special Conditions and Provisions** section title highlighted in yellow above. Remove this note.

[Detail any special terms and conditions here. Do not include special terms/conditions that do not apply].

#### **Payments:**

**NOTE:** Select the applicable standard text regarding payments from the choices highlighted in yellow below. Retain and update the text below the selected section. Delete the yellow highlighted text above the applicable section and delete all of the other payment option sections. See the **Establishing a Recipient's Payment Method before Obligating Funds for a New Grant or Cooperative Agreement Award in FBMS** guidance document posted on the Intranet at <https://inside.fws.gov/go/post/Payments-New> for more information on payments. Remove this note.

#### **For domestic recipient enrolled in ASAP:**

Your organization has completed enrollment in U.S. Treasury's Automated Standard Application for Payment (ASAP) system. When requesting payment in ASAP, your Payment Requestor will be required to enter an Account ID. The number assigned to this award is the partial Account ID in ASAP. When entering the Account ID in ASAP, the Payment Requestor should enter the award number identified in the subject line on letter followed by a percent sign (%). Refer to the ASAP.gov Help menu for detailed instructions on requesting payments in ASAP. [If the recipient is required to manage funds across purposes or programs (i.e., funding accounts) insert any related information/instructions here].

#### **For domestic recipient waived from ASAP or non-domestic paid EFT to U.S. bank:**

Use the Standard Form (SF) [enter either: "270, Request for Advance or Reimbursement (Non-Construction)" or "271, Outlay Report and Request for Reimbursement (Construction)"] to request payments and advances. [Enter either "This form is available on the Internet at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/)" or "This form is attached"]. Send all payment requests to the Service Project Officer.

#### **For non-domestic recipient paid through ITS who submit requests directly to Service program (don't forget to send the Recipient the required ITS payment cover sheet as an attachment to the award!):**

Use the Standard Form (SF) [enter either: "270, Request for Advance or Reimbursement (Non-Construction)" or "271, Outlay Report and Request for Reimbursement (Construction)"] to request payments and advances. This form is available on the Internet at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/). Payments to non-domestic recipients to a bank outside the United States are transferred electronically through the U.S. Treasury's International Treasury Services (ITS) system. Your organization must also complete the attached ITS Payment Cover Sheet and send it together with each signed payment request to the Service Project Officer.

Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a

courier mail service. Recipients may also contact the Service Project Officer and provide any sensitive data over the telephone.

**For non-domestic recipients paid through ITS who submit requests directly to NBC (don't forget to send the recipient the required ITS payment cover sheet as an attachment to the notice of award!):**

Your organization must use the Standard Form (SF) [enter either: "270, Request for Advance or Reimbursement (Non-Construction)" or "271, Outlay Report and Request for Reimbursement (Construction)"] to request payments and advances. This form is available on the Internet at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/). Payments to non-domestic recipients receiving funds to a bank outside the United States are transferred electronically through the U.S. Treasury's International Treasury Services (ITS) system. Your organization must also complete the attached ITS Payment Cover Sheet and send it together with your signed payment request form to our Interior Business Center (IBC) by fax to 303-969-7281 or by email to [fbmsfwspayments@nbc.gov](mailto:fbmsfwspayments@nbc.gov).

Recipients are responsible for ensuring any sensitive data being sent to the IBC is protected during its transmission/delivery. The Service strongly recommends recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment.

#### **Reporting Requirements:**

**NOTE:** Select either Option 1 or Option 2 below. Delete yellow highlighted option section headers and text for option not selected. Refer to Service policies 516 FW 1 and 516 FW 2 to accurately complete reporting period and due date tables. Add or delete table rows as needed. Significant development reporting is required and should not be removed. For construction projects, describe in detail any on-site technical inspections and certified percentage of completion data that will be used to assess performance in lieu of/in addition to performance reporting. If the award is a cooperative agreement to an individual (this option is not allowed for any other recipient type) and the program will replace some or all of the required performance reports with site visit reports, replace the performance reporting schedule with an expected site visit schedule. The site visit reports must be done at least annually and are to be completed on the same schedule as the replaced recipient performance reports would have been due. Remove this note.

**OPTION 1-If the recipient is waived from ASAP and the program wishes to waive interim SF 425, Federal financial reports, retain and update the following text (all the way through to Option 2 heading):**

**Financial Reports:** No interim Standard Form (SF) 425, *Federal Financial Reports* are required. Submission of payment requests using the SF 270 or SF 271 satisfies interim financial reporting requirements. A final SF 425, *Federal Financial Report* is required within 90 calendar days of the end date of the award. These forms are available on the Internet at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/). For additional information regarding financial reporting requirements and sanctions for noncompliance, please reference <http://www.fws.gov/policy/516fw1.html>.

#### **Performance Reports:**



[Insert Quarterly, Semi-annual, or Annual] interim performance reports and a final performance report are required under this award. The performance report periods and report due dates under this award are:

<b>Report:</b>	<b>Report Period:</b>	<b>Report Due Date:</b>
Interim Performance	[insert start of period-end of period dates]	[insert corresponding due date]
Interim Performance	[insert start of period-end of period dates]	[insert corresponding due date]
Final Performance	[insert start of period-end of period dates]	[insert corresponding due date]

Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results. [Enter any program- or project-specific performance reporting content requirements here]. Please include the award number provided in the subject line of this letter on all reports.

Financial and performance reporting due dates may be extended by the Service Project Officer upon receipt of a written request identifying the type of report to be extended, the requested revised due date, and a justification for the extension. The Service Project Officer may approve an additional extension if justified by a catastrophe that significantly impairs the award recipient’s operations. Requests for reporting due date extensions must be received in writing by the Service Project Officer no later than one day before the original reporting due date.

**Significant Development Reports:**

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, notify the Service Project Officer in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

**Other Deliverables:**

**NOTE:** If any other deliverables are expected, remove yellow highlighting on Other Deliverables section header above and update gray highlighted text below. If section does not apply, remove section title and related text below. Remove this note.

[Identify any other deliverables expected/required from the Recipient such as products, research reports, invention disclosures, Federally-owned property report (see 43 CFR 12.72 or 12.933, as applicable by recipient type), land purchase documentation, etc. here].

All reports [enter “and other deliverables” if applicable] must be sent to the Service Project Officer.

**OPTION 2-If the recipient is to be paid in ASAP or the recipient is waived from ASAP but the program does not want to waive interim SF 425, Federal financial reports, retain and update the following text (all the way through to Project Plan and Budget Amendments section heading):  
Financial and Performance Reporting Requirements:**

[Insert Quarterly, Semi-annual, or Annual] interim financial and performance reports and final financial and performance reports are required under this award. The report periods and due dates under this award are:

<b>Report:</b>	<b>Report Period:</b>	<b>Report Due Date:</b>
Interim financial & performance	[insert start of period-end of period dates]	[insert corresponding due date]
Interim financial & performance	[insert start of period-end of period dates]	[insert corresponding due date]
Final financial	[insert start of period-end of period dates]	[insert corresponding due date]
Final performance	[insert start of period-end of period dates]	[insert corresponding due date]

Recipients must use the Standard Form (SF) 425, *Federal Financial Report* form for all financial reporting. This form is available at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results. [Enter any program- or project-specific performance reporting content requirements here]. Please include the Service award number provided in the subject line of this letter on all reports.

Financial and performance reporting due dates may be extended by the Service upon receipt of a written request addressed to the Service Project Officer identifying the type of report to be extended, the requested revised due date, and a justification for the extension. The Service Project Officer may approve an additional extension if justified by a catastrophe that significantly impairs the recipient’s operations. Requests for reporting due date extensions must be received by the Service Project Officer no later than one day before the original reporting due date.

**Significant Developments Reports:**

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, notify the Service Project Officer in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

**Other Deliverables:**

**NOTE:** If any other deliverables are expected, remove yellow highlighting on Other Deliverables section header above and update gray highlighted text below. If section does not apply, remove section title and related text below. Remove this note.

[Identify any other deliverables expected/required from the recipient such as products, research reports, invention disclosures, Federally-owned property report (see 43 CFR 12.72 or 12.933, as applicable by recipient type), land purchase documentation, etc. here].

All reports [enter “and other deliverables” if applicable] must be sent to the Service Project Officer.

#### **Project Plan and Budget Amendments:**

**NOTE:** Programs/servicing offices are responsible for being aware of the allowances and restrictions detailed in administrative circulars and program legislation related to amendments and then editing this section as appropriate for the type of project or recipient. For awards to foreign entities and individuals, the program must detail for the recipient all project plan and budget amendment requirements to be applicable to the award. Remove this note.

Recipients are permitted to re-budget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved project. However, certain types of post-award changes in budgets and projects shall require the *prior written approval* of the Service Project Officer. State, local, or Indian tribal governments must refer to 43 CFR 12.70 for additional information on the types of changes that require prior written approval. Commercial organizations, institutions of higher education, hospitals and other non-profit organizations must refer to 43 CFR 12.925 for additional information on the types of changes that require prior written approval.

For non-construction awards to institutions of higher education, hospitals, commercial organizations, non-profit organizations, and foreign entities, if you want the Recipient to request prior approval to shift funds budgeted for indirect costs to direct costs, include the following statement and remove these yellow highlighted instructions. If you do not want to apply this condition, remove the following text and these yellow highlighted instructions:

**Indirect/Direct Cost Transfers:** The transfer of amounts budgeted for indirect costs to cover an increase in direct costs and vice versus requires prior written approval from the Service. Service approval of budget changes, such as changes resulting from an increase in the Recipient’s approved indirect cost rate, will depend on if funds are available either from budgeted direct costs or through additional Federal funding. If funds are not available the Service may, if not otherwise prohibited by legislation or regulation, allow the Recipient to use the excess indirect cost amount to satisfy cost-sharing or matching requirements. However, the excess amount may not be shifted to another Federal award unless specifically authorized by legislation. Recipient must submit such budget change requests to the Service Project Officer.

If the award is for more than \$100,000 to a state, local or Indian tribal government and the program wants to waive the pre-approval requirement for 10% transfers among direct cost categories (see 43 CFR 12.70), insert the following text and remove these yellow highlighted instructions. If this condition does not apply, remove the following text and these yellow highlighted instructions:

Recipient does not need prior written approval from the Service to make a cumulative transfer among direct cost categories which exceed, or are expected to exceed, ten percent of the current total approved budget.

#### **Project Period Extensions:**

If additional time is needed to complete the approved project, you must send written notice to the Service Project Officer. This notice must be received by the Service Project Officer at least [X] calendar days before the authorized project period end date, and must include supporting reasons and revised end date. Extensions for time cannot be authorized for the purpose of spending an unused balance of funds that remains after the approved project activities have been completed.

**Project Contacts:**

<b>The Service Project Officer for this award is:</b>	<b>The Recipient Project Officer for this award is:</b>
[Enter complete contact information, including telephone and email, for the Service employee responsible for the oversight and management of this award.]	[Enter complete contact information for the recipient's project officer/principal investigator/primary point of contact responsible for the oversight and management of this award.]

Please contact [insert program contact name] with any questions. Please include the Service award number provided in the subject line of this letter in all written communications.

Sincerely,