



United States
Department of
Agriculture

Research,
Education, and
Economics

National Institute
of Food
and Agriculture

1400 Independence

Avenue SW
Washington, DC
20250

Date

Address

Address

Address

Address

Address

Re: SBIR Proposal Number

Dear _____ :

The referenced proposal is under administrative review by the Awards Management Division (AMD) of the National Institute of Food and Agriculture (NIFA). Before final approval can be granted for this proposal, the following information is required regarding your organization:

1. Form NIFA-666 (front and reverse).
2. Financial information (e.g., audit reports, balance sheets or income statements for the last two years).
3. A listing of current or recent Federal awards (grants, contracts, cooperative agreements, etc.) to your organization consisting of the agency's name(s), award number(s), title of project(s), and start and end date(s).
4. Provide the number of employees at your company (this should include parent and all subsidiaries).
5. Provide explanation of how your company determines salary/wage rates for employees (i.e. based on data published in (name of publication) or other factors.)

Please email these completed forms to me as soon as possible as a PDF attachment at xxxxxx@nifa.usda.gov. Email is the preferred method but they may be faxed to my attention at **(202) 401-6271**. Processing of the award cannot continue until the financial information, as well as the answers to numbers 5, 6, and 7 of Form NIFA-666 are received. This information may also be sent to me as an email attachment **or** by express mail to me at

Attn:
Awards Management Division
Office of Grants and Financial Management
National Institute of Food and Agriculture
U.S. Department of Agriculture
Waterfront Centre, 800 9th Street, SW
Washington, DC 20024

Enclosure

OGFM:AMD:AWOODIN;jls:401-5951:1/25/21