



## LDD Guidance:

### Project Kickoff Meeting and the Pre-Notice to Proceed (NTP) Phase of Award Management

NBRC encourages all LDD partners to host a project kickoff meeting with new NBRC grantees. This document outlines suggested project kickoff agenda topics and the order of operations during the pre-NTP phase of an NBRC award.

#### **Project kickoff meetings should include:**

1. Grantee
  - a. Authorized Official
  - b. Project Contact
2. LDD

If an LDD would like an NBRC employee to participate in their project kickoff meeting please send your request to Sarah Lang via email [slang@nbrc.gov](mailto:slang@nbrc.gov).

#### **When to schedule a project kickoff meeting:**

Project kickoff meetings should be scheduled with the grantee for after they have received notification of obligation of funds. NBRC suggest this timing because LDDs can only bill for the time spent during a kickoff meeting if it occurs after the notification of obligation of funds.

As the LDD on a project, you should **ask the grantee for the following items** prior to your project kickoff meeting, to familiarize yourself with their project:

- Work plan
- Budget
- Application

#### **Suggested Agenda Topics:**

- Obligation of funds
  - o Review the important of the date of obligation of funds as it relates to grant administration assistance
  - o No NBRC funds can be accessed prior to the obligation date

- Accessing a partial notice to proceed (PNTP), if applicable:
  - o [Decision Tree for PNTP](#)
  - o If either of the below costs are needed prior to receiving a NTP, work with the grantee to request a PNTP from NBRC, using the [PTNP Request Form](#)
    - LDD grant admin costs (up to 50% of budgeted fee)
    - National Environmental Policy Act (NEPA) costs (requires documentation of scope, budget and timeline). *Review SF424cbw to confirm this activity and related costs are reflected.*
    - In-kind/volunteer match
  - o If a grantee will be using match/cost share under a PNTP, Form 1002, together with documentation of committed match to cover PNTP costs is also required
- Assessing whether any project changes have occurred since the award was made:
  - o If changes have occurred, such as a change in AO or a change in source or amount of match etc., an amendment *must* be requested prior to receiving a Notice to Proceed (NTP). Please review the types of amendments in the Project Changes/Amendments section of the [Compliance Manual](#).
- NTP documents
  - o [LDD Contract](#)
  - o PNTP (if applicable)
  - o [Form 1002 Match Commitment Form](#) & Documentation of committed match/cost share to complete the project
  - o Grant Agreement (completed in GMS)
- Roles and responsibilities
  - o Clearly differentiate between a grantee's responsibilities and an LDD's responsibilities as it pertains to grant administration activities
  - o Authorized Official vs project contact roles in the GMS
- Communication
  - o Share with the grantee your preferred method of engaging and communicating throughout the award life cycle
    - Suggest check-ins (via phone, email, or meetings) be scheduled throughout the grant award
  - o Learn from grantee how they best communicate
  - o LDD support in the grants management system (GMS): help direct the grantee on how to provide LDD access to GMS records by "initiating a

review." *THIS IS A VERY IMPORTANT STEP FOR YOU TO HAVE ACCESS TO THEIR RECORDS.* Share [this guidance document](#) directly with the grantee for step by step instructions.

- Once a grant agreement is signed and activated in the GMS, the grantee can request a review of a progress report (PPR), which will give the LDD access to some grantee records. See [LDD GMS Support Toolkit](#) for more information.
- Review project's period of performance
  - Key dates for grantees to be aware of (report dates, securing NTP within year of grant award, complete within three-year performance period)
- Review of quarterly and annual reporting requirements of grant
  - Quarterly Reports (SF-PPR)
    - Review quarterly report periods and due dates
    - Add reminders and due dates to grantee and LDD calendars
    - Confirm order of operations for both preparation of report, review by LDD and submission of same
  - Annual Federal Financial Report (SF-425)
    - Review of fiscal year dates and report due date
    - Add reminders and due dates to grantee and LDD calendars
    - Confirm order of operations for both preparation of report review by LDD and submission of same
- LDD Contract
  - Review invoicing options in the LDD contract: hours of work performed or quarterly advancements.
  - Create and review a drafted LDD contract. Following the kickoff meeting, the contract should be executed by both parties. *Be sure to include the project kickoff meeting date in your LDD contract.*
- NEPA Status
  - LDDs who can support NEPA work could discuss with grantee the option of a separate NEPA contract
- Overview of Resources available to grantees, where they can be found:
  - Support for New Grantees: <https://www.nbrc.gov/content/new-grantees>
  - Templates & Samples: <https://www.nbrc.gov/content/administration>
  - [NBRC Grant Administration & Compliance Manual](#)
  - GMS Resources:
    - [Managing Organization's Accounts and Contacts](#)

- [GMS Grantee Toolkit](#)

### **Order of Operations:**

1. Obligation Date: Ideally, LDD contracts should be signed after the LDD and grantee have received confirmation that funds have been obligated. This is the earliest date for which grant administration services can be billed for. *This is not the same as the award date.*
2. Project Kickoff Meeting: Be sure to add the date of this meeting to your LDD Contract.
3. LDD Contract: Review and sign contract for LDD grant administration services. A [contract template](#) is available for use.
4. PNTN Documentation (if applicable): Review the NEPA determination for the project with the grantee to walk through the [decision tree](#) for requesting a partial notice to proceed (PNTN). If a grantee needs a PNTN to cover NEPA and/or LDD costs (up to 50% of budgeted fee), LDD can assist them in collecting and submitting the necessary documents, including the [PNTN Request Form](#).
5. Amendment Documentation (if applicable): If any amendments are needed because something has changed since the award was made, for instance the AO has changed, change in match sources etc., an amendment *must* be made prior to receiving the Notice to Proceed (NTP). Please review the types of amendments in the Project Changes/Amendments section of the [Compliance Manual](#).
6. NTP Documentation: Remaining documentation for the NTP includes a signed grant agreement (completed in the GMS), [NEPA approval](#) (NBRC is responsible for this process with the grantee), and NBRC Form 1002 and match commitment documentation. LDDs can be helpful in reviewing the NBRC Form 1002 and match commitment documentation. [A sample form and documentation](#) are available.
7. Reporting/Reimbursements: LDDs should assist grantees with any progress reports (PPRs) due before an NTP is issued. Additionally, if a PNTN is in place, an LDD can assist a grantee with submitting a reimbursement request for those approved costs in the PNTN.