



LDD AND NEW GRANTEE TRAINING

2021

- I. **NBRC Staff introductions - Andrea**
 - Points of contact
- II. **NBRC Overview - Andrea**
 - Service Area
 - Governor's Alternates
 - State Program Managers
- III. **Award Process and Project Initiation – Andrea**
 - Grant Agreement
 - Obligation
 - Notice to Proceed
- IV. **Role of Local Development Districts - Andrea**
 - Overview
 - Scope of Contracts
- V. **Reimbursements – Molly**
 - Process
 - SF270 (Sample)
 - Documentation for payments
 - Timing of reimbursements
- VI. **Reporting requirements – Molly**
 - Quarterly Reporting (SF-PPR) & due dates
 - Yearly Reporting Overview (SF425) & due dates
- VII. **Procurement – Jon**
 - General overview
- VIII. **Property – Jon**
 - Real Property (SF429 and NFI)

- Equipment (SF428-S)

IX. Project Oversight – Jon

- Records Retention
- Monitoring and Site Visits
- Compliance

X. Changes in Project – Andrea

- Amendment Documentation
- Budget Modifications
- Extensions
- Change in Scope
- De-obligations

XI. Project Close-out - Molly

- Close-out Process
- Government Performance & Results Act Data Collection (GPRA form)

XII. Resources and Wrap-up - Andrea

- Website materials

End of training for non-USDA grantees

XIII. USDA grantees only - Marina

- Concurrence
- Reimbursement Process
- Reporting
- Project Changes
- Close-out

Click on your state's information session link to register!

Maine - Tuesday, November 2, 2021, 9:00 AM Eastern Time

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZMkdOqqrjwuEtDamBfGyLmhgpYi5zXPLW0o>

After registering, you will receive a confirmation email containing information about joining the meeting.

New Hampshire – Tuesday, November 2, 2021, 01:00 PM Eastern Time

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZctd-quqTgvHtxQYA4ZX1osTTI_D_HR8aIZ

After registering, you will receive a confirmation email containing information about joining the meeting.

New York – Wednesday, November 3, 2021, 09:00 AM Eastern Time

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZEqcuGrrDssHtL1lanI2U9Prslp8DlDsP6w>

After registering, you will receive a confirmation email containing information about joining the meeting.

Vermont - Wednesday, November 3, 2021, 01:00 PM Eastern Time

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZYkcOCprjojHdyL1i00gtoUVDQ8BRu07bKc>

After registering, you will receive a confirmation email containing information about joining the meeting.