



**Northern Border
Regional Commission**

**2024 SPRING ROUND
NEW GRANTEE TRAINING
Session 3**

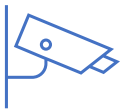
REIMBURSEMENTS AND REPORTING

July 24, 2024

www.nbrc.gov



HOUSEKEEPING REMINDERS



We are **recording**
today's training
session.



Please keep your
microphone muted
during the training
unless you are asking
a question during the
Q&A.

Cameras are
optional.



Please use the chat
function to share any
technical issues. We
will not be using the
Chat or Q&A functions
for questions.



We have plenty of
time for Question
and Answer
scheduled.



The detailed
PowerPoint will be
available to you
after the training
session along with
all the resources
discussed.



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Welcome – Andrea Smith

NBRC's Reimbursement Process – Casey Haynes, Program Specialist

NBRC's Quarterly and Annual Reporting Requirements – Georgia Cassimatis, Program Specialist

Final Q&A, Review of Next Sessions & Wrap-up – Andrea Smith

NBRC Grant Administration Resources, Key Terms & NBRC Staff List

TODAY'S SESSION OVERVIEW



REIMBURSEMENTS

SESSION OBJECTIVES:

- Documenting your project costs
- Submitting your request

Presenter: Casey Haynes, Program Specialist



Documenting Your Project Costs

Save all project expenses (NBRC share + match)

- For example:
 - Receipts for purchase of goods and supplies
 - Payroll records for staff time
 - Invoices from selected contractors and/or purchases
- Organize your files for easy reference
- Extra credit: highlight dates; refer back to your project budget to make note of budget category and funding source

Track your expenses

- Include date, approved budget category, funding source – tools to help with this coming soon!



Submitting Your Request

Create a new request via the grants management system

1. Fill in budget categories
2. Complete the built-in SF-270
3. The project's Authorized Official clicks "Submit"

Step-by-step guide coming soon to NBRC's resource page!

Submit monthly, quarterly, or as-needed

Refer to the Compliance Manual for additional information on cost allowability



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The background of the slide is a light blue gradient, overlaid with a pattern of numerous colorful speech bubbles. Each bubble is a different color (pink, yellow, white, orange) and contains a large, dark blue question mark. The bubbles are scattered across the page, creating a visual theme of questions and inquiries.

QUESTIONS & ANSWERS



REPORTING

SESSION OBJECTIVES:

- Quarterly reporting requirements (SF-PPR)
- Annual reporting requirements (SF-425)
- Resources

NBRC Staff: Georgia Cassimatis, Program Specialist



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SF-PPR Quarterly Progress Reports

- Reporting period start date is on Pg. 2 of your grant agreement
 - Set a calendar reminder for quarterly report due dates. Repeat the calendar reminder yearly.
 - If your start date falls in the middle of a quarter, you will start reporting in that quarter
- Submit reports in the GMS System- GMS tutorials will be made available as soon as possible.
- Stay compliant - SF-PPRs are required for each quarter of your reporting period. Submit even if no work has been done during the reporting period.

	Period Covered	Due By
Q 1	October 1- December 31	January 30
Q 2	January 1- March 31	April 30
Q 3	April 1- June 30	July 30
Q 4	July 1- September 30	October 30



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SF-PPR Quarterly Reporting Resources

- GMS tutorials will be made available on our website as soon as possible.
- Review the [Compliance Manual](#) for reporting questions
- Send questions to Admin@NBRC.gov

OR

Talk with your LDD

PERFORMANCE PROGRESS REPORT SF-PPR			
		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted Northern Border Regional Commission		2. Federal Grant or Other Identifying Number Assigned by Federal Agency	
		3a. DUNS Number	
		3b. EIN	
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Identifying Number or Account Number	
6. Project/Grant Period Start Date: (Month, Day, Year) End Date: (Month, Day, Year)		7. Reporting Period End Date (Month, Day, Year)	
		8. Final Report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		9. Report Frequency <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe: _____)	
10. Performance Narrative <i>(attach performance narrative as instructed by the awarding Federal Agency)</i>			
Complete these categories using the instructions provided in the NBRC PPR Sample and Guidance - Project Status: Choose one of the following: Planned (activities before receiving full Notice to Proceed), In-Progress (activities after receiving a full Notice to Proceed) or Complete (activities for final reporting, reimbursement and closeout process) - Description of Project Activities: - Project Challenges and/or Successes: - Media coverage:			

10. Performance Narrative *(attach performance narrative as instructed by the awarding Federal Agency)*

Complete these categories using the instructions provided in the NBRC PPR Sample and Guidance
- Project Status: Choose one of the following: Planned (activities before receiving full Notice to Proceed), In-Progress (activities after receiving a full Notice to Proceed) or Complete (activities for final reporting, reimbursement and closeout process)
- Description of Project Activities:
- Project Challenges and/or Successes:
- Media coverage:



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SF-425 Federal Financial Report

- Due annually between **October 1- October 31**
 - Set a calendar reminder for due date. Repeat the calendar reminder yearly.
 - This report will cover the FY from 10/1-9/30
- Submit reports in the GMS System- GMS tutorials will be made available as soon as possible.
- These are **Not** reimbursement requests!
- Stay compliant – The SF-425 is required for each Fiscal Year the project is open. It is required even if no work has been done during the reporting period.

Federal Financial Report		OMB Control Number: 4040-0014	
(Follow form Instructions)		Expiration Date: 2/28/2022	
1. Federal Agency and Organizational Element to Which Report is Submitted Northern Border Regional Commissions		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) NBRC ID# ex: NBRC17GVT14	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: Your Grant Name Street1: Your Address as listed in the GA Street2: City: County: State: Province: Country: USA: UNITED STATES ZIP / Postal Code:			
4a. DUNS Number Your Org. DUNS	4b. EIN Your Org. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: 10/01/2019 To: 09/30/2022 *Enter Entire Grant Period	9. Reporting Period End Date 09/30/2021
10. Transactions (Use lines a-c for single or multiple grant reporting)			Cumulative
Federal Cash (To report multiple grants, also use FFR attachment):			
a. Cash Receipts Total cumulative amount of reimbursements received from NBRC as of reporting period end date			0.00
b. Cash Disbursements Equal to line 10a			0.00
c. Cash on Hand (line a minus b) Equal to line 10a minus 10b (Use lines d-o for single grant reporting)			0.00
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized Total NBRC Funds Awarded as listed in Grant Agreement			0.00
e. Federal share of expenditures Equal to line 10b			0.00
f. Federal share of unliquidated obligations Equal to line 10d minus 10e			0.00
g. Total Federal share (sum of lines e and f) Equal to line 10d			0.00
h. Unobligated balance of Federal Funds (line d minus g) Should always be \$0, unless NBRC money was de-obligated at project close-out			0.00
Recipient Share:			
i. Total recipient share required Total match as listed in Grant Agreement			0.00
j. Recipient share of expenditures Expended/documentated match as of reporting period end date.			0.00
k. Remaining recipient share to be provided (line i minus j) Equal to line 10i minus line 10j			0.00
Program Income:			
l. Total Federal program income earned Program Income should always be \$0 unless otherwise stated in Grant Agreement			0.00
m. Program Income expended in accordance with the deduction alternative			0.00
n. Program Income expended in accordance with the addition alternative			0.00
o. Unexpended program income (line l minus line m or line n)			0.00



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SF-425 Financial Report Resources

- GMS tutorials will be made available on our website as soon as possible.
- Review the [Compliance Manual](#) for reporting questions
- Review the [Sample SF-425](#)
- Send emails to Admin@NBRC.gov with any questions

OR

Talk with your LDD

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3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: Your Grant Name			
Street1: Your Address as listed in the GA		Street2:	
City:		County:	
State:		Province:	
Country: USA: UNITED STATES		ZIP / Postal Code:	
4a. DUNS Number Your Org. DUNS	4b. EIN Your Org. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: 10/01/2019 To: 09/30/2022 <i>*Enter Entire Grant Period</i>	9. Reporting Period End Date 09/30/2021
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f. Federal share of unliquidated obligations Equal to line 10d minus 10e			0.00
g. Total Federal share (sum of lines e and f) Equal to line 10d			0.00
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n. Program Income expended in accordance with the addition alternative			0.00
o. Unexpended program income (line l minus line m or line n)			0.00



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QUESTIONS & ANSWERS



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UPCOMING NEW GRANTEE TRAINING SESSIONS:

- **Session 4:** Tuesday, July 30, 2024, 10:30-12:30 – Project Oversight (amendments, procurement)
- **Session 5:** Thursday, August 1, 2024, 1:00–3:00 – Closeout, Desk Reviews & Community Visits
- Reminder: The PowerPoint and Recording of all new grantee training sessions are available to view and download from NBRC's website <https://www.nbrc.gov/content/resources>



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THANK YOU FOR YOUR TIME!

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NBRC Grant Administration Resources, Key Terms and NBRC Staff Information

www.nbrc.gov



Grant Administration Resources

Forms and Guidance:

- NBRC website – www.nbrc.gov
- NBRC Grant Administration and Compliance Manual available to view and download from www.nbrc.gov/content/administration

Human support:

NBRC Staff – admin@nbrc.gov

State Program Managers – [ME](#), [NH](#), [VT](#), [NY](#)

Your [Local Development District](#)



Grant Administration Resources

Other Resources:

- [2 CFR Part 200 – Requirements for Federal Awards](#)
- [40 USC Subtitle V. Regional Economic and Infrastructure Development](#)
- National Environmental Protection Act (NEPA) - <https://www.nbrc.gov/content/NEPA>



Key Terms

- **Period of Performance:** this is the start and end date of the project to be completed for the grant agreement between grantee and NBRC. Your executed grant agreement will indicate your project's performance period.
- **NBRC Grant Amount:** The grant amount cannot be increased for any reason. Overruns on projects are the responsibility of the grantee
- **Required Match/Cost Share:** This is the amount of other funds necessary to complete your project and that must be documented during the project period



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Key Terms

- **Indirect Cost Rate:** This is the approved rate that has been agreed upon by the grantee and their Federal Cognizant Agency for indirect costs. All invoices must use this rate for their invoices when specific services as outlined are performed by the grantee. This is NOT a rate to be used by any subcontractor or consultant
- **Budget:** Line items of expenditures. These line items may not be changed by the recipient without prior written approval by NBRC (2 CFR 200.308)
- **Grant Provisions:** The laws and agreements that a grantee is required to follow as part of the contract with a federal awarding agency



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NBRC Staff

- **Chris Saunders, Federal Co-Chair**
- **Rich Grogan, Executive Director**
- **Molly Taflas, Deputy Executive Director**
- **Andrea Smith, Program Director**
- **William Gallagher, Administrative Officer**
- **Marina Bowie, Program Manager, Forest Economy & Timber for Transit**
- **Adrienne Harrison, Program Manager, Catalyst**



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Meet the NBRC Staff

- **Elizabeth “Liz” Cross, Rural Healthcare Coordinator**
- **Sarah Demers, Program Coordinator**
- **Sarah Lang, Capacity Program Coordinator**
- **Jon O’Rourke, Senior Program Specialist**
- **Georgia Cassimatis, Program Specialist**
- **Casey Haynes, Program Specialist**
- **Malana Tamer, Program Specialist**
- **Ace Arroyo, Data Analyst**



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Meet the NBRC Staff

- **Alison Richard, Marketing Coordinator**
- **Rebecca Dourmashkin, Grant Attorney**
- **Rebecca Olechowski, Budget Analyst**