



Northern Border Regional Commission

NEW
Grantee
Orientation:
Welcome &
Next Steps!





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Stephanie Case, Grant Administrator

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Alicia Bono, Grant Administrator

Meet your NBRC Team Today!

Sarah Lang, Capacity Program Coordinator

Lissa Harris, Grant Administrator

Malana Tamer, Senior Grant Administrator

Stephanie Case, Grant Administrator

Rebecca Olechowski, Director of Finance



Reminders for today



Today's training session will be recorded



Please keep your microphone muted unless you are asking a question during the Q&A!



Use the CHAT!

- Introduce yourselves! Share: your name, organization and NBRC grant project name
- Share any technical issues you may be having
- Ask grant related questions



The slide deck will be made available along with the resources discussed



Plenty of time for Q & A!



YOU ARE
HERE

New Grantee Training Sessions

- 1 **Welcome & Next Steps: Grant Agreements, LDDs, PNTP/NTP**
- 2 **PNTP/NTP** 07/22/26
- 3 **Compliance (Reporting) & Reimbursements** 09/09/26
- 4 **GMS Navigation** 09/17/26
- 5 **Amendments & Closeout** 10/07/26

On Demand Training!

National Environmental Policy Act (NEPA)

[Watch the Recording](#) | [PowerPoint](#) | [Transcript](#) | [NEPA Resources webpage](#)

Build America Buy America Act(BABAA)

[Watch the Recording](#) | [PowerPoint](#) | [BABAA Resources webpage](#)



Session 1: Welcome & Next Steps

Agenda

NBRC Grant Lifecycle

Step 1 & 2: Notice of Award/Negotiations

Step 3: Local Development Districts (LDDs)

Step 4: Grant Activation (Grant Agreements)

Step 5: Partial Notice to Proceed (PNTP): *Optional*

Step 6: NEPA(National Environmental Policy Act)

Step 7: Notice to Proceed (NTP)

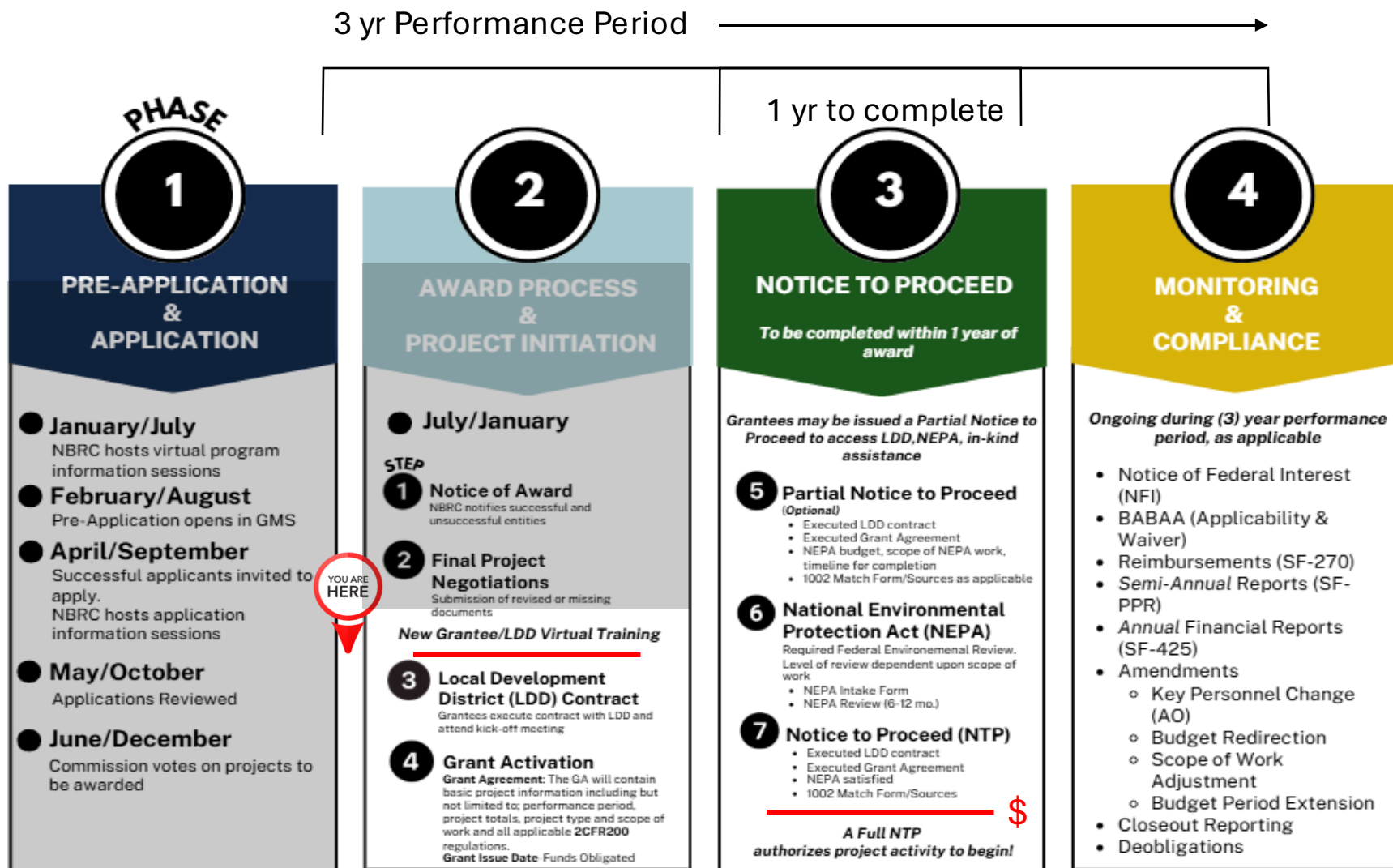
BABAA

Q&A



NBRC Grant Lifecycle: Where am I?

COMPLETE





Step 1: Notice of Award

NBRC notifies all successful entities of their award with a letter.
Note: Not a Notice to Proceed!

Step 2: Negotiations

Completed application revisions by **July 1st, 2026!**

Revisions may be required for a complete and correct application and associated Grant record.

Detailed revisions provided via email in a bulleted list, for example:

- AO, AOR and missing AO signatures
- Revised budget documents
- Revised forms or supporting docs



Northern Border
Regional Commission

June 23, 2025

Name
Address

RE: AP-NBRC-XXX—Organization Name to the Program Announcement Title

Dear Name:

On behalf of Governor _____ and the Northern Border Regional Commission (NBRC), we congratulate you and your organization for receiving a Program Announcement Title grant award! You have been awarded \$1,000,000.00.

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 session
- Confirm your organization's SAM.gov account and banking information
- Complete required document revisions

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 NBRC's Grants Management System (GMS), you are acknowledging the requirements of the NBRC award as identified in this award letter and that you have verified your organization's banking information on file with SAM.gov is accurate.

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 (PNTP)** from NBRC. Award and matching funds spent or committed before receiving a NTP or PNTP are not eligible for reimbursement or to be counted as matching funds. Additionally, spending funds before receiving a NTP or PNTP 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

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(603) 369-3001 | www.nbrc.gov

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AWARD PROCESS
&
PROJECT INITIATION



Step 3: Local Development Districts (LDDs)

Local Development Districts (LDDs) help promote local economic growth, especially in distressed areas, by facilitating access to grants, technical assistance, strategic planning and more. LDDs are **regional entities**, often an economic development corporation, a regional planning commission, or council of governments. These organizations, often funded through a combination of state or local funds, are **a critical intermediary and partner for rural communities** as they enhance community and economic development efforts.

All Program awardees are **required to use a Local Development District** (LDD) for grant administration.

Exception for state government entities, LDDs, or approved LDD waiver from pre-application

NBRC defines grant administration tasks as assistance with completing and submitting:

- Partial /Notice to Proceed Documentation
- Semi Annual & Annual Reporting
- Payment Requests
- Project Amendments
- Closeout
- General Assistance

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AWARD PROCESS
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PROJECT INITIATION



Grantee vs. LDD Responsibilities

Grantees are responsible for **staying in compliance and submitting forms and requests in an accurate and timely manner**. Grantees are ultimately responsible for the information within the forms and requests.



LDDs are contracted and responsible for **ASSISTING a grantee with accurate and timely filing** of compliance forms (semi-annual and annual reporting, payment requests, project amendments, and close out documents). They can help **teach grantees** grant administration best practices.

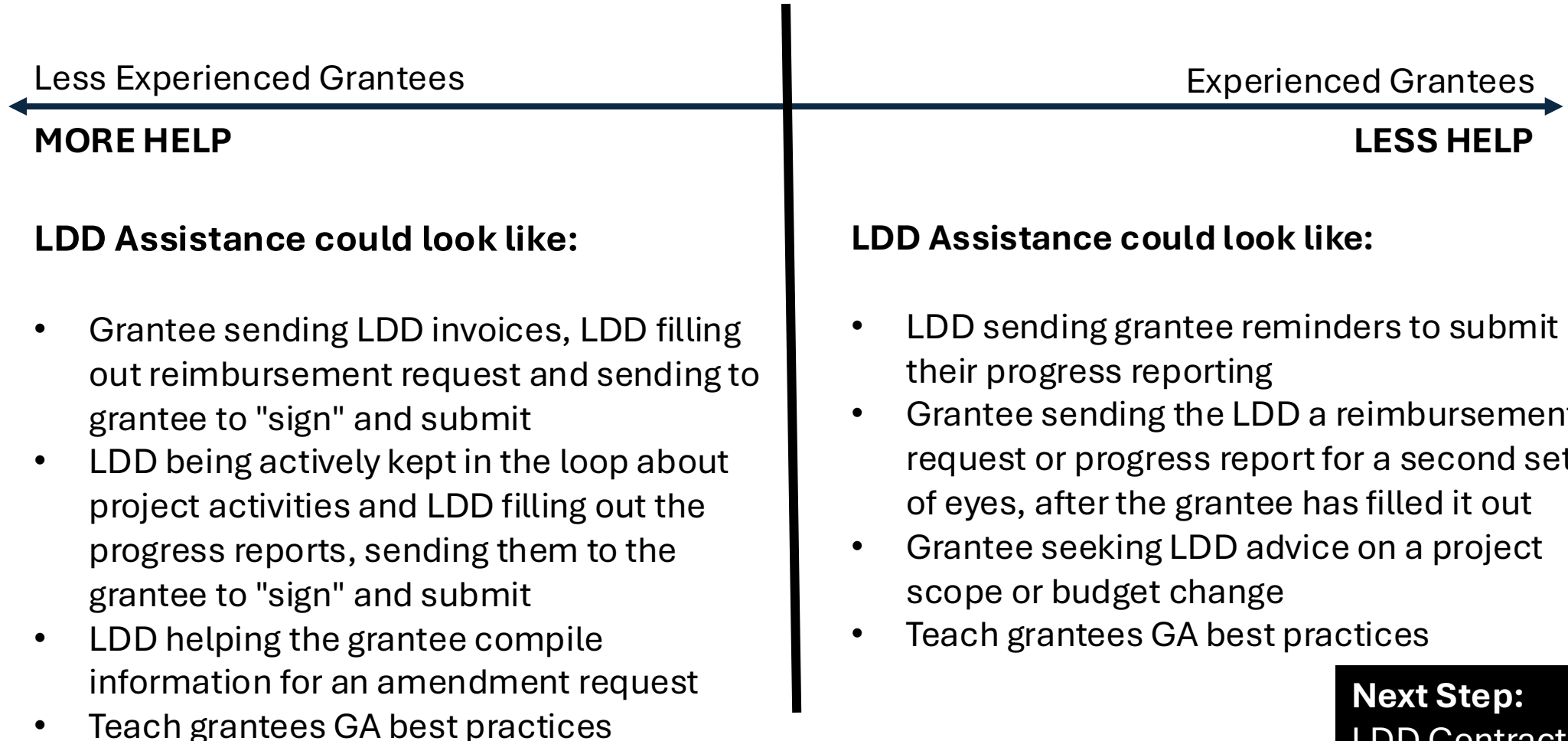


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AWARD PROCESS
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LDD Assistance Spectrum



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AWARD PROCESS
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Next Step:
LDD Contract &
Kick Off Meeting



LDD Contract

LDD Contracts are required to be on file to receive a PNTP/NTP

Connect with your LDD NOW!:

- LDDs have experience in administering NBRC grant awards and they can start teaching you best practices
- Set a **project kickoff meeting** early to discuss the contract, overview of the project, and outline how you will work together on grant administration tasks.

Resources for connecting with your LDD:

- [Sample contract](#)
- [About LDDs](#) – [Learn more here!](#)
- [How to give LDD access to your GMS records](#)

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AWARD PROCESS
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LDD Access to your GMS Records

As the grantee, **you need to give access to the LDD** to your records in the GMS. **LDDs cannot see anything in the GMS for your award until you do this step!** (Even if you've associated them to your award)

Navigate to your Award Record → Open a Progress Report → Request LDD review
(See: GMS Grantee Toolkit “Sending LDD Requests” or How to give LDD access to your GMS records)

Note: You MUST SEND the report after creating!

2. Send the request
 - a. When the page refreshes, be sure to click the arrow icon (→). The Status will change from “Created” to “Sent for Review”

Status	Actions	Status
Created	  	Sent for Review

>>

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AWARD PROCESS
&
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Grantee → LDD → Grantee → NBRC



Step 4: Grant Activation

Negotiations are complete and obligation of funds is confirmed. NBRC will then issue a **Grant Agreement(GA)** for review and acceptance.

By accepting the GA, you are concurring with the information laid out and agreeing to the terms, conditions, and administrative requirements set forth within the agreement.

Only the Authorized Official(AO) will be able "View" and "Accept" the Grant Agreement

The **GMS Grantee Toolkit** is available to walk you through steps to accepting the GA.

Note - The award is in a draft state until the GA has been accepted and activated in the system.

Grantee will not have access to grant files.

Award

NOTE: Only your organization's Authorized Official will be able to see the "View Grant Agreement" and "Accept" buttons

View Grant Agreement	Accept	Reject
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Grant ID	Budget Period
GT-1234C-00001	8/23/2024 - 2/27/2025

Created Sent for Acceptance Accepted Submitted for Approval Approved Activated Amended

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AWARD PROCESS
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Grant Agreement - What's Included?

- **NBRC Grant ID:** Include this ID in all project documentation and email communications. Examples: **GT-25FAC-00000** or **GT-25FAT-00000**.
- **Contact information:** Grantee, NBRC, and LDD (if applicable).
- **Period of Performance:** Project start and end dates. Grantees have a **3-year** period of performance to complete the project.
- **Grant Amount:** NBRC award amount. This amount cannot be increased.
- **Required Match:** Non-NBRC funding required to complete the project as proposed. Match contributions must be documented and reported to NBRC throughout the project period.
- **Reimbursement Rate:** The ratio of requested NBRC funds to expended match funds. The reimbursement rate is typically **80% or 50%**.
- **Indirect Cost Rate (ICR):** Rates above NBRC's standard de minimis rate of **15%** require submission of a **Negotiated Indirect Cost Rate Agreement (NICRA)**. The rate listed in the Grant Agreement will match the approved application budget.
- **Grant Provisions:** Federal laws, regulations, and agreement requirements that grantees must follow as part of the award. These may include the **Build America, Buy America Act (BABAA)**, **Interest in Real Estate and/or Equipment** requirements, and **subrecipient agreements**.

Northern Border Regional Commission	
Grant Agreement Between Northern Border Regional Commission (NBRC) And <u>Grantee Name</u> August 15, 2024	
NBRC Grant Agreement Number:	
Grantee/Recipient: Contact Information for grantees Authorized Official (AO)*	Grantor: Northern Border Regional Commission Contact: Andrea K. Smith, Program Director 53 Pleasant Street, Suite 1501, Concord, NH 03301 603-369-3001 admin@nbrc.gov www.nbrc.gov
*The AO signs binding documents and any changes must be reported along with the required supporting documentation.	
Co-Applicant: If Applicable	
Contact:	
State Program Manager contact information State Contact: Charlotte Mace, Director of Business Development, DECD	
207-624-7448 charlotte.mace@maine.gov	

Execution of the Grant Agreement is not approval to expend funds. A Notice to Proceed must be issued to expend any funds including match!

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AWARD PROCESS
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PROJECT INITIATION



Grant Agreement-Next Steps

Review the Grant Agreement within the GMS and review it carefully!

Make sure all information on pages 1 and 2 is correct.

The **Grant Administration Compliance Manual** provides an annotated Grant Agreement for reference and the **Grantee Toolkit** provides step by step instructions for reviewing and accepting the contract. Also, work with your LDD!

If it's flagged that information is incorrect, NBRC will work with you to correct the information and return an amended award for you to review.

Questions regarding the content of the Grant Agreement should be directed to NBRC at admin@nbrc.gov.

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AWARD PROCESS
&
PROJECT INITIATION



Step 5: Partial Notice to Proceed (PNTP)

OPTIONAL!

Consider requesting a PNTP if components of your project may require financial support to achieve a full Notice to Proceed. Discuss options with your LDD.

The **Grant Administration Compliance Manual** has information re: requesting PNTPs and the **Grantee Toolkit** has information as to how to inform NBRC of the request.

Limited access to funds can be granted for:

LDD Grant Administration Costs

- Up to 50% of budgeted LDD total
- Requires an executed LDD contract

NEPA Costs

- Requires documentation of scope, budget and timeline (template available)
- NEPA scope must be approved by NBRC

Match Accrual

- Request for in-kind match accrual, property transfers or other unique and necessary match that must happen before the NTP

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NOTICE TO PROCEED

To be completed within 1 year of award



Step 6: NEPA :National Environmental Policy Act

National Environmental Policy Act (NEPA) – 1970

- Promote the protection, preservation, and enhancement of the environment.

Purpose:

- Requires federal agencies to consider the environmental impacts of their actions and decisions before they act.

Successful completion of NEPA review is required for a Notice to Proceed!

1. Grantee completes NEPA Intake Form at application.
2. NBRC coordinates NEPA review and analysis of project.
3. NBRC or a representative from the environmental consulting firm, will provide notification of what NEPA documentation needs to be completed.
4. Grantee will determine if a Partial Notice to Proceed (PNTTP) is needed for NEPA costs.
5. NBRC/Consultant will approve NEPA scope of work
6. Grantee & NBRC/consultant will work together to satisfy NEPA
7. NBRC will notify the grantee once satisfied and upload documentation to the record within the GMS.

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NOTICE TO PROCEED

*To be completed within 1 year of
award*



NEPA-What's Next?

Initial NEPA review will begin in **July 2026**

- Projects that are determined to be a CATEX with no other federal requirements needed (Section 106, Section 7) will likely be processed first given their simplicity.
- NEPA satisfaction is **one requirement of securing a Full Notice to Proceed**

Levels of NEPA analysis

Level 1: Categorical Exclusion (CATEX) The project is pre-determined by the federal agency not to have a significant impact on the human environment. *<6 mo. to complete.*

Level 2: Environmental Assessment (EA): The project impact is unknown or does not have a reasonably foreseeable significant effect on the quality of the human environment. *~6-12 mo. to complete.*

Level 3: Environmental Impact Statement (EIS): The project has a reasonably foreseeable significant effect on the quality of the human environment. *Unknown.*

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NOTICE TO PROCEED

*To be completed within 1 year of
award*



Step 7: Notice to Proceed (NTP)

A Notice to Proceed must be secured within a year of date of award.

A Full Notice to Proceed (NTP) authorizes the grantee to commit and expend funds for all project related activities in alignment with the project budget (SF424cbw) on file. No project contracts should be signed until a NTP is secured. Expenses incurred under contracts that pre-date the NTP are not eligible for NBRC reimbursement or to be counted as match.

The following items **MUST** be in place to receive a NTP:

- ✓ **Executed Grant Agreement**
- ✓ **LDD Contract**
- ✓ **NEPA satisfied**
- ✓ **Match Commitment Form 1002 and sources**
- ✓ **RD 400 Assurance Agreement (USDA ONLY)**

Securing Match

NBRC Form 1002-Completed and certified by AO

Commitment documentation must be provided for each source listed. Form and documentation amounts must align.

Resources:

- Your LDD (if applicable) can review your NBRC Form 1002 and commitment documentation
- Reference the **Grant Administration Compliance Manual**

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NOTICE TO PROCEED

*To be completed within 1 year of
award*



Build America, Buy America Act (BABAA)

“None of the funds made available for a Federal financial assistance program for infrastructure...may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.”

Applies to all federal financial assistance projects for infrastructure.

Applies to an entire infrastructure project, even if it is funded by both Federal and non-Federal funds under one or more awards.

“Project” means any activity related to the construction, alteration, maintenance, or repair of infrastructure in the U.S.

“Infrastructure” includes:

- Rehabilitation of buildings and real property
- dams, ports, harbors and other maritime facilities
- Water systems (drinking water and wastewater)
- Construction and improvements of roads, highways, bridges
- Utility installation and broadband infrastructure improvements

BABAA-Does it apply to my project?

NBRC assigned BABAA applicability during the negotiations process. Please visit the Revisions tab of your GMS record and review the Explanation of Revisions needed for additional information

Within the next couple of weeks NBRC will be sending a follow-up email to the contacts for projects where BABAA is applicable

Please watch the recording and review the slide deck from [NBRC's BABAA Training Session from March 2025](#). This training session provides detailed information on BABAA requirements, compliance, the types of waivers that are available, and how to apply for a waiver.

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MONITORING
&
COMPLIANCE



Next Up:

1 Welcome & Next Steps: Grant Agreements, LDDs, PNTP/NTP

→ 2 **PNTP/NTP** 07/22/26

3 Compliance (Reporting) & Reimbursements 09/09/26

4 GMS Navigation 09/17/26

5 Amendments & Closeout 10/07/26

TO DO:

- ✓ Ensure award negotiations are complete in the GMS!
- ✓ Review & execute Grant Agreement within GMS
- ✓ Execute a LDD contract
- ✓ Attend a LDD kick-off meeting
- ✓ Start NEPA Coordination
- ✓ BABAA Determination
- ✓ Do you need a PNTP?

3

NOTICE TO PROCEED

To be completed within 1 year of
award



Questions?





Grantee Resources

Federal Requirements for Awards

- [2 CFR Part 200 – Requirements for Federal Awards](#)
- [40 USC Subtitle V. Regional Economic and Infrastructure Development](#)
- National Environmental Protection Act (NEPA) - <https://www.nbrc.gov/content/NEPA>
- Build America Buy America Act (BABAA) - <https://www.nbrc.gov/content/BABAA>

Forms & Guidance

[NBRC website](#)

GMS Grantee Toolkit

- Locating records, uploading files, and completing required revisions, communication with NBRC
- Support on next award phases including grant agreements, amendments and progress reporting

Grant Administration Compliance Manual

- Details on award process and project initiation activities
- Guidance on procurement, reporting, reimbursements, and more...

Human Support

- NBRC Staff – Please use the Collab Tab of the GMS award record and email admin@nbrc.gov.
- Your [Local Development District](#)