Northern Border Regional Commission

**Amendments(Project Changes)
&
Award Closeout**

NBRC New Grantee Training: 2025

Northern Border Regional Commission

Amendments: What? Why? How?

Grant Agreement
Between
Northern Border Regional Commission (NBRC)
And
Name of Grantee

Date of Award/Amendment Date(s)

NBRC Grant Agreement Number: NBRC

Grantee/Recipient:	Grantor:
	Northern Border Regional Commission
	Contact: Andrea K. Smith, Program Director
Address:	53 Pleasant Street, Suite 1501, Concord, NH 03301
Phone:	603-369-3001
Email:	admin@nbrc.gov
	www.nbrc.gov
LDD Contact: **LDD Waiver**	

Grantee's UEI Number:	
Date of Award:	
Date of Amendment:	N/A
Amendment Description:	N/A
Total Project Amount:	$
Amount of Federal NBRC Funds Awarded:	$
Match/Cost Share:	$
Reimbursement Rate:	%
NBRC CFDA Number:	#90.601
OR	
USDA CFDA Number:	#10.351
Project Description:	
Approved Indirect Cost Rate:	%
Period of Performance:	
Project Scope:	As provided with the NBRC program application for federal financial assistance submitted on or before XXXXX.

An amendment is any project modification that includes changes to the NBRC award project parameters. The approved grant agreement and budget establishes the parameters of award performance

Project changes that must be reported and reviewed/approved by NBRC include; <u>authorized official</u>, <u>scope of work</u>, <u>budget</u>, and <u>period of performance.</u>

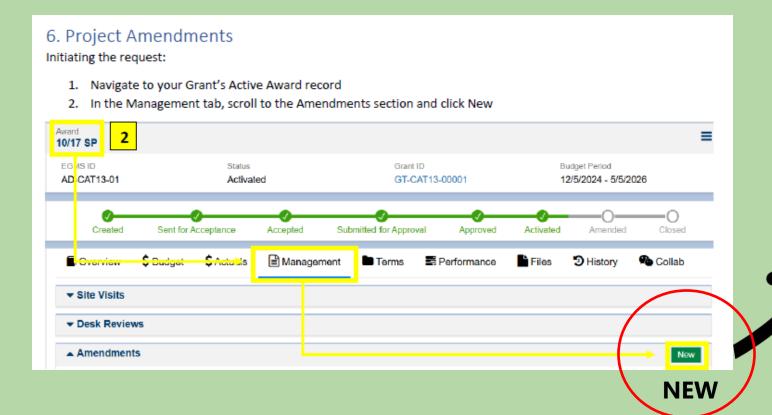All project changes must be reported and approved via the NBRC Grants Management System (GMS).

Grantees should not move forward with project activity without first receiving NBRC review and approval of project amendments- Such actions may trigger enforcement measures authorized by **2 CFR 200.207** or **2 CFR 200.208**

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Types of Amendments:

Utilize the GMS to submit and review an amendment request:

GMS Login

6. Project Amendments
Initiating the request:

1. Navigate to your Grant's Active Award record
2. In the Management tab, scroll to the Amendments section and click New

NEW

Budget Period Change (Performance Period Extension)

Budget Redirection (Budget Adjustment)
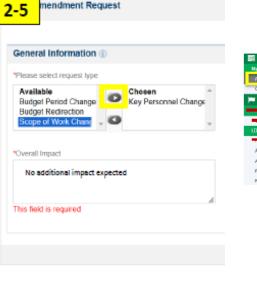
Key Personnel Change (Authorized Official)

Scope of Work Change (Scope Adjustment)

3. In the Create Amendment Request window, choose the type(s) of project changes you want to make. You can choose multiple options, and you will be prompted to provide additional information in alignment with each requested change.
   a. Budget Period Change
   b. Budget Redirection
   c. Key Personnel Change
   d. Scope of Work Change
4. Fill out the Overall Justification and Overall Impact fields
   a. "Overall Justification" should be a brief description of the nature of the change
5. Hit Save and Continue

6. The page will refresh and you [...] the record, navigate back to th[...]

LDD Review

If a grantee or applicant has requested your review of an application, progress report, amendment request, or reimbursement request, this is where you can see a list of those requests that have not been completed.

1. Under Task Type, you can see which type of record they are requesting an LDD review of
2. Under the Status column, you will be able to tell what request is "In Progress" or "Not Started"
3. Clicking the green eye (👁) or the green play button (▶) under the Actions column will take you into the specific record needing review
4. You can view and edit any information related to that record (Image on next page)
5. When you're ready to complete your review:
   a. Go to LDD Support tab
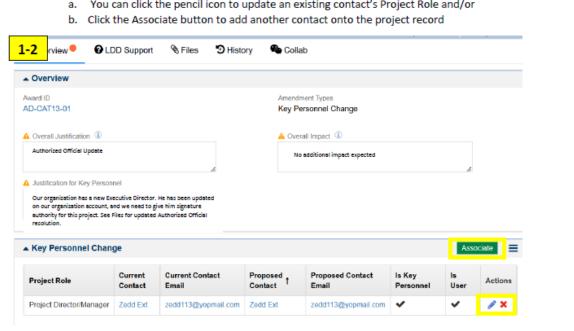   b. In the Local Development District Support section, click the orange pencil icon (✏) under the Actions column

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Amendments: _Authorized Official/Key Personnel Change_

STEPS

REQUIRED DOCUMENTATION

RESOURCES

6c. Key Personnel Change (AO)

Keeping your project's contacts current in the GMS will enable NBRC to ensure critical grant information is getting to the right people. **If your organization needs to update its Authorized Official** to sign off on documentation, you will also want to refer to the "Managing GMS Account and Contacts" guidance to make sure that person has access to the GMS.

1. Fill out the Justification for Key Personnel in the Overview section.
2. Edit the project contacts
   a. You can click the pencil icon to update an existing contact's Project Role and/or
   b. Click the Associate button to add another contact onto the project record

1-2 ●rview ● ⊘ LDD Support 🔗 Files ⟳ History 💬 Collab

▲ Overview

Award ID
AD-CAT13-01

Amendment Types
Key Personnel Change

⚠ Overall Justification ⓘ
Authorized Official Update

⚠ Overall Impact ⓘ
No additional impact expected

⚠ Justification for Key Personnel
Our organization has a new Executive Director. He has been updated on our organization account, and we need to give him signature authority for this project. See Files for updated Authorized Official resolution.

▲ Key Personnel Change   Associate ☰

Project Role	Current Contact	Current Contact Email	Proposed Contact	Proposed Contact Email	Is Key Personnel	Is User	Actions
Project Director/Manager	Zedd Ext	zedd113@yopmail.com	Zedd Ext	zedd113@yopmail.com	✔	✔	✏ ✖

Authorized Resolution

Managing GMS Account & Contacts

GMS Grantee Toolkit

Northern Border Regional Commission

Amendments: *Budget Redirection and/or Scope of Work Change*

STEPS

REQUIRED DOCUMENTATION

➤ **SF-424cbw**

➤ **NBRC Form 1002-Match Commitment**

➤ **NEPA Intake Form**

RESOURCES

➤ **GMS Grantee Toolkit**

➤ **LDD Review via Amendment Record**

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Amendments: *Contract Extension/Budget Period Change*

STEPS

REQUIRED DOCUMENTATION

➤ **GMS justification narrative**
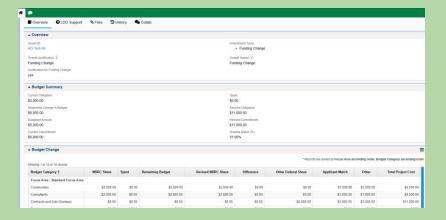
➤ **Workplan/Timeline**

RESOURCES

➤ **GMS Grantee Toolkit**

➤ **LDD Review via Amendment Record**

Closeout: What? Why? How?

A project is complete when the scope of work as defined in the grant agreement has been satisfied. A statement from the Authorized official is required.
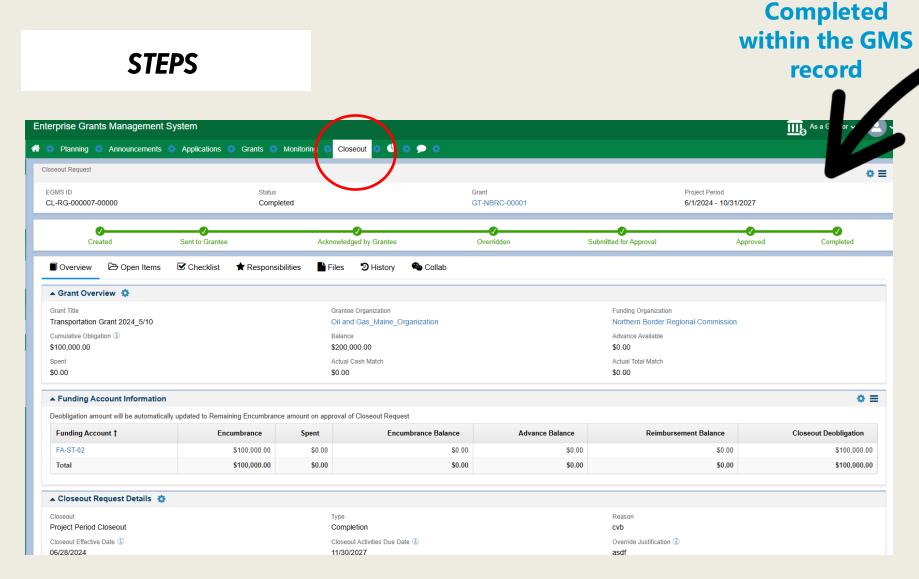
Final reimbursement and closeout documentation must be submitted within **90 days** after project completion or from the end of the performance period, whichever is sooner.

Grantees should submit a closeout request via the GMS and upload all required documentation to the closeout record.

A project must be successfully closed out for an entity to be eligible for future rounds of NBRC programming.

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Closeout/Project Completion

Helpful Hints:
- ✓ Closeout reporting is required for final reimbursement
- ✓ Data required for reporting can be found in the grant application record
- ✓ 5% of the award is held until closeout
- ✓ Ensure project information including dates, amounts, and narratives are consistent across reporting and documentation

STEPS

Completed within the GMS record

REQUIRED REPORTS

➤ **FINAL Payment Request (SF-270)**

➤ **FINAL Performance Report (SF-PPR)**

➤ **FINAL Financial Report (SF-425)**

➤ **Performance Measure Reporting Final Deliverables/Photos**

➤ **SF-429A-Real Property Report (if applicable)**

➤ **SF-429S-Equipment Inventory (if applicable)**

RESOURCES

➤ **GMS Grantee Toolkit**

➤ **LDD Review**