



Northern Border Regional Commission

NEW Grantee Orientation:

Partial Notice to Proceed(PNTP) /NTP





NBRC Staff

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- Molly Taflas, Deputy Executive Director
- Rebecca Dourmashkin, Grant Attorney
- William Gallagher, Administrative Officer
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- Rebecca Olechowski, Director of Finance & Evaluation
- Alicia Bono, Grant Administrator
- Lissa Harris, Grant Administrator
- Georgia Cassimatis, Grant Administrator
- Malana Tamer, Senior Grant Administrator
- Stephanie Case, Grant Administrator
- Ace Arroyo, Data Analyst
- Shannon Kelly, NEPA Advisor

Meet your NBRC Team Today!

- Andrea K. Smith, Director of Programs & Partnerships
 - Shannon Kelly, NEPA Advisor
 - Malana Tamer, Senior Grant Administrator



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!



New Grantee Training Sessions

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

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 2: Partial Notice to Proceed (PNTP) & NTP

Agenda

NBRC Grant Lifecycle

Step 1-4

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

Step 6: NEPA (National Environmental Policy Act) & NHPA (National Historic Preservation Act) Section 106

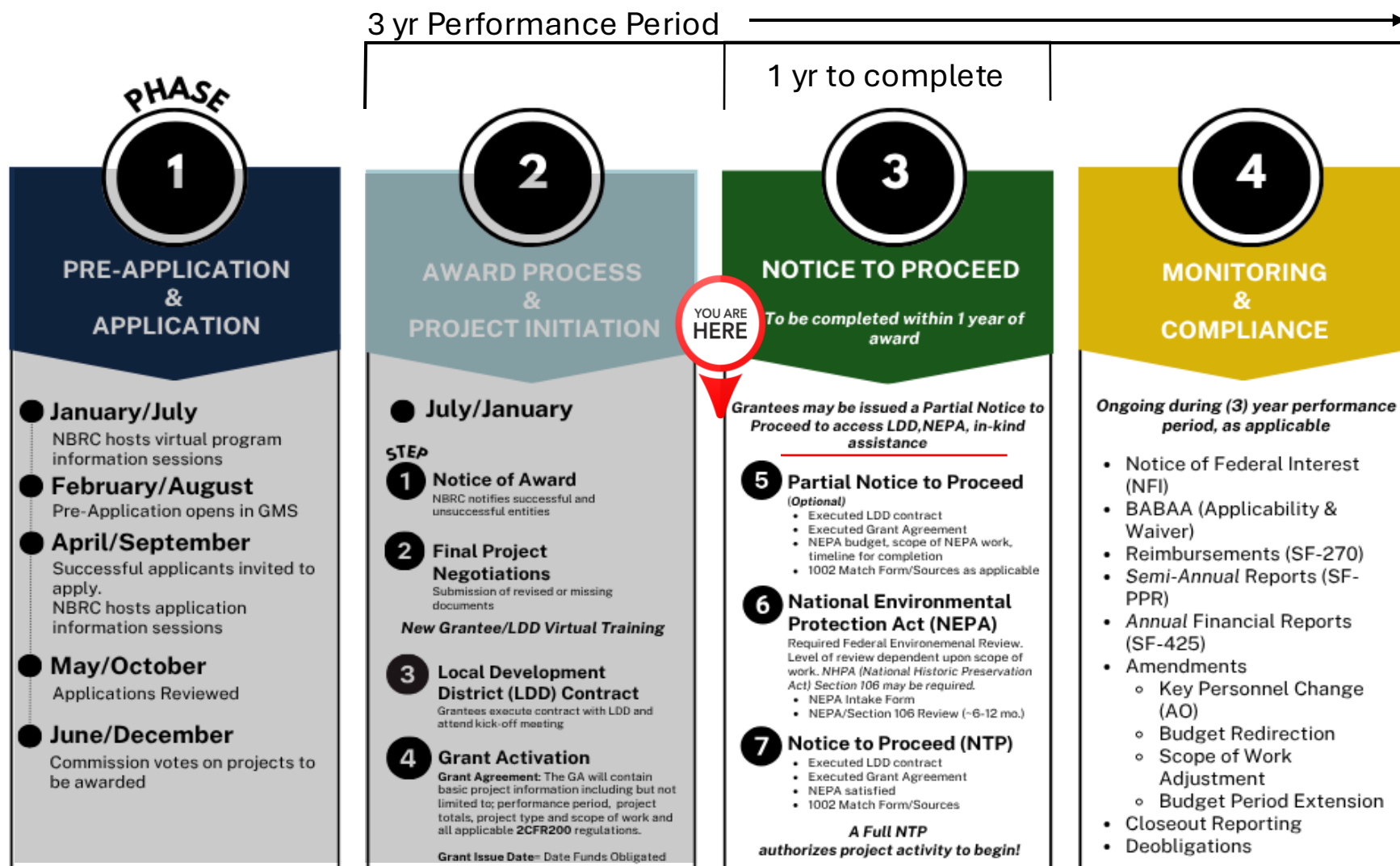
Step 7: Notice to Proceed (NTP)

Next Up

Q&A



NBRC Grant Lifecycle: Where am I?





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

Revisions completed by **July 1st, 2026**

Step 3: Local Development Districts (LDDs)

All Catalyst Program awardees are required to use and sign a contract with the Local Development District (LDD) for grant administration.

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

Step 4: Grant Activation

NBRC issues a Grant Agreement(GA) for review and acceptance that outlines the terms and conditions of the award.

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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 and Cost Share Accrual

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

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NOTICE TO PROCEED

*To be completed within 1 year of
award*



PNTP-Decision Tree

Assess the need for PNTP early!

Integration of the National Environmental Policy Act Into the Northern Border Regional Commission's (NBRC) Decision-Making Processes¹

Determining the Appropriate Level of NEPA Review (helps determine whether a PNTP is needed)

Step 1

Does the project qualify for an Administrative Categorical Exclusion^{1,2,3}, a Programmatic Categorical Exclusion^{1,2,3}, or Adoption⁴ of another federal agency's completed environmental review?

YES → Does project require **additional consultations** to satisfy a **CATEX** determination?

NOTE: Real property/real estate acquisitions have additional requirements

If yes, proceed to **step two**

NO → Project requires an **Environmental Assessment (EA)** to complete NEPA; skip to **step three**

Step 2

Will the project need more time and costs to support a CATEX determination?

YES → PNTP is **available** for:
Specified NEPA Costs
LDD Costs
Accruing In-Kind Match

NO → Submit NEPA information and supporting documentation to help finalize the CATEX review and receive a full NTP

Step 3

Project requires an Environmental Assessment (EA) to complete NEPA

YES → Consult NBRC for NEPA tasks and costs.

PNTP is **required** and available for:
Specified NEPA Costs
LDD Costs
Accruing In-Kind Match

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PNTP-Decision Tree

Assess the need for PNTP early!

Integration of the National Environmental Policy Act Into the Northern Border Regional Commission's (NBRC) Decision-Making Processes¹

Efficient NEPA Reviews (Adoption of another federal agency's environmental review)

Wherever practicable, NBRC will utilize the following efficiency methods to reduce or eliminate duplication, allow for efficient timelines for the NEPA process, and prepare streamlined and effective NEPA documents.

NBRC may rely on a CATEX determination, final EA, or final EIS (Environmental Impact Statement) prepared by another agency in whole or in part.

NOTE: Cannot adopt state-level environmental reviews ((Act 250, Mini-NEPA, SEQR) unless another federal agency designates the state as lead federal agency in writing

Can Adopt When:

- (1) The action covered by the original CATEX determination, EA, or EIS and the NBRC proposed action are substantially the same; and
- (2) The original CATEX determination, EA, or EIS meets NBRC standards for an adequate CATEX, EA, or EIS.

NBRC must make its own evaluation of the environmental issues and take responsibility for the scope and content of the CATEX determination, EA, or EIS, and confirm, after independent review, the analysis meets the requirements for an adequate NEPA document consistent with these procedures and the CEQ regulations.

Reliance on these documents is subject to the following publication requirements:

(a) NBRC must file the EIS as a final statement consistent with 42 U.S.C. 7609.

(b) NBRC must prepare its own FONSI for the action and provide public notice of the finding.

(c) NBRC must document its reliance on another agency's CATEX determination, including a determination that no extraordinary circumstances are present and that NBRC's action is substantially the same as the action covered by the CATEX determination it is choosing to rely upon. Additionally, NBRC must publish the CATEX determination on the NBRC website.

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PNTP-Decision Tree

Assess the need for PNTP early!

Integration of the National Environmental Policy Act Into the Northern Border Regional Commission's (NBRC) Decision-Making Processes¹

Applicant / Grantee Preparation of NEPA Documents (Roles and Responsibilities)

Applicant responsibilities

Work under NBRC direction and assist NBRC in fulfilling its NEPA obligations by preparing NEPA analyses and documents that comply with the provisions of NEPA and the requirements set forth in these procedures

Related to preparing NEPA analyses and documents may include, but are not limited to, the following:

- (1) Preparing EAs, EISs, and supporting environmental documentation.
- (2) Submitting all NEPA and supporting environmental documents created pursuant to these procedures to NBRC for review and approval before public distribution.
- (3) (3) Creating and distributing public notices when appropriate
- (4) Coordinating public hearings and meetings as required.

(Continued)

- (5) For proposed actions for which NBRC is the lead or sole federal agency, consult and receive approval from NBRC prior to obtaining a contractor for preparing an EA or EIS document.
- (6) Informing NBRC promptly of any difficulties encountered in meeting the established schedule and milestones and recommending adjustments as needed to ensure compliance.

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NOTICE TO PROCEED

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PNTP Request

Download PNTP Request Form

REQUEST FOR PARTIAL NOTICE TO PROCEED

Name of Grantee: NBRC Project #:

All grantees must receive a Partial or Full Notice to Proceed before they can commit or expend any NBRC funds or match that are part of the NBRC funded project.

A Partial Notice to Proceed (PNTP) can be utilized to cover specific activities and costs that may be incurred prior to the project being issued a full Notice to Proceed. Activities and costs that may be covered include:

- LDD Assistance - up to half of the allowable LDD costs for project administration.
- NEPA Assistance-tasks associated to complete NEPA including environmental consultants as approved by NBRC including scope, budget, timeline. A template is available for the RFP associated with NEPA consulting services. *NEPA tasks and costs must be approved by NBRC before a PNTP will be approved.*
- In-kind/Personnel-personnel costs associated with coordination of NEPA. If personnel expenses are being counted as match, a 1002 match form must be on file or provided outlining the required committed match sources.

The following items MUST be in place for a PNTP to be issued. A request will not be considered without the following required documentation on file or submitted with this request. Please complete, execute, and submit this form per the instructions below.

Required Documentation	On File with NBRC (X)	Submitted with Request (X)
LDD Contract OR LDD Waiver *For LDD activities as outlined in the PNTP budget and scope of work in Attachment A. **Departments of State and LDD's are exempt from grant administration requirements	☐	☐
Grant Agreement	☐	☐
NEPA Intake Form/NEPA Consulting Services SOW OR NEPA Satisfied *For NEPA activities as outlined in the PNTP budget and scope of work in Attachment A.	☐	☐
NBRC Form 1002 - Committed Match and Supporting Documentation *ONLY Required for expenses being counted as match during PNTP period	☐	☐

Grantees awarded funding prior to 2024 must submit all required documentation to admin@nbrc.gov.
Grantees awarded funding in 2024 and forward must upload the required documentation to the [GMS record](#)
and email admin@nbrc.gov.



Attachment A: PROPOSED PNTP SCOPE & BUDGET*

Grantee Name:				NBRC Project #:	
Budget Item	NBRC Funds	Match	SF424cbw Category & Line Item	Scope of Work Summary	Estimated Timeline for Completion
LDD Assistance					
NEPA Assistance					
In/Kind Personnel					
Other					
Other					
TOTAL COSTS ALLOWED	\$ 0.00	\$ 0.00			

*Final budget to be approved by NBRC and will be outlined within the final executed PNTP documentation.

**Amount requested must align with the most recent approved NBRC project budget (SF-424cbw/GMS budget table).

This acknowledgement indicates that I am the authorized official designated on behalf of the entity awarded funding and certify all information submitted is true and accurate.

Authorized Official Signature

Date

James C. Cleveland Federal Bldg., Suite 1501 • 53 Pleasant Street • Concord, New Hampshire 03301

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NOTICE TO PROCEED

To be completed within 1 year of award

1. Work with your LDD to determine if a PNTP is needed.
2. Complete the form and include all required documentation
3. Upload to GT record and email admin@



PNTP Issuance

The following items **are now in place** to receive a Partial Notice to Proceed:

- ✓ **LDD Contract (Step 3)**
- ✓ **Executed Grant Agreement (Step 4)**
- ✓ **NEPA Scope of Work approved by NBRC**
- ✓ **Match Commitment Form 1002 and sources (if applicable per request)**

Next Step:

4. Uploading NTP & PNTP Documentation

1. Navigate to your [Grant](#) record (Note: your grant agreement must be signed for that grant record to be viewable)
2. Click the [Files](#) tab. In the Grant Files section, click the Add Files button
3. Select the file for upload
 - a. Set Classification to "Award Related"
 - b. Select the file from your computer
 - c. Add a description for the file
 - d. Click Upload button
4. Notify NBRC
 - a. Navigate to [Collab](#) tab of grant record
 - b. In the messages section, click the Send Email button
 - c. Compose a message to admin@nbrc.gov to notify us that you have uploaded the required documentation. NBRC staff will review and follow up if any additional information is required.



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NOTICE TO PROCEED

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award*



PNTP Issuance



Northern Border
Regional Commission

PARTIAL NOTICE TO PROCEED

Name of Grantee:

Grant Award #:

Date of Partial Notice to Proceed:

A Partial Notice to Proceed authorizes the grantee to commit and expend funds for specified eligible project activities only.

NBRC and the Grantee confirm the following requirements for a Partial Notice Proceed have been met.

Complete	Notice to Proceed Requirements
☐	Obligation of Federal Funds on file.
☐	LDD Grant Administration Contract – Select one of the following: 1. ☒ A copy of the executed contract with a Local Development District (LDD) is on file. a. A Partial Notice to Proceed may include LDD grant administration costs up to 50% of LDD fee. b. Grant Issue Date to reimburse for LDD services: 2. ☐ A waiver from the LDD administration is on file. 3. ☐ The Grantee is a department of State department or LDD and is exempt from the Grant administration requirement.
☐	Approved/Executed Grant Agreement is on file in the GMS.
☐	Documentation of satisfactory completion of National Environmental Policy Act (NEPA) is on file. Required for Full Notice to Proceed. A Partial Notice to Proceed may include specific NEPA activities.
☐	NBRC Form 1002 with documentation of committed match/cost share is on file. If match is being used for a PNTP, this documentation must cover those approved costs. Updated match documentation for the entire project will be required to support a Full Notice to Proceed.
☒	Costs specific to the PNTP are described below.



Northern Border
Regional Commission

ATTACHMENT A TO PARTIAL NOTICE TO PROCEED

NBRC Grantee Award Number:			Grantee Name:		
Budget Item (eg, NEPA/LDD/in-Kind)	NBRC Funds	Match	SF424cbw category and line item	Scope of Work	Estimated Timeline for Completion (eg, September 2025)
NEPA Assistance					
LDD Assistance					
TOTAL Costs Allowed					
*All \$ amounts based on a review of the final SF424cbw budget, executed LDD contract, and match documentation to support eligible project costs under a PNTP.					

Program Manager | Northern Border Regional Commission

Date:

Date:

A PNTP authorizes the grantee to commit and expend funds for eligible and pre-approved project activities ONLY!

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NOTICE TO PROCEED

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award



Step 6: NEPA : National Environmental Policy Act & National Historic Preservation Act Section 106

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.

National Historic Preservation Act Section 106

- *Requires that “...the head of any Federal agency having direct or indirect jurisdiction over a proposed Federally or federally assisted undertaking in any State and the head of any Federal department or independent agency having authority to license any undertaking shall, prior to the approval of the expenditure of any federal funds on the undertaking or prior to the issuance of any license, as the case may be, take into account the effect of the undertaking on any district, site, building, structure, or object that is included in the National Register”.*

NEPA & NHPA Section 106 satisfaction (when applicable) is required for a Notice to Proceed!

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NOTICE TO PROCEED

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NEPA Review

Summary of Process

- Grantee completes and submits comprehensive NEPA Intake and Record of Consideration Form at application as a required support document.
- Once awards are made, NBRC commences with NEPA review and analysis to make a determination.
- NBRC staff or a representative from the environmental consulting firm, will provide notice of NEPA determination or notify grantee of need for additional NEPA information and/or documentation that is required to make a determination
- Initial determination/outreach to all grantees occurs 30-60 days following award
- Grantee will determine if a Partial Notice to Proceed (PNTTP) is needed for NEPA costs.
- NBRC/Consultant will approve NEPA scope of work submitted in support of a PNTTP request.
- Grantee & NBRC/consultant will work together to satisfy NEPA
- NBRC will notify the grantee once satisfied and upload documentation to the record within the GMS.

Initial NEPA review began in **July 2026**

- Programmatic CATEX's (i.e., feasibility, planning only) are currently being processed. As they are finalized, NBRC will upload the executed CATEX Determination to the file section of the project's grant record in the GMS. An email confirming same will also be sent to the project and LDD contacts.
- In parallel to processing programmatic CATEX's, projects requiring NHPA Section 106, Section 7, or for whom we need additional information to make a NEPA determination are also current being processed and outreach underway. Grantees should be checking their GMS email for these communications. Promptly responding to these inquiries is helpful. Important note: Projects requiring Section 106 consultation have a longer analysis period as state SHPO have 30 days for review.
- If a CATEX is not available for the project, and the project involves another federal funder for the same project locations, scope etc. NBRC will next explore an adoption. Grantees should be checking their GMS email for these communications as often additional information is needed from the grantee/other federal funding agency and respond as promptly as possible.
- If there is no eligible CATEX or available option to Adopt another federal agency's environmental review, the project triggers an Environmental Assessment (EA). Detailed next step guidance for these projects will occur in the coming weeks.

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NOTICE TO PROCEED

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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)**

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NOTICE TO PROCEED

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award*



Securing Match Funds

Grantees submit documentation of committed match/cost share to NBRC:

NBRC Form 1002: The amount of match listed in the grant agreement must be committed to serve as match for the project and not been previously committed or expended. The amount of match in the Grant Agreement must align with Form 1002 and commitment documentation from each source listed must be provided.

The form should identify the source amount and the match amount being applied to the project.

Match requirements may be met by other Federal grants where authorized for up to 80% of the total project cost, so as not to exceed the maximum federal contribution allowed as outlined in Supplements to Federal grant programs 40 USC 15506.

Important: No vendor contracts, commitments of funds or expenditure of match funding without NBRC approval is allowable.

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NOTICE TO PROCEED

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NOTICE TO PROCEED

To be completed within 1 year of award

CERTIFICATION OF COMMITTED PROJECT MATCH

Grantee Name:	
NBRC Project #:	
NBRC Award Amount:	
Match Amount*:	

*Total of all sources must align with the match amount as represented in the approved project budget (SF-424cbw) and executed Grant Agreement. Only partial match may be required for a Partial Notice to Proceed. Please visit <https://www.nbrc.gov/content/project-match> for more information and resources on match calculation by geography.

List each source and amount of match commitment separately. Include documentation of commitment from each source to this form. Please see NBRC's [Grant Administration and Compliance Manual](#) for guidance on what is considered eligible commitment documentation.

Match Source	Source Amount	Match Amount (only if different from the source amount)
<i>Match Amount * Total must align with the amount as represented in the approved project budget (SF-424cbw) and executed Grant Agreement. Only partial match may be required for a Partial Notice To Proceed</i>	Total	
	\$ 0.00	\$ 0.00

 Name and Title of Authorized Official

 Signature of Authorized Official

 Date

NBRC Form 1002

Revised April 7th, 2026

Town of Springfield

July 29, 2025

This information should match the grant agreement information - see blue box in the NBRC Form 1002.

The Town of Springfield commits a total of \$250,000 to the NBRC award GT-25SPC-00000 during the project period of July 1, 2025-September 30, 2028. The following sources will be committed to the project:

Labor from the Public Works Department and Town staff totaling \$31,072.50.

- Public works supervisor labor (2 years), 80 hours at \$45/hr total \$7,280
- Public works engineer labor, 30 hours at \$40/hr total \$1,200
- Public works staff labor (2 years), 160 hours at \$30/hr total \$9,600
- Town Manager (2 years), 30 hours at \$50/hr total \$3,000
- Town Planner, 50 hours at \$45/hr total \$2,250
- Fringe benefits total \$7,742.50

The amounts should exactly match the sources listed - see green box in NBRC Form 1002.

Town of Springfield cash contributor \$118,927.50

- Town of Springfield appropriated funds for project

As the Authorized Official and Town Manager of the Town of Springfield, this letter serves as the commitment of the funds to this project.

Sincerely,

Ms. Springfield, Town Manager

Letter needs signature of the Authorized Official

Source

Documentation

Examples:

Grant award letter

Municipal lending

Letter of cash or in-kind
commitment from grantee
or other source

Equipment assessments



NTP Issuance

The following items **are now in place** to receive a Notice to Proceed:

- ✓ **LDD Contract (Step 3)**
- ✓ **Executed Grant Agreement (Step 4)**
- ✓ **NEPA satisfied (Step 6)**
- ✓ **Match Commitment Form 1002 and sources (Step 7)**

Next Step:

4. Uploading NTP & PNTD Documentation

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2. Click the [Files](#) tab. In the Grant Files section, click the Add Files button
3. Select the file for upload
 - a. Set Classification to "Award Related"
 - b. Select the file from your computer
 - c. Add a description for the file
 - d. Click Upload button
4. Notify NBRC
 - a. Navigate to [Collab](#) tab of grant record
 - b. In the messages section, click the Send Email button
 - c. Compose a message to admin@nbrc.gov to notify us that you have uploaded the required documentation. NBRC staff will review and follow up if any additional information is required.



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NOTICE TO PROCEED

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NTP Issuance

NORTHERN BORDER REGIONAL COMMISSION NOTICE TO PROCEED

Grantee:

Grant Award #:

Date of Full Notice to Proceed:

The Full Notice to Proceed authorizes the grantee to commit and expend funds for all eligible project related activities.

Date of Partial Notice to Proceed:

A Partial Notice to Proceed authorizes the grantee to commit and expend funds for specified eligible project activities only

NBRC and the Grantee confirm the following requirements for a Notice Proceed have been met.

Complete	Notice to Proceed Requirements
☐	Confirmation the Obligation of Federal Funds is on file.
☐	LDD Grant Administration Contract – Select one of the following: 1. ☐ A copy of the <u>executed contract</u> with a Local Development District (LDD) is on file. a. Grant Issue Date to reimburse for LDD services: GA Issue Date 2. ☐ A waiver from the LDD administration is on file. 3. ☐ The Grantee is a department of State or LDD and is exempt from the Grant administration requirement.
☐	Approved/Executed Grant Agreement is on file.
☐	Documentation of satisfactory completion of National Environmental Policy Act (NEPA) is on file. Required for Full Notice to Proceed.
☐	NBRC Form 1002 with documentation of committed match/cost share to complete the project is on file.
☐	Notice of Federal Interest is required for this award. Must be in hand prior to submission of reimbursement requests

____ Date:
Program Manager | Northern Border Regional Commission

____ Date:
Director of Programs and Partnerships | Northern Border Regional Commission

The date of a Full Notice to Proceed is important!

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 on file.

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NOTICE TO PROCEED

To be completed within 1 year of award



Next Up:

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

TO DO:

- ✓ Work with LDD to determine if a PNTP is right for your project!
- ✓ Review the project budget and draft a PNTP request if applicable. Submit the PNTP request to NBRC.
- ✓ Continue NEPA Coordination
- ✓ Continue BABAA Review (if applicable)
- ✓ Secure match funds and complete form 1002



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](#)