**Subject:** Request for Project Abstract Summary -

In accordance with the Office of Management and Budget (OMB) Memoranda M-21-20 and M-22-02, Federal agencies are now required to provide complete and accurate financial assistance award descriptions within USAspending.gov.  As such, the **Department of the Interior is requiring its bureaus and offices to provide a Project Abstract Summary for all financial assistance awards to include the following information:**

*FORMAT AS FOLLOWS ADDRESS EACH BULLET:*

• Include a plain language description

**Award purpose**  (avoid acronyms or Federal or agency-specific terminology);

**• Activities to be performed;**

**• Deliverables and Expected Outcomes;**

**• Intended beneficiary(ies)** as well as

**• Subrecipient activities**,  if known or specified at the time of award

Project Abstract Summary character limitation as 1 page or less (no more than ~4000 characters) and use of 12 pt. font and Times New Roman is recommended.

**Upon issuance of the cooperative agreement, this Project Abstract Summary will be publicly available at USAspending.gov.**