



Northern Border Regional Commission

NEW **Grantee** **Orientation:** **Compliance** **Reporting/** **Reimbursement**





NBRC Staff

- Chris Saunders, Federal Co-Chair
- Sarah Waring, Executive Director
- Molly Taflas, Deputy Executive Director
- Rebecca Dourmashkin, Grant Attorney
- William Gallagher, Administrative Officer
- Jon O'Rourke, Senior Program Specialist
- Alison Richard, Marketing Coordinator
- Andrea Smith, Director of Programs and Partnerships
- Marina Caceres, Program Manager,
Forest Economy, Timber for Transit & USDA
- Adrienne Harrison, Program Manager, Catalyst
- Elizabeth "Liz" Cross, Rural Healthcare Coordinator
- Jennifer Barett, Program Coordinator
- Sarah Lang, Capacity Program Coordinator
- Shannon Kelly, NEPA Advisor
- Rebecca Olechowski, Director of Finance & Evaluation
- Alicia Bono, Grant Administrator
- Georgia Cassimatis, Grant Administrator
- Lissa Harris, Grant Administrator
- Malana Tamer, Senior Grant Administrator
- Stephanie Case, Grant Administrator
- Ace Arroyo, Data And Finance Analyst

Meet your NBRC Team Today!

- **Georgia Cassimatis**, Grant Administrator
- **Stephanie Case**, 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)

[NEPA Resources webpage](#)

Build America Buy America Act (BABAA)

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



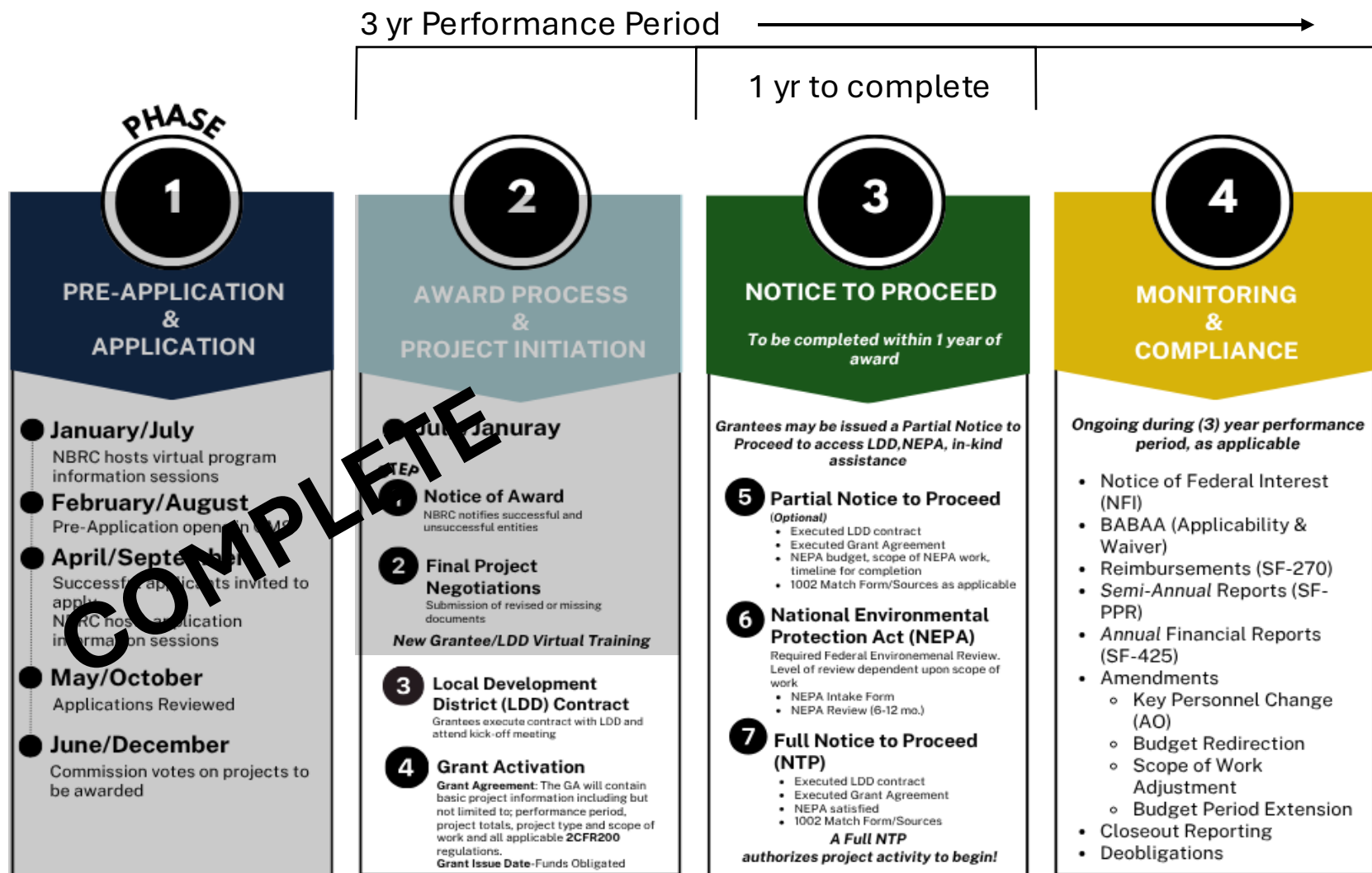
Session 3: Compliance Reporting & Reimbursement

Agenda

- **NBRC Grant Lifecycle Review**
- **NFI & BABAA**
- **Compliance Reports**
 - **Performance Report (SF-PPR): Semi Annual**
 - **Financial Report (SF-425): Annual**
- **Reimbursement**
 - **Payment Requests**
 - **GMS Workflow**
 - **Desk Review**



NBRC Grant Lifecycle: Where am I?





Resource Links

NFI
BABAA

4

MONITORING
&
COMPLIANCE

Monitoring & Compliance: NFI/BABAA

Notice of Federal Interest (NFI)

When the NBRC investment in real property is for purchases, improvements, rehabilitation, construction, etc. and said investment is \$250,000 or greater, a Notice of Federal Interest is required to be filed in the appropriate official records of the jurisdiction where the property is located. Documenting interest will alert others of the federal interest; however the federal interest exists even if NBRC's contribution is less than \$250,000.

A copy of the notarized NFI and proof of recordation must be provided to NBRC before a reimbursement of funds will be authorized under the Full Notice to Proceed. Fees charted for recording or modifying the NFI may be charged to the grant.

Build America Buy America Act (BABAA)

The Build America, Buy America Act (BABAA) requires that no federal financial assistance for "infrastructure" projects is provided "unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States." Section 70914 of Public Law No. 117-58, §§ 70901-52.

When necessary, recipients may submit a written waiver request to NBRC to waive the Buy America Preference. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by NBRC and the Office of Management and Budget Made in America Office. **If no waiver is granted, a contractor's certification may be required at time of reimbursement.**

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



Resource
Links

Grantee Toolkit

4

MONITORING
&
COMPLIANCE

Monitoring & Compliance: LDD Support

Unless you requested and received approval for a LDD waiver during pre-application, your award record on the Overview tab > Contacts/Key Personnel section should have an LDD contact listed. This user will appear as your support point of contact on your grant agreement and will have broad administrative access to support your project.

You and your LDD will work on a regular cadence and division of labor for requests – whatever works best for you!

***LDDs can initiate a request but cannot submit for NBRC approval**

1.6 LDD Administrative Support (Important)

Unless you requested and received approval for a LDD waiver during pre-application, your award record on the Overview tab > Contacts/Key Personnel section should have an LDD contact listed. This user will appear as your support point of contact on your grant agreement and will have broad administrative access to support your project.

Overview	Budget	Actuals	Management	Terms	Performance	Files	History	Collab
▼ Award Information								
▼ Grantee Information								
▼ Award Description								
▲ Contacts/Key Personnel								
Please note that by associating an LDD contact to this record, you are providing view and edit access to a wide range of project details and administrative activities. LDDs will not be able to submit to NBRC. The Authorized Official ('Primary' account holder) is responsible for ensuring all information is accurate and finalizing the submission. Showing 1 to 2 of 2 records								
Project Role	Name ↑	Email	Is Key Personnel	Is User	Actions			
Project Director/Manager	AB Refresh	abtestrefreshuat@yopmail.com	✓	✓	👁			
LDD Contact	SME REI	sme.rei@yopmail.com	✗	✓	👁			

Please note that by associating or removing an LDD contact to this record, you are providing or revoking view and edit access to a wide range of project details and administrative activities. Changes to the LDD Contact on your award table can be made by submitting a [Key Personnel Amendment request](#).

What the associated LDD contact can do:

- View your organization and project information
- Create and edit draft payment and amendment request records
- Edit draft progress report records
- View and upload files across all record types

What LDDs cannot do:

- LDDs do not receive a notification when they have been associated; you will need to reach out to the LDD Contact if you want them to know you have given them access.
- LDDs are not guaranteed to receive the same automated communication that you as the applicant receive; you will need to be proactive in communicating with your LDD about administrative updates you receive so they 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.



Monitoring & Compliance: Reporting

Performance Progress Report (SF-PPR): Due semi-annually

Every NBRC award recipient is required to provide reports, regardless of whether any project activity has occurred or any requests for reimbursement have been made. ***These are not optional tasks for grantees. If a grantee fails to submit required reports, access to NBRC funds may be restricted and other additional actions may be enforced.***

Reporting is completed in the Grants Management System. Please note the reporting periods within the GMS record are correct, but the due dates are NOT, and can be found within the Compliance Manual and copied below.

Reporting Period	Report Due
July 1 - December 31	January 30
January 1 – June 30	July 30

***SF-425 Annual Federal Financial Report due on Oct 30**



Monitoring & Compliance: Reporting

Federal Financial Report (SF-425): Due annually

Annual financial reports are NOT requests for reimbursement. They are reports on the financial status of the project using Standard Form 425. Please do not include any other forms when submitting your SF425. **These reports are due annually and again at project closeout, regardless of the amount of work that has been completed.** For all NBRC grantees, the financial report is due by October 30th for each federal fiscal year (October 1 to September 30) and 90 days after the close of the project - even if the closeout of the project takes place only a month or two after the October 30th date.

Reporting is completed in the Grants Management System. Please note the reporting periods within the GMS record are correct, but the due dates are NOT and can be found within the Compliance Manual and copied below.

Reporting Period	Report Due
July 1 - December 31	January 30
January 1 – June 30	July 30

***SF-425 Annual Federal Financial Report due on Oct 30**

Resource Links

[SF-425 Report Sample](#)
[Grantee Toolkit](#)
[Compliance Manual](#)



Resource Links

Grantee Toolkit

4

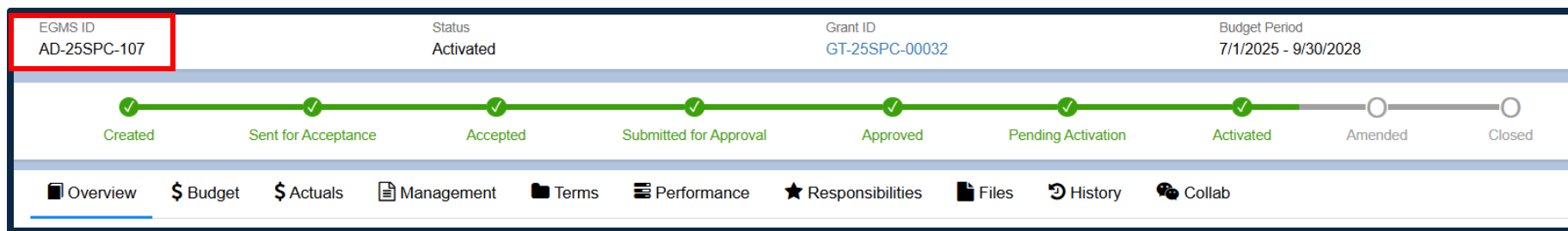
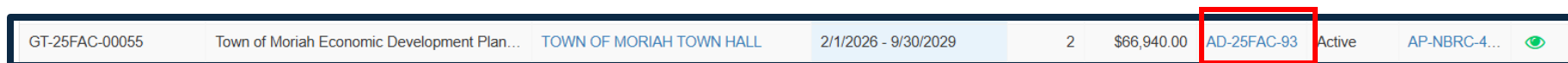
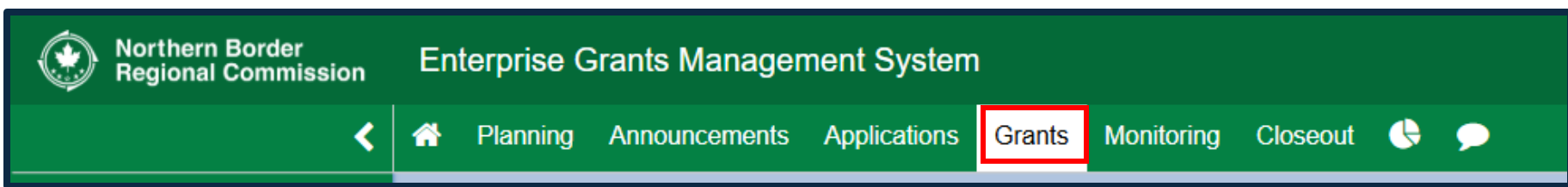
MONITORING
&
COMPLIANCE

Monitoring & Compliance: Reporting

Performance Report & Financial Report: Accessing the Reports

Navigate to your Active Award

- Click the Grants Menu
- Click the blue “AD-” hyperlink. **The award record is where all requests to NBRC will originate.**
- Ensure the **EGMS ID=AD-XXXXX-XXX**

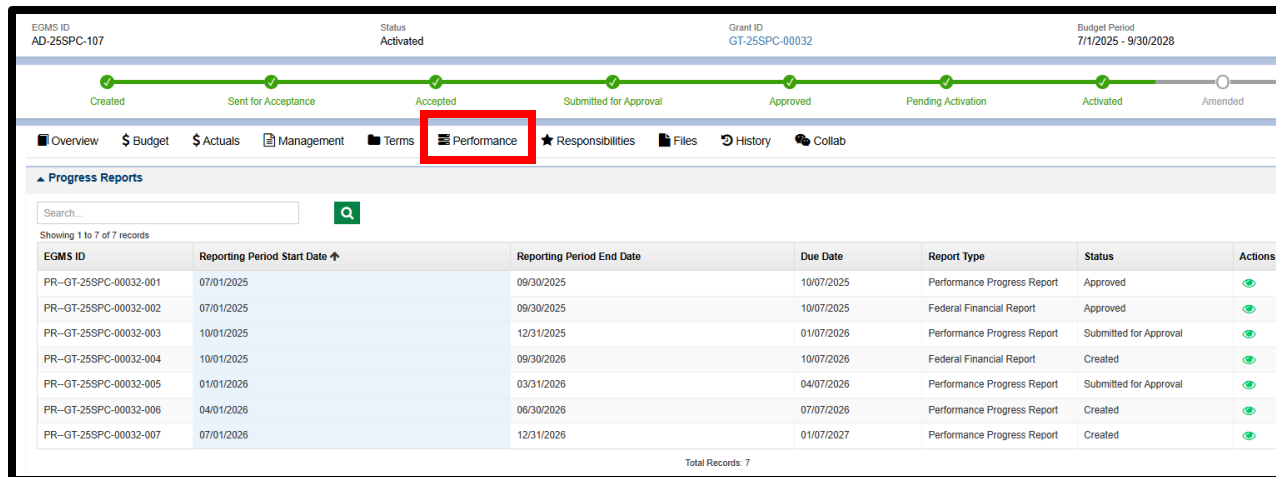




Monitoring & Compliance: Reporting

Performance Report & Financial Report: Accessing the Reports

- Select the **Performance Tab**: A list of available reports, reporting periods, due dates, and status is available.
- Utilize the **edit icon**  to complete the report.



The screenshot displays the reporting interface. At the top, a progress bar shows the status of the report: Created, Sent for Acceptance, Accepted, Submitted for Approval, Approved, Pending Activation, Activated, and Amended. The 'Accepted' status is highlighted with a red box. Below the progress bar, the 'Performance' tab is selected in the navigation menu. The main content area shows a table of progress reports.

EGMS ID	Reporting Period Start Date	Reporting Period End Date	Due Date	Report Type	Status	Actions
PR-GT-25SPC-00032-001	07/01/2025	09/30/2025	10/07/2025	Performance Progress Report	Approved	
PR-GT-25SPC-00032-002	07/01/2025	09/30/2025	10/07/2025	Federal Financial Report	Approved	
PR-GT-25SPC-00032-003	10/01/2025	12/31/2025	01/07/2026	Performance Progress Report	Submitted for Approval	
PR-GT-25SPC-00032-004	10/01/2025	09/30/2026	10/07/2026	Federal Financial Report	Created	
PR-GT-25SPC-00032-005	01/01/2026	03/31/2026	04/07/2026	Performance Progress Report	Submitted for Approval	
PR-GT-25SPC-00032-006	04/01/2026	06/30/2026	07/07/2026	Performance Progress Report	Created	
PR-GT-25SPC-00032-007	07/01/2026	12/31/2026	01/07/2027	Performance Progress Report	Created	

Total Records: 7

Tracking the Status of Your Reporting

“Created”: the report is created and in a draft state

“Submitted to Grantor”: You have submitted the report to NBRC and it is awaiting review

“Approved”: NBRC has approved the report

All reports must be completed and submitted by the Due Date found in the Compliance Manual. No reimbursements or amendments will be processed until reporting is compliant.



Resource Links

Report Samples
Grantee Toolkit
Compliance Manual

4

MONITORING
&
COMPLIANCE

Monitoring & Compliance: Reporting

Performance Progress Report (SF-PPR): Completing & Submitting the Report

The **Performance Progress Report** must be completed for semi-annual report submissions. The performance narrative must include but is not limited to the following:

1. **Project Status: Planned, In-Progress, Completed**
2. **Description of Project Activities**
3. **Challenges and/or Successes**
4. **Press or media links**

Overview Performance Forms and Files LDD Support History Collab

Report Overview

Certification

I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

Acknowledgement

☐ I Agree

System Information

Created By: REI Admin Created Date: 05/17/2024 4:44 PM Last Modified By: Moses Joe Last Modified Date: 12/03/2024 6:20 AM

Edit Submit to Grantor

Overview Performance Forms and Files LDD Support History Collab

All Forms

Showing 1 to 1 of 1 records

Form Name	Report Type	Mandatory	Percentage	Last Modified By	Last Modified Date	Actions
Performance Progress Report	Progress R...	✓	0.00%	Moses Joe	12/03/2024,...	📄 👁 🛠

Overview Performance Forms and Files LDD Support History Collab

Report Overview

Organization Name: LIZ PLP RANCH LLC Funding Organization: Northern Border Regional Commission

Reporting Period Start Date: 12/01/2024 Report Frequency: Monthly

Reporting Period End Date: 12/31/2024 Final Report? (Y/N):

Budget Period: 7/1/2024 - 3/1/2025 Budget Period Number: BP01

Progress Report Due Date: 01/07/2025 Report Type: Performance Progress Report

Certification

I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

Acknowledgement

☐ I Agree

System Information

Created By: REI Admin Created Date: 05/17/2024 4:44 PM Last Modified By: REI Admin Last Modified Date: 05/17/2024 4:44 PM

Edit Submit to Grantor

Overview Performance Forms and Files LDD Support History Collab

Report Overview

Award: ADJ-ADRW1-04 Progress Report: PR-GT-ADRW1-0004-017

Required to Submit: Yes Report to Grantor: Yes

Performance Narrative: Project Status

Performance Narrative: Description of Project Activities

Performance Narrative: Project Challenges and/or Successes

Performance Narrative: Media Coverage

Certification

I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

Acknowledgement

☐ I Agree

System Information

Created By: REI Admin Created Date: 05/17/2024 4:44 PM Last Modified By: REI Admin Last Modified Date: 05/17/2024 4:44 PM

Edit Submit to Grantor

- ✓ Edit all tabs available
- ✓ Save progress
- ✓ Click the final certification and submit
- Click the Back button to return to the Progress Report record.
- ✓ Navigate to the Overview tab
- ✓ Scroll down to Certification section
- ✓ Click "I agree" box
- ✓ Click Submit to Grantor button



Monitoring & Compliance: Reporting

Federal Financial Report(SF-425): Completing & Submitting the Report

The **Financial Report** must be completed for annual report submissions. The financial report must include but is not limited to the following:

1. **NBRC Award Amount (GA)**
2. **Required Match Amount (GA)**
3. **NBRC Reimbursements To FY End Date (Actuals Tab)**
4. **Match Provided to FY End Date (Actuals Tab)**

▲ 10. Transactions * Records are sorted L

Classification	Cumulative	Actions
a. Cash Receipts	\$0.00	Edit
b. Cash Disbursements	\$0.00	Edit
c. Cash on Hand (line a minus b)	\$0.00	
Federal Expenditures and Unobligated Balance:		
d. Total Federal funds authorized	\$0.00	Edit
e. Federal share of expenditures	\$0.00	Edit
f. Federal share of unliquidated obligations	\$0.00	Edit
g. Total Federal share (sum of lines e and f)	\$0.00	
h. Unobligated balance of Federal Funds (line d minus g)	\$0.00	
Recipient Share:		
i. Total recipient share required	\$0.00	Edit
j. Recipient share of expenditures	\$0.00	Edit
k. Remaining recipient share to be provided (line i minus j)	\$0.00	
Program Income:		
l. Total Federal share of program income earned	\$0.00	Edit
m. Program income expended in accordance with the deduction alternative	\$0.00	Edit
n. Program income expended in accordance with the addition alternative	\$0.00	Edit
o. Unexpended program income (line l minus line m and line n)	\$0.00	

- ✓ Edit all tabs available
- ✓ Save all progress
- ✓ Click the final certification (Section 13) and submit
- ✓ Click the Back button to return to the Report record.
- ✓ Navigate to the Overview tab
- ✓ Scroll down to Certification section
- ✓ Click "I agree" box
- ✓ Click Submit to Grantor button

Resource
Links

Report Samples
Grantee Toolkit
Compliance Manual

4

MONITORING
&
COMPLIANCE



Monitoring & Compliance: Reporting

Reporting: Hints & Tips!

Performance Progress Report (SF-PPR)

- **Performance Tab:** KPI update not required, but encouraged.
- **Forms and Files Tab:** Make sure to complete all sections of the PPR form and Certify
- **Make sure your LDD (if applicable) has reviewed the request prior to submission to NBRC!**

Financial Report (SF-425)

- **Overview Tab:** AO must certify
 - **Forms and Files Tab:**
 - **Report Type:** Annual
- SF-425**
- **Section 10:a/b**=cumulative NBRC reimbursements to reporting period end date
 - **Section 10:d**=NBRC Award Amount
 - **Section 10:e**=10b
 - **Section 10:i**=Total Match per Grant Agreement
 - **Section 10:j.** =Total Match spent to reporting period end date
- **Make sure your LDD (if applicable) has reviewed the request prior to submission to NBRC!**

Have Available:

- ✓ Most current project information:
SF-424cbw (AP record)
Budget Table (AD record)
- ✓ LDD contact information

[Resources found here](#)

SF-PPR Sample
SF-425 Sample
Reimbursement Tracker
Grantee Toolkit
Compliance Manual



Resource Links

[SF-270 Sample](#)
[Reimbursement Tracker](#)
[Grantee Toolkit](#)
[Compliance Manual](#)



MONITORING
&
COMPLIANCE

Monitoring & Compliance: Reimbursements

Reimbursement (SF-270):

NBRC grant funds are made available through a reimbursement process. Consistent with [2 CFR §200.334](#) grantees must maintain supporting documentation (invoices, receipts, payroll records, etc.) for **both** NBRC requested funds as well as expended match.

Requests are submitted via the Grants Management System (GMS) and require the completion of a SF-270 form.

While grantees will not be required to submit support documentation with each request, they are required to maintain documentation as NBRC will perform a minimum of two standardized desk reviews during the period of performance.

Grantees (except for those funded through our partnership with USDA) may submit requests for reimbursement on their own schedule. USDA funded projects require desk review at every reimbursement request.*

Desk Review

During a grantee's period of performance, a minimum of two desk reviews will be completed. When a desk review occurs, it will be specific to the current reimbursement request only. The grantee will be informed of the NBRC's request for a desk review and will be given a limited period to produce the required support documentation. Support documentation must reflect both the NBRC requested amount as well as expended match specific to the pending reimbursement request. Indirect Cost Certification is required for Indirect Costs claimed at Desk Review

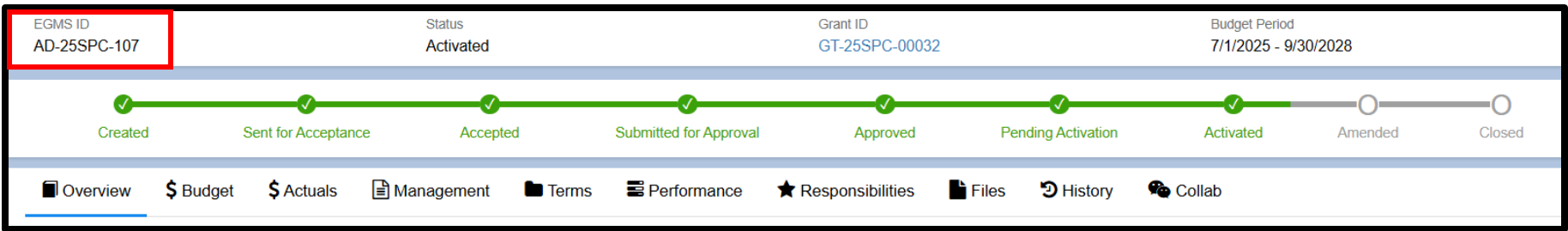
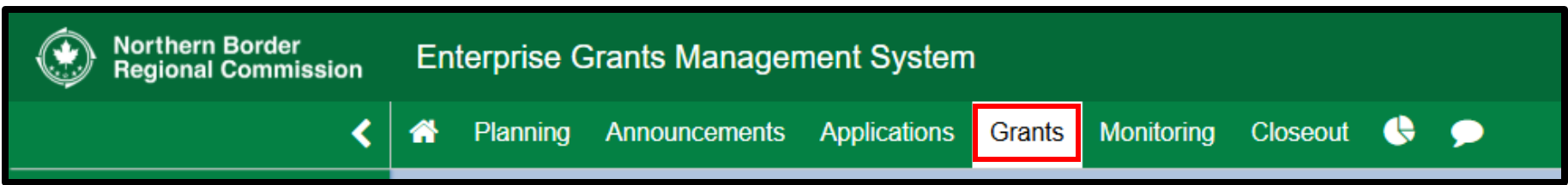


Monitoring & Compliance: Reimbursements

Reimbursement: Creating the Request

Navigate to your Active Award

- Click the Grants Menu
- Click the blue “AD-” hyperlink. **The award record is where all requests to NBRC will originate.**
- Ensure the **EGMS ID=AD-XXXXX-XXX**



Resource
Links

Grantee Toolkit
Compliance Manual



MONITORING
&
COMPLIANCE



Monitoring & Compliance: Reimbursements

Reimbursement: Creating the Request

- Click the **Actuals** tab, scroll down to the **Payment Requests** section, and click the **NEW Reimbursement Request** button.
- In the “**Create Reimbursement Request**” window, fill out the required fields across all tabs including the SF-270 in the **Files** Tab.
- Upload documentation to the **Files** tab for a 1st request and all requests flagged for “desk review”
- Click **Save and Continue**.

Created Sent for Acceptance Accepted Submitted for Approval Approved Activated Amended Closed

2

Overview \$ Budget \$ Actuals Management Terms Performance Files +

Payment Summary

Payment Requests

Reimbursement Request



Monitoring & Compliance: Reimbursements

Reimbursement: Completing the Request – Payment Budget Table

→ **Overview Tab:** Ensure budget period is correct. See hints/tips slide!

Payment Period Start Date ⓘ 11/04/2025	Payment Period End Date ⓘ 06/30/2026
Submission Date 08/26/2026	Is Final Payment Request? ⓘ ☐

→ **Financials Tab:** Must align with budget, back up documentation, and SF-270 form (**Forms and Files Tab**).

EGMS ID: PR-CAT13-00 | Status: Created | Award: AD-CAT13-01 | Budget Period: 12/5/2024 - 5/5/2026

Created Submitted to Grantor Subm Paid

Overview **\$ Financials** LDD Support Forms and Files

Payment Request Summary

Payment Request Budget

Search

Records are sorted by Focus Area ascending order, Budget Category ascending order, Row Number ascending order

Budget Category ↑	NBRC Share ⓘ	Award Spent ⓘ	Award Balance ⓘ	Spent This Action ⓘ	Other Federal Share	Applicant Match	Other	Actions
Focus Area : Standard Focus Area								
Construction	\$0.00	\$0.00	\$0.00	500	0	0	0	
Consultants	\$1,000.00	\$0.00	\$1,000.00					

Save

These Budget Categories (Construction, Consultants, etc.) and funding sources (Spent This Action [NBRC Share], Other Federal Share, Applicant Match, etc.) align with your project's current budget summary in the GMS, which can also be viewed in the award record.

Spent This Action = NBRC Requested Amount

Applicant Match = Match expended and reported in line with reimbursement rate. NOT cumulative.

Resource Links

SF-270 Sample
Reimbursement Tracker
Grantee Toolkit
Compliance Manual

4

MONITORING
&
COMPLIANCE



Monitoring & Compliance: Reimbursements

Reimbursement: Completing the Request

→ **Forms & Files Tab:** The SF-270 form must be 100% completed and align with the **Payment Request Budget Table (Financials Tab)**

Back up documentation is required for the 1st request and 1 other request during the budget period.

→ Upload documentation to the **Reimbursement Files** Section of the **Forms and Files** Tab within the request. Additional information re: acceptable forms of support can be found in the compliance manual.

Overview Financials Responsibilities **Forms and Files** History Collab

▲ All Forms

Showing 1 to 1 of 1 records

Form Name ↑	Report Type	Mandatory	Percentage	Last Modified By	Last Modified Date	Actions
Request for Advance or Reimbursement - SF-270	Payment Request Re...	✓	100.00%	Alexandra Kaiser	08/26/2026 12:14 PM	

Total Records: 1

▲ Supporting Documents Checklist

Description ↑	Required	Applies To	Status	Template Link	Grantee Document Link
No Records Found					

▲ Reimbursement Files

Add Files Download Selected Files

☐	Title	Classification	File Extension	Description	Created Date ↓	Actions
☐	Reimbursement Tracker - Request #1.pdf		pdf	Reimbursement Tracker for request #1	08/26/2026 1:17 PM	
☐	GT-25SPC-00032_Reimbursement_Request_1_Rec	Invoice	pdf	Invoices and Receipts for Reimbursement Request	08/26/2026 1:15 PM	



Monitoring & Compliance: Reimbursements

Reimbursement: Completing the Request

→ Review & Complete the **SF-270** relevant **Sections 1-13**.

→ **AO must certify and submit**

▲ All Forms

Showing 1 to 1 of 1 records

Form Name ↑	Report Type	Mandatory	Percentage	Last Modified By	Last Modified Date	Actions
Request for Advance or Reimbursement - SF-270	Payment Request Re...	✓	100.00%	Alexandra Kaiser	08/26/2026 12:14 PM	

Total Records: 1

▲ 11. Computation Of Amount Of Reimbursements/Advances Requested

Payment Request Budget Save

In section 11, be sure to click the Save button in that section to save the information in that table. Click either Save button at the top or bottom of the page to save the rest of the form information.

* Records are sorted by Row Number ascending order

	A	B	C	Total	Actions
	500			\$500.00	
				\$0.00	
	\$500.00	\$0.00	\$0.00		
				\$0.00	
e. Total [Sum of lines c & d]	\$500.00	\$0.00	\$0.00		
f. Non-Federal share of amount c	\$0.00			\$0.00	
g. Federal share of amount on lin	500			\$500.00	
h. Federal payments previously r	\$0.00			\$0.00	
i. Federal share now requested	\$500.00	\$0.00	\$0.00		

▲ 11. Computation Of Amount Of Reimbursements/Advances Requested

Payment Request Budget

* Records are sorted by Row Number ascending order

Category Name	A	B	C	Total
a. Total program outlays to date	\$63,047.64	\$0.00	\$0.00	\$63,047.64
b. Less: Cumulative program income	\$0.00	\$0.00	\$0.00	\$0.00
c. Net program outlays [Line a minus line b]	\$63,047.64	\$0.00	\$0.00	\$63,047.64
d. Estimated net cash outlays for advance period	\$0.00	\$0.00	\$0.00	\$0.00
e. Total [Sum of lines c & d]	\$63,047.64	\$0.00	\$0.00	\$63,047.64
f. Non-Federal share of amount on line e	\$24,372.63	\$0.00	\$0.00	\$24,372.63
g. Federal share of amount on line e	\$38,675.01	\$0.00	\$0.00	\$38,675.01
h. Federal payments previously requested	\$0.00	\$0.00	\$0.00	\$0.00
i. Federal share now requested [Line g minus line h]	\$38,675.01	\$0.00	\$0.00	\$38,675.01
j. Advances required by month, when requested by Federal grantor agency for use	\$0.00	\$0.00	\$0.00	\$0.00
1st month	\$0.00	\$0.00	\$0.00	\$0.00
2nd month	\$0.00	\$0.00	\$0.00	\$0.00
3rd month	\$0.00	\$0.00	\$0.00	\$0.00

▲ 12. Alternate Computation for Advances Only

12a. Estimated Federal cash outlays that will be made during period covered by the advance ①

12b. Estimated balance of Federal cash on hand as of beginning of advance period ①

12c. Amount Requested (Line 12a minus line 12b) ①

\$0.00

▲ 13. Certification

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

Resource
Links

SF-270 Sample
Reimbursement Tracker
Compliance Manual

4

MONITORING
&
COMPLIANCE



Monitoring & Compliance: Reimbursements

Reimbursement: Submitting the Request

→Certify, Acknowledge, and Submit!

Requests requiring revision will be sent back with notes that can be found in the history tab.

Resource
Links

[SF-270 Sample](#)
[Reimbursement Tracker](#)
[Grantee Toolkit](#)
[Compliance Manual](#)

4

MONITORING
&
COMPLIANCE



Monitoring & Compliance: Reimbursements

Reimbursement: Hints & Tips!

- **Overview Tab: Payment Period Start Date: 1st request =NTP date.** End date=end of the month covering expenses being submitted. Next request is 1st of month thru end of a month. No overlapping or skipped periods.
- **Financials Tab: Payment Request Budget: Spent This Action=NBRC requested amount. Applicant Match=spent this period, NOT cumulative.**
- **Forms and Files Tab:** SF-270 Section 11. f. (non-federal(match) amount) is cumulative.
- SF-270 magic formula=**f. + g. =a,c,e.**
- Only AO can certify and submit a request
- Make sure to work with your LDD before submitting to NBRC!

Have Available:

- ✓ Most current project budget:
SF-424cbw (AP record)
Budget Info (AD record)
- ✓ Reimbursement Tracker
- ✓ Copies of invoices/expenses
- ✓ LDD contact information

[Resources found here](#)

SF-270 Sample
Reimbursement Tracker
Grantee Toolkit
Compliance Manual



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:

- ✓ Continue efforts to secure a NTP
- ✓ Navigate the GMS workflows and review the Grantee Toolkit
- ✓ Review reporting requirements
- ✓ Review reimbursement requirements



Questions?





Grantee Resources

[LINK to NBRC Resources](#)

[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
- [Managing GMS Account and Contacts](#)

[Grant Administration Compliance Manual](#)

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

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>

Forms & Guidance Build America Buy America Act (BABAA) - <https://www.nbrc.gov/content/BABAA>

- NBRC website

Human Support

- Start with your [Local Development District](#)
- NBRC Staff – Please email **admin@nbrc.gov** with the grant number starting with “GT” in the subject line.