

**NAWCA CANADA PROGRAM  
GRANT ADMINISTRATION  
STANDARDS**

**North American Wetlands Conservation Act**

**March 2026**

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## **SECTION A: Applicability and Authorities**

The NAWCA Grant Program in Canada promotes partnerships between public agencies and organizations committed to conserving wetland ecosystems. The program focuses on: a) protecting, enhancing, restoring, and managing an appropriate distribution and diversity of wetland ecosystems and other habitats associated with wetland ecosystems and other fish and wildlife in North America; b) maintaining current or improving distributions of wetlands-associated migratory bird populations; and c) sustaining an abundance of waterfowl (ducks, geese, and swans) and other populations of wetlands-associated migratory birds consistent with the objectives of the North American Waterfowl Management Plan, U.S. Shorebird Conservation Plan, Waterbird Conservation Plan for the Americas, Partners in Flight Bird Conservation Plan, and other international obligations contained in the treaties and migratory bird conventions and other agreements with Canada, Mexico, and other countries.

Proposals should demonstrate how their activities will support long-term conservation of wetland-dependent migratory birds and their habitats. NAWCA funds wetlands conservation projects that include one or more of the following: a) the obtaining of a real property interest in lands or waters, including water rights, of a wetland ecosystem and associated habitat if the obtaining of such interest is subject to terms and conditions that will ensure that the real property will be administered for the long-term conservation of such lands and waters and the migratory birds and other fish and wildlife dependent thereon; (b) the restoration, management, or enhancement of wetland ecosystems and associated habitat for migratory birds and other fish and wildlife species if such restoration, management, or enhancement is conducted on lands and waters that are administered for the long-term conservation of such lands and waters and the migratory birds and other fish and wildlife dependent thereon.

Under NAWCA, “Migratory Birds” includes all wild, native North American bird species North America that are protected under the Migratory Bird Treaty Act. The definition also covers species listed under the Endangered Species Act and nongame species defined under the Fish and Wildlife Conservation Act of 1980.

Property acquired with NAWCA funds must consist of wetlands and / or associated habitats. Likewise, all restoration, management, or enhancement activities must occur within wetland ecosystems and their associated habitats. While other habitat types may be included, wetlands remain the primary focus of the program.

### **1. Overview of Standards**

These Standards apply to any project that:

- is granted Federal financial assistance approved under the authority of the North American Wetlands Conservation Act (NAWCA); and
- occurs on lands or waters under the jurisdiction of Canada.

The term “Federal” throughout these Standards is used to refer the United States Federal Government.

The term “FWS Program Office” for the purposes of these Standards refers to the U.S Fish and Wildlife Service Division of Bird Habitat Conservation in the Migratory Birds Program (FWS). When directed to contact the FWS for an awarded grant, recipients should contact the FWS Project Officer. For proposals, pre-award issues or closed grants, contact the FWS staff.

### **2. NAWCA Authorities**

The authority of the North American Wetlands Conservation Act (NAWCA) grant program is 16 USC 4401 et seq., as amended. General provisions applicable to grants awarded by agencies of the U.S. Department of the Interior, including definitions of terms used in this document, are in [Title 2, Part 200, of the Code of Federal Regulations \(CFR\)](#).

The Grant Administration Standards ensure that FWS clearly communicates expected outcomes (such as

outputs, service performance, or public impacts of any of these), indicators, targets, baseline data, or data collections that the recipient is responsible for measuring and reporting per 2 CFR 200.301.

**The laws, regulations, and policies governing NAWCA and Federal financial assistance take precedence over any summaries, interpretations, or guidance provided in this document. It is the responsibility of each applicant and recipient to remain informed of, and comply with, all applicable Federal financial assistance requirements established by statute, regulation and policy, including the cost principles and requirements outline in 2 CFR 200.400.**

### **3. Applicability**

These standards apply to NAWCA awards issued after the date of publication. Requirements may change mid-award as the statutes, regulations, and policy that the standards are based on may be revised or updated over time.

## **Section B: Grant Agreement**

### **1. Grant Agreement Overview**

The Grant Agreement consists of a Notice of Award (NOA) which incorporates these Standards, the Proposal and any approved modifications, and the recipient's signed Standard Form 424 (SF-424), including required Financial Assistance Representation and Certification.

### **2. Binding Grant Agreement**

Recipients accept their award by starting work, drawing down funds, or accept the award electronically. Once an award is accepted, recipients are responsible for understanding and complying with all terms and conditions. Recipients must also ensure that any subrecipients or contractors involved in the project are aware of, and comply with, all relevant statutes, regulations, and award conditions. Award terms and conditions may change during the project period due to updated regulations, audits, or policy changes. FWS will notify recipients of any changes, including a written description of the change and the date it becomes effective.

### **3. Termination**

FWS may terminate the award, in whole or in part, if the recipient materially fails to comply with the terms and conditions of an award. FWS may also terminate this award with the recipient's consent. In such cases, both parties must agree on the termination conditions, including effective date and, for partial termination, the specific portion of the award to be terminated. The recipient may terminate the award by providing written notice to FWS that explains the reason for such termination, effective date and, if only part of the award is being terminated, the specific portion to be terminated.

However, if the recipient requests a partial termination and FWS determines that the remaining portion of the award cannot achieve the original purpose of the award, FWS may terminate the entire award. In all cases involving partial terminations, FWS must consider the recipient's responsibilities related to property management (if applicable) and the submission of required financial, performance, and other reports.

### **4. Subrecipients**

If grant funds are subawarded to a subrecipient, the subrecipient is responsible for adhering to the Federal program requirements specified in the Federal award, including these Standards, the NAWCA Canada Eligibility Criteria, and CFR. For the purposes of this document, subrecipient and recipient are synonymous, and subrecipients have the same responsibilities as the recipients.

## **Section C: Eligibility**

## 1. Eligibility Criteria

Eligible activities and costs for NAWCA awards are outlined in the NAWCA Canada Eligibility Criteria document. It is the responsibility of the applicant or recipient to ensure all proposed costs and activities are eligible.

## 2. Business Registration

To receive funds, the recipient must be registered to do business with the U.S. government and have a Unique Entity ID (UEI). Recipients can complete the registration process at <https://www.sam.gov>. Registrations must be maintained annually.

## 3. Financial Assistance Representation and Certification

All recipients are required to read and agree to the representations and certifications in SAM accessed via <https://www.sam.gov> as a part of required registration.

Registrants are required to review and update the representations and certifications submitted to SAM as necessary, but at least annually, to ensure they are kept current, accurate, and complete. The representations and certifications are effective until one year from date of submission or update to SAM.

## 4. GrantSolutions

GrantSolutions (<https://www.grantsolutions.gov/>) is a Federally shared service for grant and management programs to support Federal agencies throughout the entire grant lifecycle. All applicants or recipients are required to be registered in and use GrantSolutions to implement the Federal award.

Applicants must properly set up a GrantSolutions account and obtain the correct user roles within the system. Recipients must have the following roles:

### (a) Principal Investigator / Program Director (PI/PD)

- Views, initiated edits, and submits applications and amendments.
- Enters Federal Financial Report (FFR) data and submits FFR.
- Adds and views application and grant correspondence notes and uploads related files.
- Has access to grants assigned to as a PI or PD.
- A grant can have more than one PI/PD assigned to it, however the person listed on the application is considered key personnel.

### (b) Administrative Official / Authorized Representative (ADO/GAO)

- Listed as the Authorizing Official on the NOA.
- Enters and submits FFR.
- Views, initiates, edits, and submits applications and amendments.
- Signs the SF-424 and authorizes the organization's commitment to the Federal award.
- Adds and views application and grant correspondence notes and uploads related files.
- Has access to grants for the organization.
- This person must have their organization's authority to have this role.

## 5. Risk Assessment

FWS must review the applicant's responsibility and qualification records in SAM.gov before making an award (2 CFR 200.206). This is completed as part of a risk assessment that evaluates the organization's financial stability, management systems and standards, history of performance, audit reports and findings, and the ability to effectively implement the requirements. The assessment will also include elements such as the quality of the application, award amount, risk associated with the program, and fraud risks.

FWS must consider whether an applicant is qualified to receive an award if finding a reported termination for material failure to comply (2 CFR 200.341). A determination that an applicant is not qualified to receive an award based on the applicant's prior record of performance or integrity or business ethics must be reported in SAM.gov (2 CFR 200.213).

The Federal agency may adjust specific conditions in the award based on an analysis of the recipient's risk or the recipient's history of compliance with the terms and conditions of prior awards (2 CFR 200.208). Specific conditions may include withholding authority to proceed to the next phase, requiring additional or more detailed financial reports, requiring additional project monitoring, or establishing additional prior approvals.

## **6. Financial Management System**

A recipient must have a financial management system that complies with the Federal CFR and provides the following:

- Identification, in its accounts, of all Federal awards received and expended. Federal award identification must include the Assistance Listings title and number, Federal award identification number and year, and name of the pass-through entity, if any.
- Accurate, current, and complete disclosure of the financial results of each Federal award.
- Records that identify adequately the amount, source and expenditure of funds for Federal awards including all grant and match-funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- Comparison of expenditures with budget amounts for each Federal award.
- Written procedures for determining the allowability of costs.

All recipient and subrecipient financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by the terms and conditions; and tracking expenditures to establish that funds have been used in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award.

## **Section D: Financial Administration**

### **1. Allowable Costs**

Grant and match funds may be used to cover costs necessary to carry out the purpose of the award as described in the Scope of Work section of the NOA if the costs are allowable, reasonable, and allocable as described in [2 CFR 200, Subpart E](#), as well eligible per the NAWCA Canada Eligibility Criteria and these Standards.

Grant and match funds may not be used for recurrent payments to landowners or other costs described as ineligible in the CFR, the NAWCA Canada Eligibility Criteria, these Standards, or other documents incorporated into the NOA.

Unless a grant or match cost is explicitly allowed, the cost should be assumed to be ineligible unless otherwise informed in writing by the FWS.

### **2. Period of Performance**

The Period of Performance is defined as the time interval for conducting the approved work under the Federal award. The period of performance will be designated in the NOA and will be determined by the

length of time needed to complete the award as described in the proposal. FWS guidance states that awards should have a one- to two- year period of performance, however it is recognized some projects may require longer period of performance, not to exceed five years. The terms “project period”, “funding period” and “performance period” are considered synonyms for period of performance.

Grant and match funds must be obligated during the period of performance, except for any eligible pre-award costs (See Sections [D-3: Pre-Award Costs](#) and [D-4: Matching Funds](#)), which may be obligated prior to the funding period. A recipient obligates funds (i.e., incurs costs) by placing an order, signing a contract, or receiving goods or services. All obligations must be paid in full within 120 days of the period of performance end date. For real property acquisitions, funds are considered obligated at the time of closing or when title is taken.

### **3. Pre-Award Costs**

Pre-award costs ([2 CFR 200.458](#)) are expenses, whether charged to the grant or used as match, that are incurred before the official start date of the Federal award. These costs must be directly related to negotiating or preparing for the NOA and must be necessary for the efficient and timely completion of the award. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the NOA and only with the written approval of the FWS. All pre-award activities must comply with all laws, regulations, and policies applicable to NAWCA. If approved, pre-award costs must be charged to the first year of the award.

To qualify for reimbursement, recipients must show in their proposals that pre-award activities are necessary and reasonable for achieving the project’s objectives and would have been approved if they had occurred during the period of performance. Proposals must clearly state whether pre-award costs are being requested. A detailed description of the proposed costs and an explanation of why pre-award costs are necessary must be included in the proposal.

FWS will authorize pre-award costs only if they:

- Do not exceed the amount of the grant funds awarded.
- Are necessary to complete the project within the period of performance.
- For grant-funded pre-award costs, were not incurred before the date FWS received the proposal (see Section [F-2](#) for real property acquisition).
- For match-funded pre-award costs, were not incurred before January 1 of the calendar year two years prior to the date FWS received the proposal (see Section [F-2](#) for real property acquisition); and
- Would have been allowed if incurred during the period of performance.

Pre-award costs are incurred before an NOA is issued, and therefore they are incurred at the applicant’s risk.

FWS will not reimburse the recipient for acquiring real property interests if the property is purchased before FWS receives the proposal. However, at their own risk, a recipient may enter into a contractual commitment to acquire the property before FWS receives the proposal, purchase the property after the proposal has been submitted, and then receive reimbursement once the NOA is issued. All approved pre-award activities must comply with the real property acquisition requirements.

### **4. Matching Funds**

#### **(a) Match:**

NAWCA requires at least a 1:1 match, with at least 50% of that match coming from U.S. sources.

Match funds must be used to accomplish the purposes of the project and cannot have been previously used as match for any other Federally funded award. By the end of award’s period of performance, the total amount of U.S. non-Federal and Canadian match must equal the amount committed in the

proposal and must meet the source requirements described above.

All match costs must be:

- Tied to an eligible activity.
- Allowable, reasonable, and allocable under [2 CFR 200, \(Subpart E\)](#).
- Verifiable in the recipient's or subrecipient's records.
- Not included as contributions for any other Federal award.
- Provided in the approved budget period.

Unless otherwise stated in these Standards, both grant and match contributions are treated as part of the award and are subject to the same requirements.

Any match activity that lacks adequate supporting documentation may be disallowed by the FWS.

**(b) Old Match:**

If pre-award costs are requested in the proposal and approved in advance, in-kind match providers may acquire real property, supplies, or services, or contribute their own personnel time, for the proposed award dating back to January 1 of the calendar year two years before the year in which FWS receives the Proposal. The contributions are treated as "old match" and must meet all pre-award requirements.

**(c) Non-Match:**

Non-match funds, sometimes also referred to as overmatch, are excess Canadian-sourced funds that exceed the 50% threshold of the total required matching contribution and therefore cannot be counted as match. The use of non-match must be described in the proposal and documented in annual and final reports. SF-429 tract tables must report grant, match and non-match funds.

Non-match funds may only be included if they are related to the award objectives and are directly integrated with grant or match funds. It is imperative to estimate and disclose the amounts and use of non-match funds in the proposal, so that it is transparent how these funds are related to and will be integrated with grant and match funds.

All activities included in the NAWCA award must have a NAWCA Interest (grant or match). If the FWS determines that an activity does not have sufficient grant or match investment, the associated costs may be disallowed. The proposed NAWCA interest must be achieved. Excess non-match beyond the proposed amounts may also be disallowed if these costs are deemed unrelated or if they alter how the grant and match funds are intended to be used in the project. NAWCA budgets may not be modified to repurpose cost savings for other uses than what was proposed and approved by Council and MBCC.

**(d) Accounting and Records:**

The recipient must maintain thorough records, including supporting documentation, for every grant and match expenditure. Annual and final reports must include enough detail to clearly document how all grant, match and non-match funds were used.

For in-kind match, accounting records must show how the value was calculated (for example, the number of volunteer hours contributed, and the rate applied, or the number of personnel hours donated and the rate used).

If requested by FWS, the recipient must make all such records available for review.

**5. Indirect Costs**

Indirect costs are allowable for both grant and match funds. These costs must be calculated using an approved method, such as an approved negotiated indirect cost rate or the 15% de minimis rate. ([2 CFR 200.414](#)).

Recipients with a negotiated indirect cost rate must provide a copy of their negotiated rate agreement(s) to the FWS Project Officer or the point of contact identified in the NOA. If the period of performance extends beyond the expiration date of the current rate agreement, the recipient may need to submit additional agreements during the award period.

If a recipient does not establish an approved rate and provide the required documentation during the award period, all costs that would otherwise be treated as indirect become unallowable. Requirements for developing and submitting indirect cost rate proposals are outlined in Appendix IV of [2 CFR Part 200](#) (for nonprofit organizations).

Recipients and subrecipients without a current Federal negotiated indirect cost rate may elect to use a de minimis rate of up to 15% of modified total direct costs (MTDC). The de minimis rate does not require supporting documentation and may be used indefinitely. Once elected, it must be applied to all Federal awards until the organization chooses to negotiate a rate.

All costs must be charged consistently as either direct or indirect and may not be double charged.

## **6. Program Income**

Program income is the gross income earned by a recipient that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance ([2 CFR 200.307](#)). Because program income requires prior written approval ([2 CFR 200.407](#)), recipients must describe any anticipated program income in their proposal.

Program income must be used for the original purpose of the Federal award. Income earned during the period of performance may only be used for eligible costs incurred during that period or for allowable closeout costs. Unless otherwise specified, recipients must use the additive method, meaning program income is added to the funds committed to the NOA. Program income may not be used to meet cost-sharing or matching requirements, and recipients may not deduct the cost of generating program income.

Any income generated outside the period of performance is retained by the recipient. FWS encourages recipients to use such income to support wetland conservation efforts consistent with the NAWCA program.

## **7. Interest (refer to 2 CFR 200.305)**

## **8. Returning Funds**

If funds are to be returned to FWS, contact FWS for instructions. Unless otherwise established in a Treasury-State agreement, contract, repayment agreement, or by statute, FWS will charge a penalty, pursuant to 31 USC 3717(e)(2), not to exceed six percent a year on the amount due on a debt that is delinquent for more than 90 days. This charge will accrue from the date of delinquency, which will generally be 30 days from the date that the demand letter is emailed, mailed, or hand delivered.

## **9. Record Retention**

Financial records, supporting documents, and all other records related to the award must be retained for three years from the date the final financial report is submitted, in accordance with [2 CFR 200.334](#). Records for real property and equipment must be kept for three years after their final disposition. The Federal awarding agency, Inspector General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, must have the right of access to any documents,

papers, or other records of the non-Federal entity that are pertinent to the Federal award, to make audits, examination excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.

Records pertaining to the acquisition of real property interests must be retained for the entire duration of real property interest.

## 10. Using Non-Match Funds

Grant and match dollars may be combined with non-match funds as long as the funds are eligible and necessary to meet the award objectives. All activities must have a NAWCA interest, meaning they must involve the use of grant or match funds. Grant or match funds in a project must be tied to acres delivered under the award. NAWCA will hold an interest in all accomplishments.

For reporting purposes, the use of non-match funds must be clearly documented by reporting the amount of grant, match and non-match used at the tract level.

When NAWCA match and grant funds are utilized with non-match funds to acquire real property interest, the non-match funding provider must be notified that NAWCA will hold an interest in the accomplishments. The FWS Program Office must provide written approval before the acquisition occurs or the non-match is incorporated into the project. Activities must be carried out consistently with the NAWCA interest documented in approved proposals. In these cases, NAWCA's percentage interest in an acquisition must be documented in the real property records and reviewed and approved by the FWS.

Applicants should direct all questions to FWS.

## 11. Currency Exchange Rates

Any potential gains from fluctuations in exchange rates may be used to further conservation objectives of the funded award. Otherwise, these funds must be returned to FWS. These funds may not be used on other Federal awards.

Project objectives should be achieved despite exchange rate fluctuations. If the ability to achieve objectives is compromised by fluctuations in exchange rates, recipients must contact the FWS.

Exchange rate gains or losses must be documented in annual and final reports.

## 12. Payment Requests

The process for requesting funds depends on the location of the bank where the electronically transferred funds will be directly deposited by the U.S. Treasury. Foreign recipients with a U.S. bank must enter their banking account information in SAM.gov. This will populate the banking data in FWS systems. Foreign recipients with foreign bank accounts must leave blank the account information in SAM.gov.

The following forms must be encrypted and emailed to the FWS to request a payment:

- A **SF-270** Request for Advance or Reimbursement;
- An International Treasury Service (ITS) Payment Package **Cover Sheet**;
- A **budget table** for each NAWCA activity comparing the current amount requested, proposed budget, and total funds spent to date; and
- A **brief description** of the work associated with the payment request, organized by NAWCA activity, and if applicable, a list of real property acquisitions associated with the payment request.

Recipients should maintain documentation associated with each payment request. FWS may at any time request a list of all costs associated with a reimbursement request.

Payment methods must minimize the time elapsing between the transfer of funds from the Federal agency

or the pass-through entity and the disbursement of funds by the recipient. Payments to a recipient must be limited to the minimum amounts needed and be timed with actual, immediate cash requirements of the recipient in carrying out the purpose of the approved project. The recipient must make timely payments to contractors in accordance with the contract provisions.

The following forms of funds must be spent before drawing down grant funds: rebates, contract settlements, audit recoveries and interest earned on such funds.

## **Section E: Equipment and Supplies**

### **1. Purchasing and Management**

A recipient may purchase and manage equipment or supplies in accordance with the applicable cost principles.

Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient for financial statement purposes, or \$10,000. Equipment costs must be requested in the proposal and require pre-approval.

Title to all equipment acquired for the award will vest in the recipient. Equipment must be used for the award for as long as needed, regardless of whether Federal funding continues. Equipment must also be made available for use on other NAWCA-supported awards, provided such use does not interfere with the work for which the equipment was originally acquired. The recipient must maintain the equipment in good condition, consistent with the requirements of 2 CFR 200.313.

Equipment costs must relate directly to eligible project activities and must be obtained using the most cost-effective and feasible method:

- If equipment will be rented or leased solely for the award, use the cost of renting or leasing.
- If equipment will be used solely for the award is purchased within the project period, use the full purchase price.
- If equipment will be used on ineligible activities or outside of the award, calculate and use the cost relative to NAWCA only.

All proposed equipment costs (purchases, rentals, and leases) should be included in the proposal.

### **2. Inventory**

Property records must be maintained and must include:

- A description of the property;
- A serial number or other identification number;
- The source of funding for the property;
- The entity holding title;
- The acquisition date and cost;
- Percentage of Federal participation in the project costs under which the property was acquired;
- The location, use, and condition of the property; and
- Final disposition information, including the date of disposal and sale price.

A physical inventory of the property must be conducted at least once every two years, and the results must be reconciled with the property records. A control system must be in place to ensure adequate safeguards against loss, damage, or theft, and any such incidents must be investigated. The recipient must also maintain the property in good condition through appropriate maintenance procedures.

If the recipient is authorized or required to sell the property, proper sales procedures must be used to ensure the highest possible return.

Records related to the acquisition of property must be retained for the full duration of the property.

### 3. Disposal of Equipment and Supplies

When equipment or supplies purchased with grant funds are no longer needed for the original purposes of the award, or for other activities currently or previously supported by NAWCA, the following disposition rules apply:

- Equipment or unused supplies with a current market value under \$10,000 may be retained, sold, or otherwise disposed of with no further obligation to FWS.
- Equipment or unused supplies with a current market value over \$10,000 may be retained or sold. If sold, FWS is entitled to a share of the proceeds, calculated by multiplying the current market value (or sale proceeds) by the FWS percentage of participation in the original acquisition cost. FWS may allow recipient to deduct and keep \$1,000 from FWS's share of the proceeds.

If the recipient does not take the required disposition actions, FWS may direct the recipient on how to proceed. FWS also reserves the right to transfer title to an eligible third party of its choosing when appropriate.

## Section F: Real Property Acquisition

### 1. Prior Approvals

On August 30, 2019, the Department of Interior implemented the Financial Assistance Interior Regulation (FAIR) ([2 CFR Part 1402](#)) to meet the administrative requirements, cost principles, and audit requirements for Federal awards. Under these requirements, grant and match funds may not be used to acquire real property interests until the FWS has reviewed and approved the appraisal (or other approved valuation method), the SF-429B, and draft real property documentation.

The following documents must be submitted and approved in advance of any acquisition using grant or match funds:

- **SF-429B**, including an associated tract table if multiple tracts are being acquired; and
- **An appraisal** establishing the fair market value (FMV) of the specific NAWCA interest being acquired.

The SF-429B tract table must include the following for the NAWCA interest:

- Tract ID;
- Real property ownership type;
- Duration / period of interest;
- Wetland acres;
- Upland acres;
- Location (latitude / longitude);
- Proposed title holder;
- Fair market value;
- Proposed grant funds;
- Proposed match funds; and
- Proposed non-match funds.

An example SF-429B tract table is provided in [Appendix III](#).

Before completing an acquisition or accessing grant or match funds, recipients are strongly encouraged to obtain FWS review and approval of:

- Draft purchase agreement;
- Notice to landowner / letter of just compensation;
- Bargain sale letter (if applicable); and
- Draft notice of Federal participation.

## **2. Incurring Costs of Acquiring Real Property**

Federal grant or matching funds may be used to pay for the following costs associated with acquiring real property:

- Fair market value of the real property interest;
- Real property valuation;
- Title insurance, provided the type and extent of coverage follow sound business practices and the rates are reasonable;
- Recording fees and similar costs, including transfer taxes, documentary stamps, evidence of title, boundary surveys, legal descriptions, and other expenses necessary to convey the property to the recipient. However, grant or match funds may not be used to pay costs incurred to perfect the owner's title;
- Penalty costs and other charges for prepayment of any preexisting recorded mortgage entered in good faith; and
- The pro-rata real property taxes due at closing, but only for the period after the recipient obtains title effective possession (whichever occurs first). Taxes for which exemptions are available are unallowable.

Costs are considered incurred at the time title transfers. A contractual obligation to purchase property (e.g., purchase agreement) does not constitute an incurred cost. A purchase agreement may be executed at any time, and if title transfers after FWS receives the proposal, the associated costs may be reimbursed with grant funds. If the title transfers before FWS receives the proposal, the costs may only be used as match and cannot be reimbursed. Any obligation to purchase property before Federal funds are obligated is made at the recipient's risk. All acquisitions must comply with Federal regulations.

## **3. Conservation Easements**

The FWS must review and provide written approval of conservation easement language before grant or match funds may be used for the purchase. Any changes to previously approved easement language also require FWS approval. Easements lacking FWS approval may be disallowed as grant or match activities.

Easements must meet all real property requirements (see Section F: Real Property Acquisition) including identification of the specific acres in which NAWCA is receiving an interest. Easement terms, such as durations, retained landowner rights, and habitat protections, must align with the information provided in the proposal and valuation documents.

## **4. Leases**

Leases must meet all real property requirements under 49 CFR.10, 2 CFR 200, 2 CFR Part 1402, and the Canadian Grant Administration Standards. An incentive payment cannot be classified as a lease, as landowner incentive payments are ineligible.

## **5. Appraisals**

Real property interests must be appraised consistent with federal regulations in the FAIR (2 CFR 1402).

The appraisal must determine the value of the specific real property interests that NAWCA will acquire under the award. FMV must be based solely on vacant land value; no land improvement of any kind may be included in the valuation.

If an appraisal includes land or acreage that will not to be part of the NAWCA-funded real property interest, the recipient may not calculate a per-acre value and apply it to a subset of acres. Instead, any excluded portion must be identified and appraised separately so that it can be clearly removed from the overall valuation.

The acres included in the appraisal must match the acres in the performance reports and on all SF-429 forms. For acquisitions occurring after proposal submission, the appraisal must also designate FWS as an Intended User at the time of assignment.

The FWS may require additional documentation if the valuation appears insufficient or inconsistent with the appraisal's analysis and conclusions.

The appraisal's valuation date must be within one year of the date the purchase price was established through a contractual commitment (e.g., purchase agreement, exercised option) or statement of just compensation. If no such documents exist, the valuation date must be within 12 months of the actual property transfer.

For conservation easements, the appraisal must identify the FMV of the real property interest to be acquired in the easement.

To claim the difference between the sale price and market value as match, the seller must explicitly donate that value to the NAWCA grant or partner.

## **6. Market Value**

The recipient may not use grant or match funds to pay more than FMV for any real property interest.

## **7. Mineral Rights**

FWS can approve the acquisition of a fee title, lease, or conservation easement on properties where a third party will hold the mineral rights if:

- The likelihood of mineral extraction is extremely low; or
- The risk of mineral extraction interfering with the purpose of the acquisition is negligible.

If FWS is uncertain about the likelihood of mineral extraction, or whether potential extraction could interfere with the purpose of the acquisition, it may require the recipient or applicant to submit a supplemental Mineral Assessment Report as a condition of the award. The recipient must obtain written approval from FWS before using grant funds to obtain a Mineral Assessment Report.

An appraisal may include mineral interest only when mining or other forms of extraction are not occurring on or near the property. If an appraiser cannot competently evaluate mineral interests, they must obtain the services of specialized consultants. A separate or additional mineral appraisal may not be used.

## **8. Water Rights**

The acquisition of water rights, whether alone or in conjunction with land acquisition, may be approved only when the rights provide a direct benefit to wetlands. Official documentation from the government agency responsible for water appropriation, such as an Application for Water Rights, Application to Appropriate Water, or an equivalent document, must be submitted with the first annual performance report.

## **9. Value of Timber**

An appraisal may include timber value. If an appraiser cannot competently assess timber, they must obtain specialized consultation. A separate or additional timber appraisal may not be used.

The value of timber may be included only when there is no intent to commercially harvest the timber. This restriction does not apply to timber removed as part of habitat management under a written management plan approved by the FWS. Timber harvested during the period of performance may qualify as program income.

## 10. Carbon

Before initiating a carbon credit program, recipients must ensure the program is consistent with the conservation objectives of the NAWCA protections on the property. The value of any carbon credits generated:

- Must not include the value of protection funded by the NAWCA award;
- May include only the value of any improvements made outside the NAWCA award that contribute to carbon sequestration; and
- Cannot be used as match toward a NAWCA award or other Federal programs.

Income generated during the period of performance must be identified as program income and added to the project using the additive method, to support eligible award activities.

## 11. Recording Documents

The recipient must submit the following documents for each real property interest acquired under the award:

### (a) Evidence of Valuation

- If an appraisal is used, include the full appraisal and the appraiser's signed certification and credentials.
- If an approved alternative valuation method is used, provide a detailed explanation of the methodology.

### (b) Purchase Agreement / Fair Market Value Disclosure

A signed and dated notice that includes:

- A legal description of the property;
- An offer to buy the real property;
- The fair market value;
- Amount offered as just compensation (if different from FMV); and
- A statement informing the seller that the buyer will be unable to acquire the property in the event negotiations fail to result in an amicable agreement.

### (c) Signed Bargain Sale Statement (if applicable)

If the donated land value is used as in-kind match, provide a signed statement from the seller confirming the donation of the difference between FMV and the sale price. The statement must include:

- Landowner's name and signature;
- Date;
- Property description;
- Fair market value;
- Sale price; and
- Donated amount (FMV minus sale price).

### (d) Proof of Payment

Provide a signed closing statement (settlement or adjustment sheet) or other evidence showing that funds were transferred.

### (e) Proof of Recorded Real Property Interest

Submit a copy of the final, recorded deed, easement, or other real property document. Documents must show evidence they were signed and recorded in the appropriate lands record office.

### (f) Notice of Federal Participation

A Notice of Federal Participation (NOFP) must be recorded for all real property interests acquired with grant or match funds, unless equivalent language is already included in the deed, easement, or other instrument. The NOFP runs with the land and alerts future parties that the property carries a U.S. Federal interest. The recipient must obtain prior written approval from FWS before the NAWCA interest is converted, sold, conveyed, or otherwise encumbered. Transactions that do not change the recorded real property interest do not need prior written approval.

The NOFP must include the following elements:

- Identification of the legal interest being encumbered;
- Name and address of the recipient, subrecipient, or other authorized title holder obtaining the interest in the real property;
- Reference to the NAWCA project title, NOA number, and the address(es) where the agreement is kept on file;
- The purpose of the project as described in the proposal or NOA;
- A statement that the recipient, subrecipient, or other authorized title holder obtaining the real property interest confirms its obligations to manage the real property interest pursuant to the NOA, the incorporated project proposal, and the purpose of the project;
- A statement that the recipient, subrecipient or other authorized title holder obtaining the interest in the real property hereby agrees to be bound by the terms of the NOA as they relate to the Property, including the obligation to ensure the long-term conservation of the property and to obtain the prior written approval of the U.S. Fish and Wildlife Service, Division of Bird Habitat Conservation, prior to the sale, conveyance, or encumbrance of the NAWCA acquired interest. If the NAWCA interest is converted, sold, conveyed, written off, or otherwise encumbered, an attributable share may be due to the FWS;
- A statement that the terms of the notice shall run with the property interest and be binding upon any designees and successors; and
- If the real property interest is in a province or municipality where encumbrances (e.g., easements) on real property automatically expire after a certain period, the NOFP must include a provision requiring re-recording of the encumbrance and / or the NOFP before the project property interests expire.

A sample NOFP is included in Appendix I.

**(g) Real Property Report**

A Real Property Status Report (SF-429A) with cover page must be completed for all grant and match acquisitions (fee and easements). Only one SF-429A is required per grant. If multiple tracts were acquired, the recipient may attach a tract table to the SF-429A. The tract table should be updated throughout the life of the award and submitted with annual reports. A final SF-429A tract table covering all acquisitions during the entire period of performance must be submitted no later than with the final report.

At a minimum, the table should include the following information for the NAWCA interest obtained:

- Tract ID;
- Location;
- Wetland and upland acreage;
- Duration / period of interest;
- Real property ownership type (fee title, conservation easement, etc.);
- Grant funds invested;
- Match funds invested;
- Non-match funds invested;
- Fair market value;
- Final purchase price; and
- Title-holding entity.

See [Appendix III](#) for an example.

Recorded property documents must clearly identify the NAWCA real property interest and must match the acreage and values reported in annual and final reports and on SF-429 forms.

The final signed and dated versions of all reporting documents must be submitted to FWS.

## **Section G: Modifications**

### **1. Approvals**

2 CFR 200.308 requires recipients to obtain the prior written approval from the FWS for modification including but not limited to the following:

- (a) Changes to the scope or the objectives of the award.
  - Additions, deletions, or substitutions of acquisition, restoration, enhancement, or management sites.
  - Changes to the boundaries of the project area within which acquisition, restoration, or enhancement will occur.
  - Changes to acquisition, restoration, or enhancement techniques or specifications (e.g., type of acquisitions, easement protections, activity type, species or number of seedlings planted).
  - Changes to the proposed titleholder of any real property interest purchased, donated, or otherwise acquired under the award.
  - Any change in the number of acres acquired, restored, or enhanced as described in the NOA.
  - Any change in the number of years of benefit associated with acres acquired, restored, or enhanced.
  - Any budget or program plan revisions, including shifting funds between NAWCA activities or budget categories, and anticipated overachievement of conservation objectives.
  - The inclusion of costs that require prior approval.
  - The transfer of funds budgeted for participant support costs to other budget categories.
  - Transferring funds between the construction and non-construction work.
- (b) Changes in key personnel.
- (c) Disengagement from the project for more than three months, or a 25% reduction in time and effort devoted to an award during the period of performance.
- (d) Subaward activities not proposed in the application and approved in the award.
- (e) Changes to the total approved cost-sharing amount.
- (f) A no-cost extension of the period of performance.

When a modification results in an increase in acreage beyond what was originally proposed, the recipient is expected to achieve the revised acreage identified in the modified NOA.

### **2. Period of Performance Extensions**

To request a period of performance extension, the recipient must submit the request through GrantSolutions no later than 10 days before the end of the period of performance. Recipients should contact the FWS to obtain the list of required documentation that must accompany the amendment request.

A period of performance modification requests must include:

- A written justification for the extension;

- An updated summary of expected outcomes (acres, grant costs, match costs) for the award;
- An updated SF-424; and
- An updated work plan and / or budget, if applicable.

The justification must explain why the extension is being requested, identify the portions of the project that remain incomplete, describe how the remaining work will be completed within the extended timeframe, and specify the new end date being requested.

In general, the rationale for any extension must confirm that the award objectives will still be successfully completed, that the delays to date were not the fault of the recipient, and that granting the extension will provide benefit to the Federal government.

Extensions may not be requested simply to use unobligated balances or take advantage of additional non-match funds that were not in the original proposal. If all project objectives have been met, extensions requests submitted solely to spend remaining funds are not allowable (2 CFR 200.308(g)(2)).

Additional extensions will be considered on a case-by-case basis. An award may not be extended beyond five years unless there are extenuating circumstances beyond the recipient's control.

Amendments such as period of performance extensions will not be processed unless all prior reporting requirements have been received, reviewed, and accepted.

### **3. Closing**

Award closeout can occur only after all annual and/or final reports (PPR/FFR) have been uploaded in GrantSolutions, accepted, and all other reporting requirements have been received and approved by the FWS.

## **Section H: Reporting Requirements**

### **1. Evaluating Recipient Performance**

The FWS will evaluate recipient performance through information provided in financial and performance reports and through monitoring activities, as required by 2 CFR 200.301. Reported accomplishments are assessed against the goals, objectives, budgets, and timelines established in the NOA. Financial and performance reports will be reviewed to ensure accomplishments align with expenditures, acre objectives are met, match requirements were met, and the NAWCA interest meets or exceeds proposed levels.

Recipients are responsible for collecting and reporting data that demonstrate progress toward these outcomes. FWS uses this information to measure success, identify lessons learned, and ensure accountability. The reporting requirements outlined below are designed to provide sufficient information for a thorough evaluation of recipient performance and compliance with federal regulations.

### **2. Annual Reports**

Annual performance and financial reports must be submitted to the FWS within 90 calendar days after the end of the interim reporting period through GrantSolutions.

Annual financial status must be reported on Standard Form (SF-425), completed in GrantSolutions (referred to as Federal Financial Reports (FFR) in GrantSolutions). The first annual financial report must include all financial activity through the end of the reporting period and should include any approved and eligible pre-award costs (grant or match).

Annual performance reports, called Project Performance Reports (PPR) in GrantSolutions, are cumulative from the start date of the award through the end of the reporting period. They must include all completed activities, including any approved and eligible pre-award costs (grant and match). Reports must include

the following information:

**(a) Written Narrative**

A written narrative that clearly describes the status of the work completed, underway, or yet to be initiated by activity under the NOA. This narrative must compare proposed versus actual accomplishments and provide enough detail to make it clear what specific accomplishments were completed for each activity in the work plan under the award. Any differences must be fully explained.

**(b) Modification Documentation**

Documentation of any approved substitutions or modifications, as well as a description of the identification process and results for any "to-be-determined" tracts.

**(c) Map**

A map showing the location of all project accomplishments in relation to the priority areas defined in the proposal.

**(d) Budget Table**

A NAWCA activity budget table comparing proposed and cumulative actual grant, match, and non-match expenditures, accompanied by narrative explanations for any discrepancies.

**(e) Match Table**

A table comparing proposed and actual match contributions, including identification of U.S.-sourced match and Canadian-sourced match, reported by partner.

**(f) Narrative Budget**

An updated narrative budget (table and written narrative) comparing proposed and cumulative actual expenditures by SF-424A budget categories.

**(g) Accomplishment Activity Table**

An accomplishment activity table providing a tract-by-tract summary of accomplishments and expenditures for all activity categories under the award (acquisition, restoration, enhancement, management) through the end of the reporting period. The following information is required for each tract:

- Tract ID;
- Tract name;
- Activity type;
- Wetland acres (add and non-add) by wetland class;
- Total wetland acres (add and non-add);
- Total upland acres (add and non-add);
- Public access acres (add and non-add);
- Duration of benefits;
- Completion date;
- Grant funds;
- Match funds;
- Non-match funds;
- Municipality;
- Province;
- Latitude;
- Longitude;
- Final title holder of real property interest acquired; and
- Accomplishment summary.

**(h) SF-429A**

A SF-429A tract table and associated real property documentation (see Section F: Real Property Acquisition) for all real property acquisitions completed as of the end of the reporting period.

**(i) Other Requirements**

Any other reporting requirements documented in the Notice of Award.

See Appendix III for example reporting tables. An excel version of the Accomplishment Activity Table template is available upon request from the FWS Program Office. Annual reports will not be approved until everything including real property documentation has been submitted and approved.

**3. Semi-Annual or Quarterly Reports**

If the recipient is determined to be an elevated risk entity, semi-annual or quarterly financial and / or performance reports may be required for the entire project period. Semi-annual or quarterly reports must be submitted no later than 30 calendar days after the last day of each reporting period.

**4. Final Reports**

A final Federal Financial Report (SF-425 / FFR) and Project Performance Report (PPR) must be fully completed, as applicable, and submitted through GrantSolutions within 120 days after the end of the period of performance. Final PPRs must include all information required in an annual performance report, covering the entire lifespan of the award, along with a written narrative that clearly describes all work completed under the Federal award. Final reports must provide sufficient detail to document where and how funds were spent at the tract level and how those expenditures resulted in the acres accomplished under each NAWCA activity.

The recipient must submit the following with the final performance report:

**(a) Accomplishment Activity Table**

The final accomplishment activity table must include a tract-by-tract summary of all accomplishments and expenditures for every NAWCA activity category under the grant (acquisition, restoration, enhancement, management, etc.). The table must include:

- Tract ID;
- Tract name;
- Activity type;
- Wetland acres (add and non-add) by wetland class;
- Total wetland acres (add and non-add);
- Total upland acres (add and non-add);
- Public access acres (add and non-add);
- Duration;
- Completion date;
- Grant funds;
- Match funds;
- Non-match funds (if applicable);
- Municipality;
- Province;
- Latitude;
- Longitude;
- Final title holder; and
- Accomplishment summary.

**(b) GIS Shapefiles**

Complete shapefiles in geospatial vector data format for geographic information systems software (GIS), or KMZ format, documenting all interests in real property by the recipient or match provider, as well as acres restored, enhanced, or managed with grant or match funds. Shapefile

polygons must accurately reflect NAWCA accomplishment acres for each activity and meet the requirements in the NAWCA Canada GIS Data Standards. See Appendix II.

**(c) Real Property Documentation**

All real property acquisition documentation not previously submitted with the proposal or annual reports (see Section F: Real Property Acquisition);

**(d) Final SF-429A**

A final SF-429A (with Cover page) must be submitted for all grant and match acquisitions (fee, easements, and leases) with all applicable fields completed. For grants with multiple acquisitions, one SF-429A may be used by attaching a tract table that includes the following information for the NAWCA interest:

- Tract ID;
- Duration / period of interest;
- Real property ownership type;
- Wetland acres;
- Upland acres;
- Latitude;
- Longitude;
- Title holder;
- Fair market value;
- Grant funds invested;
- Match funds invested;
- Non-match funds invested; and
- Final purchase price.

**(e) Equipment Inventory**

An inventory of all equipment acquired by the recipient with Federal funds.

**(f) Unused Supply Inventory**

An inventory of unused supplies if the total aggregate value at completion of the award exceeds \$10,000.

See Appendix III for example reporting tables.

Failure to submit complete and accurate reports on time constitutes noncompliance with the NOA and may result, after notification by FWS, in consequences described in Section J.

## **5. Property Documentation Submission**

Appraisals and the SF-429B must be submitted to and approved by the FWS before acquiring any property with award funds. Recipients are encouraged to submit drafts of all real property documents for review. If multiple tracts are being acquired, the SF-429B and associated tract table will be updated throughout the period of performance as additional tracts are submitted for pre-approval.

The SF-429A, tract table, and associated real property documentation should be submitted as each property acquisition is completed, or no later than with the applicable annual report covering that acquisition. If multiple tracts are being acquired, the SF-429A and associated tract table will be updated throughout the period of performance as additional tracts are acquired. A final SF-429A and tract table must be submitted with the final report, along with any real property documentation from the final reporting period.

Associated real property documents must be submitted as a separate pdf or scanned files, distinct from the Annual or Final report. For grants with more than one acquisition tract, all real property documents must be submitted as separate PDF(s) or scanned files by tract. These documents should be submitted directly

to the FWS Program Office by email or by another method approved by FWS.

## **6. Extending Report Deadlines**

Annual and final report deadlines may be extended once, for up to 90 days if the recipient submits a request in GrantSolutions before the deadline and the request is approved by the FWS. The request must include the revised due date being requested and a justification for extending the reporting deadline.

### **Section I: Property Management**

#### **1. Continuing Obligations**

##### **(a) Project Purpose / Benefits:**

A recipient or other authorized titleholder of real property acquired must manage all interests in real property consistent with the purpose of the NAWCA award. This requirement applies regardless of whether the real property interests were acquired with grant funds, match funds, or contributed as in-kind match.

The habitat may not be managed in any way that interferes with the authorized purpose unless written permission is obtained from the FWS Program Office. Recipients must ensure the real property is available for site inspection by FWS, or its designee, and that real property is managed consistently with the authorized purposes of the award.

##### **(b) Perpetual Real Property Reporting:**

For all financial assistance actions where real property is acquired under the Federal award, the recipient must submit reports on the status of the real property (2 CFR 1402.329).

For real property with a Federal interest lasting less than fifteen (15) years, the recipient must submit a real property status report (SF-429A and Cover Page) by January 15 every year for the life of the Federal interest.

For real property with a Federal interest extending fifteen (15) years or longer, the recipient must submit a real property status report (SF-429A and Cover page) on the next January 15 after their grant is closed and then every 5 years thereafter.

Reports must include, at a minimum, sufficient information to demonstrate that all conditions imposed on the land use are being met, and a signed certification to that fact by the recipient of the financial assistance award.

Organizations with multiple acquisitions can report using one SF-429A. If reporting multiple real property tracts or grants, at a minimum, a tract table should be attached that contains all required information as described in Section F.

It is the responsibility of the recipient to ensure that all real property acquisitions are reported. Reports are to be emailed to [dbhc@fws.gov](mailto:dbhc@fws.gov).

#### **2. Disposals**

Except as specified in the NOA, the recipient or other authorized titleholder of interests in real property acquired with Federal grant or matching funds may not encumber, sell, or otherwise transfer the real property interest, or any part of the same, without the approval of the FWS. If the sale or transfer of the real property interest is approved, an attributable share may be owed to FWS. If the interest is an easement with a term shorter than perpetual, the requirement to seek FWS approval ends upon expiration of the easement.

Real property is defined as land and land improvements, structures and appurtenances, excluding movable

machinery and equipment. Water control structures, dikes, nesting structures, trees (until harvested), grasses, and other plants are appurtenances to land, and are therefore subject to property disposal regulations. As a result, recipients must manage restored or enhanced real property for the duration of benefits identified in the proposal.

This management requirement applies regardless of whether the real property interests were acquired with grant funds, match funds, or contributed as in-kind match. Recipients may not encumber, sell or otherwise transfer any real property interest, in whole or in part, without the approval of the FWS. If a property is no longer needed for the purposes of the award, the recipient must request approval for disposal from the FWS. Disposal of real property interests acquired under a NAWCA award is prohibited without prior FWS approval.

The requirement to request approval applies when a recipient proposes to replace an existing real property interest, even if the replacement results in more acres, a longer duration, or an overall benefit to NAWCA. Disposal and substitution requests are grant specific. Acres cannot be substituted or replaced through another grant.

If the disposal is approved, the FWS will provide disposal instructions. If the recipient sells, transfers, conveys, or encumbers any real property interest included in the award, (even if the interest remains part of the award) an attributable share may be owed to the FWS.

To request consideration of a disposal, the recipient must submit a written request that includes the following information:

- Grant Agreement title and number;
- Legal description of the property;
- Map of the property;
- Description of the interest to be encumbered, sold, or transferred; and
- Reason the interest is to be encumbered, sold, or transferred.

The Grant Officer will contact you about the outcome of your request. If it is approved, the following information is also required:

- SF-429C and cover page;
- Updated GIS shapefiles; and
- Updated valuation.

If the disposal of a real property interest is approved, the recipient must obtain an updated appraisal. If the Recipient sells, transfers, conveys, or encumbers any real property interest included in the project, (even if the interest remains part of the project) an attributable share may be owed to the Service.

Habitat restored or enhanced with grant or match funds must be managed for project purposes for the duration established in the award. If not, the Recipient must determine the current fair market value of the original habitat restoration, enhancement, or establishment and pay FWS an attributable share based on the percentage of grant versus match participation, not including non-match. FWS must approve the method for determining the current fair market value.

### **3. Compatible Uses**

Compatible uses for real property acquired with Federal grant funds, match funds, or as a matching in-kind contribution must be reviewed and approved in writing by the FWS before those uses are implemented.

Before submitting a request for compatible use, the recipient must ensure that:

- The accomplishments for the award are not being used to satisfy Federal mitigation requirements;
- The compatible use activities are in no way interfering or taking away from the purpose of the award and, if anything, are complementary; and
- Any liens, easements, or other encumbrances are not contradictory to the purpose of the award.

## Section J: Noncompliance

Any failure to comply with one or more of the terms and conditions of the NOA, including any approved modification, constitutes noncompliance. Noncompliance includes but is not limited to:

- Late submission of reports or real property documents;
- Disengagement or lack of progress;
- Improper accounting of grant funds;
- Failure to make required disclosures; and
- Improper drawdowns or payments.

### **1. Evaluation**

Before determining consequences of noncompliance, the FWS will evaluate and consider:

- Whether the noncompliance is intentional or repeated;
- The impact on natural resources;
- The impact on the award and associated Federally assisted grants;
- The impact on project partners;
- The impact on buyers and sellers of real property interests associated with the project;
- The need for immediate action to protect public interest;
- The harm or benefit to the Federal government; and
- Whether mitigating factors exist.

### **2. Consequences**

After completing the evaluation, the FWS may apply one or more remedies for noncompliance under 2 CFR 200.339, including:

- Temporarily withholding cash payments pending correction of deficiencies or pending more severe enforcement action;
- Disallow (denying both use of funds and any applicable matching credit for) all or part of the cost of the noncompliant activity;
- Partially or wholly suspending or terminating the Federal award;
- Initiating suspension or debarment proceedings as authorized under 2 CFR part 180 and applicable Federal awarding agency regulations;
- Withholding further Federal awards; and
- Taking other legally available remedies.

Additionally, noncompliance may result in the recipient being placed on a list of entities unable to comply with NOA terms and conditions, which may lead to the imposition of Specific Conditions or disallowance of future awards.

### **3. Grounds for Specific Conditions**

Specific conditions may be imposed during the period of performance based on analysis of:

- Government-wide data or the agency's risk assessment;
- The recipient's or subrecipient's history of compliance with Federal award terms and conditions;
- The recipient's or subrecipient's ability to meet expected performance goals; and
- A determination that the recipient or subrecipient has inadequate financial capability to perform the Federal award.

### **4. Specific Conditions**

If appropriate grounds exist, the FWS may impose one or more specific conditions under 2 CFR 200.208, including:

- Requiring payments to be made on a reimbursement basis rather than as advance payments;

- Withholding permission to proceed to the next phase until acceptable performance is demonstrated;
- Requiring additional or more detailed financial and performance reporting;
- Requiring additional monitoring;
- Requiring the recipient to obtain technical or management assistance; and
- Requiring prior approval from the FWS before implementing one or more aspects of the grant.

## **5. Suspension and Debarment**

Recipients and subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Order 12549 and 12689, as well as 2 CFR part 180 ([2 CFR 200.214](#)).

### **Section L: Audits and Monitoring**

#### **1. Audit Requirements**

U.S. Based recipients must have a single or program-specific audit if they expend \$1,000,000 or more in a fiscal year in Federal awards. The audit must be conducted by an independent auditor for that fiscal year. The audit must be in accordance with 2 CFR 200, Subpart F, “Audit Requirements”, and Form SF-SAC and the Single Audit reporting package must be submitted online using the Federal Audit Clearinghouse Internet Data Entry System.

#### **2. Right to Access**

The Federal agency or pass-through entity, Inspectors General, the Comptroller General of the United States, or any of their authorized representatives must have the right of access to any records of the recipient or subrecipient pertinent to the Federal award to perform audits, execute site visits, or for any other official use. This right also includes timely and reasonable access to the recipient's or subrecipient's personnel for the purpose of interview and discussion related to such documents or the Federal award in general (2 CFR 200.337).

#### **3. Right to Monitor and Audit**

The FWS may inspect and monitor real property, equipment, or supplies acquired with grant or match funds (including in-kind matching contributions), as well as habitat restored, or enhanced under the NOA. The purpose of these inspections is to ensure that the real property, equipment, supplies, or habitat are being used or managed for the authorized purpose and in accordance with the terms of the NOA.

The right of access to real property, equipment, or supplies acquired as part of the NOA will terminate when:

- The real property, equipment, or supplies have been legally disposed of;
- FWS has approved a request indicating that the real property, equipment, or supplies will no longer be used for the purpose of the award; or
- The management term defined in the award expires.

**APPENDIX I**  
**EXAMPLE NOTICE OF FEDERAL PARTICIPATION**

[PARTNER] is the owner of a certain piece or parcel of land located in [TOWN, COUNTY, STATE] more particularly described in Exhibit A attached hereto and made part hereof (the "Property").

[PARTNER] acquired the Property [with] [as match for] North American Wetlands Conservation Act funds pursuant to a Grant Agreement between the U.S. Fish and Wildlife Service and [GRANT RECIPIENT] ("NAME OF PROJECT"), dated \_\_\_\_\_, Notice of Award Number: \_\_\_\_\_, a copy of which is kept at the Division of Bird Habitat Conservation (DBHC), U.S. Fish and Wildlife Service, 1849 C Street, NW, Washington, DC 20240 and at the office of [GRANT RECIPIENT] at [address].

This property was conserved in order to [STATE PURPOSE OF PROJECT]. [PARTNER] hereby agrees to be bound by the terms of the Grant Agreement as they relate to the Property, including the obligation to ensure the long-term conservation of the Property and to obtain prior written approval from the U.S. Fish and Wildlife Service DBHC prior to the conveyance or encumbrance of the [LIST THE REAL PROPERTY INTEREST THAT WAS ACQUIRED BY THE PROJECT (I.E. FEE, EASEMENT, LEASE)] acquired as part of this award. If the [LIST THE REAL PROPERTY INTEREST THAT WAS ACQUIRED BY THE PROJECT (I.E. FEE, EASEMENT, LEASE)] is converted, sold, conveyed, or otherwise encumbered, an attributable share may be owed to DBHC.

The terms of this Notice shall be binding upon [PARTNER] and its designees and successors, unless released by DBHC, upon payment of the attributable share as agreed to by DBHC.

\_\_\_\_\_  
By:  
Its:

In witness whereof the [PARTNER] has set its hand and seal this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
By: Its: DULY AUTHORIZED STATE OF () COUNTY OF () On this \_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally appeared \_\_\_\_\_, to me personally known, who, being by my duly sworn did state that \_\_\_\_\_ is the \_\_\_\_\_ of the corporation named in the foregoing instrument; that the seal affixed to said instrument is the corporation seal of said corporation; and acknowledged said instrument to be the free act and deed of said corporation.

\_\_\_\_\_  
Notary Public My Commission expires:

## APPENDIX II

### GIS Data Standards

#### Purpose

The North American Wetland Conservation Act (NAWCA) programs are working to create a repository of project data to capture, store, analyze, manage, and present data linked to locations where NAWCA funds have been used to conserve habitat. To facilitate comprehensive project tracking we've created a spatial database where geospatial vector data layers (shapefiles) defining exact project locations and size can be stored (files provided by grantee/partner organizations). These data sets will be incorporated into regional and national databases and made available to a wide range of users. In order for this to occur effectively, certain standards and product specifications must be followed. This document provides general standards for spatial data collection and submission.

#### Data Definitions

A shapefile is a digital vector storage format consisting of several files that contain a set of points, arcs, or polygons (or features) which denote the location, shape, and attributes of a geographic feature. Polygons are representations of areas. A polygon is defined as a closed line or perimeter which completely encloses a contiguous space. Spatial data submitted to the NAWCA program should consist of a shapefile containing several polygons representing each tract where activities funded with NAWCA (grant) or partner (match) funding occurred. Each activity must be represented as a polygon. A shapefile must be submitted as part of the NAWCA final reporting package. Each polygon should only encompass one activity; however, polygons representing different activities may overlap.

#### Spatial Data Content

Each NAWCA funded award shapefile must contain features and attributes associated with each tract accomplishment under every NAWCA activity as a result of grant and match. Activities funded solely with non-match are ineligible and should never be included in a NAWCA award or any spatial data submitted. Only one shapefile should be submitted for each NAWCA award. This shapefile may contain multiple polygons representing different activities achieved as part of the NAWCA award.

All final NAWCA data submissions must include only tracts directly impacted with NAWCA or associated partner funding. Do not include proposed NAWCA areas within a final NAWCA data submission. Proposed NAWCA must be submitted separately as part of the proposal process.

#### Spatial Data Submission Format

All activity spatial data for a given NAWCA award must be submitted as an ArcGIS shapefile contained in a zip file. A zip file should contain only one shapefile which provides spatial information for all tracts (polygons) involved in an award. The submitted zip file containing the shapefile must have the ".zip" file extension suffix. The zip file prefix should be the same as the proposal title, i.e. "Cape May Peninsula II.zip" (see the assistance award for the full name of the proposal).

#### Shapefile Component Requirements

These shapefile components must be provided for each NAWCA dataset that is submitted:

- .shp** – Feature geometry file
- .dbf** – Attribute table
- .shx** – Shape index file
- .prj** – Projection file
- .xml** – Metadata file (see the Metadata Format section for more information)

Any other extensions that are submitted are extra, but do not delete these.

#### Shapefile Naming Convention

All submitted shapefiles must comply with the following shapefile naming convention. This naming

convention applies to the prefix of all components of the shapefile, including the metadata record. The naming convention is as follows:

<NOA Number>\_<DBHC 4-digit Project Number>

Project Title: Refers to the NOA number for the NAWCA assistance award. This title should contain no spaces.

“DBHC 4-Digit Project Number” Refers to the four-digit number assigned to the project via the DBHC database. The FWS Project Officer will provide this number.

Example:

Shapefile name = F26AP00120\_4288

### **Programmatic Projects**

Programmatic projects linked by the same assistance award number should submit separate shapefiles of activities for each phase. Each phase of a programmatic award has a unique Project Number.

### **Spatial Data Attributes (Minimum requirements)**

All NAWCA data submitted must have the following attributes contained in the attribute table (dbf) of the shapefile (not incl. Esri mandatory shapefile attributes):

OBJECTID – Automatically assigned.

Shape – Polygon. If the shapefile is in Polygon ZM format, please convert it to a standard Polygon.

ProjectNum – Long integer; Default. Project number is the unique four-digit number provided by the FWS Project Officer.

ActType – Text; Length: default. Activity type: fee acquired, fee donated, easement acquired, easement donated, restoration, enhancement, management. Where appropriate for older grants, include conservation agreements under acquisition and stewardship.

Duration – Text; Length: default. Tenure of activity in years.

Tract\_Name – Text; Length: Default. Name of tract as listed in final report tract table.

Acreage – Double; Default Precision and Scale. Total acreage of wetland and upland components.

Funding – Text; Length: default. Funding Categories: Grant, Match, Non-Match.

Muni or City – Text; Length: default. Municipality or city.

Province – Text; Length: default. 2 or 3 letter province abbreviation.

Latitude – Double; Default Precision and Scale.

Longitude – Double; Default Precision and Scale.

Holder – Text; Length: default. Final Title Holder.

Shape\_Length – Automatically assigned.

Shape\_Area – Automatically assigned.

<input checked="" type="checkbox"/> Visible	<input checked="" type="checkbox"/> Read Only	Field Name	Alias	Data Type	<input checked="" type="checkbox"/> Allow NULL	<input type="checkbox"/> Highlight	Number Format	Domain	Default	Length
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OBJECTID	OBJECTID	Object ID	<input type="checkbox"/>	<input type="checkbox"/>	Numeric			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shape	SHAPE	Geometry	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ProjectNum	ProjectNum	Long	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Numeric			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ActType	ActType	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>				255
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Duration	Duration	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>				255
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tract_Name	Tract_Name	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>				255
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Acreage	Acreage	Double	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Numeric			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Funding	Funding	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>				255
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Muni	Muni	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>				255
<input checked="" type="checkbox"/>	<input type="checkbox"/>	City	City	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>				255
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Province	Province	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>				255
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Latitude	Latitude	Double	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Numeric			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Longitude	Longitude	Double	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Numeric			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Holder	Holder	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>				255
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Shape_Length	Shape_Length	Double	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Numeric			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Shape_Area	Shape_Area	Double	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Numeric			

Figure 1. An example of the attribute table field view in ArcGIS Pro.

These attributes represent the minimum requirements. Other data attributes can be provided with the shapefiles but will not be included in the NAWCA geodatabase. All existing attributes will be maintained with the original shapefile submitted.

Z coordinates and M values are not supported in the NAWCA geodatabase and are not allowed in the shapefile data. For a complete description of Z and M values, please consult the Esri ArcGIS documentation at:

<https://support.esri.com/en-us/products/arcgis-pro> (for current ArcGIS Pro version)

<https://www.esri.com/en-us/arcgis/products/arcgis-desktop/resources> (for older ArcGIS versions)

### Spatial Dataset Projection

NAWCA shapefiles need to be submitted in Geographic Coordinate System – WGS84 datum (GCS\_WGS\_1984). The Well-Known Text (WKT) description of this projection found in the shapefile projection file (.prj) component should contain the following:

```
GCS_WGS_1984
WKID: 4326
Authority: EPSG
Angular Unit: Degree (0.0174532925199433)
Prime Meridian: Greenwich (0.0)
Datum: D_WGS_1984
Spheroid: WGS_1984
Semimajor Axis: 6378137.0
Semiminor Axis: 6356752.314245179
Inverse Flattening: 298.257223563
```

Custom projections are not supported. All submitted shapefiles **MUST** possess a projection file (.prj). All shapefiles not possessing a .prj file will be rejected and the user will be prompted to re-submit the dataset.

### Feature Types

Polygonal and linear feature types are supported for NAWCA data. Feature resolution and geometry validation specifications are the same for both linear and polygonal data.

Features can be multi-part or single part or a combination of both in the same dataset. Multi-part features are allowed where appropriate to combine multiple NAWCA polygons into a single record.

### Feature Resolution

The spatial resolution of NAWCA data cannot exceed 1 meter. Data sets with a resolution greater than 1m will need to be generalized to 1m or coarser before submission.

Shapefiles derived from base layers that are calculated rather than manually drawn are more likely to exceed the 1-meter resolution limit. If the shapefile is based on such a layer, we recommend reducing the resolution by simplifying the shapefile before upload.

For example, with Esri's ArcGIS Pro application, one can perform the simplification operation:

*Geoprocessing Toolbox à Cartography Tools à Generalization à Simplify Polygon.*

We recommend a simplification tolerance of at least 1 meter (the tolerance is the maximum deviation between the original polygon and the resulting polygon).

### **Geometry Validation**

All shapefiles must have valid geometry before submission. In ArcGIS, run the “Check Geometry” or “Repair Geometry” tool as necessary on each shapefile before upload. If using another GIS application to develop the shapefile, consult the documentation on geometry validation and geometry correction methods available for that GIS software.

Performing this validation ensures that all lines, polygons, and multi-polygons conform to the OpenGIS Simple Features Specification: <https://www.ogc.org/standard/sfa/>.

Specifically, it ensures that:

- The shell and holes of polygons do not self-intersect.
- Holes touch the shell or another hole at a single point only. This means that holes do not intersect one another at multiple points or in a line segment.
- Polygon interiors are connected (This is implied by the previous statement.)
- The element Polygons in a Multi-Polygon touch at only a finite number of points (i.e., they do not touch in a line segment).
- The interiors of the element Polygons in a Multi-Polygon are disjoint (i.e., they do not cross).

### **Shapefile Metadata Format**

All submitted shapefiles are required to have ISO 19115 (North American Profile) compliant metadata records. It is strongly recommended to develop any new metadata records or reformat existing records to the ISO 19115 metadata specification as this is the accepted metadata standard by FWS.

The metadata records can be created using the Esri ArcGIS metadata tools or using other ISO compliant metadata creation tools.

With Esri's ArcGIS Pro application, metadata can be easily configured by following these steps:

Project → Options → Metadata → Choose Metadata style ISO 19115-3 XML Schema Implementation

The naming convention for the metadata files is the same as for other shapefile files. See the [Shapefile Naming Convention](#) section of this document for a description of the required file name prefixes. Any NAWCA datasets submitted without compliant metadata will not be accepted for distribution.

Documentation on this metadata format can be found at: <https://www.fgdc.gov/metadata/>.

### **Metadata References**

ISO 19115 (NAP) Metadata Profile - This document describes the ISO 19115 (NAP) metadata standard: <https://www.fgdc.gov/standards/projects/incits-11-standards-projects/NAP-Metadata/napMetadataProfileV101.pdf/view>

Esri ArcGIS Metadata Reference – This link provides information on the creation of metadata documents using the Esri ArcGIS Metadata tools:

<https://pro.arcgis.com/en/pro-app/3.1/help/metadata/view-and-edit-metadata.htm>

### **Shapefile Submission**

Geospatial data submission is a required component of award final reporting. Please include a zip file of shapefiles associated with the NAWCA award and email these to the FWS Project Officer. In lieu of ArcGIS, users may utilize another GIS application package capable of creating spatial data (Google Earth Pro, QGIS, etc.). However, before submitting these files please contact the NAWCA GIS coordinator for submittal and data quality guidance.









**IMPORTANT NOTICES:**

1. **DO NOT DELETE ANY COLUMNS.** You may *hide* columns of Canadian Wetland Classes that are not applicable to the project.
2. **DO NOT DELETE HIGHLIGHTED ROWS ASSOCIATED WITH GRANT ADMIN COST, CLOSE OUT COSTS, AND INDIRECT COSTS.** You may *hide* these rows if they are not applicable to the project.
3. You *should* delete non-highlighted activity rows not associated with the project (fee, easement, enhancement, restoration, management, endowment fund).
4. **DO NOT MERGE ANY COLUMNS OR ROWS.**
5. **ALWAYS TITLE THE SHEET NAME: NAWCA CA Activity Table**
6. **Title the file: Agreement#\_Accomplishments\_Date.xlsx and send to the FWS Program Officer with every Annual and Final Report.**

The following Data Dictionary will also be included in the Excel template document.

<b>Accomplishment Activity Table Fields</b>	<b>Allowed Values</b>	<b>Format</b>	<b>Description</b>
Tract ID	Alphanumeric text	Text	ID used throughout the grant (e.g., 1, 4a, 001-456, 365WE, etc.).
Tract Name	Alphanumeric text	Text	Name of the tract used throughout the grant.
Activity Type	Fee, Easement, Enhancement, Restoration, Management, Endowment, Grant Admin Cost, Close Out Costs, Indirect Costs	Text	Tract-level information should be provided for each Fee, Easement, Restoration, Enhancement, Management, and Endowment Activity.  Project-level funding information should be provided for Grant Admin Cost, Close Out Costs, and Indirect Costs activities.
Actual	Actual	Text	Only include Actual, not proposed activities.

Accomplishment Activity Table Fields	Allowed Values	Format	Description
Canadian Wetland Class	Bog, Fen, Swamp, Marsh, Shallow Water	Text	<p>Bog = A peat landform.</p> <p>Fen = A peatland with a fluctuating water table.</p> <p>Swamp = Forested or wooded wetlands and peatlands.</p> <p>Marsh = A wetland that has shallow water, and has levels that usually fluctuate daily, seasonally or annually.</p> <p>Shallow Water = Distinct wetlands transitional between those wetlands that are saturated or seasonally wet (e.g., bog, fen, marsh or swamp) and permanent, deep water bodies.</p>
Add	Numeric	0.00	Total additive acres to two decimal places (i.e., 6.45).
Non-Add	Numeric	0.00	Total non-additive acres to two decimal places.
Wetland Acres	Numeric	0.00	Total wetland acres to two decimal places. This number is the sum of the individual Canadian Wetland Class wetland types.
Upland Acres	Numeric	0.00	Total upland acres to two decimal places.
Total Acres	Numeric	0.00	Total acres to two decimal places. This number is the sum of wetland and upland acres.
Public Access Acres	Numeric	0.00	Total acres of the tract open to public access to two decimal places. Open to public access means that any member of the public can legally enter the NAWCA tract subject to only modest restrictions (e.g., daylight hours only, small entry fee, etc.). Under this definition, tracts may be closed during certain times of the year or certain types of activities may be limited to facilitate habitat and wildlife management (e.g., manage for hunting access, migratory bird sanctuary or other environmental impacts, etc.).
Duration	Alphanumeric text	Text	<p>Enter the duration of the activity. Real property acquisitions should have specific durations (e.g., perpetuity, 28 years, 10 years, etc.). Enhancement and restoration activities may be entered as specific durations or use the following intervals:</p> <p>&lt;10 Years: Tract activity lasting less than 10 years.</p> <p>10-25 Years: Tract activity that includes wood water control structures and pumps.</p> <p>26-99 Years: Tract activity that includes water control structures made of material other than wood.</p> <p>Perpetuity: Permanent protection reserved for only Fee and Easement tracts.</p> <p>Custom Duration: Enter custom duration of tract in number of years.</p>

<b>Accomplishment Activity Table Fields</b>	<b>Allowed Values</b>	<b>Format</b>	<b>Description</b>
Completion Date	Date	mm/dd/yyyy	Date deed / easement was recorded. Date restoration / enhancement / management / endowment activity was completed.
Grant	USD Currency	\$0.00	Total NAWCA Grant amount for the tract / activity. This total should include all direct costs associated with the tract / activity such that the total cost of all tract activities entered in the table matches the total grant funds as reported in PPR / FFR. For acquisition tracts, this includes but is not limited to all land costs, appraisal & other acquisition costs, travel, and non-contract & personnel costs. For restoration / enhancement / management tracts, this includes all contract costs, travel, material & equipment costs, and non-contract & personnel costs.
Match	USD Currency	\$0.00	Total match amount for the tract / activity. This total should include all direct costs associated with the tract / activity such that the total cost of all tract activities entered in the table matches the total matching funds as reported in PPR / FFR. For acquisition tracts, this includes all costs including but not limited to land costs, appraisal & other acquisition costs, travel, and non-contract & personnel costs. For restoration / enhancement / management / endowment tracts, this includes all contract costs, travel, material & equipment costs, and non-contract & personnel costs.
Non-Match	USD Currency	\$0.00	Total non-match amount (must have been utilized with NAWCA Grant and / or match funds) for the tract / activity. This total should include all direct costs associated with the tract / activity such that the total cost of all tract activities entered in the table matches the total non-match funds as reported in PPR / FFR. For acquisition tracts, this includes all land costs including but not limited to appraisal & other acquisition costs, travel, and non-contract & personnel costs. For restoration / enhancement / management tracts, this includes all contract costs, travel, material & equipment costs, and non-contract & personnel costs.
Municipality	Alphanumeric text	Text	Name of Canadian municipality (or municipalities if tract spans multiple municipalities) where the tract is located.
Province	Alphanumeric text	Text	Full name of Canadian province (or provinces if tract spans multiple provinces) where the tract is located.
Latitude	Decimal degrees	00.0000	Geographic coordinate that specifies the north-south position of the center point (centroid) of the tract to, at minimum, 4 decimal places (i.e., 51.4971). Latitude will always be a positive value in North America.

Accomplishment Activity Table Fields	Allowed Values	Format	Description
Longitude	Decimal degrees	-000.0000	Geographic coordinate that specifies the east-west position of the center point (centroid) of the tract to, at minimum, 4 decimal places (i.e., -115.9271). Longitude will always be a negative value in North America.
Final Title Holder	Alphanumeric text	Text	Name of the real property interest owner. For easements, give easement holder's information.
Accomplishment Summary	Alphanumeric text	Text	Describe specific work completed on the tract with grant, match non-match funds (e.g., specific infrastructure installed, dirt work, seeding, methods utilized, ancillary costs, acres affected by each practice, etc.). Example: Constructed a berm to restore 10 acres of wetland habitat. Planted native forage (XX species mix) to enhance 50 acres of upland habitat. Mechanically removed XX exotic species with XX equipment to enhance 10 acres of upland habitat. Implemented a prescribed burn to enhance 100 acres of habitat. Ancillary costs associated with enhancement activities included staff salaries and travel expenses. Acquired a perpetual easement to protect 100 wetland / 200 upland acres. Ancillary costs associated with fee acquisition included staff salaries, appraisal fees, and closing costs. For grant administration costs or close out costs, the description should include information that demonstrates allocability to this grant - specific reports or real property documents completed. For endowment activities, an accomplishment summary may not be needed unless unique factors exist that should be documented / explained.

