



**Northern Border  
Regional Commission**

# **2026 SUPPORT FOR NEW GRANTEEES**

## **Brief Next Steps for New Grantees**

Updated June 2026

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



## AWARD NOTIFICATIONS

**NBRC notifies all successful entities with an award notification AND an award letter.**

- ***Award notification*** generated by the GMS indicates successful application
- ***Award letter*** sent as email to Authorized Official, Project Contact and LDD if applicable. To find your Award Letter:
  - ✓ Navigate to Application Record (AP-NBRC-###) in the GMS to view "Collab" tab
  - ✓ Emailed copy of the award letter should appear in the Messages section.
  - ✓ Download your award letter for your files
- **Award letter is NOT a Notice to Proceed.** NTP or Partial NTP is required before spending or committing award funds AND match and cost share funds.



## AWARD LETTER

Important Information in Your Award Letter:

- Award amount
- Required actions
  - ✓ Confirm UEI # and SAM.gov expiration date in organization profile
  - ✓ Download New Grantee Toolkit
  - ✓ If applicable, complete revisions
- Award acknowledgement statement
- **Deadlines for Required Actions**
- **Negotiation Office Hours**
- **Dates for New Grantee Training Sessions**



## **ACTION - Register for New Grantee Training Once Scheduled**

See [NBRC's Events webpage](#) for date and registration link

### **Session 1 – Welcome & Next Steps**

- This is a **mandatory** live session

### **Recommended Action: View on-demand training sessions and materials**

- Session 2 – [Grant Agreements, LDD Contracts, NEPA Process & Partial NTPs](#)
- Session 3 – [NEPA](#)
- Session 4 – [BABAA](#)
- Session 5 – [Reimbursements](#) & [Reporting](#)
- Session 6 – [Amendments & Closeout](#)



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## ACTION – Confirm UEI and SAM.gov

### Locate Organization Profile in GMS

- ✓ Download and use the [Managing Organization Account and Contacts](#) resource to complete this action
- ✓ Review and confirm UEI #
- ✓ Review SAM.gov expiration date
  - If expired, use "Verify" function
  - If current, no action needed

**UEI and SAM.gov must be correct for obligation of funds.**

The screenshot displays the GMS interface for a Grantee Organization named 'Casey Test Org'. The organization's status is 'Active', with EIN 111222333 and UEI 571398716. The address is listed as 'Address 1 Test', 'Address 2 Test', 'Testville', '05403', 'Franklin', 'USA'. The SAM.gov expiration date is 11/20/2024. The 'Verify' button is highlighted in yellow. The 'Overview' tab is selected, and the 'Sam.gov Verification' section is visible at the bottom. A tooltip at the bottom of the screen reads: 'This section displays the organization's registration verifications with entities including SAM.gov and FPDS.gov.'



## **ACTION – Find and Complete Revisions**

### **Locate and Review Revisions**

- ✓ If applicable, requested revisions to the application materials will be outlined in a separate email notification, sent to AO
- ✓ Navigate to Collab tab and view message titled "**NBRC Required Revisions**"
- ✓ Download and use the [\*\*GMS Grantee Toolkit\*\*](#) to complete revisions.
- ✓ Attend [\*\*Negotiation Office Hours\*\*](#)
- ✓ Attend [\*\*New Grantee Training Sessions\*\*](#)

**Submit revisions or negotiations by the date indicated in the award notification.**



## REMINDERS

- Wait for your Notice to Proceed to spend or commit project funds. 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.**
- 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.**
- Contact NBRC through the Collab tab email function in the Application file. Please always include your project name and grant award number in the subject line



## 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)
- Include grantee organization and Application ID (AP-NBRC-###) in subject line
- 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 in the Messages section. At the bottom of the interface, there is a search bar with the text 'Search...' and a magnifying glass icon, and a status indicator that reads 'Showing 1 to 2 of 2 records'.



## 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

- Visit the Support for [New Grantees Resource](#) page of NBRC's website
- Visit the [Events](#) page for upcoming trainings schedule
- [NBRC Resources](#) page contains many forms



## GRANTEE RESOURCES

### Human Support

- NBRC Staff – Please use the Collab Tab of the GMS application record for NBRC staff support
- Your [Local Development District](#)
- Please always include your project name and grant award number in the subject line