

NMBCA and NAWCA grant recipients outside of the USA:

How to request payments

[Updated September 2020]

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 final destination 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 that you have active registrations in the System for Award Management (SAM) and in GrantSolutions. If your registration has lapsed or if your record is incorrect, go to the DUNS (<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>), SAM (www.sam.gov) and GrantSolutions (<https://home.grantsolutions.gov/home/>) websites to revalidate or update your information. (Remember that your SAM registration must be renewed annually.) Make sure that you enter your organization's correct and complete banking 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 may not be legitimate; we recommend you disregard any such emails.

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. If you are only requesting reimbursement, you may request the full amount.

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. [An unofficial Spanish version of this form, with instructions, is available in <https://www.fws.gov/migratorybirds/pdf/grants/SF-270espanol.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) 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: 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. Recipients may also contact the USFWS Grant 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 final destination bank is outside the USA (ITS)

Your payments will be transferred electronically to your bank 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, via email, to the FWS Grant Officer listed on your award.

The *ITS Payment Cover Sheet* can be downloaded from <http://www.fws.gov/migratorybirds/pdf/grants/FillableITSPaymentPackageCoverSheet-English.pdf>. Complete this form carefully; if there is an error, it will be rejected. You should complete sections 1, 2, and 4 and leave all other fields blank. If this is not your first payment request and there are **any changes to the information, alert your USFWS Grant Officer**.

If this is your first request for payment for a new grant with our programs or if you are changing the bank information that was previously established with us, you must send to us a letter on your organization's letterhead, signed by your Chief Financial Officer, confirming your banking information. After we receive your letter, we will need to contact you by telephone to verify the new information before your first payment.

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

Foreign recipients receiving funds electronically to a bank in the United States must be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House (ACH) network. 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 Grant 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 (\$xx,xxx) in the "Line Dollar Amount" Column. Please also complete Section 5, inserting the name and email address of the FWS NMBCA/NAWCA Grant Officer so that IBC staff can contact them if there are problems.

If the 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 Grant Officer. The information here is a general discussion of reporting requirements; your FWS Grant Officer will inform you of the exact conditions of your award. See also <https://www.fws.gov/birds/grants/neotropical-migratory-bird-conservation-act/information-for-nmbca-grantees/annual-reporting-obligations.php> for more information.

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. 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 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. If your organization has a negotiated indirect cost rate (NICRA) and indirect costs were included in your proposal budget, complete line 11. Do not complete line 11 if you do not have a NICRA. 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 Grant Officer.

USFWS requires all assistance award recipients to follow a standardized report schedule. The annual reporting period is noted in your Notice of Grant Award.

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.fsrs.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.

For more information on FFATA, go to <https://www.fsrs.gov/>.