



**Northern Border  
Regional Commission**

**2024 FALL GRANTEES**

**Negotiations Office Hours  
2/19/2025 – 2/20/2025**

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



# Northern Border Regional Commission



Northern Border  
Regional Commission

January 24, 2025

AUTHORIZED OFFICIAL

**RE: AP-NBRC-XXX – ORGANIZATION's Application to the Catalyst Program Fall 2024**

Dear AO:

On behalf of Governor and the Northern Border Regional Commission (NBRC), we congratulate you and your organization for receiving a Catalyst Program Fall 2024 grant award! You have been awarded \$500,000.00.

**Please read this letter carefully for required actions and information to secure this award, with detailed instructions beginning on page 2.**

- Register for mandatory new grantee training sessions **by January 31, 2025**
- Submit your organization's banking information **by February 7, 2025**
- Complete required document revisions **by February 14, 2025**

This award of grant shall constitute an obligation to make such grant. Such obligation may be terminated without further cause, however, if the grantee shall fail to respond, provide requested information, or miss deadlines.

**By submitting your revisions and completing the Negotiations within the GMS, you are acknowledging the requirements of the NBRC award as identified in this award letter.**

While you have been awarded a grant, these funds are **not available** until you have received a **Notice to Proceed (NTP)** or **Partial Notice to Proceed (PNTF)** from NBRC. Award and matching funds spent or committed before receiving a NTP or PNTF are not eligible for reimbursement or to be counted as matching funds. Additionally, spending funds before receiving a NTP or PNTF could result in NBRC reducing or rescinding your award. Failure to timely respond to NBRC's requests may result in the award being rescinded. Please refer to NBRC's Grant Administration and Compliance Manual on the [Grant Administration](#) page of our website for details on required information to secure a NTP.

We wish you great success with your project and look forward to working with you,

Chris Saunders, Federal Co-Chair, NBRC

Cc:

## AWARD LETTER

NBRC notifies all successful entities of their award with a letter. The award letter includes:

- Award amount
- Required actions
  - New Grantee Training sessions
  - Banking information
  - Required document revisions
- Award acknowledgement statement
- Award letter is NOT a Notice to Proceed.** A NTP or PNTF is required before spending or committing award funds or match and cost share funds

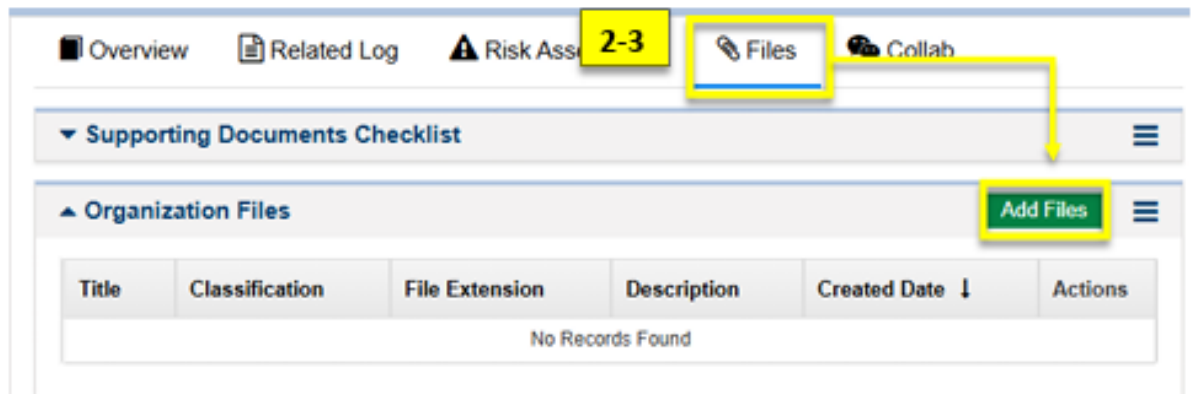


## REQUIRED ACTIONS

### Banking information

- ACH Banking Form (SF-3881) uploaded to the Files tab of the Organization account in GMS
- Requires signature from financial institution's Authorized Official (**not** the NBRC Authorized Official)
- GMS Grantee Toolkit for instructions to complete this task (page 6)

**STEP 2: Complete the ACH Banking Form and upload to your organization account in the GMS by February 7, 2025. Failure to respond by this date or notify NBRC of the need for additional time to complete this step may result in the award being rescinded.** An executed copy of this form, signed by the financial institution's Authorized Official (not the NBRC project AO), is required for NBRC to **disburse** the funds for your award. The **GMS Grantee Toolkit** provides step-by-step instructions to complete this action.



4. Upload your executed SF-3881 ACH form



## REQUIRED ACTIONS CONTINUED

### Required document revisions:

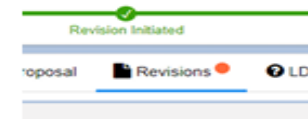
- This is required to have a complete and correct application and associated Grant record.
- Detailed revisions contained in a bulleted list in Step 3, for example:
  - AO, AOR and missing AO signatures
  - Revised budget documents
  - Revised forms or supporting docs
- If you have a revision in the list that you do not understand, please contact NBRC through the Collab tab email function in the Application file. \*\*Be sure to send email to [admin@nbrc.gov](mailto:admin@nbrc.gov)
- [GMS Grantee Toolkit](#) for instructions for “Completing Required Document Revisions” (section 2.2)

**STEP 3:** Complete the required revisions to your application, forms, and/or supporting documents in the Grants Management System (GMS) by February 14, 2025. Failure to respond by this date or notify NBRC of the need for additional time to complete this step may result in the award being rescinded. Only the Authorized Official will be able to see the requested revisions in the GMS and submit the completed revisions back to NBRC. The **GMS Grantee Toolkit** provides step-by-step instructions to complete the required revisions in the GMS, and the first new grantee training will cover this step in detail. Please do not send documents to NBRC outside of the GMS.

#### 2.2. Completing Required Document Revisions

Refer to your award letter for specific details about which items need revision. You will have received a pending task to complete this step.

1. Navigate to the application record
2. Review requirements laid out in award letter. You can go to the Collab tab to view your uploaded award letter.
3. Review any additional requirements in the Revisions tab



- a. If you have any additional items to complete, these will be laid out in the “Explanation of Revisions Needed” section

| Form Name  | Needs Revision |
|--|----------------|
| Application for Federal Assistance (SF-424)        | ✖              |
| Assurances for Construction Programs (SF-424D)     | ✖              |
| Assurances for Non-Construction Programs (SF-424B) | ✖              |
| Disclosure of Lobbying Activities (SF-LLL)         | ✖              |

Total Records: 4

Application Response

Details

Explanation of Revisions Needed

Details

See the award letter issued by email or view in the “Collab tab” section of the GMS for specific revision or document requests.



## NEGOTIATIONS FAQ

- **Budgets!**

- Budget Periods table and SF-424cbw must align.
- If equipment is listed in section 8 of SF424cbw, costs should be part of the Construction sum in the Budget Periods Table
- Revised SF-424cbw should be uploaded to Supporting Documents Checklist
- Editing SF424cbw for LDD or NEPA costs in category 6, Consultants or 7, Contracts.
- Budget information will carry forward to the Grant Agreement and GMS Grant Record.



## NEGOTIATIONS FAQ

- **Contacts:**

- Authorized official on the Organization account should match the AO resolution and all signed documents.
- Resolution must authorize a *single* individual.
- AO cannot self-attest or witness an AOR.
- See the “Manage your Organization’s Account and Contacts” guide for managing contacts in GMS for AO, project manager, and LDD
- Add the required LDD contact to the Contacts section in the Overview tab. Make sure LDD Contact is specified in the role. See award letter for project's LDD contact details.



## NEGOTIATIONS FAQ

### • Files and Forms

- Remove duplicate files between application files and supporting documents checklist.
- Revised documents should be uploaded to the Supporting Documents Checklist, not the Application Files section
- IRS determination letter or affirmation letter must be dated within one year or the application (non-profits only)
- Make sure the signature on required forms matches the individual you authorized to sign in your AOR.



## USING THE COLLAB TAB

- Please DO NOT use the “My Feed” feature. NBRC is not notified.
- Send messages by navigating to the Collab Tab → Messages → “Send Email” to [admin@nbrc.gov](mailto:admin@nbrc.gov)
- See the GMS Grantee Toolkit section 1.5 “Using the Collab Tab”

The screenshot displays the web application's navigation menu with the following items: Overview, Awards, Budget, Actuals, Requests, Management, Files, History, and Collab. The Collab tab is highlighted with a yellow box. Below the navigation menu, the 'My Feed' section is collapsed, and the 'Messages' section is expanded. A 'Send Email' button is highlighted with a yellow box. At the bottom, there is a search bar with a magnifying glass icon and an information icon, and a status message that reads 'Showing 1 to 2 of 2 records'.





## REMINDERS

- If you can't meet the requested timelines for required actions and information, please communicate to NBRC. **Failure to respond by this date or notify NBRC of the need for additional time to complete this step may result in the award being rescinded.**
- At this stage in the award process, project funds including award funds, match and cost share funds are not available to spend or commit. **Project costs committed or expended without authorization from NBRC will be deemed ineligible.**
- Collaborate with NBRC through the GMS by navigating to the Collab tab of the application record.



## **GRANTEE RESOURCES**

### **GMS Grantee Toolkit**

- Locating records
- Uploading files and Completing revisions
- Using the Collab tab for communication with NBRC
- Support on next award phases including grant agreements

### **Grant Administration Compliance Manual**

- Details on award process and project initiation activities
- Next award phases including grant agreements and notice to proceeds
- Guidance on procurement, reporting, reimbursements, and more...

[www.nbrc.gov/content/administration](http://www.nbrc.gov/content/administration)



## GRANTEE RESOURCES

### Forms & Guidance

- NBRC Resources website contains many forms
- GMS Supporting Documents Checklist contains forms and files to download, complete and upload

### Human Support

- NBRC Staff – Please use the Collab Tab of the GMS application record for NBRC staff support.
- State Program Managers –[ME](#), [NH](#), [VT](#), [NY](#)
- Your [Local Development District](#)

[www.nbrc.gov/content/administration](http://www.nbrc.gov/content/administration)



## NEXT STEPS

- [NBRC Resources → New Grantee Support](#)
- **Submit** your Negotiations!
  - NBRC will convert the application to an award when all negotiations are complete. Grantee will not need to do anything else until the Grant Agreement is sent for acceptance.
  - Once you've completed your revisions, you must hit "**Submit to Grantor**"
- [Register for New Grantee Training Sessions:](#)
  - Session 1: GMS Negotiation Overview, Grant Agreements & Notice to Proceed (February 21 from 10-11:30AM EST)
  - Session 2: National Environmental Policy Act (NEPA) (February 26, from 1:30-3PM EST)
  - Session 3: Build America Buy America Act (March 5 from 1-2pm EST)



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**Questions?**