



LDD Guidance: When Can LDDs Begin to Access NBRC Funds?

There are a few different points of time in a grant's life cycle that the LDD should be aware of when it comes to billing for the time you've worked on a project. Prior to the date of obligation, there are no funds available through NBRC to cover an LDD's time, even if you have executed a contract for grant administration services. Some states offer funds for pre-development work. Please check with your State Program Manager for more details.

See below for the different stages that funds become available.

First and Foremost

- An obligation of federal funds must have occurred for the project. See below for more details.
- LDD costs must be reflected within the project's budget (SF424cbw) in alignment with the allowed formula (2% of NBRC grant award amount).
- If they are not, an amendment to request a budget adjustment will be required to be made by the grantee. The amendment will need to be approved before a Partial or Full Notice to Proceed can be issued.

Date of Obligation

The date of obligation is the date of confirmation from our financial institution that funds have been obligated to the specific grantee's project.

- For *2024 projects and onward*, LDDs will be notified of the date of obligation through an email in the NBRC's new Grants Management System. The notice email and the document itself should be available on the grant's record.
- For *2023 projects and older*, the grantee/LDD will need to inquire with NBRC (via admin@nbrc.gov) for a specific project obligation date. If a Partial or Full Notice to Proceed has not been issued for the project, and they wish to be reimbursed for LDD costs, the grantee will need to request a Partial Notice to Proceed (PNTP) for LDD costs to request a reimbursement of those costs. The PNTP for LDD costs only will carry the date the funds were obligated for the project.

Partial Notice to Proceed for LDD costs and/or NEPA costs

- Confirmation funds have been obligated
- Once confirmation of obligated funds has occurred, a grantee must request a Partial Notice to Proceed (PNTP) to access funds for LDD costs

Process to request a Partial Notice to Proceed for LDD costs:

- Grantees may request a PNTP for LDD costs via email. See Documentation Checklist below for a list of items that need to be submitted for this request.
- The LDD PNTP will carry the date of the obligation of funds
- Once the PNTP is fully executed, a grantee can submit a reimbursement request for LDD costs back to date of the obligation of funds for that award
 - Note: LDD costs are the only costs NBRC allows to be reimbursed back to the date the funds were obligated. No other project related costs are eligible. NBRC allows up to half of the 2% allotted for LDD fees under a PNTP.

Process to request a Partial Notice to Proceed for LDD and NEPA costs:

- Grantees may request a PNTP for LDD and NEPA costs via email. See Documentation Checklist below for a list of items that need to be submitted for this request.
- The PNTP for LDD and NEPA will carry the date the required documentation is on file.
- Once the PNTP is fully executed, a grantee can submit a reimbursement request for LDD costs back to date of the obligation of funds for that award and for NEPA costs back to the date of the PNTP.
 - Note: LDD costs are the only costs NBRC allows to be reimbursed back to the date the funds were obligated. No other project-related costs are eligible back to that date. NBRC allows up to half of the 2% allotted for LDD fees under a PNTP.

Notice to Proceed

Once a Notice to Proceed (NTP) has been issued, all project related funds are available for the grantee to utilize and request reimbursement (with 5% of the award reserved until the project is complete, and closeout materials have been received and approved). See Documentation Checklist below for a list of items that need to be submitted for this request.

Documentation Checklists

Documentation required to be on file for the project to secure a Partial Notice to Proceed for LDD costs only:

- Fully Executed Grant Agreement
- Executed Acknowledgement of Compliance Manual
- Executed LDD contract

Documentation required to be on file for the project to secure a Partial Notice to Proceed for LDD and NEPA costs only:

- Fully Executed Grant Agreement
- Executed Acknowledgement of Compliance Manual
- Executed LDD contract
- NEPA activities (scope, budget and timeline to satisfy NEPA)
- Committed match and cost share to complete NEPA (applicable only if match/cost share is being utilized for NEPA costs as reflected in the project budget (SF424cbw))

Note: LDD and NEPA costs must be accurately reflected within the project's budget (SF424cbw). If they are not, an amendment to request a budget adjustment will be required to be submitted and approved before a PNTF for these activities can be issued.

Documentation required to be on file for the project to secure a Full Notice to Proceed for the project:

- Fully Executed Grant Agreement
- Executed Acknowledgement of Compliance Manual
- Executed LDD contract
- NEPA satisfied
- Committed Match and Cost Share for entire project