



LDD Support Tab - LDD Review Guidance

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For Applicants:

Note: Forest Economy Program and Timber for Transit applicants are not required to utilize an LDD unless otherwise specified by NBRC at time of pre-application.

Associate your LDD to the record

(Also listed as steps 15-16 in the Application submission guide)

1. Find your Application, on the Overview tab, scroll down to Contacts, click Associate button, update Project Role to LDD Contact

▲ **Contacts** ⓘ
Associate
Save

To add a new co-applicant, please click the New button and enter the co-applicant contact details. If you are associating a co-applicant, you have previously added within an application in GovGrants, click the Associate button and select the co-applicant.

To associate an LDD with the application, click the Associate button and select the LDD contact.

Showing 1 to 2 of 2 records

Project Role	Name ↑	Email	Is Key Contact	Is User	Actions
Project Director/Manager	Casey Haynes	caseytestorg@yopmail.com	✓	✓	👁️ 🖋️ ✖️
<div style="border: 1px solid #ccc; padding: 2px; width: 150px;"> LDD Contact </div>	Casey Haynes	caseytestme@yopmail.com	✓	✓	🔄
Total Records: 2					
<div style="display: flex; justify-content: space-between;"> Acknowledgement Submitted By Submitted On </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> I Agree </div>					
<div style="display: flex; justify-content: space-between; font-size: 0.7em;"> Created Date Last Modified By Last Modified Date </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 04/08/2024 11:59 AM Casey Haynes 04/16/2024 1:20 PM </div>					

Request LDD review

(Also listed as steps 7-12 in the Application submission guide)

The screenshot shows a navigation bar with tabs: Overview, Locations, Budget, LDD Support (selected), Forms and Files, and History. Below the navigation bar is a section header "Local Development District Support" with a "New" button and a menu icon.

1. If you would like LDD assistance in reviewing your application, click the **LDD Support** tab and navigate to the **Local Development District Support** section.
2. Click the **New** button to add a row to the table.
3. Under the **Reviewer** name column, enter your LDD's name (the system will filter the list for the available LDDs).
4. Enter the Description and Due Date for the support.
5. Once complete click the section **Save** button.

The screenshot shows the same navigation bar as above. Below it is a table with the following data:

#	Reviewer Name ↑	Organization	Description	Due Date	Allow Record Editing	Status	Actions
1	Stacey Austin	NBRC	test	04/16/2024	Yes	Created	

6. **ONE MORE STEP TO SEND:** click the **send for review** icon (boxed in red above). This icon will update to a **re-send for review** icon if you have received feedback and would like to send for a 2nd round of LDD edits.

Important Notes: LDDs cannot view, provide feedback, or edit your application in the system unless you submit an initial request for review.

You can continue to work on the application while the LDD is accessing the application. If you are ready to submit and the LDD has not completed their task you can override their LDD task by clicking the Complete Review button.

You can re-send for review to allow the LDD to make additional edits, but LDDs **cannot make edits for you after you click the Complete Review button.**

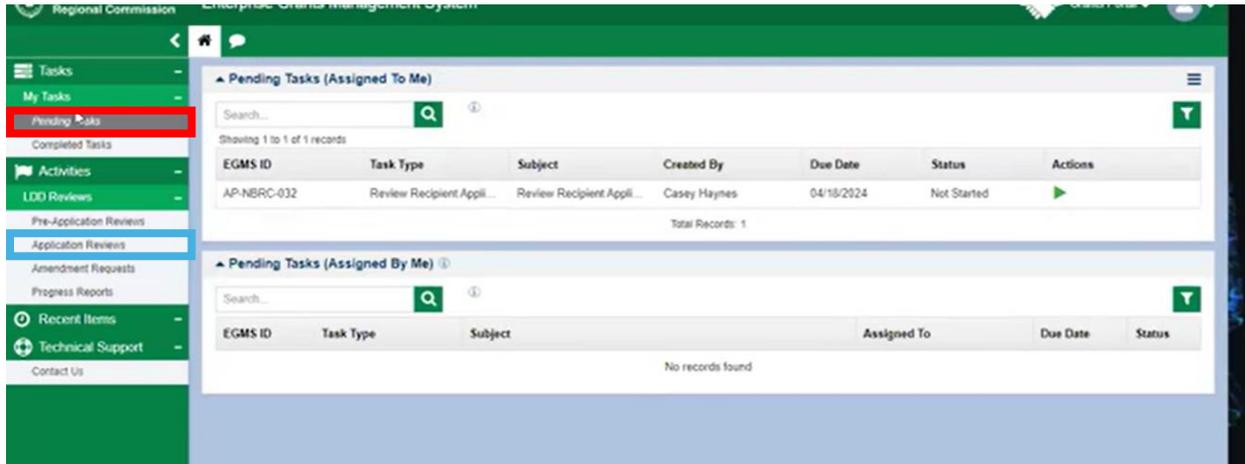
The screenshot shows a navigation bar with "Edit" and "Complete Review" buttons. Below it is a table with the following data:

J TESTING ALL_CLH	Status	Application Due Date
32	Submitted for LDD Review	05/31/2024 4:04 PM

For LDDs:

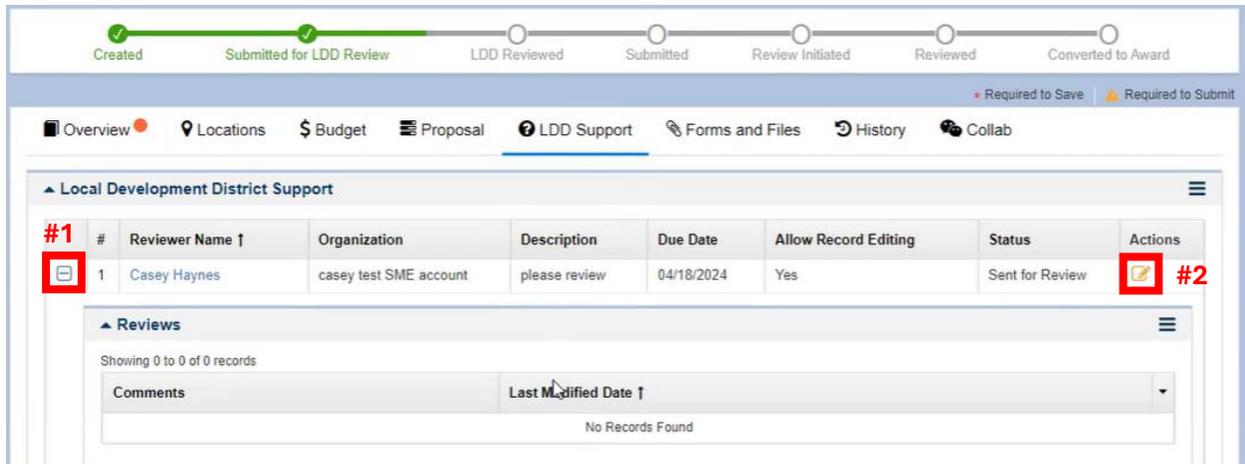
Review as a pending task

The review will show up as a pending task (boxed in red), but you can also view all of your reviews (whether open or Completed) from the lefthand navigation bar (boxed in blue).



Guidance for LDD on how to utilize the review phase

Once the grantee hits the "Send for Review" button, the review can begin. If you will be editing the application, you can make your edits directly in the application itself. If you want to just provide feedback, you can provide that under LDD Support tab when you send the review back to the applicant. Either way, you'll need to complete the following steps.



1. Expand the section located next to your name.
2. Click yellow edit button

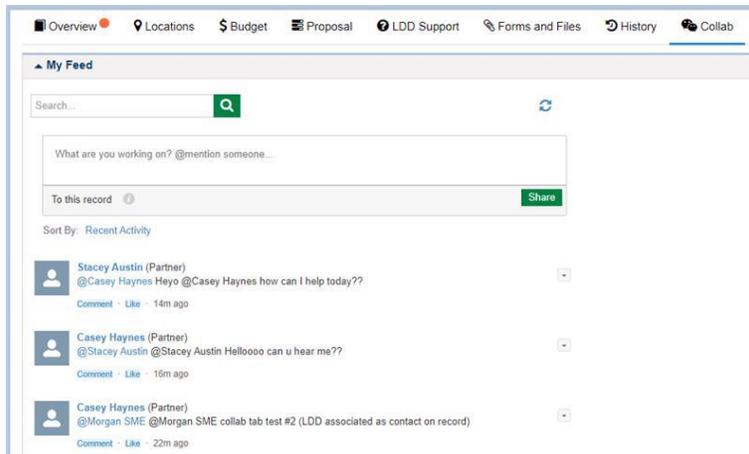
3. In the review box that pops up, choose “Passed” and fill in your feedback/comments in the Comment box. *TIP: Use this box to make note of where you made changes to the application or sections the applicant still needs to work on/improve.*
4. Hit Save, and then Submit Review.
5. If the applicant would like you to do another review, they will need to repeat step #6 in the For Applicants > Request LDD Review section above.

****Once the applicant clicks the Complete Review button, no more LDD edits can take place, as the status of the application has changed.****

How to use the Collab Tab

During review is also the point at which using the **Collab tab** can start being helpful. *TIP: Information and comment exchange can happen more quickly through this means. The applicant and LDD can chat back and forth through that tab without having to officially send the review back and forth.*

The LDD can see the record anytime once they’ve been requested to review and even after the review is Complete, but the LDD can only make direct edits to the application when they’ve been requested to review the application in the system and that review request is “open”. To communicate with the applicant, you can use the email function at the bottom of the Collab tab or utilize the **My Feed** section:



1. Use @ followed by the applicant's name, then type your message. Hit "Share" when you want to send.

Additionally, once the review is initiated you can also see any @ mentions that come in through the collab module up at the top (boxed in red).

