



REQUEST FOR PARTIAL NOTICE TO PROCEED

Name of Grantee:

NBRC Project #:

All grantees must receive a Partial or Full Notice to Proceed before they can commit or expend any NBRC funds or match that are part of the NBRC funded project.

A Partial Notice to Proceed (PNTP) can be utilized to cover specific activities and costs that may be incurred prior to the project being issued a full Notice to Proceed. Activities and costs that may be covered include:

- LDD Assistance - up to half of the allowable LDD costs for project administration.
- NEPA Assistance-tasks associated to complete NEPA including environmental consultants as approved by NBRC including scope, budget, timeline. A template is available for the RFP associated with NEPA consulting services. *NEPA tasks and costs must be approved by NBRC before a PNTP will be approved.*
- In-kind/Personnel-personnel costs associated with coordination of NEPA. If personnel expenses are being counted as match, a 1002 match form must be on file or provided outlining the required committed match sources.

The following items **MUST** be in place for a PNTP to be issued. A request will not be considered without the following required documentation on file or submitted with this request. Please complete, execute, and submit this form per the instructions below.

Required Documentation	On File with NBRC (X)	Submitted with Request (X)
LDD Contract OR LDD Waiver *For LDD activities as outlined in the PNTP budget and scope of work in Attachment A. **Departments of State and LDD's are exempt from grant administration requirements		
Grant Agreement		
NEPA Intake Form/NEPA Consulting Services SOW OR NEPA Satisfied *For NEPA activities as outlined in the PNTP budget and scope of work in Attachment A.		
NBRC Form 1002 - Committed Match and Supporting Documentation *ONLY Required for expenses being counted as match during PNTP period		

Grantees awarded funding prior to 2024 must submit all required documentation to admin@nbrc.gov. Grantees awarded funding in 2024 and forward must upload the required documentation to the [GMS record](#) and email admin@nbrc.gov.



Attachment A: PROPOSED PNTP SCOPE & BUDGET*

Grantee Name:				NBRC Project #:	
Budget Item	NBRC Funds	Match	SF424cbw Category & Line Item	Scope of Work Summary	Estimated Timeline for Completion
LDD Assistance					
NEPA Assistance					
In/Kind Personnel					
TOTAL COSTS ALLOWED					

*Final budget to be approved by NBRC and will be outlined within the final executed PNTP documentation.

**Amount requested must align with the most recent approved NBRC project budget (SF-424cbw/GMS budget table).

This acknowledgement indicates that I am the authorized official designated on behalf of the entity awarded funding and certify all information submitted is true and accurate.

Authorized Official Signature

Date