



North American Wetlands Conservation Act

Mexico Grant Proposal

2022 Eligibility Criteria & Processes

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INTRODUCTION

This document contains the factors used to determine whether a proposal is eligible or ineligible for a North American Wetlands Conservation Act (NAWCA) Mexico grant, including format and various schedules and processes involved in the submission, review, and approval of a proposal. For Proposal Instructions, visit:

<https://www.fws.gov/birds/grants/north-american-wetland-conservation-act/how-to-apply-for-a-nawca-grant.php>.

The U.S. Fish and Wildlife Service, Division of Bird Habitat Conservation (DBHC), will review proposals to verify eligibility under the North American Wetlands Conservation Act, 2 CFR § 200, Mexico NAWCA Grant Administration Standards, NAWCA Mexico Application Instructions, and other applicable rules and regulations.

The term “Federal” throughout this document is used to refer the United States Federal Government.

Before writing a proposal, we strongly recommend you read the NAWCA Mexico Application Instructions, which are updated every year:

<https://www.fws.gov/birds/grants/north-american-wetland-conservation-act/how-to-apply-for-a-nawca-grant.php>.

If the project will take place in Baja California, Baja California Sur, Sonora or Sinaloa, we suggest that you send a courtesy copy of your proposal to the Sonoran Joint Venture. (See [Sonoran Joint Venture](#)). If the project will take place in Tamaulipas, Nuevo León, Coahuila, Chihuahua, Durango, San Luis Potosí, Zacatecas, Guanajuato or Querétaro, we suggest you send a courtesy copy to the Rio Grande Joint Venture. (See [Rio Grande Joint Venture](#)).

NAWCA MEXICO PROPOSAL ELIGIBILITY CRITERIA

All costs must be directly linked to objectives that are completed DURING the project period.

What is a proposal?

1. A 2-year plan of action (not including the 2-year old match window) supported by a NAWCA grant and partner funds to conserve wetlands and wetland-dependent fish and wildlife through acquisition (including easements and land title donations), restoration, enhancement, wetland establishment, technical training, environmental education, studies on the sustainable use of wetlands, and development of infrastructure necessary for wetland conservation and management, and that contains a grant request between \$1 and \$1,000,000. The North American Wetlands Conservation Council (Council) will evaluate the request and approve/disapprove based on factors such as opportunity, resource values involved, threat level, loss of match and/or the amount of available funding. Contains cash match that is no more than 2 years old, is non-Federal (i.e., U.S. Federal government) in origin and is equal to, or exceeds, the grant request (referred to as a 1:1 match). The match in excess of 1:1 may be in kind. Old match is considered to be the same as cash.
2. Includes monies and partners involved in wetlands conservation.
3. May include non-match partner contributions. The non-match contributions and source (monetary and acres) must be clearly identified whenever they are included and must be used on a project tract with Grant and/or match contributions. See the definition of non-match below.
4. Contains consistent dollar and acre figures among all parts of the proposal, partner letters and the Standard Form 424. All figures must be rounded off to the nearest dollar and consistent throughout the proposal.
5. Has a specifically defined boundary (the “project area”) that includes tracts in a geographic area (such as a watershed) affected by grant and partner funds, sites that are part of a wetlands conservation plan, in the same wetlands system, are managed to meet the same wetlands objectives, are in close proximity, or provide direct benefits to each other.
6. Contains all required sections as described in the NAWCA Mexico Proposal Instructions:
<https://www.fws.gov/birds/grants/north-american-wetland-conservation-act/standard-grants/mexico.php>.
7. Contains work that:

- shows a clear connection between money spent and long-term wetland benefits
 - demonstrates that grant funds will be spent in the most cost-effective manner possible
 - is complementary among match and grant-funded actions
 - may have been completed within the past two years and work that can be completed within two years
 - includes minimal administrative costs, and those costs are directly involved with completing objectives related to the conservation of wetlands
8. Does not contain extra or unsolicited material, such as photographs, pamphlets, engineering plans, business cards, appraisals, general lists of fauna and flora, or letters from supporters who are not partners in the proposal. Any extra material will not be sent to reviewers.
 9. If the proposal involves multiple sites that are not specifically identified, an explanation of the method that will be used for selecting these sites must be provided.
 10. Includes Partner Contribution Statements (match letters) signed and dated by each partner (including non-match partners). The statements should document the same amount of funding as listed in the proposal for that partner. Partner Contribution Statements received separate from the proposal or after the deadline are not eligible. The type of partnership is defined by the source of the funds. For example, if state grant funds for a specific project activity are channeled through various partner organizations, the partner is the state only, not the various organizations.
 11. Includes a description of (calculations for) how match amounts were calculated.
 12. A proposal becomes ineligible if it is substantially changed after it is submitted. However, at any time and for any reason, a proposal may be withdrawn by the applicant and resubmitted for a future proposal cycle.
 13. Complies with policies described in the Mexico Grant Standards, available at <https://www.fws.gov/birds/grants/north-american-wetland-conservation-act/information-for-nawca-grantees.php>
 14. Even though a proposal may be part of a multi-year effort and several NAWCA proposals have been/will be submitted, each proposal must be submitted separately and compete with other proposals in its cycle.

Who is an eligible Project Officer and what are the Project Officer responsibilities?

1. The Project Officer must be affiliated with the grant recipient's organization and must be knowledgeable about the biological, partnership, and administrative aspects of the proposal.
2. The Project Officer is responsible for obtaining prior approval for scope changes.
3. The Project Officer may be, but does not necessarily have to be, the grant recipient organization's Authorized Representative who signs the required SF-424 forms, which makes the recipient ultimately responsible for complying with the Federal regulations and policies described in the Mexico NAWCA Grant Administration Standards.
4. The Project Officer is responsible for all correspondence regarding a proposal and award, including annual and final reporting. There can only be one Project Officer. DBHC may only discuss grant administrative matters with the Project Officer. The Project Officer must have a GrantSolutions account and will be listed as the "PI/PD" in GrantSolutions.
5. The Project Officer serves as the immediate contact point for the grant, and must be actively involved in the proposal/grant process and available to provide information:
 - immediately after the proposal is submitted if there are questions about eligibility,
 - within a few weeks after the proposal is submitted the Project Officer will be asked to respond to comments and questions about the proposal and provide possible site visit dates, and
 - if the proposal is funded, during implementation of the Assistance Award (Grant Agreement).

What is an eligible proposal budget section?

The budget section must include a budget table and budget justification section including the required information as explained in the Proposal Instructions. Justifications must be calculated correctly and consistent with other sections of the proposal, such as the Proposal Summary.

What are non-match funds?

Except as noted, when funds that do not qualify as NAWCA match, including money from other U.S. Federal agencies, are used to accomplish mutual and/or complementary objectives, these funds may be included in the final proposal but must be noted throughout the proposal as non-match funds. The source of non-matching funds must be identified.

Can grant and match dollars be used in combination with non-match funds?

Grant and match dollars can also be combined, or “pooled,” with other non-match funds, provided that the actual uses of the funds are otherwise eligible (see sections below concerning eligible costs). However, NAWCA funds cannot be used for salaries, travel expenses, and other associated costs necessary for the delivery another U.S. Federal program funded with non-match. Grant/match funds in a pooled project must demonstrate a discrete project with a defined, specific (identifiable) conservation result to be achieved.

Neither matching funds nor the accomplishment can be used in a NAWCA project if they have already been committed or predicated to another U.S. Federal Program. The intent to pool NAWCA funds must be described in the proposal. The proposal shall indicate the U.S. Federal program(s) providing non-matching funds and the total percent of NAWCA interest.

When NAWCA match and grant funds are pooled with non-matching funds to acquire a real property interest, the non-matching U.S. Federal program(s) must be notified of the intent to pool funds with a NAWCA project. In these cases, NAWCA’s percent interest in the acquisition must be reflected in the real property documentation, and reviewed/approved by DBHC prior to the acquisition.

ELIGIBLE GRANT COSTS

All eligible costs must be directly linked to specifically described objectives that are completed during the project period.

What are direct and indirect costs?

Direct costs can be identified with a specific service or activity. Indirect costs are all other costs that have been incurred for common or joint objectives that cannot be readily identified with a particular service or activity, and are calculated using a negotiated indirect cost rate or using the 10% *de minimis* method described below. Indirect costs are eligible only if an organization:

- has a current Negotiated Indirect Cost Rate Agreement (NICRA) with an agency of the U.S. Federal government, or
- will obtain a rate after the grant agreement is awarded by the U.S. Fish and Wildlife Service (Service), or
- if the organization does not have a NICRA, follow the 10% *de minimis* rule. In this circumstance, any non-Federal entity, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a *de minimis* rate of 10% of “modified total direct costs” (MTDC), which may be used indefinitely. (See the definition of MTDC at <https://www.law.cornell.edu/cfr/text/2/200.68>.) As described in §200.403 Factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all U.S. Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time. An organization may opt to accept a rate lower than 10%. The use of *de minimis* rates does not require the review and approval of the cognizant agency for indirect costs. Therefore, Indirect Cost Services does not provide approval of *de minimis* rates. For more information, visit: <https://www.doi.gov/ibc/services/finance/indirect-cost-services>.

Indirect costs may only be charged at the rate specified and during the period specified in the NICRA submitted to DBHC. Grantees must submit renegotiated rates during the project period if the NICRA submitted with the proposal expires

during the project period.

Direct and indirect costs for goods, services, salaries and labor associated with long-term migratory bird and wetlands conservation work are eligible grant costs when conducted in the periods:

- between when the Service receives the proposal and the Assistance Award is issued (if the proposal is not approved for funding, the U.S. Federal government is under no obligation to pay for any costs incurred) (these are pre-award costs);
- after the Assistance Award is signed by the Service (during the project period).

In all cases, you may not obligate more grant funds than you are awarded.

What are eligible costs?

All expenses must meet the following criteria:

- A.** Verifiable from the grant recipient's and sub-grant recipient's records;
- B.** Fair market value (in the case of acquisitions, the appraised value);
- C.** Must be an expense necessary for the accomplishment of the proposal.

Specific examples of costs that are eligible to be paid with NAWCA grants funds follow:

I. Acquisition. This category includes fee-title acquisition and donation (transfer of title), conservation easement and lease acquisition and donation; appraisal fees; acquisition legal costs; boundary surveys; travel and transportation, and annual payments for 10-year conservation agreements (or the maximum duration allowed by State law). In situations when NAWCA grant and match funds are being pooled with non-matching funds to acquire a real property interest, a portion of the NAWCA funds must be applied directly to the property interest being acquired.

- A.** Organizations and agencies are encouraged to adopt and implement the easement and lease practices and procedures described in the Land Trust Alliance's Land Trust Standards and Practices (available at www.lta.org). Easement and lease conditions should address the following points.
 1. Specifically ensure long-term wetlands and associated upland protection;
 2. List all restrictions, allowed activities, and reserved rights and clearly demonstrate how those rights will complement long-term wetlands and associated uplands protection;
 3. Be legally enforceable by organizations that can demonstrate ability or experience in enforcing easement terms;
 4. Be recorded pursuant to Mexican law;
 5. Be held by or transferred to a conservation organization (e.g., State or Federal conservation agency, or non-governmental conservation organization); and
 6. Be described in the NAWCA proposal.
- B.** The acquisition must be completed before the end of the project period.
- C.** Property acquisition costs are incurred at the time of transfer of ownership, not when signing a purchase agreement. Therefore, a contractual obligation to purchase real property (purchase agreement, etc.) may be made at any time and, as long as the title is transferred after the proposal is received, the costs associated with the purchase can be reimbursed with grant funds.
- D.** All real property acquisitions must be from willing sellers.
- E.** The number of acquired acres must be verifiable and supported with legal documentation.

II. Wetland restoration. The manipulation of the physical, chemical and/or biological characteristics of a site with the goal of returning natural/historic functions to a former or degraded wetland. Restoration can further be defined as either re-establishment (returning natural/historic functions to a former wetland resulting in a gain in wetland acres) or rehabilitation (repairing natural/historic functions of a highly degraded wetland resulting in no gain in wetland acres). This category includes engineering and design costs that lead to restoration activities occurring during the project period or allowed as old match, travel and transportation, material and supply costs, and equipment (including all-terrain vehicles) with a current value of \$5,000 or more secured by the most cost-effective and feasible method. This category does not include periodic repair/maintenance activity. This category does include restoration work on upland associated

habitat. Restoration must be carried out on sites with underlying, long-term, legal protection mechanisms on every acre/hectare to be restored.

- A. If equipment is rented or leased, use the cost of renting or leasing.
- B. If equipment is purchased more than 2 years before the year that the proposal is submitted (i.e., equipment on hand), use either the depreciation or use-allowance method, but not a combination of the 2 methods.
- C. If equipment to be used solely for the NAWCA project is purchased within the project period, use the full purchase price.
- D. If equipment will be used outside of the NAWCA project, calculate and use the cost relative to NAWCA only.

III. Wetland enhancement. The manipulation of the physical, chemical and/or biological characteristics of a wetland site to improve specific functions of the wetland. The result produces no gain in wetland acres. This category includes the same eligible costs as restoration above, plus nest boxes; habitat islands; plantings and initial land management costs caused by the proposal (e.g., fencing), and similar efforts. This category does not include periodic repair/maintenance activity such as replacement of same type of water control structures and reinforcement of existing berms. This category does include enhancement work on upland associated habitat. Enhancement must be carried out on sites with underlying, long-term, legal protection mechanisms on every hectare to be enhanced.

IV. Other direct long-term wetland conservation work. Administering the NAWCA grant agreement and conducting work that cannot easily be assigned to other activity categories.

V. Indirect costs. These costs are different from directly attributable administrative costs and must be supported by a NICRA approved by the U.S. Federal government for the applicable period, or by using up to the 10% *de minimis* rate.

VI. Accomplishment of work. Work to be accomplished must be done in the project area(s) defined in the proposal. The project area may be defined as:

- A. areas that are part of a wetlands conservation plan;
- B. areas in the same wetlands system (e.g., watershed or river basin);
- C. areas that are managed to meet the same wetlands objectives;
- D. areas that are in close proximity;
- E. areas that provide direct benefits to each other; or
- F. areas that are part of a pooled project with non-match funds, as long as the NAWCA portion is distinctly identified as an undivided interest of the total acres involved.

VII. Work Prior to Submission Date. For all activities, grant funds cannot be used for work completed prior to submission of the proposal. The date that costs are incurred is when the following actions occur, irrespective of whether payment is made immediately or in the future:

- A. take title to an interest in real property;
- B. place an order or sign a contract; or
- C. receive a service.

VIII. Prescribed Burn activities are eligible.

IX. Infrastructure (physical structures). Repair and/or rehabilitation of previously funded infrastructure **at the end of its useful design life** may be considered eligible. The previously funded grant, tract and work must be identified in the proposal. The repair and/or rehabilitation of infrastructure that fails due to improper design, neglect or mismanagement is not eligible for funding or to be used as match.

X. Development of management and conservation infrastructure. Activities needed to develop or strengthen wetlands conservation and management capabilities, such as action-oriented research, population monitoring, development of GIS information, or capacity building;

XI. Sustainable use studies, monitoring, evaluation and inventory activities. Project-specific environmental, biological, or social variables are eligible if they are related to wetland or associated upland conservation actions, technical training, environmental education, sustainable use, or capacity building during the project period; general program monitoring or evaluation costs are not eligible;

XII. Training and environmental education. This may include children's environmental education, workshops related to the conservation of wetlands and migratory birds, wetland courses for technicians and field staff, and professional development of staff.

XIII. Land-owner incentive payments;

XIV. Management of protected or restored/enhanced properties. Activities implemented to maintain habitat

conservation of properties purchased or otherwise protected with NAWCA funds or matching contributions under a NAWCA grant, including but not limited to control and manipulation of water levels, mechanical or chemical control of vegetation, monitoring of the property, repairs and limited initial maintenance, maintenance of fencing and signage.

XV. Sustainable use. This includes other activities that support longer term wetland conservation, such as the implementation of economic alternatives through Units for Management and Sustainable Use (UMA).

XVI. Stewardship Costs. May be easement stewardship or endowment costs to be spent during the project period.

XVII. Food: Food costs are not allowed, except the cost of 1) meals and refreshments when paid by the host of a conference or similar event where the primary purpose is the dissemination of technical information, or 2) per diem, or actual cost of meals, during travel directly related to specific project objectives.

ELIGIBLE MATCH COSTS

Generally, all items listed above as Eligible Grant Costs are also eligible as match costs. The following list describes certain additional conditions for costs to be eligible as NAWCA match. In some cases, these conditions allow certain costs to be eligible as match when the costs would not be eligible to be paid with grant funds. In all cases, the costs must be associated with an eligible activity. The match costs:

- I.** Must at least equal the grant request.
- II.** Must be non-Federal. Even if funds pass through a non-Federal entity, they retain their U.S. Federal nature.
- III.** Must be documented by the following
 - A.** signed and dated Partner Contribution Statements sent with the proposal and
 - B.** a copy of easements and/or leases if the easements or leases are offered as match and are signed at the time the proposal is submitted.
- IV.** Must be or have been contributed:
 - A.** no earlier than 2 years prior to the year the proposal is submitted. Anticipated funds must be guaranteed by the contributing organization (for example, future fundraising efforts or grant applications are only eligible if the partner organization agrees to provide the full funding amount even if the fundraising effort or grant application is unsuccessful).
 - B.** between the time when the Service receives the proposal and the Notice of Award is signed; or
 - C.** during the project period after receipt of the Notice of Grant Agreement (NGA).
- VI.** Must not be reimbursed by NAWCA or by another organization claiming the expense as a match for the project, but instead must be permanently dedicated to a project proposal and committed by the proposal due date. For example, if an organization funds an acquisition but is later reimbursed by a different organization, the value of the acquisition can be counted as match only once (that is, only one of the two organizations counts as contributing the match).
- VIII.** May be donated title to real property where the donation increases resource values of the proposal or protection or management of wetlands and migratory bird values.
- IX.** May be the fair rental value of loaned equipment.

NOTE: unless a grant or match cost is explicitly allowed, the cost should be assumed to be ineligible unless otherwise informed in writing by DBHC. Contact DBHC staff to discuss allowability of grant and/or match funds, policy requirements, and Code of Federal Regulations (CFR) explanations.

INELIGIBLE GRANT COSTS

The following grant costs/activities are ineligible to be paid with NAWCA grant funds (these activities may be eligible as match under certain circumstances; see Eligible Match Costs):

- A.** proposal planning and development costs, including experiments, studies, or other investigations to document resource values;
- B.** interest on a loan;

- C. administrative salary costs incurred prior to grant execution (including for proposal development) and after the project period are not eligible for grant funding; and
- D. costs related to enrollment of participants in other U.S. Federal conservation programs; however, costs for enrollment in Mexican federal programs are allowed.

INELIGIBLE GRANT AND MATCH COSTS

The following costs/activities are ineligible to be paid with NAWCA grant funds or to be used as match:

- A. actions that will put credits into wetlands mitigation banks;
- B. mitigation activity required by U.S. Federal, State or local wetland regulations;
- C. unless your approved NICRA specifically allows it, indirect costs calculated on a base that include the following are ineligible:
 - 1. subgrants (subawards), the portion of contracts and subcontracts above \$25,000, any in-kind match provided by a party other than the applicant;
 - 2. non-match, in-kind match from partners other than the partner with the NICRA, and contributions from U.S. Federal agencies and other items that “distort” the cost base;
 - 3. the purchase price of interests in real property and the cost to put it into place, including legal and administrative fees associated directly with the transfer of the property;
 - 4. the purchase price of equipment with an acquisition cost of \$5,000 or more per unit and a useful life of more than one year (consistent with recipient policy, lower limits may be established);
- D. law enforcement;
- E. research, except research that is specific to monitoring or sustainable use of relevant species or habitats;
- F. the value of existing residences, structures, and buildings unnecessary for wetlands conservation purposes and the cost to construct, remove or repair these; in the case of allowable development envelopes, the acres and costs associated with the envelopes should not be included as part of the proposal;
- G. boat ramps, parking lots, public roads, and other public access work;
- H. bird observation towers and hunting blinds;
- I. acquisition of tractors and other equipment if it would be more cost effective to rent, lease or use equipment on hand;
- J. loss of income (e.g., lost grazing revenue);
- K. contingencies (unforeseen costs);
- L. non-proposal specific communications products;
- M. salaries and travel expenses for permanent, full-time U.S. Federal employees;
- N. an easement that is subordinate to a mortgage or lien;
- O. costs over the appraised value for lease, fee-title and easement acquisitions;
- P. acquisition costs, salaries, travel expenses, and other costs that are associated with non-matching acquisitions;
- Q. procurement, repair or service of Designated Unmanned Aircraft Systems (e.g., drones);
- R. Travel outside of Mexico;
- S. Food costs are generally not allowed unless the exceptions under Eligible Grant Costs, Part XVII, apply.

NOTE: unless a grant or match cost is explicitly allowed, the cost should be assumed to be ineligible unless otherwise informed in writing by DBHC. Contact DBHC staff to discuss allowability of grant and/or match funds, policy requirements, and Code of Federal Regulations (CFR) explanations.

INELIGIBLE MATCH COSTS

In addition to those costs listed under Ineligible Grant and Match Costs, the following costs/activities are ineligible as match:

- A. Funds and accomplishments that have been successfully committed or reported as match or cost-share for other

U.S. Federal financial assistance programs, even if the cost-share was in excess of what was statutorily required by that program. This restriction includes, but not limited to, Federal Aid to States (i.e. State Wildlife Grants); Coastal Wetlands Planning, Protection, and Restoration Act grants; Endangered Species Act grants; Partners for Fish and Wildlife (private lands); USDA (WRE, ACEP-Ale and RCPP), and other Federal financial assistance programs.

- B. Funds that are designated for wetland or wildlife mitigation.
- C. Exxon Valdez Oil Spill (EVOS) funds.
- D. Proposal planning and development costs, including experiments, studies, or other investigations to document resource values.

NAWCA GRANT PROPOSAL PROCESSES

What are the submission deadlines?

- No later than 11:59 p.m. Eastern Time Zone (ET) (GMT-5) on the submission deadline date.

Can I submit a proposal early or what if I submit a proposal after a submission deadline?

Any group or individual may submit proposals at any time before submission dates.

Late proposal submissions will not be processed.

Will I get comments on the proposal?

DBHC will communicate with the Project Officer after:

1. DBHC has completed its initial eligibility review of the proposal. DBHC will send the Project Officer comments via email requesting clarification and more information in regard to the application. DBHC will typically request that you respond via email within 72 hours of receiving it to ensure that the scoring of your proposal is not determined to be ineligible.
2. Each Council and Migratory Bird Conservation Commission (MBCC) meeting. The Project Officer must be available to respond to questions about the proposal.

How do I communicate with DBHC on my application, eligibility review, and if awarded, where do I request modifications, extensions for my project, etc.?

All agencies under the United States Department of Interior have officially migrated to Grant-Solutions. GrantSolutions is a Federally shared service for grant and management programs to support Federal agencies throughout the entire grant lifecycle. If selected and approved for a grant, all NAWCA grantees are required to be registered within GrantSolutions. Grantees must first properly set up a GrantSolutions account, including obtaining the correct user roles within the system. DBHC recommends all entities to review the training videos and FAQ section on the GrantSolutions website, www.grantsolutions.gov. You will need a DUNS and SAM to register for a GrantSolutions account.

Every entity will need to have the following roles within GrantSolutions:

1. GRANTEE PRINCIPAL INVESTIGATOR" (PI/PD) (this is the Project Officer)
2. GRANTEE ADMINISTRATIVE OFFICER" (ADO)

Any questions regarding role creation or GrantSolutions in general should be directed to the GrantSolutions Help Desk at www.grantsolutions.gov or by phone: +1(202)401-5282 or +1(866) 577-0771.

DBHC does not have the ability to provide technical assistance/service for GrantSolutions, Grants.gov, or DUNS.

What do I need to do after the Council selects the proposal?

Before funds can be electronically distributed to your organization, your organization must:

1. Have a Data Universal Numbering System (DUNS). Dun and Bradstreet issues the DUNS number to federal grant applicants free of charge online at <http://fedgov.dnb.com/webform>. There is no cost associated with this service.
2. Have an active registration in the Central Contractor Registry (CCR), which is housed within the System for Award Management (SAM). If you are receiving funds as an individual not operating as a business, you are not required to register in CCR. You can register in CCR or obtain additional CCR information online at <https://www.sam.gov/portal/SAM/##11>. There is no cost associated with this service. Organizations based outside the USA are encouraged to initiate the SAM.GOV process early, as they will need to go through additional steps.

When will I know if the proposal has been approved for funding?

- The [MBCC](#) meets typically in April to give final funding approval to NAWCA Mexico proposals. After the MBCC meeting, you will be given the results. Additionally, Project Officer and proposal summary information will be posted on the NAWCA website. Please share the approval news with elected officials and the general public via a news release and send us a copy. For information on MBCC visit: <https://www.fws.gov/refuges/realty/mbcc.html>

When will I receive the grant funds?

The Assistance Award (also referred to as the Notice of Grant Agreement (NGA) incorporates the proposal by reference, and is developed by DBHC when funding is available to issue grant award. DBHC will review the proposal and assemble the pertinent documents. If DBHC finds any problem related to compliance with law, policy, or administrative procedures, they will contact the project officer to seek a resolution. If there are no problems, or the problems have been resolved, the NGA will be sent through GrantSolutions. The period of performance will be indicated on the NGA. Recipient signature is not required.

The recipient may decline the award or request a delay of the execution date by written notice to DBHC within 30 days of receipt of the award. DBHC may terminate the award in whole or part if the recipient materially fails to comply with the terms and conditions of the award. DBHC may also terminate the award with the consent of the recipient, in which case the two parties must agree on the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The recipient may terminate the award after sending to the DBHC written notification setting forth the reasons for termination, the effective date and, in the case of partial termination, the portion to be terminated. However, in the case of partial termination, if DBHC determines that the reduced or modified portion of the grant agreement will not accomplish the purposes for which the award was made, DBHC may terminate the award in its entirety. In any partial termination situations, DBHC must consider the recipient's responsibilities for property management (if any) and the submission of financial, performance and other reports required by the grant agreement.

You will be expected to conduct work and meet acreage objectives as described in the proposal. Annually appropriated funds are not available until the beginning of the Federal fiscal year, October 1. Grant funds are "no-year dollars" and, therefore, do not have to be spent within a Federal fiscal year, but do need to be spent within the awards period of performance.

How will I receive grant funds?

If your headquarters are in Mexico, the process depends on the location of the bank where the electronically transferred funds will be directly deposited by the U.S. Treasury through the Department of Interior's International Business Center (IBC). If the bank receiving funds by electronic transfers is outside the United States, your payments will be transferred through the International Treasury System (ITS) of the U.S. Treasury. For each payment request, your organization must fill out two forms, at a minimum: SF-270, "Request for Advance or Reimbursement", and the Cover Page for each payment from IBC. These forms must be emailed to the FWS Project Officer (point of contact at DBHC). If the bank that receives funds by electronic transfer is

located within the United States, all requests must include a form SF-270 and cover sheet. The forms must be emailed to the FWS Project Officer. Further instructions are available here:

<https://www.fws.gov/migratorybirds/pdf/grants/payments-non-us.pdf> .

You must have an active Data Universal Numbering System (DUNS) number and an active registration in the System for Award Management (SAM) when you make payment requests. If the registration has lapsed or if the record is incorrect, the organization should go to the DUNS (<http://fedgov.dnb.com/webform>) and SAM (www.sam.gov) websites to revalidate their information. These actions are free of any cost to the recipient; neither DUNS nor SAM will ask for a fee.

If your headquarters is in the USA, you will be using the U.S. Treasury's Automated Standard Application for Payments (ASAP). After your project is approved, you will be prompted to set up an ASAP account before DBHC can release the award.

If you have questions about whether you can comply with any stipulations in any of these documents, please contact DBHC@fws.gov or (703)358-2325.