



**Northern Border  
Regional Commission**

**2024 SPRING ROUND  
NEW GRANTEE TRAINING  
Session 5**

**CLOSEOUT, DESK REVIEWS & COMMUNITY VISITS**

**August 1, 2024**

**[www.nbrc.gov](http://www.nbrc.gov)**



# Northern Border Regional Commission

Welcome – Andrea Smith, Program Director

Project Closeout - Casey Haynes, Program Specialist

Desk Reviews – Casey Haynes, Program Specialist

Community Visits – Jon O'Rourke, Senior Program Specialist

Final Q & A & Wrap-up – Andrea Smith

NBRC Grant Administration Resources, Key Terms & NBRC Staff List

## **TODAY'S SESSION OVERVIEW**



## PROJECT CLOSE OUT

### SESSION OBJECTIVES:

- Review close-out process
  - Required documentation
  - Reporting

**NBRC Staff: Casey Haynes, Program Specialist**



## Project Closeout Reporting Tips & Deadlines

**Final Progress Report, Final Financial Report due 45 days after the close of the project**

- Initiate closeout process via GMS (more details to come)
- Additional information in Project Closeout session

**Use SF-PPR for the Final Progress Report**

- Check “Yes” on Box 8 for final report
- Narrative should cover the entire performance period

**Use SF-425 for the Final Financial Report**

- Check “Final” in Box 6



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## PROJECT CLOSEOUT

**Pre-Award:** Catalyst Program Announcement, LOI Phase, Application Phase, Project Selection

**Project Initiation:** Notice of Award, Obligation of Federal Funds, New Grantee Training, LDD Contract, Documentation for Grant Agreement. \*Executed Grant Agreement\*

**Pre-Notice to Proceed:** Partial Notice to Proceed for LDD Costs Only, NEPA Environmental Review. \*Full Notice to Proceed\*

**Project Implementation:** Quarterly Progress Reports, Reimbursements, Annual reporting

**Project Closeout**

Within 45 days after completion of the project, initiate closeout via GMS, which will include:

1. Final reimbursement request
2. Final financial report
3. Final progress report
4. GPRA Performance Measures Report
5. Project photos (3-5 photos)

**Note: 5% of the total NBRC award will be held until all project close-out documents are received by NBRC**



## Project Closeout Requirements

### Use SF-270 for the Final Reimbursement Request

- If all funds are not going to be used for the project, a letter requesting that the remainder (include exact dollar amount) be de-obligated from the project is required

### Use SF-PPR for the Final Progress Report

- Check “Yes” on Box 8 for final report
- Narrative should cover the entire performance period

### Use SF-425 for the Final Financial Report

- Check “Final” in Box 6



## Project Closeout Requirements

### GPRA Performance Measures Report

- Government Performance and Results Act
- Your submitted application identifies the GPRA measures to report on
- Report on GPRA measures at end of the project and 3 years after project close
- See Compliance Manual for more information

### Project Photos

- Submit 3-5 photos of the completed project



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# QUESTIONS & ANSWERS



## DESK REVIEWS

### SESSION OBJECTIVES:

- Review of NBRC's Desk Review Process
  - Required documentation
- Resources

**NBRC Staff: Casey Haynes, Program Specialist**



## Desk Review Purpose

### Project oversight

- Verify project expenses align with approved project budget
- Compliance with 2 CFR 200

### Establish record-keeping practices; opportunity for NBRC support

- 1st reimbursement, as-needed, on a randomized cadence thereafter

### What you'll need

- Expense records, tracker (forthcoming), other documentation as requested



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## Expense Tracker

| 2. Expenses ?                            |              |                |              |   |              |      |  |
|--|--------------|----------------|--------------|---|--------------|------|--|
| Award amount available for this request: |              |                | \$220,345.00 | (There is \$245,345.00 remaining in this NBRC award, with 5% held until project closeout) |              |      |  |
| Budget category                          | Expense Date | Expense Amount | Source       | NBRC Amount   | Match Amount | Pg # | Notes  |
| 1. Personnel (Direct                     | 7/28/2023    | \$ 4,782.68    |              | \$ 3,826.14   | \$ 956.54    | 1    | Payroll - July                               |
| 1. Personnel (Direct                     | 8/25/2023    | \$ 6,541.01    |              | \$ 5,232.80   | \$ 1,308.21  | 3    | Payroll - August                             |
| 1. Personnel (Direct                     | 9/22/2023    | \$ 5,595.32    |              | \$ 4,476.25   | \$ 1,119.07  | 5    | Payroll - September                          |
| 6. Consultants (Type                     | 9/30/2023    | \$ 840.00      | NBRC         | \$ 255.00   | \$ -         | 6    | EMDC - LDD administration - reports and rei  |
| 8i. Construction                         | 8/15/2023    | \$ 68,521.98   |              | \$ 54,817.58  | \$ 13,704.40 | 8    | Walter Construction - application for pmnt # |
| 4. Equipment (Only                       | 9/25/2023    | \$ 5,000.00    | Match        | \$ -  | \$ 5,000.00  | 14   | Industrial popcorn machine - Per matching f  |



| 3. SF-270 Calculator ?                      | Total        |
|---|--------------|
| a. Total program outlays to date            | \$434,305.54 |
| b. Less: Cumulative program income          | \$0.00       |
| c. Net program outlays                      | \$434,305.54 |
| d. Estimated net cash outlays               | \$0.00       |
| e. Total (line c + d)                       | \$434,305.54 |
| f. Non-Federal share (line e)               | \$111,042.77 |
| g. Federal share of amount on line e        | \$323,262.77 |
| h. Federal payments previously requested    | \$254,655.00 |
| i. Federal share now requested (line g - li | \$68,607.77  |

| Sum of Expense Amount       | Column Labels   |                  |                     |             |
|-----------------------------|-----------------|------------------|---------------------|-------------|
| Row Labels                  | Applicant Match | NBRC (HUD Share) | Other Federal Share | Grand Total |
| Request 1                   | 1247.5          | 40045.76         |                     | 41293.26    |
| 1. Personnel (Direct Labor) | 1160            |                  |                     | 1160        |
| 2. Fringe Benefits          | 87.5            |                  |                     | 87.5        |
| 6. Consultants (Type)       |                 | 447.76           |                     | 447.76      |
| 8. Construction             |                 | 39598            |                     | 39598       |
| Request 2                   | 715.75          | 57180.06         | 391.19              | 58287       |
| Grand Total                 | 1963.25         | 97225.82         | 391.19              | 99580.26    |



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# QUESTIONS & ANSWERS



## COMMUNITY VISITS

### SESSION OBJECTIVES:

- Overview of NBRC's Community Visit efforts
  - Purpose
  - Schedule
- Resources

**NBRC Staff: Jon O'Rourke, Senior Program Specialist**



## Project/Community Site Visits

### Purpose

- To highlight and document successes
- Connect with region
- Identify opportunities for program improvement

### Schedule

- Currently scheduled for the second full week of every month during the travel season. (Travel season is weather dependent, usually March/May through October/November)

**\*\* If you would like to have your project highlighted, please email [admin@nbrc.gov](mailto:admin@nbrc.gov) \*\***



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# QUESTIONS & ANSWERS



• CONGRATULATIONS!

YOU HAVE ACHIEVED SUCCESSFUL  
COMPLETION OF 2024 SPRING ROUND NEW  
GRANTEE TRAINING

WE WISH YOU A SMOOTH ROAD IN MOVING  
YOUR PROJECT FORWARD TO SUCCESSFUL  
COMPLETION

WE WILL BE HERE FOR YOU EVERY STEP OF  
THE WAY!

NBRC TEAM

Reminder: The PowerPoint and Recording of all new  
grantee training sessions are available to view and  
download from NBRC's website

<https://www.nbrc.gov/content/resources>



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**THANK YOU FOR YOUR TIME!**

[www.nbrc.gov](http://www.nbrc.gov)



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# **NBRC Grant Administration Resources, Key Terms and NBRC Staff Information**

**[www.nbrc.gov](http://www.nbrc.gov)**



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## Grant Administration Resources

### Forms and Guidance:

- NBRC website – [www.nbrc.gov](http://www.nbrc.gov)
- NBRC Grant Administration and Compliance Manual available to view and download from [www.nbrc.gov/content/administration](http://www.nbrc.gov/content/administration)

### Human support:

NBRC Staff – [admin@nbrc.gov](mailto:admin@nbrc.gov)

State Program Managers – [ME](#), [NH](#), [VT](#), [NY](#)

Your [Local Development District](#)



## Grant Administration Resources

### Other Resources:

- [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>



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## Resources mentioned in training:

### Forms and Guidance:

- NBRC website – [www.nbrc.gov](http://www.nbrc.gov)
- NBRC Grant Administration and Compliance Manual available to view and download from [www.nbrc.gov/content/administration](http://www.nbrc.gov/content/administration)
- Progress Report: Form [SF-PPR](#), [How-to Video](#)
- Financial Report: Form [SF-425](#), [Sample](#), How-to Video (coming soon)
- Reimbursements: Form [SF-270](#), [Instructions](#), [How-to Video](#), [Summary sheet](#)
- Property & Equipment: Real Property inventory form [SF-429-A](#), Equipment inventory forms [SF-428](#) and [SF-428-S](#)



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## Resources mentioned in training:

### Human support:

- NBRC Staff
- Your [Local Development District](#)



## Key Terms

- **Period of Performance:** this is the start and end date of the project to be completed for the grant agreement between grantee and NBRC. Your executed grant agreement will indicate your project's performance period.
- **NBRC Grant Amount:** The grant amount cannot be increased for any reason. Overruns on projects are the responsibility of the grantee
- **Required Match/Cost Share:** This is the amount of other funds necessary to complete your project and that must be documented during the project period



## Key Terms

- **Indirect Cost Rate:** This is the approved rate that has been agreed upon by the grantee and their Federal Cognizant Agency for indirect costs. All invoices must use this rate for their invoices when specific services as outlined are performed by the grantee. This is NOT a rate to be used by any subcontractor or consultant
- **Budget:** Line items of expenditures. These line items may not be changed by the recipient without prior written approval by NBRC (2 CFR 200.308)
- **Grant Provisions:** The laws and agreements that a grantee is required to follow as part of the contract with a federal awarding agency



# Northern Border Regional Commission

## NBRC Staff

- **Chris Saunders, Federal Co-Chair**
- **Rich Grogan, Executive Director**
- **Molly Taflas, Deputy Executive Director**
- **Andrea Smith, Program Director**
- **William Gallagher, Administrative Officer**
- **Marina Bowie, Program Manager, Forest Economy & Timber for Transit**
- **Adrianne Harrison, Program Manager, Catalyst**



## **Meet the NBRC Staff**

- **Elizabeth “Liz” Cross, Rural Healthcare Coordinator**
- **Sarah Lang, Capacity Program Coordinator**
- **Jon O’Rourke, Senior Program Specialist**
- **Georgia Cassimatis, Program Specialist**
- **Casey Haynes, Program Specialist**
- **Malana Tamer, Program Specialist**
- **Ace Arroyo, Data Analyst**



## Meet the NBRC Staff

- **Alison Richard, Marketing Coordinator**
- **Rebecca Dourmashkin, Grant Attorney**
- **Rebecca Olechowski, Budget Analyst**