

NMBCA and NAWCA grant recipients outside of the USA: How to request payments

[Updated May 2019]

NAWCA and NMBCA grants to recipients with headquarters that are not in the USA are paid either through the U.S. Treasury's International Treasury Services (ITS) system process (if their bank is outside the USA) or through the Electronic Funds Transfer (EFT) process (if their bank is in the USA). This page explains how to request payments under each system.

I. Preparing for your first payment request

Before requesting your first payment, verify that your organization still has an active Data Universal Numbering System (DUNS) number and an active registration in the System for Award Management (SAM). If your registration has lapsed or if your record is incorrect, go to the DUNS (<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>) and SAM (www.sam.gov) websites to revalidate or update your information. These actions are **free of any cost** to you. If you receive email offers to help you get your grant payments or update your SAM registration, for a fee, it is not from us and not legitimate; please disregard any such emails. Make sure that you enter your organization's correct and complete banking information!

II. Making your request

You may send requests at any time and as often as you wish. However, note that **you must spend the funds within 7 calendar days** if you requested \$10,000 or more as an advance, or within 30 calendar days if you requested under \$10,000 as an advance.

All requests must include a Form SF-270, "*Request for Advance or Reimbursement*"; you can download it from <https://www.gsa.gov/forms-library/request-advance-or-reimbursement>. Instructions are provided on the second page of the form. (Line 11 applies only to reimbursements and line 12 only to advances. There are no instructions for line 12 because it is self-explanatory.) Your request may include both reimbursement and advance if you have been authorized to do so. [An unofficial Spanish version of this form, with instructions, is available in <http://www.fws.gov/migratorybirds/pdf/grants/payments-non-us-espanol.pdf>, for reference only; **please submit the English version.**]

Recipients are responsible for ensuring any sensitive data being sent to the U.S. Fish and Wildlife Service (USFWS) or the Interior Business Center is protected during its transmission/delivery. The USFWS strongly recommends that recipients use the most secure transmission/delivery method available. The USFWS 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 USFWS strongly encourages recipients who chose to send sensitive data in paper copy to use a courier mail service. Recipients may also contact the USFWS Project Officer and provide any sensitive data over the telephone.

The process for making your request depends on where your bank is located, as described below. If any part of the request is incorrect, it will be rejected, so it is worthwhile to proofread everything you submit.

A. If your bank is outside the USA (ITS)

Your payments will be transferred electronically through the U.S. Treasury's International Treasury Services (ITS) system. If both forms are completed correctly, IBC can process your payment in the U.S. Treasury's ITS system within 5 business days. With an estimated additional 2 days for bank transfers, you should receive your payment within 7 days of your request.

For each payment request, your organization must submit the "*ITS Payment Cover Sheet*" in addition to the SF-270 form described above. You must send these two forms together to the Department of Interior's Business Center (IBC) either by fax at 1-303-969-7281 or through encrypted email to IBC at FBMSFWSPayments_IBCDenver@ibc.doi.gov.

The *ITS Payment Cover Sheet* can be downloaded from <http://www.fws.gov/migratorybirds/pdf/grants/FillableITSPaymentPackageCoverSheet-English.docx>. Complete this form carefully. In Section 1b, you should place your grant award number that begins with the letter "F". Please insert the name and email address of FWS NMBCA/NAWCA Project Officer in Section 4 so that IBC staff can contact them if there are problems.

B. If your bank is in the USA (EFT)

For each payment request, your organization must submit the "*IBC Payment Package Cover Sheet for Domestic ASAP Waived Financial Assistance Recipient or Foreign Financial Assistance Recipient with U.S. Bank*", in addition to

the SF-270 form described above. You must send these together as an email attachment to the FWS Project Officer listed on your award.

The “*IBC Payment Package Cover Sheet for Domestic ASAP Waived Financial Assistance Recipient or Foreign Financial Assistance Recipient with U.S. Bank*” can be downloaded from <http://www.fws.gov/migratorybirds/pdf/grants/IBCPaymentCoverSheet.docx>. Complete this form carefully. In Section 3, line 10, place your grant award number that begins with the letter “F” in the second column and the dollar amount of your request as (\$xx,xxx.xx) in the “Line Dollar Amount” Column. Please complete Section 5, inserting the name and email address of the FWS NMBCA/NAWCA Project Officer so that IBC staff can contact them if there are problems.

If the request forms are completed correctly, FWS can process your payment within 5 business days. You should receive your payment approximately 14 business days after your request.

III. Reporting

As a condition of your grant, you must submit annual progress reports to your FWS Project Officer. The information here is a general discussion of reporting requirements; your FWS Project Officer will inform you of the exact conditions of your award.

Annual Financial Reporting

At minimum, financial reporting will be due annually, and may be due more often, up to quarterly. Financial reporting consists of an expenditure-to-budget comparison (a table that compares actual costs to every line item that you proposed to spend using either grant or match funds) and a signed SF-425 (Federal Financial Report) form.

Instructions for completing a SF-425: Download the form here: <https://www.gsa.gov/portal/forms/download/149786>. Report on all grant and matching funds, but do not include other Federal non- matching contributions to your project. Although the SF-425 can accommodate reporting on multiple awards, the NAWCA and NMBCA programs will accept SF-425 Financial Reports only for a single grant. Do not report multiple awards on one form. Complete items 1 – 9 on the SF-425, then lines 10 d – k, skipping lines 10 a – c. If you have earned any income because of project activity (lease income on grant or match tracts, for example), enter that information on lines 10 l– o. Line 10i should be the entire match amount committed, as it appears on your Award. Line 10j should be all expended old and new match funds. If your organization has a negotiated indirect cost rate and indirect costs were included in your proposal budget, complete line 11. Certify the form by filling out section 13 with the scanned or digital signature of the recipient’s authorized representative and date, and email the form to your FWS Project Officer.

USFWS requires all assistance award recipients to follow a standardized report schedule. The annual reporting period is dependent on the award’s performance start date.

Schedule for Annual (Interim) Financial Reports:		
<i>Award Performance Start Date</i>	<i>Annual Interim Report End Date</i>	<i>Annual Interim Report Due Date (90 days after report end date)</i>
January 1	December 31	March 31
January 2- March 31	March 31	June 29
April 1	March 31	June 29
April 2- June 30	June 30	September 28
July 1	June 30	September 28
July 2- September 30	September 30	December 29
October 1	September 30	December 29
October 2 – December 31	December 31	March 31

Progress Reporting

Annual progress (narrative) reports will be due when your annual financial report is due. The Grant Administration Standards governing your award provides details.

Subrecipient Reporting

Recipients of awards that include any funds obligated after January 2012 are required to report executive compensation and subaward information under the Federal Funding Accountability and Transparency Act (FFATA). Information must be reported via the FFATA Subaward Reporting System www.fsr.gov. The information is subsequently published on

www.usaspending.gov. You must report on qualifying subawards by the end of the month following the month in which the subaward was issued.

Recipients must report the following information: For the recipient DUNS number and the DUNS number of their sub-awardee(s), the names and total compensation of the five most highly compensated officers of the entity **if** the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; **and** \$25,000,000 or more in annual gross revenues from Federal awards; **and** the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1).

In addition, recipients must report the following information related to each subaward if the Federal award amount is equal to or over \$25,000 at any time during the project period:

- (1) name of the entity receiving the award;
- (2) amount of the award;
- (3) information on the award including transaction type, funding agency, Catalog of Federal Domestic Assistance number, program source, and award title descriptive of the purpose of each funding action;
- (4) location of the entity receiving the award and primary location of performance under the award, including city, State, congressional district, and country;
- (5) unique identifier of the entity receiving the award and the parent entity of the recipient, should the entity be owned by another entity; and
- (6) Recipients must report executive compensation and subaward information by the end of the month after the subaward was made. For example, if a subaward was made on December 18, the information must be entered by January 31.