

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

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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 is still registered in the System for Award Management (SAM). If your registration has lapsed or if your record is incorrect, go to the SAM website (<https://sam.gov/content/home>) to revalidate or update your information. Make sure that you enter your organization's correct and complete banking information! Also note that you should not include foreign destination bank information in SAM.gov; include only US bank 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 if you request an advance of \$10,000 or more, **you must spend the funds as soon as possible or no longer than 7 calendar days**, or within 30 calendar days if you requested under \$10,000. If you are requesting a reimbursement (not an advance), 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. Use line 11 if you are requesting a reimbursement; use line 12 only if you are not requesting a reimbursement. Your request may include both reimbursement and advance, in which case you use line 11 but not line 12.

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, the IBC (Interior Business Center of the U.S. Department of the Interior) can process your payment in the U.S. Treasury's ITS system within about 5 business days. With an estimated additional 2 days for bank transfers, you should receive your payment within 7 days of your request. Requests made at the end of the month will be processed at the beginning of the following month.

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 <https://www.fws.gov/media/financial-assistance-cover-sheet-non-us-bank>. 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 or CEO, confirming your banking information. The letter must confirm every line of the cover sheet. After we receive your letter, we will need to contact you by telephone or video call 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 <https://www.fws.gov/media/ibcpaymentcoversheetusbank>. 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 about 5 business days. You should receive your payment approximately 14 business days after your request. Requests made at the end of the month will be processed at the beginning of the following month.