



Role of the Local Development District in NBRC Grant Administration

The NBRC Federal-State partnership is aided by a group of regional organizations called Local Development Districts (LDDs) that assist the NBRC in its outreach activities and administer NBRC investments for grantees.

LDDs provide feedback to the Commission on its current programs as well as assist in identifying future areas of focus for the Commission. LDD's are either an already existing federally designated Economic Development District, as certified by the US Economic Development Administration or an organization similar in nature to a regional planning commission.

LDDs are knowledgeable about other Federal and State programs that help fund economic and community development projects. They are aware of local concerns as most engage in regional economic development planning of varying degrees. All are certified by the NBRC as being proficient in administering Commission funds for grantees.

All LDDs are compensated for their administrative work based on the following formula: 5% of the first \$100,000 awarded and 1% of all dollars in excess of \$100,000. By example, a \$250,000 award would include \$6,500 in LDD project administration fees, thereby making \$243,500 available for the purpose of the award. *This does not apply in the State of VT, as detailed below.*

Each NBRC award is required to utilize an LDD for grant administration assistance, and reflect those costs within their project budget, unless they are a State agency or have requested and received waiver request approval from NBRC. In VT, Grantees do not need to budget for technical assistance, as the State of VT reduces its annual Economic & Infrastructure Development allocation to pay for an LDD assistance program. In ME, NH and NY, a grantee is required to provide LDD contract documentation prior to receiving a Notice to Proceed.

LDD Grant Administration

LDDs shall have the following scope of services pertaining to the Grant Administration:

- ❖ Quarterly Reporting (SFPPR): Ensure the grantee files quarterly reports on time and with enough detail to provide a meaningful outline of where the project is at in the process.
- ❖ Yearly Financial Reporting (SF425): Ensure the grantee files an annual financial report by October 30th and an additional report due 45 days after closeout of the project.
- ❖ Reimbursement Requests (SF270): Provide guidance to grantees on filing reimbursement requests, ensure reimbursement requests are accurate, within the approved project budget, and contain the necessary documentation of match and reimbursements that are expected to be paid by NBRC.
- ❖ Closeout Reporting (GPR): Ensure grantee has filed their final report, together with all required closeout documentation. The GPR form is due at closeout of project and again three years after closeout.
- ❖ General Assistance: Provide guidance to the grantee such as their responsibilities regarding procurement of goods and services and contractors. Have a general knowledge about federal grant programs, specifically NBRC programs. LDDs are not expected to: conduct bid processes and assessment of bid documents for completion, interview potential consultants, or otherwise engage in procurement processes. A grantee who wishes to engage the LDD in these processes may enter into a separate contract with the LDD.