



**Northern Border  
Regional Commission**

# **Reviewing Reports and Forms for Pre and Post 2024 projects**

**LDD PP Quarter 1 Training: March 2025**

**[www.nbrc.gov](http://www.nbrc.gov)**



# Northern Border Regional Commission

## Agenda

### *Welcome!*

- **Hello from our new Executive Director!**
- **Recent LDDPP Updates**
- **LDD LinkedIn Network**
- **Navigating the GMS as an LDD- Casey**
- **Reimbursement Requests (Form and GMS)- Lissa**
- **Progress Reports (Form and GMS)- Georgia**
- **Annual Financial Report (Form and GMS)- Georgia**
- **Amendments (Form and GMS)- Malana**
- **Close Out Documents (Form and GMS)- Malana**
- **Peer Learning**



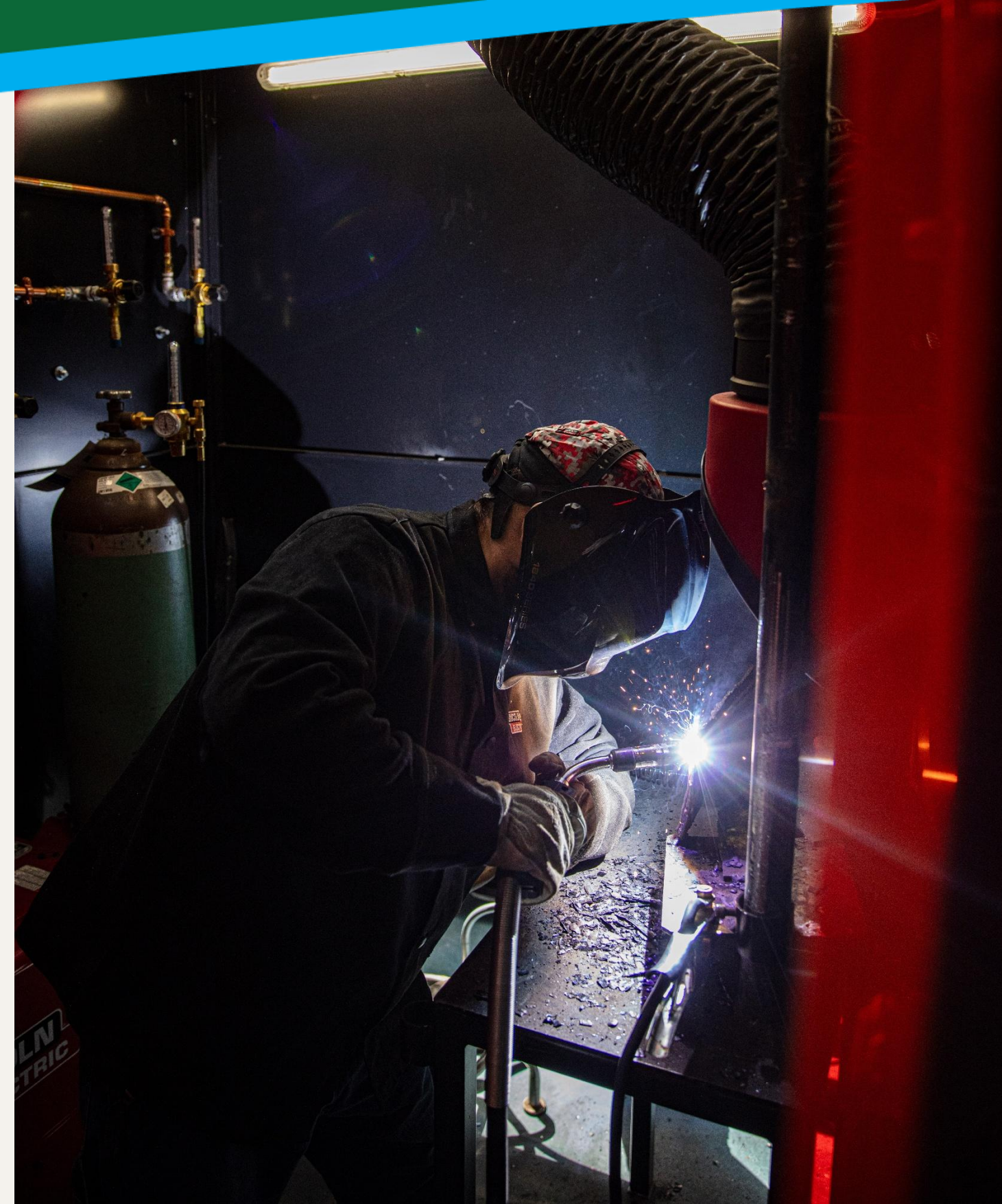


# Northern Border Regional Commission

## LDD PP Updates!

### General

- The LDD Contact Information has been updated based on those opted in LDDs for 2025 and uploaded to the [webpage](#). Please let us know if there are any corrections needed for your LDD.
- In our reauthorization, NBRC was able to **add four new counties** to our service area: Wyoming and Schoharie in New York, Merrimack in New Hampshire, and Lincoln in Maine. That means we've welcomed a few new LDDs to the program. Welcome!



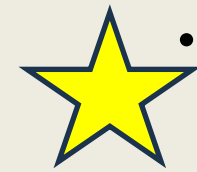


# Northern Border Regional Commission

## LDD PP Updates! cont'd.

### Policies and Procedures

- The LDD **scope of services has been updated** to better reflect the grant administration services you already provide in hopes of better communicating to grantees what services you provide under the LDD fee. We added "Contract Amendments" and "Notice to Proceed Documentation." Please view the [Role of the LDD](#) document for more details, also found [here](#). An updated LDD Contract Template is forthcoming.
- LDDs can now be **sole sourced for project management assistance** by grantees, with a separate contract.
- Starting in 2025, **the LDD fee has been updated:** Awards of \$400,000 or less will have a flat fee of \$8,000 and awards over \$400,000 will be based on the formula of 2% of the award amount.



- Starting in 2025, LDDs will have the **choice** of invoicing grantees for hours of worked performed or for **quarterly advancements for services**.
- LDDs now have **better access to records and files in the Grants Management System!** [You can review the document](#) that also lives in the LDD Resource Library.
- In preparation for our Spring 2025 funding round, **we've put together one-pagers about our funding programs** that can be easily shared with communities and eligible entities in your service area. Download the program awareness documents under the NBRC Program Promotional Material in the [LDD Resource Library](#).

The image displays three program awareness one-pagers from the Northern Border Regional Commission:

- CATALYST:** NEBC Regional grant program designed to support a broad range of economic development initiatives that will modernize and expand the region's basic infrastructure and revitalize communities to support and attract the region's workforce.
  - Infrastructure Grants: ≤ \$1MM-\$3MM\* (2% to 5% match)
  - Non-Infrastructure Grants: ≤ \$500,000 (2% to 5% match)
  - Eligible Applicants: State and Local Governments, Career Technical Centers & Universities, Other Public Subdivisions, Non-Profit Entities, Federally Recognized Indian Tribes.
  - Investment Priorities: Rural communities with populations less than 5,000 and under-served communities; Address multiple needs and other cross-cutting priorities; NE, ME, NY, VT state level priorities.
- FOREST ECONOMY:** NEBC grant program designed to support the regional forest economy and to assist in the industry's evolution to include new technologies and viable business models.
  - Infrastructure & Non-Infrastructure Grants: ≤ \$1MM (2% to 5% match)
  - Eligible Applicants: State and Local Governments, Career Technical Centers & Universities, Other Public Subdivisions, Non-Profit Entities, Federally Recognized Indian Tribes.
  - Investment Priorities: Development & Commercialization of technologies for forest harvest residue; Workforce Recruitment, Development, & Training; Business Operations & T.A.; Diversification of Northern Border Forest products & alternative materials; Non-forestry related forest value-added products.
- TIMBER FOR TRANSIT:** NEBC grant program designed to advance the use of wood materials and composites through applied research and demonstration projects that showcase the viability of such materials in transportation and transportation adjacent infrastructure.
  - Feasibility Grants: \$250,000-\$1MM (20% to 30% match)
  - Implementation Grants: \$1MM-\$5MM\* (20% to 30% match)
  - Eligible Applicants: State and Local Governments, Career Technical Centers & Universities, Other Public Subdivisions, Non-Profit Entities, Federally Recognized Indian Tribes.
  - Investment Priorities: Transportation projects will not be considered; Utilization of domestically sourced timber; Demonstration of Planning for Business Model Resiliency; University and Industry Education and Training Programs; Alternative Marketing; Under-served Communities; Alignment with State and Community Initiatives.



# Northern Border Regional Commission

***LDD PP Updates! cont'd.***

***Add this email to your contacts***

***team@northernborderregionalcommission.ccsend.com***

\* This is the email address that sends out the LDD emails. Sometimes the emails end up in the Spam folder if the email address isn't recognized



# Northern Border Regional Commission

## LDD LinkedIn Network

- Have you joined the LDD LinkedIn Network?
- If you haven't joined or used it, what are the hurdles to using it?
- What is the likelihood that you'll use it in the future?

☰ Poll

The screenshot displays the LinkedIn profile for the "Northern Border Regional Commission LDD Network". The profile picture is a green square with the commission's logo. The banner image shows a large crowd of people at an outdoor event near a lake. The group is listed as "Private Unlisted" and has an "Earn an Active Group badge" link. Below the group name, there is a "Start a post in this group" button and options for "Photo", "Video", and "Poll". The "All" tab is selected. A post by Bobbi Kilburn, Director of Finance & Grant Administration, is visible, mentioning Sarah Lang and asking for group feedback. The post has "Like" and "Comment" buttons.



# Northern Border Regional Commission

## Upcoming LDD Trainings: 2025

May 2025

### ***NBRC/USDA Partnership Projects- What You Need to Know***

- Award process and project initiation
- NEPA review
- Project Amendments
- Reimbursements
- Procurement



**May 21<sup>st</sup>**  
**9-11am**

August 2025

### ***How to Help a Grantee Get to an NTP and Peer Learning Session***

- When/when not to get a PNTTP
- Documents needed for an NTP
- Helping a grantee sort out their match
- Tips and Tricks for Smooth Saling
- Peer Learning Session



**August 28<sup>th</sup>**  
**9-11 am**



# Northern Border Regional Commission

## Resources for working in the GMS

- [LDD Grant Management System Toolkit](#)
- [Grantee Grant Management Toolkit](#) – Make sure your grantees have a copy of this! Will also be regularly updated on NBRC's Resources page.
- Login to the GMS [here](#)

### Tips and Tricks for Navigating GMS

- ✓ If working with 2024 grantees and forward, be sure to review the LDD Toolkit and at least the first section of the Grantee Toolkit
- ✓ For troubleshooting help, include the **EGMS ID** in your communications

Amendment Request	
SP 2/13	
EGMS ID	Status
CR-AD-948AA-05-04	Approv

✓	Created	✓	Sent to Gran
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# Northern Border Regional Commission

## ***GMS Walkthrough: Reviews and Navigation***

- Understanding Grantee account contacts vs project contacts + your role as LDD
- Grantee-initiated reviews
  - Applications, Reporting, Amendments, Reimbursements
- Additional navigation



# Northern Border Regional Commission

## Reimbursement Requests

OMB Number: 4040-0012  
Expiration Date: 01/31/2025

For all projects **before 2024**: Filling out/Reviewing a [SF270](#)

### Things to Keep In Mind While Reviewing:

- ✓ **Submitting incorrect or incomplete information can slow processing exponentially**
- ✓ USDA grants require backup documentation with every request, all other grants back up for the 1st request and one other time TBD.
- ✓ Submit all docs to **admin@nbrc.gov**

### Standard Forms

[SF-270 - Request for Reimbursement](#)

[SF-270 NBRC Instructions](#)

[Reimbursement Tracker \(for pre-2024 grantees\)](#)

[Expense Tracker \(for 2024 grantees and forward\)](#)

<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b>		1. TYPE OF PAYMENT REQUESTED		2. BASIS OF REQUEST	
		a. "X" one or both boxes <input type="checkbox"/> ADVANCE <input checked="" type="checkbox"/> REIMBURSEMENT		<input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL	
		b. "X" the applicable box <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL			
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Northern Borders Regional Commission (NBRC)			4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY NBRCXXXXXX		
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST		6. EMPLOYER IDENTIFICATION NUMBER		7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER	
8. PERIOD COVERED BY THIS REQUEST					
From:		To:		← <b>This is wrong – always month end</b>	
		1/28/2025			

### 9. RECIPIENT ORGANIZATION

Name:

Street1:

Street2:

City:

County:

State:

Province:



# Northern Border Regional Commission

## Reimbursement Requests

### Things to Keep In Mind While Reviewing:

- ✓ When in doubt, find out
- ✓ [Forms & Other Grant Administration Materials: | Northern Border Regional Commission](#)

### Common errors:

- ❖ Dates overlap or gap
- ❖ \$ amounts not cumulative
- ❖ Signature isn't AO on file

a, c, e =  
line f +  
line g

line h = line g  
of previous request

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
PROGRAMS/FUNCTIONS/ ACTIVITIES <small>Use columns (a), (b), and (c) to separate out types of cost, if it's helpful, but it is not necessary.</small>	(a) <small>e.g. Engineering</small>	(b) <small>e.g. Payroll</small>	(c) <small>e.g. Construction</small>	TOTAL
a. Total program outlays to date <small>(As of date)</small>	\$	\$	\$	\$ <small>Total project costs thus far (columns a + b + c)</small>
b. Less: Cumulative program income				<small>You should never have program income unless it is documented in your grant agreement</small>
c. Net program outlays <small>(Line a minus line b)</small>				<small>Equal to line a</small>
d. Estimated net cash outlays for advance period				<small>Should always be \$0, NBRC does not advance funds</small>
e. Total <small>(Sum of lines c &amp; d)</small>				<small>Total project costs thus far. Equal to line c</small>
f. Non-Federal share of amount on line e				<small>Cumulative amount of expended match funds</small>
g. Federal share of amount on line e				<small>Cumulative amount of NBRC funds requested (line e - line f)</small>
h. Federal payments previously requested				<small>Total amount of NBRC funds requested previously</small>
i. Federal share now requested <small>(Line g minus line h)</small>				<small>Amount of NBRC funds you are seeking for reimbursement this request</small>
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month			
	2nd month			
	3rd month			
12. ALTERNATE COMPUTATION FOR ADVANCES ONLY				
a. Estimated Federal cash outlays that will be made during period covered by the advance				\$ <small>Should be left blank</small>
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period				
c. Amount requested <small>(Line a minus line b)</small>				\$ <small>Should be left blank</small>
13. CERTIFICATION				
I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.				
SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL				DATE REQUEST SUBMITTED
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <small>Form must be signed by the authorized official to be processed by NBRC</small> </div>				<div style="border: 1px solid black; padding: 5px; text-align: center;"> <small>Date signed</small> </div>
TYPED OR PRINTED NAME AND TITLE <small>Name of signer/authorized official</small>				
Prefix:	First Name:	Middle Name:		
Last Name:	Suffix:			
Title:				



# Northern Border Regional Commission

## Reimbursement Requests

For project from 2024 and on:  
GMS requests

Have these documents available

✓ **Most current project budget**

✓ [Expense Tracker \(for 2024 grantees and forward\)](#)

### Starting Your Request

1) Navigate to your Active Award

- a) Click the Grants page, make sure the page is showing "Grants – All"
- b) Click the blue "AD-" link under the Active Award column
- c) Click the Actuals tab, scroll down to the Payment Requests section, and click the Reimbursement Request button.

Award

10/17 SP

EGMS ID	Status	Grant ID	Budget Period
AD-CAT13-01	Activated	GT-CAT13-00001	12/5/2024 - 5/5/2026



- Overview
- \$ Budget
- \$ Actuals**
- Management
- Terms
- Performance
- Files
- +

▼ Payment Summary

▲ Payment Requests

Reimbursement Request



# Northern Border Regional Commission

## Reimbursement Requests

2. In the “Create Reimbursement Request” window, fill out the required fields. Click Save and Continue.

3. The page will refresh and you will be on the newly-created draft request record. If you exit and need to return to the record, navigate back to the Active Award > Actuals tab as above and your request records will appear.

Create Reimbursement Request

Save and Continue

### General Information

\* Title: GT-CAT13-00001 January 2025  
 \* Payment Period Start Date: 01/01/2025  
 \* Payment Period End Date: 01/31/2025  
 Is Final Payment Request?   
 Type: Reimbursement  
 Award Id: AD-CAT13-01

Be sure to include your grant ID in the Title of the request.

Save and Continue



### Payment Requests

Reimbursement Request

Search...

Note the Status of each request—you will be able to view previously submitted requests as well.

Showing 1 to 1 of 1 records

EGMS ID ↑	Award ID	Type	Payment Request Amount	Payment Period	Paid Date	Payment Reference	Status	Actions
PR-CAT13-00	AD-CAT13-01	Reimbursement	\$0.00	1/1/2025--1/31/2025			Created	

### GMS Navigation tip:

- ✓ From the **Monitoring** page, you can also click **Reimbursements** on the lefthand bar to view a list of all your reimbursement requests.
- ✓ SF270 can be filled out, signed, and saved in GMS
- ✓ Backup documents can be uploaded to **Forms and Files** tab



# Northern Border Regional Commission

## Reimbursement Requests: LDD Review

1. Grant Record → Award Record → Reimbursements
2. Click on LDD Support tab then click on the "Actions" icon
3. Review SF270 and any supporting documents submitted

Reimbursement Payment Request  
GT-CAT 13 20250228

EGMS ID: PR-CAT13-03 | Status: Submitted for LDD Review | Award: AD-CAT13-01 | Budget Period: 12/5/2024 - 5/5/2026

Created → Submitted for LDD Review → LDD Reviewed → Submitted to Grantor → Submitted for Approval → Approved → Paid

Overview | Financials | **LDD Support** | Forms and Files | History | Collab

#	Reviewer Name ↑	Organization	Description	Due Date	Allow Record Editing	Status	Actions
1	Casey Haynes	casey test SME account	test description	09/26/2025	Yes	Sent for Review	

Local Development District Support

Reviews

Showing 0 to 0 of 0 records

Comments	Last Modified Date ↑
No Records Found	

Enter Review

Save

\* Required to Save \* Required to Submit

Details

\*Rating ⓘ

--None--

--None--

Passed

Failed

Cannot Rate

\*Comments ⓘ

Save

Casey Haynes | casey test SME account | test description | 09/26/2025 | Yes

4. Enter your review, once saved you'll see "Edit" and "Submit Review" buttons.

5. Use Collab tab to send an email to grantee to alert them you have completed your review.



# Northern Border Regional Commission

**Due Dates:**

(Q1) October 1 - December 31: Due January  
(Q2) January 1 - March 31: Due April  
(Q3) April 1 - June 30: Due July  
(Q4) July 1 - September 30: Due October

## ***SF-PPR Progress Reports***

### **Projects Pre-2024**

Submit all docs to [admin@nbrc.gov](mailto:admin@nbrc.gov)

**Review their reports for accuracy prior to submission**

[SFPPR- Form](#)

[Performance Progress Report - SF PPR How-To Video](#)

### **Projects 2024 and there after**

Reports are submitted via GMS

**Grantees submit via the GMS and LDD can review reports for accuracy if tagged by Grantee**

[Grantee Grant Management Toolkit](#)



# Northern Border Regional Commission

## ***SF-425 Annual Financial Report***

SF-425 covers 10/1-9/30  
Due by October 30

### **Projects pre-2024**

Submit all docs to [admin@nbrc.gov](mailto:admin@nbrc.gov)  
with Grantee ID in subject line

Review Grantee reports for accuracy prior to  
submission

[SF-425 Form](#)

[SF-425 How-To Video](#)

### **Projects 2024 and there after**

Grantees submit via the GMS and LDD can  
review reports for accuracy if tagged by  
Grantee

**Grantee Tool Kit for the grantees who are  
having trouble**

[Grantee Grant Management Toolkit](#)





# 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.

The approved grant agreement and budget establishes the parameters of award performance.

An amendment is any project modification that includes changes to the grant agreement, including; Authorized Official, scope of work, budget, and period of performance

Grantees should not move forward with any project changes without first receiving NBRC review and approval- Such actions may trigger enforcement measures authorized by [2 CFR 200.207](#) or [2 CFR 200.208](#)

All grantees are required to report changes, but reporting requirements vary depending on award year.



# Northern Border Regional Commission



Northern Border Regional Commission

## APPENDIX G CONTRACT AMENDMENT REQUEST FORM

GRANT #:

GRANTEE NAME:

DATE:

### TYPE OF AMENDMENT REQUEST:

Select the appropriate amendment category and submit one(1) PDF of all required documentation by e-mail with your grant # referenced in the subject line to [admin@nbrc.gov](mailto:admin@nbrc.gov). Forms and templates can be found here: [NBRC Resources](#)

**Change in Authorized Official**

Submit the following documents as one(1) PDF:

- Completed and Executed Contract Amendment Request Form
- Key Contacts Form
- Authorized Official Resolution (template available)

**Budget and/or Scope Adjustment (Changes to Scope, Budget, and Match)**

Submit the following documents as one(1) PDF or select NO CHANGE below:

- Completed and Executed Contract Amendment Request Form
- Revised project budget (SF-424cbw) AND budget adjustment summary (see pg. 2 of form)
- Description of project re-scope (completed to date, reason for change, etc.)
- Revised project timeline
- Revised work plan
- Revised match commitment form (NBRC Form 1002)
- Environmental Review(NEPA) update required? If yes, provide updated environmental review documentation

NO CHANGE

**Contract Extension Only (NO Scope, Budget, or Match changes)**

Submit the following documents as one(1) PDF:

- Completed and Executed Contract Amendment Request Form
- Justification of need for contract extension
- Revised project timeline
- Description of project progress to date
- Confirmation budget and scope are not changing
- Confirmation committed match remains in place

**Current Period of Performance\*:**  
\*See most recent Grant Agreement

**NEW Requested End Date\***  
\*NBRC allows extensions in one (1) year increments. (If additional time is being requested, please provide justification, and note that NBRC coordination with the State Program Manager is required.)

**Change in Organization Name**

Submit the following documents as one(1) PDF:

- Completed and Executed Contract Amendment Request Form
- Updated SF424
- Updated SF-3881 (ACH)
- Updated UEI Form
- Certificate of Good Standing (if grantee is a non-profit)
- IRS Determination Letter (if grantee is a non-profit)
- Key Contacts Form (if name change also results in change to Authorized Official)
- Updated Authorized Official Resolution (if name changes results in change to Authorized Official)

Signature of Authorized Official

Date

## Amendments: Projects Pre-2024

Utilize the [Contract Amendment Form](#) & submit the form and all documentation to:

[admin@nbrc.gov](mailto:admin@nbrc.gov)

Authorized Official ←

Budget and/or Scope Adjustment ←

Contract Extension ←

Organization Name ←

### Things to Keep In Mind While Reviewing:

- ✓ Use the form as a checklist
- ✓ Ensure the AO executes the form and all documentation requiring signature
- ✓ Complete page 2 for any budget adjustments



# Northern Border Regional Commission

☰ Poll

## Amendments: Projects 2024 →

Utilize the **GMS** to submit and review an amendment request:

### GMS Login

6. Project Amendments  
Initiating the request:

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

The screenshot shows the 'Management' tab selected in the top navigation bar. Below it, the 'Amendments' section is visible, and a 'New' button is highlighted with a yellow box. A yellow arrow points from the 'New' button to the right.

Budget Period Change (Contract Extension)

Budget Redirection (Budget Adjustment)

Key Personnel Change (Authorized Official)

Scope of Work Change (Scope Adjustment)

- 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.
  - Budget Period Change
  - Budget Redirection
  - Key Personnel Change
  - Scope of Work Change
- Fill out the Overall Justification and Overall Impact fields
  - "Overall Justification" should be a brief description of the nature of the change
- Hit Save and Continue

The screenshot shows the 'Create Amendment Request' form. In the 'General Information' section, under 'Please select request type', the 'Scope of Work Change' option is selected. A yellow box highlights the 'Scope of Work Change' option, and a red arrow points from the text 'Scope of Work Change (Scope Adjustment)' to it. Another yellow box highlights the 'Key Personnel Change' option, with a red arrow pointing from the text 'Key Personnel Change (Authorized Official)' to it. A third yellow box highlights the 'Budget Redirection' option, with a red arrow pointing from the text 'Budget Redirection (Budget Adjustment)' to it. A fourth yellow box highlights the 'Budget Period Change' option, with a red arrow pointing from the text 'Budget Period Change (Contract Extension)' to it. A large black arrow points from the 'Amendments' section of the previous screenshot to this form.

### 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 'LDD Review' interface. A table titled 'Pending Tasks (Assigned To Me)' is displayed. The table has columns for 'EGMS ID', 'Task Type', 'Subject', 'Created By', 'Due Date', 'Status', and 'Actions'. Three items are listed in the table, with yellow boxes and numbers 1, 2, and 3 highlighting specific parts of the table. A yellow arrow points from the 'LDD Review' section header to the table.

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



# Northern Border Regional Commission

## Amendments: Authorized Official/Key Personnel Change

### Authorized Official

#### Change in Authorized Official

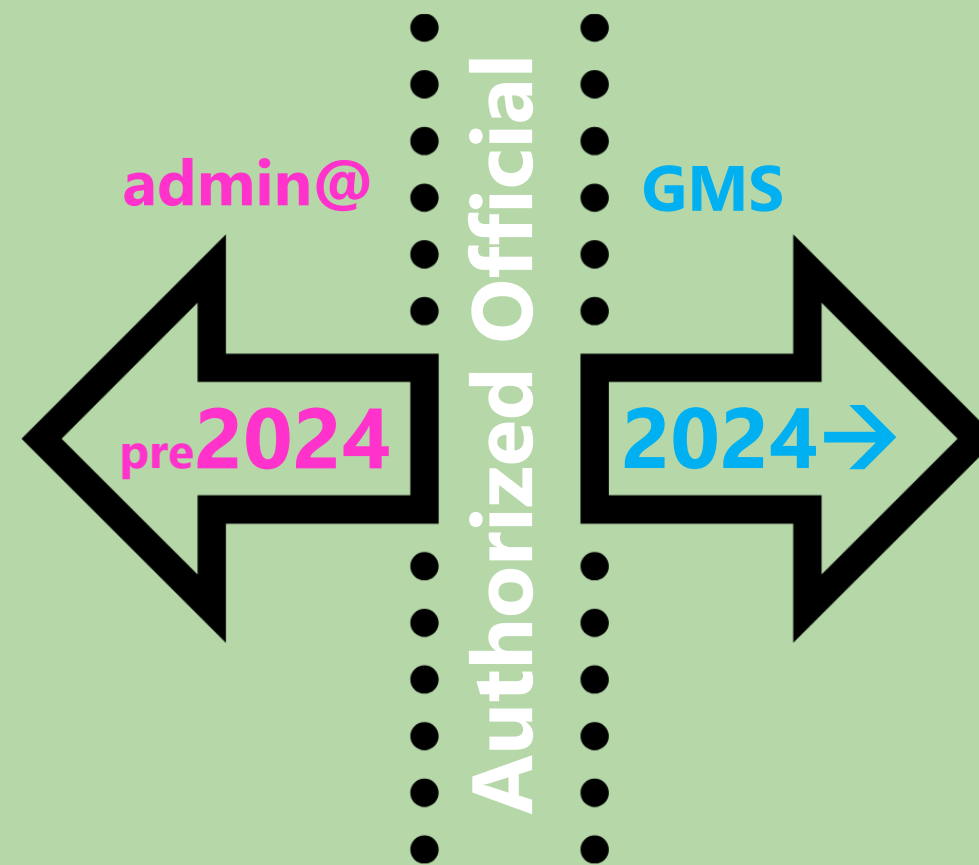
Submit the following documents as one(1) PDF:

- Completed and Executed Contract Amendment Request Form
- Key Contacts Form
- Authorized Official Resolution (*template available*)



### Key Contacts Form

### Authorized Resolution



**Things to Keep In Mind While Reviewing:**

- ✓ Ensure AO is added to organization profile
- ✓ AO Resolution must be uploaded to Amendment Files section

### Key Personnel Change (Authorized Official)

#### Managing GMS Account & Contacts

##### 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

The screenshot shows the GMS interface for a project. At the top, there are navigation tabs: "1-2 Overview", "LDD Support", "Files", "History", and "Collab". The "Overview" section is expanded, showing "Award ID: AD-CAT13-01" and "Amendment Types: Key Personnel Change". There are two text input fields: "Overall Justification" containing "Authorized Official Update" and "Overall Impact" containing "No additional impact expected". Below this is a "Justification for Key Personnel" section with a text area containing: "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." At the bottom, there is a "Key Personnel Change" table with an "Associate" button.

Project Role	Current Contact	Current Contact Email	Proposed Contact	Proposed Contact Email	Is Key Personnel	Is User	Actions
Project Director/Manager	Zedd Ext	zodd113@yopmail.com	Zedd Ext	zodd113@yopmail.com	✓	✓	



# Northern Border Regional Commission

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

### Budget and/or Scope Adjustment

- Budget and/or Scope Adjustment (Changes to Scope, Budget, and Match)**  
Submit the following documents as one(1) PDF or select NO CHANGE below:
- Completed and Executed Contract Amendment Request Form
  - Revised project budget (SF-424cbw) AND budget adjustment summary (see pg. 2 of form)
  - Description of project re-scope (completed to date, reason for change, etc.)
  - Revised project timeline
  - Revised work plan
  - Revised match commitment form (NBRC Form 1002)
  - Environmental Review(NEPA) update required? If yes, provide updated environmental review documentation

NO CHANGE



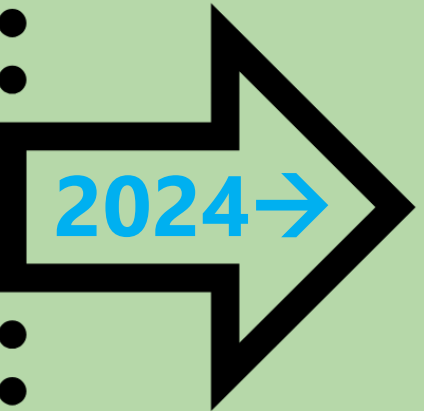
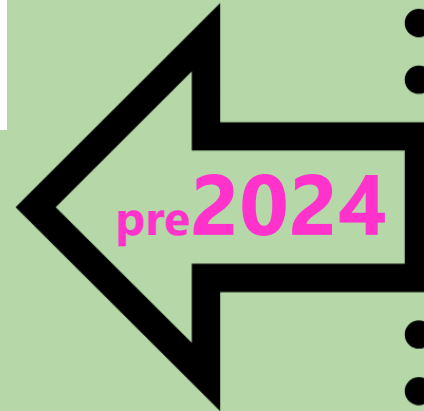
SF-424cbw

NBRC Form 1002-Match Commitment

NEPA Intake Form

admin@

GMS



Budget/Scope Adjustment

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

#### Grantee Request

**1 Overview**

Award ID: AD-510TE-03

Overall Justification: Budget reallocation for unspent costs

\*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**

Budget Category I	NBRC Share	Spent	Remaining Budget	Revised NBRC Share	Share	Cost
Equipment	\$0.00	\$0.00	\$0.00	0	\$0.00	\$15,000.00
Fringe Benefits	\$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
Other Direct Costs	\$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	\$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.**

**LDD Review**

Overview: LDD Support, Files, History, Collab

Review Status: 4

Application Review: 6



# Northern Border Regional Commission

## Amendments: Contract Extension/Budget Period Change

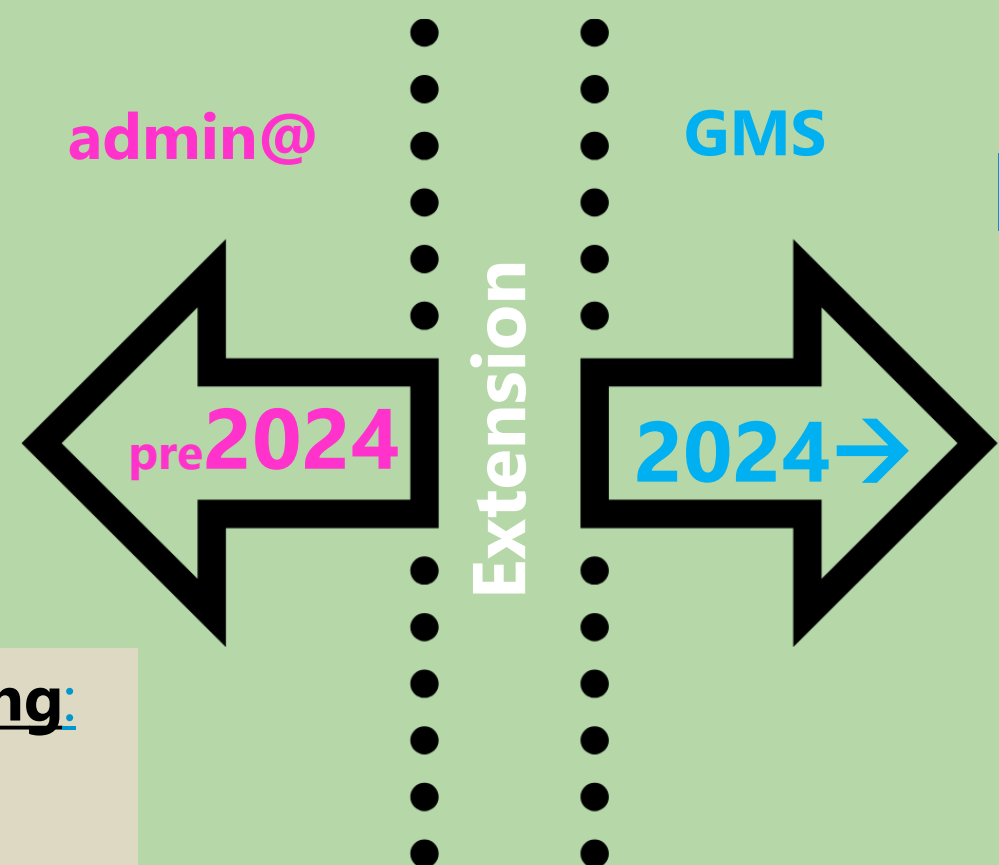
### Contract Extension

**Contract Extension Only (NO Scope, Budget, or Match changes)**  
Submit the following documents as one(1) PDF:

- Completed and Executed Contract Amendment Request Form
- Justification of need for contract extension
- Revised project timeline
- Description of project progress to date
- Confirmation budget and scope are not changing
- Confirmation committed match remains in place

**Things to Keep In Mind While Reviewing:**

- ✓ Extensions are granted in 1 year increments
- ✓ New budget period end dates must coincide with the GA



### Budget Period Change

**Grantee Request**

Budget Period End Date fields

2. Upload an updated project timeline to the Files section.

**LDD Review**

1 Overview LDD Support Files

**Overview**

Award ID: AD-510TE-03

Overall Justification (1): 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

Calendar: 21 22 23 24 25 26 27  
28 29 30 1 2 3 4

Format: |mm/dd/yyyy



# Northern Border Regional Commission

## Closeout Documents

### Things to Keep In Mind While Reviewing:

- ✓ Closeout to be completed within **90 days** of project completion
- ✓ Closeout documentation is required for final reimbursement
- ✓ Data required for reporting can be found in project documentation including the grant application
- ✓ 5% of the award is held until closeout
- ✓ Ensure project information including dates, amounts, and narratives are consistent across documentation

**GPRA**

**SF-428S (Equipment)**

**Depreciation Schedule**

**SF-429A (Real Property)**



**Same Forms.  
NEW  
Information.**

**NEW Forms.  
NEW  
Information.**



Northern Border Regional Commission

### GRANT CLOSE-OUT CHECKLIST

admin@

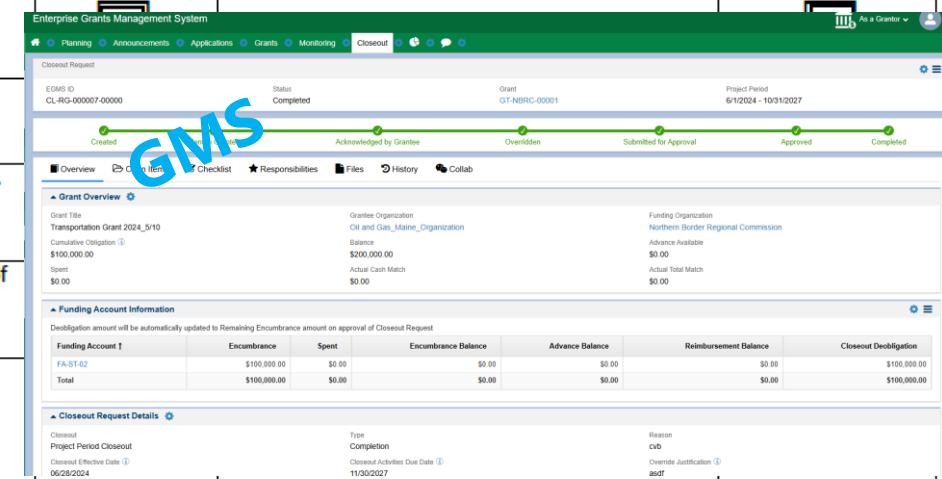
NBRC Grant Agreement Number: \_\_\_\_\_

Grantee Name/Project Title: \_\_\_\_\_

Blank forms can be found on our website here:  
[NBRC FORMS](#)

Refer to NBRC's Compliance Manual for more detailed guidance!

Form	Description	Helpful Hints	Submitted	Reviewer Notes (NBRC ONLY)	Accepted
SF-270	FINAL Reimbursement Request	<ul style="list-style-type: none"> <li>Ensure 11.a. (Total program outlay) and 11. g. (federal share) are consistent with grant agreement and budget. It is ok to "over match", but NBRC funds must not exceed GA amount.</li> <li>Check FINAL in box 1.b</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
SF-PPR	FINAL Performance Report	<ul style="list-style-type: none"> <li>Ensure all quarterly reports have been submitted to date</li> <li>Provide a summary of the ENTIRE project from notice to proceed to completion</li> <li>Check FINAL</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
SF-425	FINAL Federal Financial Report	<ul style="list-style-type: none"> <li>Provide a financial summary of the ENTIRE project Box 10a. Project total should include last reimbursement request to =total NBRC award (unless de-obligating funds)</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
GPRA	Performance Measures	<ul style="list-style-type: none"> <li>List outcomes of grant from original work plan (#jobs created, feet of new waterline, etc.)</li> <li>Amounts should match Final 270</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
SF-428S (if applicable)	Equipment Inventory	<ul style="list-style-type: none"> <li>Only required if equipment purchased over \$10k.</li> <li>Depreciation schedule required for EACH item(spreadsheet template available)</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
SF-429A (if applicable)	Real Property	<ul style="list-style-type: none"> <li>Document real property purchased with Notice of Federal Interest.</li> <li>Provide leases if applicable.</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
Other	Project photos, deliverables, etc.	<ul style="list-style-type: none"> <li>Photo Release Form &amp; 3-5 photos of final project</li> <li>Reports/Service Maps/Blogs/Final products</li> <li>Broadband projects must complete a NTIA questionnaire</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>





# Northern Border Regional Commission



## Peer Learning

### Breakout Rooms:

- Troubleshooting GMS issues
- Engaging with a grantee for document review
- Better defining "general assistance" in the LDD scope
- Engaging with the State/State Program Manager





# Northern Border Regional Commission

## Peer Learning Breakout Room Summaries

### Troubleshooting GMS issues

- Could LDDs have access to award records to upload documents on behalf of the grantee? Currently that is not possible
- Ideally LDD could have access to grant/award record once the LDD contract was on file or LDD contact is associated with a record. What would that mechanism be in the GMS?
- GMS is difficult for grantees who are not very technologically literate. LDDs have had to sometimes drive to their town to help them create an account in the GMS
- Frustrating that grantees have to assign every little thing to the LDD to “get help” in the GMS
- Set expectations with applicants in the GMS that LDDs cannot see the preapplication

### Engaging with a grantee

- Has anyone found good ways of reaching out to nonprofits to gauge interest in NBRC funding, without sounding like spam?
- Different grantees have different needs, so expect different levels of support
- Fine line between LDD official scope of service and going that extra mile to help small communities in need of the extra capacity
- Harder to come into a project once the funds are awarded versus being a part of the project from the project development phase
- Really understanding what is required as an LDD and what is optional, if we’re willing to do services outside of the contract
- How is NBRC going to help LDDs engage with interested entities?

More  
summaries on  
next slide





# Northern Border Regional Commission

## *Peer Learning Breakout Room Summaries*

### **Better defining "general assistance" in the LDD scope**

- Difficult for LDD to not be reimbursed until a PNTP or NTP has been issued.
- Hours of staff time spent on projects that never were awarded funds, so LDD are out that money for the help they provided
- LDDs limiting their assistance based on when they can get paid for their time.

### **Engaging with the State/State Program Manager**

- Challenges in clarity and consistency of information and who is responsible for fielding questions from interested entities
- Lacking collaboration between LDD and SPMs on tempering expectations
- Loose collectives thinking Catalyst is the gateway to their existence
- Needing a 3<sup>rd</sup> grade reading level definition of infrastructure and non infrastructure to properly communicate
- Interested in a boiler plate email that is a gentle "no" but also includes other resources that entities should consider looking into.
- Challenges of applicants thinking they are basically guaranteed funding if they are on the Vermont RPP list



# Northern Border Regional Commission

Thank you  
for all you  
do!

