



# Northern Border Regional Commission

## NEW Grantee Orientation: Amendments





# NBRC Staff

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- 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!

- **Stephanie Case**, Grant Administrator
- **Lissa Harris**, 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**

On Demand Training!

National Environmental Policy Act (NEPA)

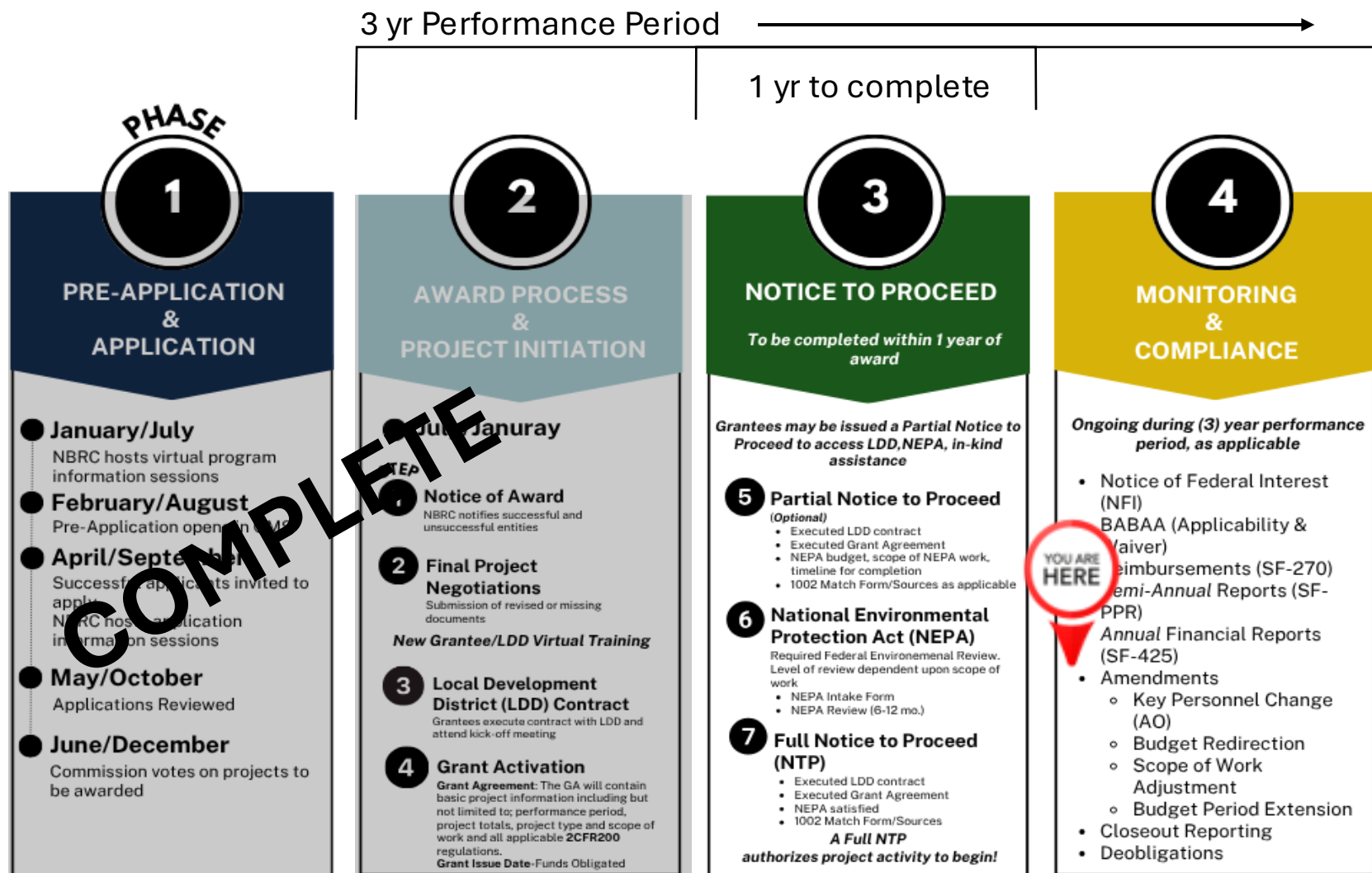
[NEPA Resources webpage](#)

Build America Buy America Act (BABAA)

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



# NBRC Grant Lifecycle: Where am I?





## Session 5: Amendments

### Agenda

- Amendments
  - What, Why, How?
  - Creating the Request
  - Completing the Request
    - Key Personnel (Authorized Official)
    - Scope of Work Change
    - Budget Redirection
    - Budget Period Extension
  - Finalizing the Request



## Resource Links

Grantee Toolkit  
Compliance Manual

4

MONITORING  
&  
COMPLIANCE

# Amendments: What? Why? How?

An amendment is any project modification that includes changes to the NBRC award project parameters. The approved grant agreement and budget establishes the parameters of award performance

Project changes that must be reported and reviewed/approved by NBRC include;

- **Authorized official / Key Personnel**
- **Scope of work**
- **Budget**
- **Budget period change**

All project changes must be reported and approved via the NBRC Grants Management System (GMS).

Grantees should not move forward with project activity without first receiving NBRC review and approval of project amendments- Such actions may trigger enforcement measures authorized by [2 CFR 200.207](#) or [2 CFR 200.208](#)



Resource  
Links

Grantee Toolkit

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# Amendments: Creating the Request

In the Create Amendment Request window, choose the type(s) of project changes you want to make. **You can choose multiple options**, and you will be prompted to provide additional information in alignment with each requested change.

**TYPES**      Key Personnel Change / Budget Period Change / Budget Redirection / Scope of Work Change

Award  
Village of Newport

AD-25FAC-104

Status  
Activated

Grant ID  
GT-25FAC-00022

Budget Period  
2/1/2026 - 9/30/2029

Created

Sent for Acceptance

Accepted

Submitted for Approval

Approved

Pending Activation

Activated

Amended

Closed

Overview

\$ Budget

\$ Actuals

Management

Terms

Performance

Responsibilities

Files

History

Collab

Site Visits

Initiate Site Visit

Search...

EGMS ID ↑

Title

Site Visit Period

MonitoringType

Grantee POC

Status

No records found

Desk Reviews

Initiate Desk Review

Search...

EGMS ID ↓

Title

Desk Review Period

MonitoringType

Grantee POC

Status

No records found

Amendment Requests

New

Search...

EGMS ID ↓

Award ID

Created Award EGMS ID

Initiated By

Amendment Types

Status

Actions

CR-AD-25FAC-22-00

AD-25FAC-22

AD-25FAC-104

NBRC

Terms and Conditions Change

Approved



Resource  
Links

Grantee Toolkit

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# Amendments: Creating the Request

| Amendments                  |             |               |         |              |                    |         |
|-----------------------------|-------------|---------------|---------|--------------|--------------------|---------|
| Search...                   |             |               |         |              |                    |         |
| Showing 1 to 1 of 1 records |             |               |         |              |                    |         |
| EGMS ID                     | Award ID    | Created Award | EGMS ID | Initiated By | Amendment Types    | Status  |
| CR-AD-CAT...                | AD-CAT13-01 |               |         | Grantee      | Key Personnel C... | Created |

| Amendment Type                                    | Required Information                                                                 |
|---------------------------------------------------|--------------------------------------------------------------------------------------|
| Key Personnel Change (AO)                         | Key Contacts Form                                                                    |
|                                                   | Authorized Official Resolution (template available)                                  |
| Budget Redirection and/or Scope of Work Change    | Revised project budget (SF-424cbw) AND budget adjustment summary (see pg. 2 of form) |
|                                                   | Revised project scope (completed to date, reason for change, etc.)                   |
|                                                   | Revised project timeline                                                             |
|                                                   | Revised work plan                                                                    |
|                                                   | Revised match commitment form (NBRC Form 1002) & source documentation                |
|                                                   | Environmental Review(NEPA) update required? If yes, provide updated NEPA Intake Form |
| Budget Period Change (No Scope or Budget Changes) | Justification of need for contract extension                                         |
|                                                   | Revised project timeline                                                             |
|                                                   | Description of project progress to date                                              |
|                                                   | Confirmation budget and scope are not changing                                       |
|                                                   | Confirmation committed match remains in place                                        |



## Resource Links

[Grantee Toolkit](#)  
[Managing GMS Account & Contacts](#)  
[Key Contacts Form](#)  
[AOR Sample](#)

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# Amendments: Key Personnel (Authorized Official or LDD)

Keeping your project's contacts current in the GMS will enable NBRC to ensure critical grant information is getting to the right people. If your organization needs to update its Authorized Official to sign off on documentation, you will also want to refer to the "**Managing GMS Account and Contacts**" guidance to make sure that person has access to the GMS.

## STEPS

1. Fill out the Justification for Key Personnel in the Overview section.
2. Edit the project contacts (reference ***Managing GMS Account and Contacts***)
  - a. You can click the pencil icon to update an existing contact's Project Role and/or
  - b. You can click the red X icon to delete a contact (i.e. old LDD Contact)
  - c. Click the Associate button to add another contact onto the project record. For adding new LDD Contact, search for LDD contact's name and label Project Role appropriately.
3. Upload the relevant documentation in support of your requested change(s) Click **Submit to Grantor** button and then click Yes on the confirmation window

## REQUIRED DOCUMENTATION

1. Authorized Official Resolution
2. Key Contacts Form (*if unable to submit a key personnel amendment due to NO current AO*). email to [admin@nbr.gov](mailto:admin@nbr.gov).
3. LDD Contract (if NEW LDD)

## Helpful Hints:

- ✓ Ensure the AO is added to organization profile
- ✓ AO Resolution must be uploaded to the Amendment Record Files Tab



# Amendments: Scope of Work

A revision of the scope of work or objectives of the project (regardless of the grant amount) require NBRC prior approval. Changes in scope or objective of the award, whether as a result of the applicant, co-applicant, or subrecipient, require NBRC's written approval in accordance with 2 CFR 200.308. Scope/objective changes will be considered on a case-by-case basis, provided the change does not negatively impact on the competitive process used to recommend NBRC awards. NBRC and/or the State(s) where the project was funded may reject change requests where they believe approval of same changes the scope, outcomes, or impacts of the project and what is being proposed significantly differs from the project that was initially put forth and selected for funding.

## STEPS

1. Fill in the Justification for Scope of Work Change field
2. Update the Award Details field
3. Update Key Performance Indicators table
4. Upload any relevant documents to the Files tab > Amendment Files section.
5. Upload the relevant documentation in support of your requested change(s) Click **Submit to Grantor** button and then click Yes on the confirmation window

## REQUIRED DOCUMENTATION

1. 1002 Form/Sources (*ONLY if SOW change is associated with a change in budget and match funds*)
2. NEPA Intake Form (NIF) *if applicable*

**Grantees are cautioned against moving forward without prior approval of changes from NBRC. Such action may trigger enforcement steps by NBRC, such as those permitted under 2 CFR 200.208 (imposition of special conditions), and 2 CFR 200.339 (suspension or termination of award).**

## Helpful Hints:

- ✓ The narrative should be clear and concise



Resource  
Links

Grantee Toolkit  
SF-424cbw  
1002 Match Form

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# Amendments: Budget Redirection

No increases to the NBRC award will be made. Any cost overruns are the responsibility of the grantee. In accordance with 2 CFR 200.308, when the federal share of the project costs exceeds \$250,000, NBRC exercises its option to limit cumulative transfers between existing direct cost categories (line items) or grant programs, functions, or activities to ten (10) percent or less of the budget as last approved by NBRC. Budget changes that involve revision of the scope of work or objectives of the project (regardless of the grant amount) require NBRC prior approval.

## STEPS

1.

| Budget Category ↑        | NBRC Share | Spent  | Remaining Budget | Revised NBRC Share | Difference  | Other Federal Share | Other  | Total Project Cost | Actions |
|--------------------------|------------|--------|------------------|--------------------|-------------|---------------------|--------|--------------------|---------|
| Equipment                | \$0.00     | \$0.00 | \$0.00           | 0                  | \$0.00      | 15,000              | \$0.00 | \$15,000.00        |         |
| Fringe Benefits          | \$0.00     | \$0.00 | \$0.00           | \$0.00             | \$0.00      | \$0.00              | \$0.00 | \$0.00             |         |
| Indirect Costs           | \$0.00     | \$0.00 | \$0.00           | \$0.00             | \$0.00      | \$0.00              | \$0.00 | \$0.00             |         |
| Other Direct Costs       | \$0.00     | \$0.00 | \$0.00           | \$0.00             | \$0.00      | \$0.00              | \$0.00 | \$0.00             |         |
| Personnel (Direct Labor) | \$0.00     | \$0.00 | \$0.00           | 15,000             | \$15,000.00 | 0                   | \$0.00 | \$15,000.00        |         |

3.

Upload an updated SF-424cbw and (if applicable) an updated Form 1002 match certification and letters of commitment to the Files tab > Amendment Files section

4.

Upload the relevant documentation in support of your requested change(s) Click **Submit to Grantor** button and then click Yes on the confirmation window

## REQUIRED DOCUMENTATION

- 1002 Form/Sources *(ONLY if change in total or source of match funds)*
- SF-424cbw

**Helpful Hints:**  
✓ Ensure the SF-424cbw totals align with GA amounts

NFI or BABAA could affect guidance – check with your LDD before submitting



## Resource Links

Grantee Toolkit  
Workplan/Timeline Sample

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# Amendments: Budget Period Extension/Grant Extension

If a project cannot be completed within the approved period of performance, an extension of time may be requested. Requests should be made prior to the end of period of performance listed in the grant agreement. If the grant agreement is expired no funds can be reimbursed.

## STEPS

1. Fill out the Justification for Budget Period Change and the New Budget Period End Date fields
2. Upload an updated project timeline to the Files tab > Amendment Files section

1 Overview LDD Support Files History Collab

**Overview**

Award ID  
AD-510TE-03

Overall Justification ⓘ  
No-Cost Extension

Justification for Budget Period Change ⓘ  
Additional environmental review was required and we experienced staffing turnover. See the Files section for an updated project timeline.

Amendment Types  
Budget Period Change

Overall Impact ⓘ  
No additional impact expected

September 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 31  | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 1   | 2   | 3   | 4   |

Budget Period  
7/31/2024 - 9/11/2024

mm/dd/yyyy

3. Upload an update timeline to the Files tab > Amendment Files section
4. Upload the relevant documentation in support of your requested change(s) Click **Submit to Grantor** button and then click Yes on the confirmation window

## REQUIRED DOCUMENTATION

1. Workplan/Timeline – can be included in Overview section of the request

## Helpful Hints:

- ✓ Use the workplan/timeline sample
- ✓ Extensions are given in 1 year increments

If an extension is not approved, or if more than one extension is granted, and the grantee is unable to complete the project within the timeframe outlined, the grantee risks being excluded from applying for future investment grant rounds.

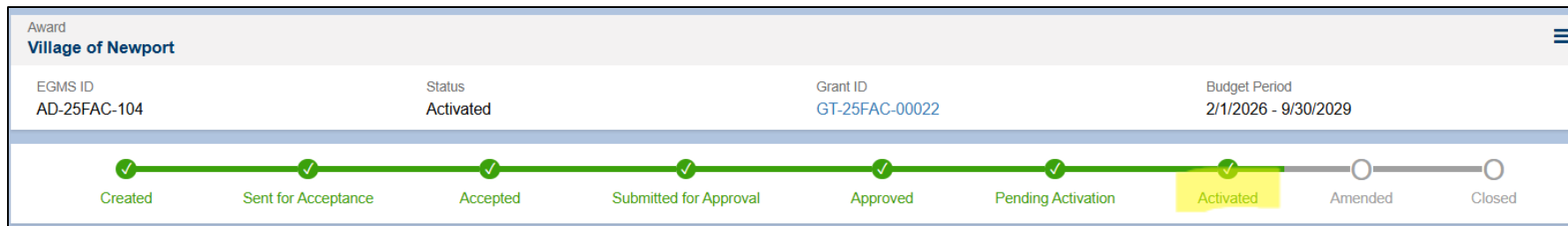


# Amendments: Finalizing the Request

Review and Sign Your Amended Award Once NBRC has reviewed and approved the request, a new award record and updated grant agreement will be generated, which your Authorized Official will need to review and approve.

## STEPS

1. Locate the “Award Review” pending task, review the updated grant agreement and click Accept (see Executing Your Grant Agreement section for more detail about this step)
2. NBRC will execute the agreement and activate the amended award
3. Tracking the status of your award:
  - “Created”: the request is created and in a draft state
  - “Submitted to Grantor”: You have submitted the request to NBRC and it is awaiting review
  - “Submitted for Approval”: NBRC staff had conducted an initial review of the request and has sent it for final approval
  - “Approved”: NBRC has approved the request and will generate the amended award record for review and signature





## Amendments: Hints & Tips!

- Only AO can certify and submit a request
- Make sure to work with your LDD before submitting to NBRC!
- Refer to all NBRC resources with any questions.

### Have Available:

- ✓ Most current project budget:  
SF-424cbw (AP record)  
Budget Info (AD record)
- ✓ Grant Agreement (AD record)
- ✓ LDD contact information

### [Resources found here](#)

Grantee Toolkit  
Compliance Manual  
Managing GMS Account & Contacts  
1002 Form  
NEPA Intake Form  
Timeline/Workplan Sample  
SF-424cbw  
Key Contacts Form  
Broadband Questionnaire  
SF-429A (property)  
SF-429S (equipment)



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

## **Forms & Guidance**

- 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.