



**Northern Border
Regional Commission**

LDD GMS Functionality Tutorial and Application Review

LDD PP Quarter 3 Training: September 2026



Northern Border Regional Commission

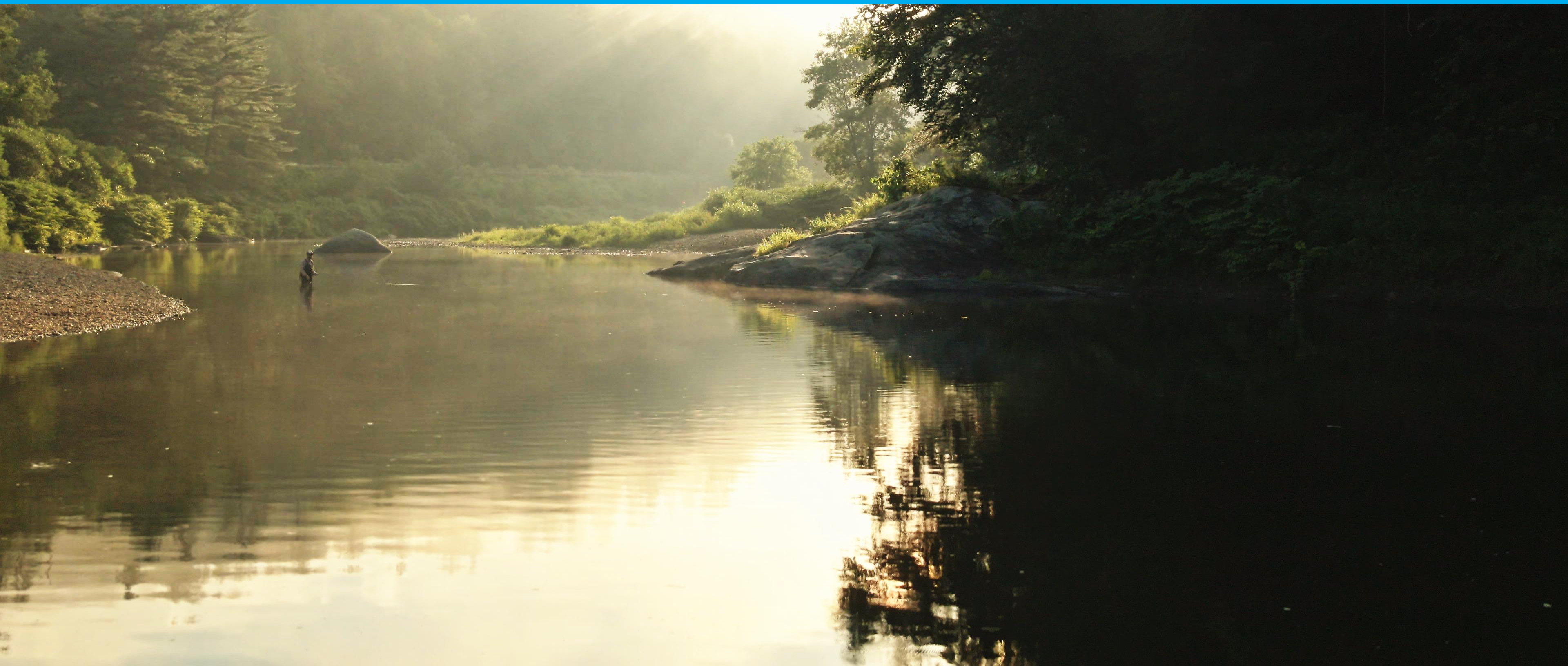
Agenda

Welcome!

- **LDD Partnership Program Updates**
 - **LDD Contracts**
 - **LDD Invoicing**
 - **Grant Issue Date**
- **Updated and Improved: LDD Functionality Tutorial in the GMS!**
- **Application Review**
 - **Budgets**
 - **Application Review Checklist**



LDD Partnership Program Updates



LDD Partnership Program Updates

LDD Contracts

- [Most updated contract template](#) (found in the LDD Resource Library)- Please use this template when creating contracts for new projects

Required Items in the contract:

- Name of grantee and name of LDD organization
- Project Kick Off Meeting date is recorded, either in the contract or in an attachment to the contract and submitted as one PDF (for 2026 projects and forward)
- Scope of Services include:
 - Partial Notice/Notice to Proceed Documentation
 - Semiannual and Annual Reporting
 - Reimbursement Requests
 - Contract Amendments
 - Final Reporting
 - General Assistance
- LDD fee matches what is outlined in their budget and follows the LDD fee structure:
 - \$8,000 for awards of \$400,000 or less
 - 2% for all awards above \$400,000
- Contract is signed by both LDD and grantee

LDD Partnership Program Updates

LDD Invoicing

What our Grant Administrators check for when reviewing invoicing for reimbursement requests:

- Period that the invoice covers
- Number of hours worked at what rate
- Total billed for the invoice

What would be helpful for your grantees to include in your invoice:

- Staff name/position who did the work
- Tasks completed during the hours worked
- Total remaining on contract
- Total billed

LDD Name and Address/Letterhead		
		Invoice No. 26-86
		Code No. 8098
		Date 7/9/2026
INVOICE		
Name and Address	Grantee Entity	
Report Period	Description of Materials or Services	Amount
4/1/2026 - 6/30/2026	Project Name Contract : Grant ID Executive Director: 0.5 hrs @ \$75.25 Principal Project Coordinator: 4 hrs @ \$47.56 Total Contract Amount: \$15,000 Total billed as of 3/31/2026: \$10,947.50 Total billed 4/1/2026 - 6/30/2026: \$227.87 Total remaining in contract: \$3,824.63	\$227.87

LDD Partnership Program Updates

Grant Issue Date

- We are moving away from using the term “date of obligation” and using Grant Issue Date.
- This date can be found in the Grant Record (GT-XXX) on the Overview tab
- This date is important because it is the date that LDDs can start charging time
- You can find a guidance document in the LDD Resource Library on this topic: [When Can LDDs Begin to Access NBRC Funds?](#)

Overview

Budget

Awards

Actuals

Requests

Management

Files

History

Collab

Grant Information

Grant Title

Advanced Materials Recovery Facility Feasibility Assessment for Northern Borders Region

Grant Abbreviation ⓘ

26SPC

Application ID ⓘ

Grant Type

Competitive

Internal Program ⓘ

PG-NBRC-0008

Grant Issue Date ⓘ

08/05/2026

Funding Organization

Northern Border Regional Commission

Announcement ID ⓘ

AN-NBRC-021

Org Code

LDD Functionality Tutorial in the GMS



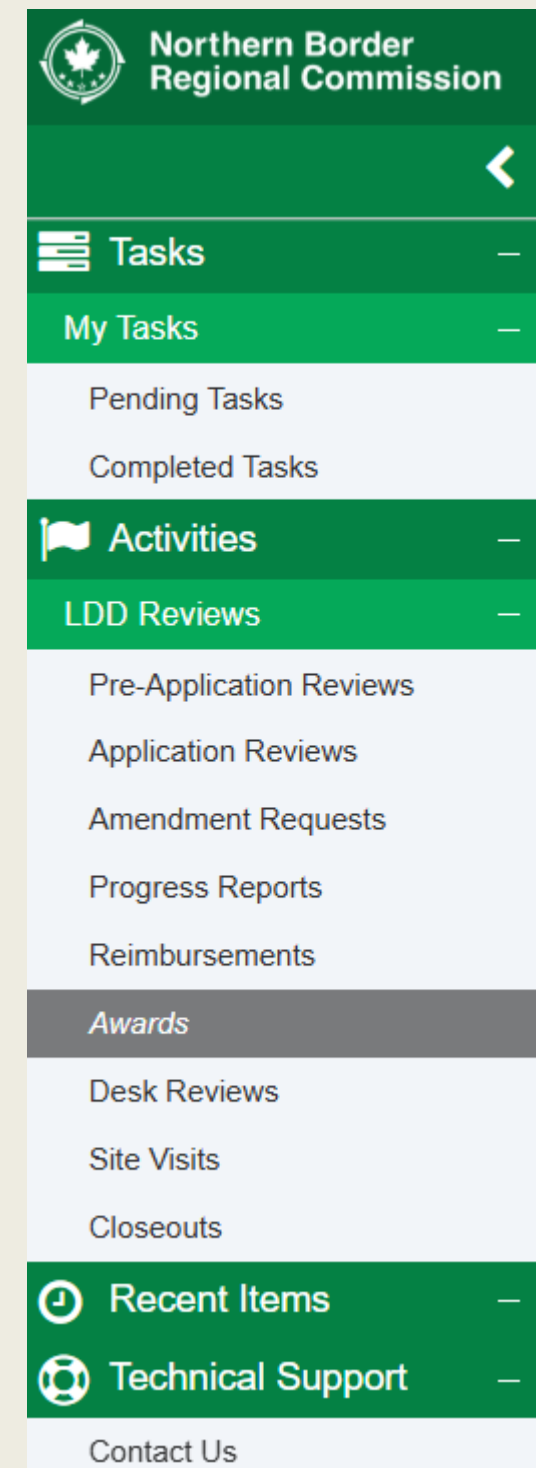
LDD Functionality Tutorial in the GMS

Home Screen

- From left hand menu, selecting AWARDS will show you the list of awards that you are associated with. The information included in the list will be:
 - Grantee Organization
 - Grant ID
 - Budget Period
 - Award ID
 - Status
 - Cumulative Obligation
 - Reimbursed Amount
 - Reimbursement Balance
- You can also select Progress Reports, Reimbursements, Amendment Requests etc. to see those records. They **will not** be sorted by award.

Pre Application

- While applicants are not required to provide LDDs access nor are LDDs required to review Pre Applications, this is an opportunity to connect early
- If you are associated with a Pre Application, you can :
 - View the organization and project information
 - Edit pre-application record prior to submission
 - View and upload files across all record types



LDD Functionality Tutorial in the GMS

Application

- While LDDs are not required to review Applications, this is an opportunity to connect early
- If you are associated with an Application, you can:
 - View organization and project information
 - Edit application record prior to submission
 - Edit application record during the Negotiations process (if awarded)
 - View and upload files across all record types

Grant/Award Record

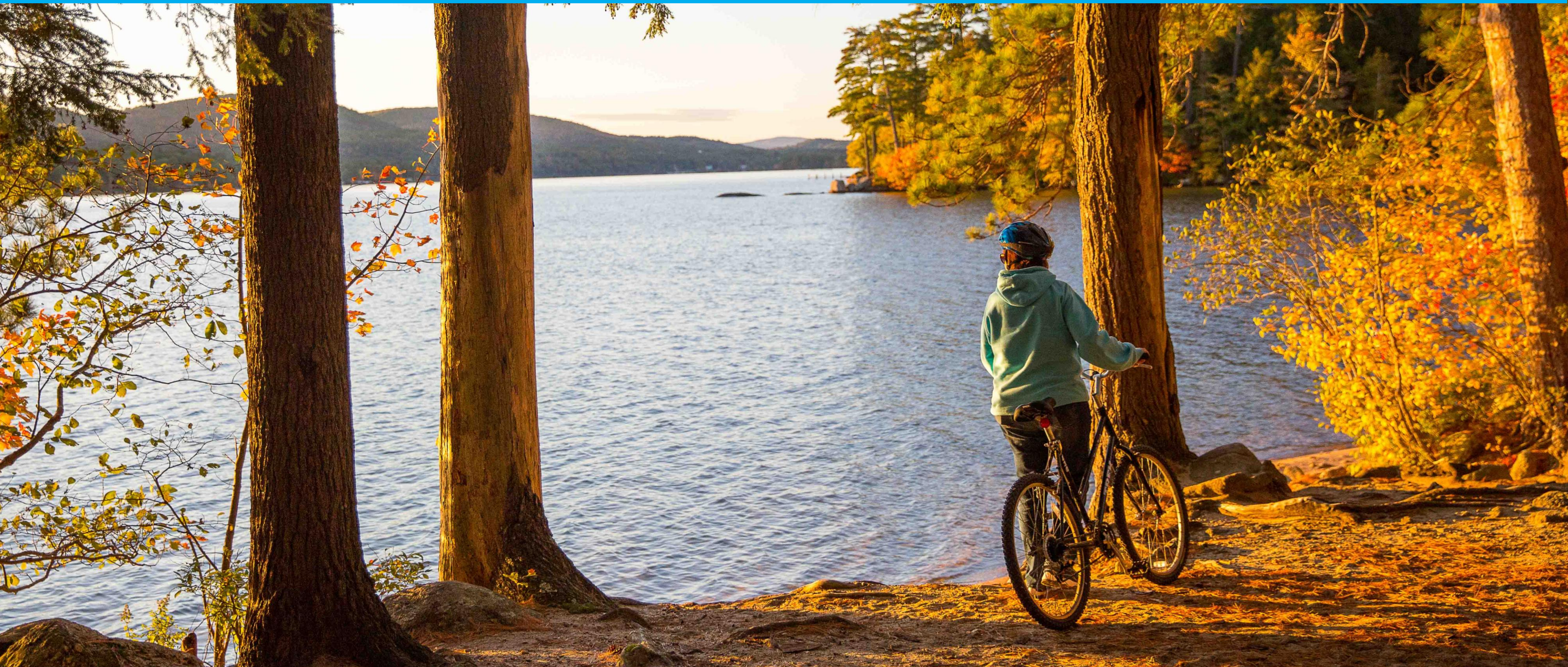
- View your organization and project information, including Grant Issue Date
- Create and edit draft payment (under Actuals tab) and amendment request (under Management tab) records
- Edit draft progress report records (under Performance tab)
- View and upload files across all record types

LDD Functionality Tutorial in the GMS

What LDDs CANNOT do with GMS update:

- LDDs do not receive a notification when they have been associated; grantees will need to reach out to the LDD Contact if they want you to know they have given you access. You will also be able to see any awards you have been associated with on your home screen under the Awards menu
- LDDs are not guaranteed to receive the same automated communication that the applicant or grantee receive; the applicant/grantee will need to be proactive in communicating with the LDD about administrative updates they receive so LDDs can continue to provide assistance.
- **LDDs will not be able to submit records to NBRC. The Authorized Official ('Primary' account holder) is responsible for ensuring all information is accurate and finalizing the submission.**

Application Review Overview



Application Review- Budgets

Budgets

One of the most frequently needed changes/updates during award negotiations is the budget! Here are some high-level items we'd love the LDDs to key in on when looking at an applicant's budget:

- If applicable, **LDD grant administration costs are listed with appropriate amount.** LDD costs are based on the NBRC requested award amount, not the Total Project Costs. NBRC requests of \$400k or less require LDD grant administration costs of \$8k. NBRC requests of more than \$400k require LDD grant administration costs of 2% of the NBRC requested amount.
- **NEPA line item MUST be included for all projects.** Projects anticipating a CATEx should include line item for \$0. All other projects should include appropriate costs ranging from \$1500 to \$10,000+.
- LDD and NEPA costs should be **listed in the “Other Direct Costs” budget category.** This will reduce the number of budget redirections.
- SF-424CBW includes total estimated costs, NBRC and match amounts for each line item (attachment in Supporting Documents Checklist).
- If it is an infrastructure project, make sure 50% of total project costs are listed in the Construction line in the budget.
- Budget Periods Table sources and total project costs **align** with the SF-424CBW sources and total project costs **and** box 18 of SF-424 Application for Federal Assistance.

Application Review- Checklist

Application Review Checklist for LDDs

In LDD Resource Library: [LDD Guidance: 2026 Application Review Checklist](#)

Remind applicants to:

- ✓ review and address pre-application feedback provided by NBRC and state program managers
- ✓ review scoring criteria for guidance on what key points to include in application materials.

1. Project Abstract (Overview Tab):

- ✓ Identifies NBRC project category, award type, and NBRC request amount. Describes how the project fits that category. Note: This is an area that may need revisions based on pre-application feedback from NBRC.
- ✓ For Catalyst, if the project is requesting a higher maximum infrastructure award, the proposal clearly describes how the project meets the criteria for a higher maximum award and that the state program manager has approved the request.
- ✓ Clearly identifies how NBRC funds will be used.

2. Contacts (Overview Tab):

- ✓ If applicable, LDD contact associated with LDD Contact role assigned.
- ✓ Authorized Official (AO) is listed as Authorized Signatory in Contacts section and matches the individual named as AO in the GMS and Authorized Official Resolution.
- ✓ If applicable, 2nd project contact is a Primary Contact.

Application Review- Checklist

3. Investment Locations (Location Tab):

- ✓ Address of where the project is physically taking place entered in Location tab.
 - Projects that do not have a physical location should enter a proxy location for the community or county where the project will take place.
Common proxy locations would be the town office, post office, or county courthouse.
 - If the project takes place in more than one community or county, you can enter up to 10 proxy locations.
- ✓ Match Justification text only includes GEOID number(s).

4. Key Performance Indicators (KPIs) recommended in the pre-application have been completed (Location Tab):

- ✓ No more than 6 KPIs completed with target values entered in the GMS Location Tab. Target values should be entered for KPIs following the recommendations provided in pre-application feedback. Feasibility projects will likely have just 1 KPI – Plans Created.
- ✓ All other KPIs should show a target of 0

5. Budget amounts match across 3 budget documents (Budget Tab, SF-424CBW document, SF-424 Application form)

- ✓ Budget Periods Table sources and total project costs align with the SF-424CBW sources and total project costs and box 18 of SF-424 Application for Federal Assistance.

Application Review- Checklist

6. Key costs included as individual line items in SF-424CBW (attachment in Supporting Documents Checklist of Forms and Files tab):

- ✓ If applicable, LDD grant administration costs are listed with appropriate amount. LDD costs are based on the NBRC requested award amount, not the Total Project Costs. NBRC requests of \$400k or less require LDD grant administration costs of \$8k. NBRC requests of more than \$400k require LDD grant administration costs of 2% of the NBRC requested amount.
- ✓ NEPA line item MUST be included for all projects. Projects anticipating a CATEx should include line item for \$0. All other projects should include appropriate costs ranging from \$1500 to \$10,000+.
- ✓ LDD and NEPA costs should be listed in the “Other Direct Costs” budget category. This will reduce the number of budget redirections.

7. SF-424CBW includes total estimated costs, NBRC and match amounts for each line item (attachment in Supporting Documents Checklist).

8. Funding Sources Table contain status of funds (Budget Tab):

- ✓ All sources contain a status of not applied, applied for, or secured.
- ✓ Amounts without a match source should be identified as TBD
- ✓ NBRC requested amount should not be included.
- ✓ Amounts already committed or spent should not be included.

Application Review- Checklist

9. Project Readiness narrative - Provides project timeline that demonstrates clear understanding of program requirements (Proposal Tab):

- ✓ Timeline should demonstrate the project can be completed within the 3-year period of performance and includes dates for expected NEPA approval, expected Notice to Proceed, and completion of project activities.

10. All required documents are submitted (Files and Forms Tab):

- ✓ Some forms are mandatory, while other forms are only required if applicable to the applicant or project. Mandatory documents must be completed and submitted within the online grants management system (GMS). The [Application Supporting Document Checklist](#) resource identifies required documents.
- ✓ **Commonly missed or incorrect documents:**
 - ❖ **Authorized Official Resolution** naming a person as the Authorized Official
 - ❖ **Assurances Form – SF-424 B** required for projects with NO construction activities, **SF-424 D** required for projects with construction activity

Questions?



Northern Border Regional Commission

A wide-angle photograph of a forest during autumn. The trees are covered in vibrant red, orange, and yellow leaves, with some evergreen trees still green. The forest is reflected in a calm body of water in the foreground. The sky is not visible, as the trees fill the upper portion of the frame.

Thank you for all you do!