



# Northern Border Regional Commission



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

**NBRC New Grantee Training: 2025**

Fairbanks Museum, St. Johnsbury, VT



# 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

<b>Grantee/Recipient:</b>	<b>Grantor:</b>
	Northern Border Regional Commission
	Contact: Andrea K. Smith, Program Director
Address:	53 Pleasant Street, Suite 1501, Concord, NH 03301
Phone:	603-369-3001
Email:	<a href="mailto:admin@nbrc.gov">admin@nbrc.gov</a>
	<a href="http://www.nbrc.gov">www.nbrc.gov</a>
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; authorized official, scope of work, budget, and period of performance.

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

The screenshot shows the 'Management' tab selected in the navigation menu. Below it, the 'Amendments' section is visible, with a 'New' button highlighted in a red circle. A yellow box highlights the 'Award 10/17 SP' and a yellow number '2' is placed next to it. A yellow arrow points from the 'New' button to the 'Amendments' section.

**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

The screenshot shows the 'Create Amendment Request' form. The 'General Information' section has a dropdown menu for 'Please select request type'. The dropdown is open, showing 'Available' options: Budget Period Change, Budget Redirection, and Scope of Work Change. The 'Chosen' option is Key Personnel Change. A yellow box highlights the dropdown menu and the 'Chosen' option. A yellow number '2-5' is placed next to the dropdown menu.

6. The page will refresh and you will be taken to the record, navigate back to the record, navigate back to the record, navigate back to the record

### 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.

The screenshot shows the 'Pending Tasks (Assigned To Me)' table. The table has columns for EGMS ID, Task Type, Subject, Created By, Due Date, Status, and Actions. A yellow box highlights the 'Task Type' column, and a yellow number '1' is placed next to it. A yellow box highlights the 'Status' column, and a yellow number '2' is placed next to it. A yellow box highlights the 'Actions' column, and a yellow number '3' is placed next to it. A yellow arrow points from the 'Task Type' column to the 'Status' column, and another yellow arrow points from the 'Status' column to the 'Actions' column.

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*

### Helpful Hints:

- ✓ Ensure the AO is added to organization profile
- ✓ AO Resolution must be uploaded to the Amendment Record Files Tab

### STEPS

#### 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 Overview 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	✓	✓	

### REQUIRED DOCUMENTATION

Authorized Resolution

### RESOURCES

Managing GMS Account & Contacts

GMS Grantee Toolkit



# Northern Border Regional Commission

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

### Helpful Hints:

- ✓ Ensure numbers align across all documentation including the GMS budget table and SF-424cbw
- ✓ 1002 Match form is required for match amount and source changes
- ✓ Significant project changes that require additional NEPA review may be delayed until NEPA is satisfied

### STEPS

6b. Budget Redirection

1. Fill out the Justification for Budget Redirection

**1 Overview**

Award ID: AD-510TE-03

Amendment Types: Budget Redirection

Overall Justification: Budget reallocation for unspent costs

Overall Impact: No additional impacts expected

\*Justification for Budget Redirection

We were able to secure additional matching funds for the purchase of machining tools for the manufacturing center. We are requesting that this project's equipment costs be reallocated to Personnel. See below for a change summary and the Files section for an updated SF-424cbw budget and matching funds form/commitment letter.

2. Update the Budget Category lines in the Budget Change section and click Save

**2 Budget Change**

Showing 1 to 10 of 10 records

Budget Category T	NBRC Share	Spent	Remaining Budget	Revised NBRC Share	Difference	Other Federal Share	Other	Total Project Cost	Actions
Equipment	\$0.00	\$0.00	\$0.00	0	\$0.00	15,000	\$0.00	\$15,000.00	
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Personnel (Direct Labor)	\$0.00	\$0.00	\$0.00	15,000	\$15,000.00	0	\$0.00	\$15,000.00	

3. Upload an updated SF-424cbw and (if applicable) an updated Form 1002 match certification and letters of commitment to the Files tab > Amendment Files section.

### REQUIRED DOCUMENTATION



SF-424cbw



NBRC Form 1002-Match Commitment



NEPA Intake Form

### RESOURCES



GMS Grantee Toolkit



LDD Review via Amendment Record

Overview

Award ID: AD-510TE-03

Amendment Types: Funding Change

Overall Justification: Funding Change

Overall Impact: Funding Change

Justification for Funding Change: yes

**Budget Summary**

Current Obligation	Spent
\$5,000.00	\$0.00
Requested Change in Budget	Requested Obligation
\$6,000.00	\$11,000.00
Budgeted Amount	Revenue Commitment
\$6,000.00	\$11,000.00
Current Commitment	Grantee Match (%)
\$5,000.00	21.00%

**Budget Change**

Budget Category T	NBRC Share	Spent	Remaining Budget	Revised NBRC Share	Difference	Other Federal Share	Applicant Match	Other	Total Project Cost
Contributor	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$4,000.00
Consultants	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$4,000.00
Contracts and Sub-Grantees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$3,000.00	\$3,000.00	\$11,000.00



# Northern Border Regional Commission

## Amendments: Contract Extension/Budget Period Change

### Helpful Hints:

- ✓ New budget period end dates must reflect 1 year post current GA expiration date

### STEPS

#### 6a. Budget Period Change (Project Extension)

1. Fill out the Justification for Budget Period Change and the New Budget Period End Date fields
2. Upload an updated project timeline to the Files tab > Amendment Files section

1 Overview LDD Support Files History Collab

**Overview**

Award ID  
AD-510TE-03

Overall Justification  
No-Cost Extension

Justification for Budget Period Change  
Additional environmental review was required and we experienced staffing turnover. See the Files section for an updated project timeline.

**Budget Period Change**

Budget Period  
7/31/2024 - 9/11/2024

Amendment Types  
Budget Period Change

Overall Impact  
No additional impact expected

September 2025

mm/dd/yyyy

### REQUIRED DOCUMENTATION



GMS justification narrative



Workplan/Timeline

### RESOURCES



GMS Grantee Toolkit



LDD Review via Amendment Record

**Budget Summary**

Current Obligation	\$5,000.00	Spent	\$0.00
Requested Change in Budget	\$6,000.00	Requested Obligation	\$11,000.00
Revised Amount	\$5,000.00	Revised Contribution	\$11,000.00
Current Commitment	\$5,000.00	Current Match (%)	0.00%

**Budget Change**

Budget Category	NSRC Share	Spent	Remaining Budget	Revised NSRC Share	Difference	Other Federal Share	Applicant Match	Other	Total Project Cost
Force Area - Standard Force Area									
Contribution	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$4,500.00
Contributions	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$4,500.00
Contracts and Sub-Grantees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$3,000.00	\$3,000.00	\$11,000.00



# Northern Border Regional Commission

## ***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.**



# Northern Border Regional Commission

## 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

Enterprise Grants Management System

Closeout Request

EGMS ID: CL-RG-000007-00000 | Status: Completed | Grant: GT-NBRC-00001 | Project Period: 6/1/2024 - 10/31/2027

Progress: Created → Sent to Grantee → Acknowledged by Grantee → Overridden → Submitted for Approval → Approved → Completed

**Grant Overview**

Grant Title	Grantee Organization	Funding Organization
Transportation Grant 2024_5/10	Oil and Gas_Maine_Organization	Northern Border Regional Commission
Cumulative Obligation	Balance	Advance Available
\$100,000.00	\$200,000.00	\$0.00
Spent	Actual Cash Match	Actual Total Match
\$0.00	\$0.00	\$0.00

**Funding Account Information**

Funding Account ↑	Encumbrance	Spent	Encumbrance Balance	Advance Balance	Reimbursement Balance	Closeout Deobligation
FA-ST-02	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
<b>Total</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>

**Closeout Request Details**

Closeout	Type	Reason
Project Period Closeout	Completion	cvb
Closeout Effective Date	Closeout Activities Due Date	Override Justification
06/28/2024	11/30/2027	asdf

### 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](#)





# Northern Border Regional Commission

Thank  
you for  
all you  
do!

