



NFWF

Payment Request Guide





NFWF

Payment Request Overview



TYPES OF PAYMENT REQUESTS

REIMBURSEMENT REQUEST

This is the most common type of payment request. You may generate this task in Easygrants without GA assistance. A reimbursement request is used to bill for expenses that have already been incurred.

CONTRACTOR INVOICE REQUEST

This task is exclusively for contractors submitting invoices. Contractors who have access to the Reimbursement Request task rather than the Contractor Invoice Request task should contact their GA for assistance.

ACQUISITION ADVANCE REQUEST

This task is used to acquire property or land. This task is only available upon request. Please reach out to your GA to create the task. See our Advance Payment Request Guide for further details.

ADVANCE PAYMENT REQUEST

Advances are allowable according to specific financial situations and funding sources. This task is used for grantee organizations that are unable to meet project expenses upfront. This task must be generated by the GA. To request an advance or determine whether one is allowable, please reach out to your GA.

WHO CAN SUBMIT A PAYMENT REQUEST?

- Any grant contact may submit a payment request. A grant contact is an individual who has been added to the project in Easygrants.
- Please reach out to your GA to have new contacts added to the project. Please include the new contact's name, title, and contact information in your request email. Please also describe how the individual will be contributing to the project.
- NFWF may not be able to add contractors as grant contacts.

WHEN TO SUBMIT A PAYMENT REQUEST



- You may start submitting payment requests after the award agreement has been signed and the Period of Performance has begun.
- You may submit payment requests as frequently as you like. There is no limit to the number of payment requests you may submit throughout the life of your grant. NFWF prefers grantees to submit payment requests often.
- **Please have one “Submit Reimbursement Request” task open at a time.** If you have multiple incomplete and unsubmitted payment request tasks open, please reach out to your GA to have the outdated tasks deleted. Multiple payment requests create multiple budget versions, which could cause delays to your payment.
- Please only submit payment requests that are ready to be processed. For example, if your project has a NEPA requirement, please wait until this requirement has been met before submitting your payment request.

A small brown mouse is perched on a mossy rock, eating a green leaf. The background is a blurred natural setting.

WHAT DELAYS A PAYMENT REQUEST?

RESUBMISSIONS

Resubmissions may delay payments. If your payment request requires revisions, your GA will return it to you with comments. Please complete the requested revisions within **one week** of the payment request being returned.

AMENDMENTS

Payment requests will not be processed while an amendment is open and being reviewed.

OVERDUE REPORTS

Payments will not be processed for projects with overdue reports.

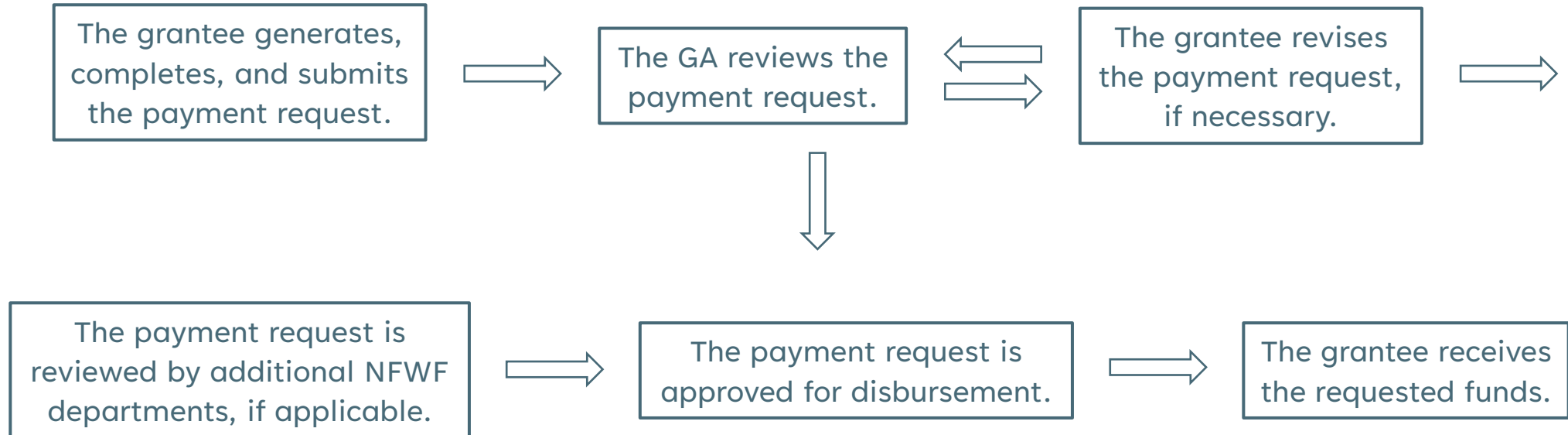
PROJECT CLOSURE

Final payments will not be processed until the Final Financial Report and Final Programmatic Report have been submitted and reviewed for completeness and accuracy.

QAPP & NEPA

Compliance requirements may also delay payments. If your project has a QAPP requirement, we will be unable to disburse funds related to data collection until the QAPP is approved and on file with NFWF. To prevent QAPP-related delays, let your GA know at the time of submission whether expenses are related to data collection. If your project has a NEPA requirement, we will be unable to disburse any payments until the NEPA confirmation documents are on file with NFWF.

STEPS IN THE PAYMENT PROCESS





NFWF

Completing the Payment Request Task



GENERATING THE PAYMENT REQUEST TASK

1

Log in to your Easygrants account.

2

On your homepage, click on the “My Grants” tab at the top.

3

Open the correct project by clicking on the relevant Easygrants number under the “Easygrants ID” column on the lefthand side of the screen.

4

Once you have opened the correct grant, look for the blue “Grantee Requests/Actions” banner under the grant summary.

5

Select the “Submit Reimbursement Request” task from the dropdown menu.

6

Click the “Request” button to generate the task.

Please note that the payment request task does not have to be completed in one sitting. After the task has been generated, you may access it from your Easygrants homepage. Please return to the same payment request until it is ready to submit, rather than generating a new task.

!

COMPLETING THE PAYMENT REQUEST TASK

After the task has been generated, it will automatically open.

There are four task sections you are required to complete. They are:

1.

CERTIFICATION

2.

UPLOADS

3.

**EXPENDITURE
DETAILS**

4.

**MATCH
EXPENDED**



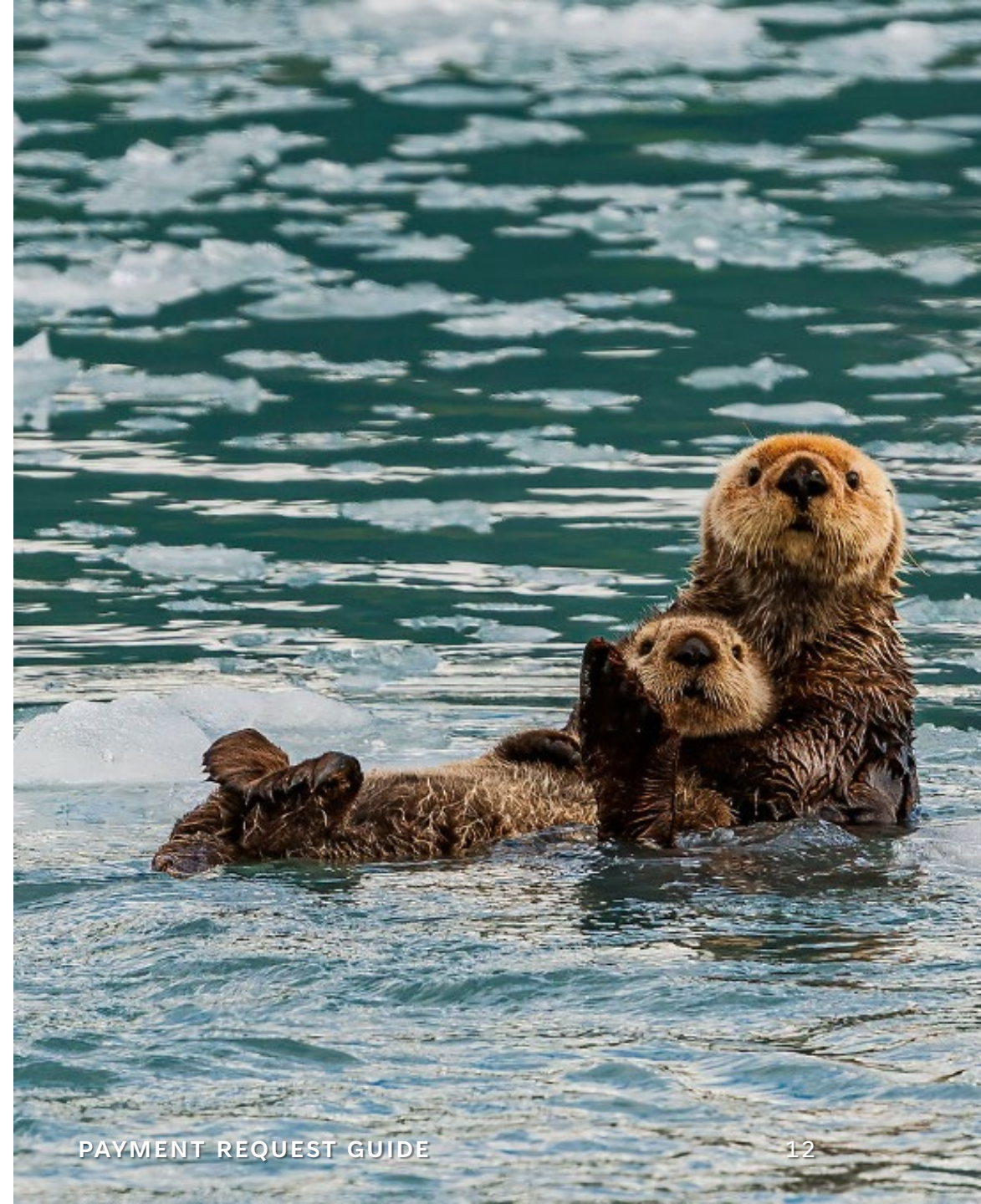
CERTIFICATION

In the “Certification” section, please read the certification statement. Check the “I Agree” box, then click “Save and Continue”.

UPLOADS

In the “Uploads” section, please download the “Payment Request Template” under the blue “Upload Checklist” banner. Carefully complete this form and re-upload it to the request. The upload type should be “Payment Request Form”.

- NFWF periodically changes its payment request forms, so please ensure you are using the most recent version by downloading this template.
- You may also upload supporting documentation at this stage. Supporting documentation includes invoices, timesheets, and other documents relevant to your expenditures. It excludes maps, PowerPoints, and other programmatic documents. **If you are not sure whether supporting documentation is required for your project, please reach out to your GA.**
- Use the “Other Documents” upload type to provide any additional documentation as required by NFWF.
- Click “Save and Continue”.



EXPENDITURE DETAILS

This section shows the current approved budget. This is the budget from either the full proposal, or the most recent budget amendment.

In the Expenditure Details tab, you will see four columns:

1.

The “Current” column shows the amount allocated to each budget category or line item according to the approved budget.

2.

The “Total Expenditures” column includes both previous expenditures and current expenditures. Please note that this is cumulative over time. Each payment request builds on previously submitted payment requests. You should be adding your current expenditures on top of your previously approved expenditures here.

3.

The “Variance” column shows the dollar variance from the approved budget. If a budget category or line item is overspent, it will show as negative. New line items will also be shown as negative. Negative variances are not actionable unless the total change meets the criteria for a [budget amendment](#).

4.

The “Variance %” column shows the percentage of variance between the total expenditures and the approved budget. Overspent budget categories and line items will show a negative variance. Be mindful of negative variances, as significant changes will require a [budget amendment](#).



MATCH EXPENDED

In the “Match Expended” section, please enter the total amount of federal and/or non-federal match spent to date. If one or both match types are not applicable to your grant, please respond “n/a” in the appropriate boxes. You may use the “Notes” section to provide any information regarding match sources or expenses. Click “Save and Continue”.

For final payments, match totals must exactly match the amounts entered in the Final Financial Report.

Please reach out to your GA if you have any questions about match or anticipate any changes to your matching contributions.

EDITING THE EXPENDITURE DETAILS



Use the pencil icon next to each line item to edit the current expenditures. Please remember that current expenditures are cumulative over time. Your total expenditures should show the total amount spent per line item throughout the life of the grant, rather than the amount spent within this Reimbursement Period of Expenditure.



Use the red “X” icon to delete line items that you no longer plan to include in the budget. Only use this for line items that have never been included in a payment request submission. Never delete line items between submissions without NFWF approval.



Use the note pad icon to add a budget narrative for each new line item.



Use the green “+” icon to add new line items to the budget.



BILLING FOR PERSONNEL

When billing for personnel time, it is essential that reimbursement is requested based on **actual hours worked**. **Do not falsely report project hours** to achieve a target number in your reimbursement request.

If an employee’s rate of pay changes during the grant term, create a new line item for this person and charge based on the revised salary. New personnel will also need to be added as new line items.

Please note that Easygrants assumes a 40-hour work week. If the system is incorrectly calculating your expenditures because your work week is not based on a 40-hour schedule, please reach out to your GA for guidance.

Remember that everything in Easygrants is **cumulative**. Do not delete project hours that carry over from previous requests. Instead, add the new hours you wish to bill for in this request to the hours already reported in previous requests. View the PDF to check your work and confirm the requested amount is accurate.

Personnel

Staff Name *
Position

Apply to Year(s)

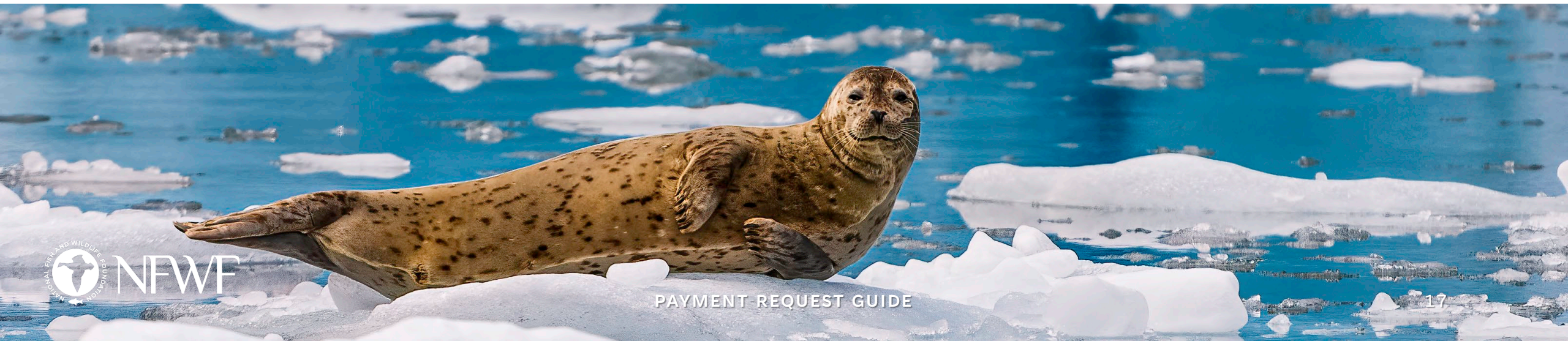
	Annual Salary	Project Hours	Hourly Rate	LOE (%)	Project Salary	Fringe (%)	Fringe Amount	Total Personnel
Budget	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00

Save Save and Close Cancel

NEW LINE ITEMS

New line items (NLIs) are budget items that were not included in the original approved budget.

Projects don't always go as planned and budgets change, so it is okay to add new line items. Please be aware that all new line items are reviewed by NFWF project leads. NLIs must be approved by the project lead before the payment request can be processed.



BUDGET NARRATIVES



Each new line item requires a budget narrative.

Budget narratives should explain the purpose of the NLI, including how it ties in with the overall project goals.

Your GA will pass on the budget narrative to the project lead. This is the information they use to approve the NLI.

Budget narratives should only be a couple of sentences in length. Please include all necessary information, but be concise.

Please clearly label your budget narrative. For example, use the line item title and date to label the relevant budget narrative. If a budget narrative is included but your GA cannot tell which NLI it pertains to, the payment request will be returned for revisions.

Similarly, please ensure all NLIs have an appropriate title. No two line items should have the same title. This is to help NFWF staff differentiate line items during the review stage.

Never delete a budget narrative. Budget narratives document changes to the project budget and should not be deleted without NFWF approval.

INDIRECT COSTS

Indirect Costs may be entered in the Expenditure Details tab. Not all projects have indirect costs.

Indirect Costs should be drawn down proportionally in accordance with the terms of your grant agreement, your 2CFR, and, if applicable, your NICRA.

Any change in your indirect rate must be reported to NFWF. A budget amendment is required if your organization's indirect rate increases during the project's period of performance.

If you have any questions about indirect costs, please reach out to your GA.

THE PAYMENT REQUEST FORM

PLEASE REVIEW THE PAYMENT REQUEST FORM (PRF) FOR COMPLETENESS AND ACCURACY WITH EACH (RE)SUBMISSION.

ITEM 1:

“Project Title (From Agreement)” must exactly match the project title in the award agreement.

ITEM 2:


“NFWF ID Number” must exactly match the NFWF Proposal ID in the award agreement. This is your five-digit Easygrants ID number.

ITEM 3:

“Payee Organization” must exactly match the NFWF Subrecipient in the award agreement. The payee organization is the same as the grantee organization. The payee organization does not refer to contractors included in the project budget.

ITEM 4:

“Reimbursement Amount Requested”: This amount is the same as the current expenditure total in the expenditure summary table. This table is viewable in the PDF version of the payment request. The payment request PDF is accessible from your Easygrants homepage. To open the PDF, click on the blue “PDF” button in the appropriate task row. This will be on the right-hand side of the screen.




Payment Request Form

Please complete this payment request form and upload it to the Submit Payment Request task in Easygrants. If you have any issues completing this form, please contact your grant administrator.

Basic Payment Information (questions 1-8 are required for all payment requests)
1. Project Title (From Agreement): Click here to enter project title.
2. NFWF ID Number: Click here to enter Easygrants ID Number.
3. Payee Organization (If Payee Organization is a third party, please contact your grant administrator): Click here to enter Organization Name.
4. Reimbursement Amount Requested: Click here to enter amount requested.
5. Final Payment?: Choose an item.
6A. Do you have remaining funds from previous disbursements from NFWF for this project?: Choose an item.
6B. If “Yes”, please provide an explanation including the amount that remains unspent and expected timeline for expenditure: Click here to enter text.
7A. Have there been any developments that may have a significant impact on the project budget, matching contributions, period of performance, or scope of work?: Choose an item.
7B. If “Yes”, please provide an explanation of the development and potential impacts: Click here to enter text.
8A. Reimbursement Period of Expenditure: Click here to enter the start date. - Click here to enter the end date.
8B. If your period of expenditure start date is older than six months, please explain the delay in requesting reimbursement: Click here to enter text.
Expenditure Information
9. For projects that do NOT have a budget in Easygrants, provide a summary of project expenses to date:
Click here to enter text.
I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate. The expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in, and otherwise compliant with, the applicable Grant Agreement, Project Funding Agreement, Contract for Services, or other agreement with NFWF (each, an “Agreement”). Such expenditures and costs have been or will be expended within the Period of Performance for the applicable project and within the applicable Agreement’s term. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).
Typed Name and Title: Click here to enter Name and Title.
Date: Click here to enter a date.

THE PAYMENT REQUEST FORM



Payment Request Form

Please complete this payment request form and upload it to the Submit Payment Request task in Easygrants. If you have any issues completing this form, please contact your grant administrator.

Basic Payment Information (questions 1-8 are required for all payment requests)	
1. Project Title (From Agreement): Click here to enter project title.	
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4. Reimbursement Amount Requested: Click here to enter amount requested.	
5. Final Payment?: Choose an item.	
6A. Do you have remaining funds from previous disbursements from NFWF for this project?: Choose an item.	
6B. If "Yes", please provide an explanation including the amount that remains unspent and expected timeline for expenditure: Click here to enter text.	
7A. Have there been any developments that may have a significant impact on the project budget, matching contributions, period of performance, or scope of work?: Choose an item.	
7B. If "Yes", please provide an explanation of the development and potential impacts: Click here to enter text.	
8A. Reimbursement Period of Expenditure: Click here to enter the start date. - Click here to enter the end date.	
8B. If your period of expenditure start date is older than six months, please explain the delay in requesting reimbursement: Click here to enter text.	
Expenditure Information	
9. For projects that do NOT have a budget in Easygrants, provide a summary of project expenses to date: Click here to enter text.	
<p>I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate. The expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in, and otherwise compliant with, the applicable Grant Agreement, Project Funding Agreement, Contract for Services, or other agreement with NFWF (each, an "Agreement"). Such expenditures and costs have been or will be expended within the Period of Performance for the applicable project and within the applicable Agreement's term. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).</p>	
Typed Name and Title: Click here to enter Name and Title.	Date: Click here to enter a date.

ITEM 5:

"Final Payment": You must respond "yes" to this question if this is your final payment request. If this is not your final payment, please be sure the requested amount does not violate the 10% holdback policy.

ITEMS 6A & 6B:

These lines refer to advance payments. If there are remaining funds from a previous disbursement, specify the amount and expected timeline of expenditure.

ITEMS 7A & 7B:

If there have been any changes to the project budget, matching contributions, period of performance, or scope of work, please describe them here. Your GA may reach out to determine whether an amendment is necessary before processing your payment. You may also contact your GA directly if you believe an amendment may be necessary.

ITEM 8A:

"Reimbursement Period of Expenditure": This is the period in which funds were spent. Please report the RPOE as accurately as possible. The RPOE start and end dates must be within the project's Period of Performance. The RPOE end date may not extend past either the submission date or the signature date.

ITEM 8B:

If the RPOE start date is older than six months, please provide an explanation here.

THE PAYMENT REQUEST FORM

ITEM 9:

Only fill out line 9 if your project does not have a budget in Easygrants.

CERTIFICATION


Carefully read the certification at the bottom of the Payment Request Form.

SIGNATURE

Sign the PRF. Be sure to accompany the signature with a title. A title is important to ensure the individual requesting funds has the appropriate authority to do so.

SIGNATURE DATE

Date the PRF. The signature date must be updated with every resubmission. The signature date may not be in the future or after the submission date. In most cases, NFWF will not accept signature dates older than 30 days.



Payment Request Form

Please complete this payment request form and upload it to the Submit Payment Request task in Easygrants. If you have any issues completing this form, please contact your grant administrator.

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1. Project Title (From Agreement): Click here to enter project title.	
2. NFWF ID Number: Click here to enter Easygrants ID Number.	
3. Payee Organization (If Payee Organization is a third party, please contact your grant administrator): Click here to enter Organization Name.	
4. Reimbursement Amount Requested: \$Click here to enter amount requested.	
5. Final Payment?: Choose an item.	
6A. Do you have remaining funds from previous disbursements from NFWF for this project?: Choose an item.	
6B. If "Yes", please provide an explanation including the amount that remains unspent and expected timeline for expenditure: Click here to enter text.	
7A. Have there been any developments that may have a significant impact on the project budget, matching contributions, period of performance, or scope of work?: Choose an item.	
7B. If "Yes", please provide an explanation of the development and potential impacts: Click here to enter text.	
8A. Reimbursement Period of Expenditure: Click here to enter the start date. - Click here to enter the end date.	
8B. If your period of expenditure start date is older than six months, please explain the delay in requesting reimbursement: Click here to enter text.	
Expenditure Information	
9. For projects that do NOT have a budget in Easygrants, provide a summary of project expenses to date: Click here to enter text.	
I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate. The expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in, and otherwise compliant with, the applicable Grant Agreement, Project Funding Agreement, Contract for Services, or other agreement with NFWF (each, an "Agreement"). Such expenditures and costs have been or will be expended within the Period of Performance for the applicable project and within the applicable Agreement's term. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).	
Typed Name and Title: Click here to enter Name and Title.	Date: Click here to enter a date.

UPLOADING THE PAYMENT REQUEST FORM

1.

On the uploads page, choose “Payment Request Form” as the upload type. Click “Add files...” and navigate to the location on your computer where the payment request is saved.

2.

Click “Start” after adding the Payment Request Form to the task.

!

Only attach one Payment Request Form per submission. If the PRF is updated between resubmissions, delete the outdated version of the Payment Request Form from the task.



SUBMITTING THE PAYMENT REQUEST TASK

- In the “Review and Submit” tab, please check the payment request task for completion.
- All four required sections must have green checkmarks next to them with a “Complete” status. Any incomplete sections will show a red “X” and will need to be completed prior to submission.
- Save a copy of the payment request for your records by clicking on the “View PDF” button and downloading a copy to your computer.
- Click “Submit” to complete the task.
- We will not receive your request until it has been properly submitted.
- You will receive a confirmation email when the task has been submitted successfully. This email will be titled “Payment Request Submission Confirmation #[EZG#]”.
 - Your GA will also receive a submission confirmation email.



RESUBMISSIONS

- If you receive an email from your GA requesting resubmission of the payment request task, please go to your Easygrants homepage to edit the task.
 - This email will be titled “NFWF Payment Request for EG#[EZG#] – Revision Requested”.
- The reimbursement request task will show a “Resubmit” status. To access the task, click the blue “Submit Payment Request” hyperlink. Please be sure to return to the appropriate task. **Do not open a new payment request at this time.**
- Complete the requested changes according to the instructions provided by your GA. **If multiple revisions are requested, be sure to address each one.** If you have any questions about the requested changes, reach out to your GA.
- With each resubmission, please review the Payment Request Form for completeness and accuracy, and update the signature date.
- Please resubmit the task within **one week** of receiving the revision requested email.



A close-up photograph of a lynx in a snowy environment. The lynx is looking to the left, with its distinctive tufted ears and thick fur. A small snowflake is visible on its nose. In the background, a cub is partially visible, also in the snow.

FINAL PAYMENTS

To receive your final payment, please submit one last payment request task.

The final payment will not be disbursed until all final reporting tasks are submitted and have been reviewed for completeness and accuracy.

The expenditure details and matching contributions must exactly match between the final payment request and the Final Financial Report.

NFWF has a 10% holdback policy. According to this policy, the final 10% of the award amount will not be disbursed until all final reports are received and the grant has been approved for closure. Please do not request the final 10% of your award until you are ready to submit a final payment.

The response to item 5: “Final Payment” must be “Yes” on the Payment Request Form.



NFWF

Amendments





AMENDMENTS

IN SOME CASES, YOUR GA MAY REACH OUT TO YOU AFTER YOUR PAYMENT REQUEST HAS BEEN SUBMITTED TO DETERMINE WHETHER AN AMENDMENT IS NECESSARY.

Your GA will reach out regarding an amendment depending on your response to item 7b on the Payment Request Form.

Your GA will reach out regarding an extension amendment if the Reimbursement Period of Expenditure end date exceeds the Period of Performance end date. Please be aware of your Period of Performance and, if necessary, request an extension prior to submitting your payment request. Extension amendments should be requested 45 days before the Period of Performance ends.

Your GA will reach out regarding a budget amendment depending on your expenditure details. NFWF requires a budget amendment be completed if 10%+ of the total award amount has moved between budget categories. A NICRA increase will also trigger a budget amendment. Please be aware of your expenditures and request a budget amendment before submitting your payment request, if applicable.

TO REQUEST AN AMENDMENT, REACH OUT TO YOUR GA. DESCRIBE THE PROPOSED CHANGES, AND EXPLAIN WHY THE AMENDMENT IS NECESSARY.



NFWF

FAQs





MY ORGANIZATION'S BANKING INFORMATION HAS CHANGED. WHAT SHOULD I DO?

Banking information is collected before project activation. If you would like reimbursements sent to a different account, you will need to complete a New Vendor Setup Form (NVSF) with the updated information. Please contact your GA to notify them of the change and request the NVSF.

I DON'T WORK A 40-HOUR WORK WEEK. HOW SHOULD I ENTER MY EXPENDITURES FOR PERSONNEL?

Easygrants calculations for the Personnel category assume a 40-hour work week. If your working hours vary from this, please inform your GA. Your GA will let you know how to resolve this issue and may loop in the NFWF project lead. For small discrepancies, it may be necessary to add a new line item labeled as a "rounding error" under Other Direct Costs. Your GA will let you know if this is the case.

HOW SHOULD RAISES BE ADDRESSED IN THE PROJECT BUDGET?

If an individual's rate of pay has changed, please create a new line item which reflects their new salary. Do not continue to bill to their previous rate of pay. Charge to this line item moving forward.

I ACCIDENTALLY OPENED MULTIPLE PAYMENT REQUEST TASKS. WHAT SHOULD I DO?

Please reach out to your GA. Let them know which payment request should be inactivated. Do not submit your payment request until your GA has let you know the extra task has been deleted. Please be aware of open payment request tasks in the future, especially during staffing changes.



DO NEW LINE ITEMS REQUIRE A BUDGET AMENDMENT?

In most cases, no, a new line item will not trigger a budget amendment. An amendment is required if the NLI causes the budget category to be overspent by 10%+ of the total award amount.

MY GA TOLD ME I'VE REQUESTED THE INCORRECT AMOUNT ON THE PAYMENT REQUEST FORM. WHAT DOES THIS MEAN?

There could be a few issues. Please make sure this is the only active payment request. Multiple open requests may mess up the expenditure details, causing the request to be sent back. Please also be aware that your current expenditures must exactly match your requested amount. You may check your current expenditure total by viewing the expenditure summary table in the PDF version of the payment request. This is accessible from the “Review and Submit” tab within the task, and from your Easygrants homepage.

WHY HAS MY PAYMENT REQUEST BEEN SENT BACK FOR AN UPDATED SIGNATURE DATE? I THOUGHT WE WERE DONE WITH REVISIONS.

In most cases, NFWF requires a signature date be no older than 30 days. If your payment request was submitted in advance of your final reports, or if your payment is delayed for QAPP or NEPA, we may send it back for an updated signature date before processing it.

WHY IS IT TAKING SO LONG TO RECEIVE MY PAYMENT?

Payments are most frequently delayed while we wait for final reports, QAPP, and NEPA. Please note that the sooner these are submitted and revised from your end, the sooner you will receive your payment. Please also be aware if your project has QAPP and NEPA requirements, and complete these before submitting a payment request.



NFWF

Glossary





GLOSSARY

BUDGET CATEGORY

NFWF budgets have seven budget categories.

They are:

- 1) Personnel
- 2) Travel
- 3) Equipment
- 4) Materials and Supplies
- 5) Contractual Services
- 6) Other Direct Costs
- 7) Indirect Costs.

BUDGET NARRATIVE

Budget narratives are short explanations that describe a line item. Budget narratives should be 1-2 sentences in length. They should address why a line item is included in the budget, how the cost was derived, and how it contributes to the project as a whole. NFWF project leads use budget narratives to approve new line items.

EQUIPMENT

This is tangible property, including IT systems, that cost \$10,000 or more and have a useful life of more than one year.

FRINGE

Fringe is a term that refers to benefits an employer provides to their employees that are in addition to the regular salary. Fringe benefits often include costs of leave, employee insurance, or pensions.



GLOSSARY

INDIRECT COSTS

Indirect costs are expenses not directly related to a specific project or program. Examples of indirect costs often include rent and utilities for office space, office supplies, general liability insurance, or other expenses where the benefits span multiple projects or the entire organization rather than being exclusive to a single project.

NEPA

NEPA is an acronym for the National Environmental Policy Act. Projects funded by certain federal sources must comply with NEPA and other relevant state and federal environmental compliance requirements.

Documentation of compliance with these regulations must be completed, received, and approved by NFWF and the appropriate federal agency prior to initiating project activities.

NEW LINE ITEMS (NLIS)

These are additions to the project budget. NLIs are commonly added to payment requests and budget amendments. Since they are deviations from the original proposed budget, each NLI is reviewed and approved by NFWF staff.

NICRA

NICRA stands for Negotiated Indirect Cost Rate Agreement. This document estimates the indirect and fringe benefit costs incurred by an entity. Organizations receiving grant funding work with a federal agency to negotiate their NICRA and can apply the indirect and fringe rates to their NFWF proposal.



GLOSSARY

QAPP

QAPP stands for Quality Assurance Project Plan. A QAPP is a document outlining a plan to ensure the project can produce reliable data and meet its goals. QAPPs are approved by agencies such as the EPA and must be on file with NFWF before payments related to data collection can be made. NFWF grantees are notified if a QAPP is necessary for their project by the project lead before activation.

10% HOLDBACK

This is the 10% of the total award amount that is held until all final reports have been submitted and reviewed, and the project is approved for closure.