



Northern Border
Regional Commission

NEW GRANTEE TRAINING

www.nbrc.gov



Reminders for today



We are
recording
today's training
session.



Please keep your
microphone
muted during the
training unless
you are asking a
question during
the Q&A.

**Cameras are
optional.**



Introduce
yourselfs! Use the
chat to share your
name, organization
and NBRC Grant
Project Name and #

Please use the chat
function to share
any **technical issues**
you may be having
or grant related
questions you have



We have plenty
of time for
Question and
Answer
scheduled.



The detailed
PowerPoint will
be available to
you after the
training session
along with all the
resources
discussed.



You Received an NBRC Award. Now What?

- Overview of the NBRC grant lifecycle
- Review of the negotiation process in the GMS
 - **Negotiations must be completed by January 8th!**
- Obligation of Funds
- Role of LDDs
- Reviewing and Accepting the Grant Agreement
- Next steps to obtain a Partial or Full Notice to Proceed
- Overview of NEPA review process (environmental review)
 - [Watch Session 3: NEPA](#) recorded training on the NEPA review process!
- Overview of Build America Buy America Act
 - [Watch Session 4: BABAA](#) for a deep dive on BABAA (March 5 from 1-2pm EST)





Northern Border Regional Commission

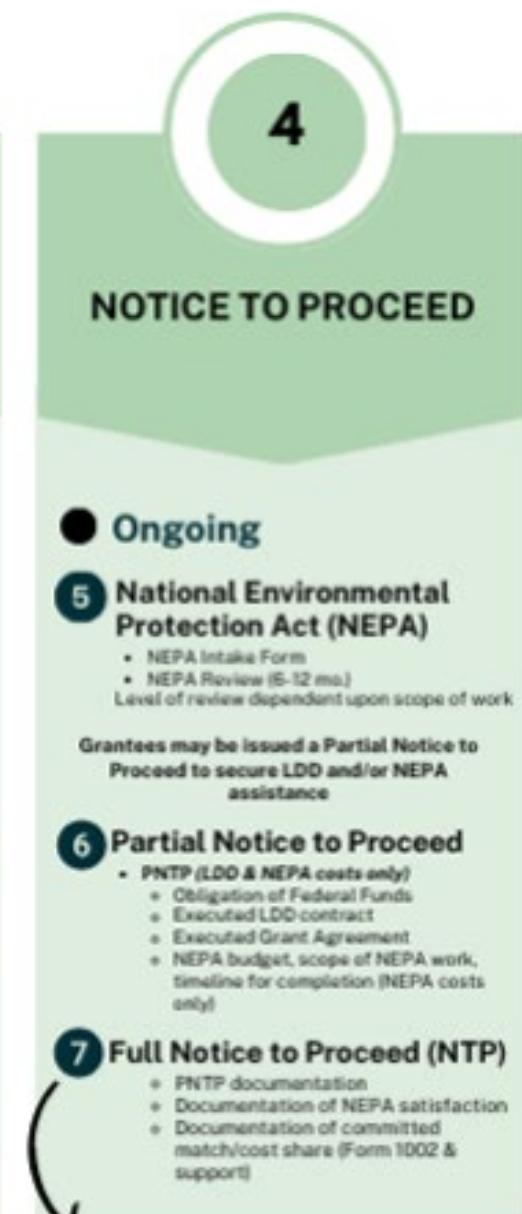
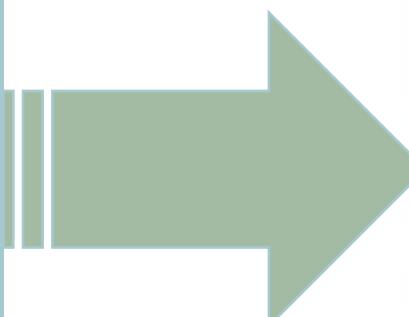
NBRC GRANT LIFECYCLE





Northern Border Regional Commission

The primary focus of today's session is Phase 3, but we'll cover a brief overview of Phase 4 too, including resources and information to get you to the Notice to Proceed.



Grantee has 1-year from date of award to secure a NTP.
Upon issuance of a NTP, the grantee can commit and expend NBRC and matching funds!



Northern Border Regional Commission



June 23, 2025

Name
Address

RE: AP-NBRC-XXX—Organization Name to the Program Announcement Title

Dear Name:

On behalf of Governor _____ and the Northern Border Regional Commission (NBRC), we congratulate you and your organization for receiving a Program Announcement Title grant award! You have been awarded \$1,000,000.00.

Please read this letter carefully for required actions and information to secure this award, with detailed instructions beginning on page 2.

- Register for mandatory new grantee training session
- Confirm your organization's SAM.gov account and banking information
- Complete required document revisions

This award of grant shall constitute an obligation to make such grant. Such obligation may be terminated without further cause, however, if the grantee shall fail to respond, provide requested information, or miss deadlines.

By submitting your revisions and completing the Negotiations within NBRC's Grants Management System (GMS), you are acknowledging the requirements of the NBRC award as identified in this award letter and that you have verified your organization's banking information on file with SAM.gov is accurate.

While you have been awarded a grant, these funds are not available until you have received a **Notice to Proceed** (NTP) or **Partial Notice to Proceed** (PNTP) from NBRC. Award and matching funds spent or committed before receiving a NTP or PNTP are not eligible for reimbursement or to be counted as matching funds. Additionally, spending funds before receiving a NTP or PNTP could result in NBRC reducing or rescinding your award. Failure to timely respond to NBRC's requests may result in the award being rescinded. Please refer to NBRC's Grant Administration and Compliance Manual on the [Grant Administration](#) page of our website for details on required information to secure a NTP.

We wish you great success with your project and look forward to working with you,

Chris Saunders, Federal Co-Chair, NBRC

Step 1. Notice of Award

NBRC notifies all successful entities of their award with a letter. The award letter includes:

- Award amount
- Required actions
 - ✓ New Grantee Training session (you're here!)
 - Verify UEI # and SAM.gov banking info
 - Required document revisions – **due one month from date of award notification!**
- Award letter is NOT a Notice to Proceed.** A NTP or PNTP is required before spending or committing award funds or match and cost share funds



Step 2. Negotiations & Required Actions

Verifying your bank information

- ✓ [GMS Grantee Toolkit](#) for instructions to complete this task (page 6)
- ✓ Review and confirm UEI #
- ✓ Review SAM.gov expiration date
 - If expired, use "Verify" function
 - If current, no action needed
- ✓ [This link](#) addresses common questions about managing your SAM.gov account

The screenshot shows two views of the GMS Grantee Toolkit interface. The top view is the 'Organization Profile' page for 'Casey Test Org'. It displays basic organization information: Status (Active), EIN (111222333), UEI (571398716), and address details (Address Line 1: 1 Test, Address Line 2: 2 Test, State: 098, County: Franklin, City: Testville, Zip Code: 05403). The bottom view is the 'Sam.gov Verification' section, which is currently empty. A note at the bottom of this section states: 'This section displays the organization's registration verifications with entities including SAM.gov and FPDS.gov.'



Step 2. Negotiations & Required Actions Cont'd

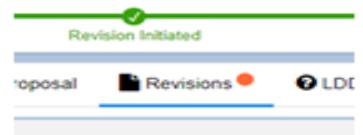
Required document revisions:

- **Complete application revisions by January 8, 2026!** Allow time for questions, etc.
- Revisions may be required for a complete and correct application and associated Grant record.
- Detailed revisions provided via email in a bulleted list, for example:
 - AO, AOR and missing AO signatures
 - Revised budget documents
 - Revised forms or supporting docs

[2.2. Completing Required Document Revisions](#)

Refer to your award letter for specific details about which items need revision. You will have received a pending email to complete this step.

1. Navigate to the application record
2. Review requirements laid out in award letter. You can go to the Collab tab to view your uploaded award letter.
3. Review any additional requirements in the Revisions tab



- a. If you have any additional items to complete, these will be laid out in the "Explanation of Revisions Needed" section

Available Forms for Revision	
Showing 1 to 4 of 4 records	
Form Name	Needs Revision
Application for Federal Assistance (SF-424)	✗
Assurances for Construction Programs (SF-424D)	✗
Assurances for Non-Construction Programs (SF-424B)	✗
Disclosure of Lobbying Activities (SF-LLL)	✗
Total Records: 4	

Explanation of Revisions Needed	
See the award letter issued by email or view in the "Collab tab" section of the GMS for specific revision or document requests.	



Step 2. Negotiations & Required Actions Cont'd

▲ Applicant Response

Details

The Village has reviewed our banking information in SAM.gov. The banking information was updated to be correct, and our SAM.gov registration has been updated as well. The Village confirms that SAM.gov is set up and that the banking information included in SAM.gov is now accurate.

Example Applicant Responses for Negotiations:

- The [Grantee] has confirmed that the banking information is set up and accurate in sam.gov.
- The [Grantee] acknowledges the BABAA requirements.
- The [Grantee] acknowledges No Indirect Costs were identified in the project budget and an amendment would be required to be reimbursed for any future indirect costs.
- LDD Contact has been added and designated as LDD Contact role.
- SF-424cbw has been revised to include LDD costs. Amounts in the Budget Table, SF-424, and SF-424cbw all match.



Step 2. Negotiations & Required Actions Cont'd

Resources:

- [GMS Grantee Toolkit](#) for instructions for “Completing Required Document Revisions” (section 2.2)
- If you have a revision in the list that you do not understand, please contact NBRC through the Collab tab email function in the Application file. **Be sure to include admin@nbrc.gov as a cc in all Collab tab communications



Northern Border Regional Commission

QUESTIONS & ANSWERS



Step 3: Obligation of Federal Funds

Grantee submits negotiations and verifies SAM.gov Info. NBRC then requests the obligation of federal funds.

➤ NBRC will send an email confirmation in Collab tab notifying grantee of obligation date.

Reminders:

- No NBRC funds can be reimbursed for costs prior to the obligation date.
- As soon as obligations have been confirmed for your award, you can begin working with your LDD. NBRC allows LDD costs to be reimbursed beginning with the obligation date. **Work with your LDD to request a Partial Notice To Proceed (PNTP- more info in later slides) for LDD costs.**
- **Obligation does not authorize a grantee to begin spending project funds. A notice to proceed is required to commit or expend any project funds (NBRC and match/cost share)**



LDD Assistance

- All Catalyst Program awardees are required to use of a Local Development District (LDD) for grant administration.
 - Exception for state government entities, LDDs, or LDD waiver from pre-application
- Forest Economy and Timber for Transit awardees have the option to utilize LDD assistance. These grantees may be asked to confirm whether they plan to use LDD assistance.
- LDDs are compensated for grant administration work through a reimbursement process. There are funds in your budget for this work.
 - The grant administration fee for all NBRC awards of \$400,000 or less is \$8,000. The grant administration fee for all NBRC awards above \$400,000 is based on the formula of 2% of the NBRC requested amount.



LDD Assistance

NBRC defines grant administration tasks as:

- Notice to Proceed Documentation
- Quarterly and Annual Reporting
- Reimbursement Requests
- Final Reporting
- Contract Amendments
- General Assistance

... basically, most of the administrative work AFTER an award is made.

<https://www.nbrc.gov/content/about-local-development-districts>

The screenshot shows the NBRC website with a green header. The header includes the NBRC logo, the text 'Northern Border Regional Commission', and a navigation bar with links to 'Careers & Contracting Opportunities', 'About NBRC', 'News', 'Events', 'Contact', 'BABAA', 'J-T Waiver Program', 'NEPA', and 'Grants Management System'. The main content area has a blue background and features a section titled 'About Local Development Districts'. This section includes a sub-section titled 'What is an LDD?' which describes LDDs as regional organizations that assist the NBRC in outreach and administer investments. It also includes a sub-section titled 'What is the Role of an LDD?' which describes LDDs as knowledgeable about other Federal and State programs and engaged in regional economic development planning. The page also contains a sidebar with a yellow box containing the text 'Role of the LDD'.

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Careers & Contracting Opportunities | About NBRC | News | Events | Contact | BABAA | J-T Waiver Program | NEPA | Grants Management System

About Local Development Districts

What is an LDD?

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 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.

What is the Role of an LDD?

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. LDDs provide feedback to the Commission on its current programs as well as assist in identifying future areas of focus for the Commission.

Each Catalyst Program (SEID & IIJA) award is required to utilize an LDD for grant administration assistance unless they are an agency of State government, an LDD, or have requested and received an LDD waiver approval from NBRC during the preapplication stage of the Catalyst Program.

LDDs are compensated for their grant administration services through a reimbursement process with the grantee. The grant administration fee for all NBRC awards of \$400,000 or less is \$8,000. The grant administration fee for all NBRC awards above \$400,000 is based on the formula of 2% of the NBRC requested amount. LDD grant administration costs are an eligible NBRC cost for an amount not to exceed the formula. If grant administration assistance is beyond the total available under the formula, those must be paid for with matching funds. Grant administration duties include assisting with quarterly reporting, reimbursement requests, final reporting, contract amendments, and general guidance (see [Role of the LDD](#) document for more details).

- **Notice to Proceed Documentation:** Help the grantee upload their LDD contract in the GMS, assist with getting the PNTP for LDD costs in place and submitting their matching funds documentation.
- **Quarterly and Annual Reporting:** Ensure that the grantee files all quarterly and annual reports accurately and on time, and with enough information to provide a meaningful outline of the project's status.



LDD Assistance

Why it is important to connect (early) with your LDD:

- LDDs have experience in administering NBRC grant awards
- Engaging your LDD early will save you time (and money!)
- Set a **project kickoff meeting** early to discuss the contract, overview of the project, and outline how you will work together on grant administration tasks.

Resources for connecting with your LDD:

- [Sample contract template](#)
- [About LDDs webpage](#)
- [How to give LDD access to your GMS records guidance document](#)



Doing this step early will help avoid a lot of headache in the early stages of your project!

LDD Assistance- Giving Access to GMS

As the grantee, **you need to give your LDD access** to your records in the GMS.

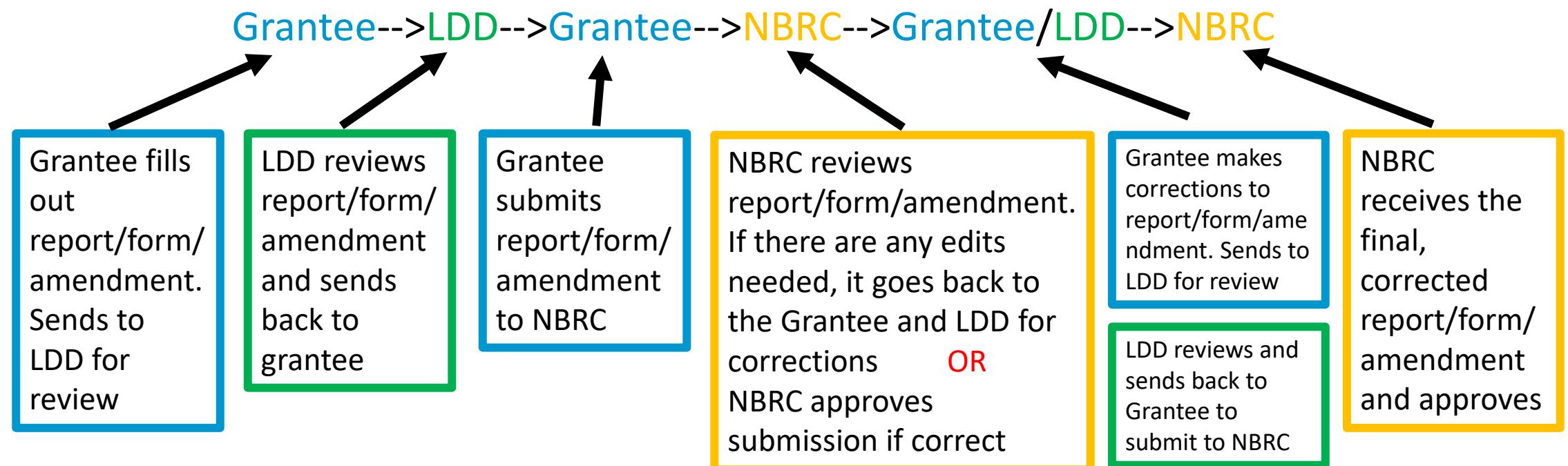
- If you **did not associate an LDD during the application phase**,
 1. You'll need to request a review of your draft progress reporting (See GMS Grantee Toolkit – “Sending LDD Requests” or guidance document below)
 - First, you create the request, then you send it. The most commonly missed step is **SENDING** the request.
 2. You'll need to provide your LDD with a copy of: workplan, budget, application

This step can be completed once you receive notice that your **grant agreement has been activated**



LDD Assistance- Workflow

The appropriate workflow for the LDD/grantee partnership in submitting items to NBRC:





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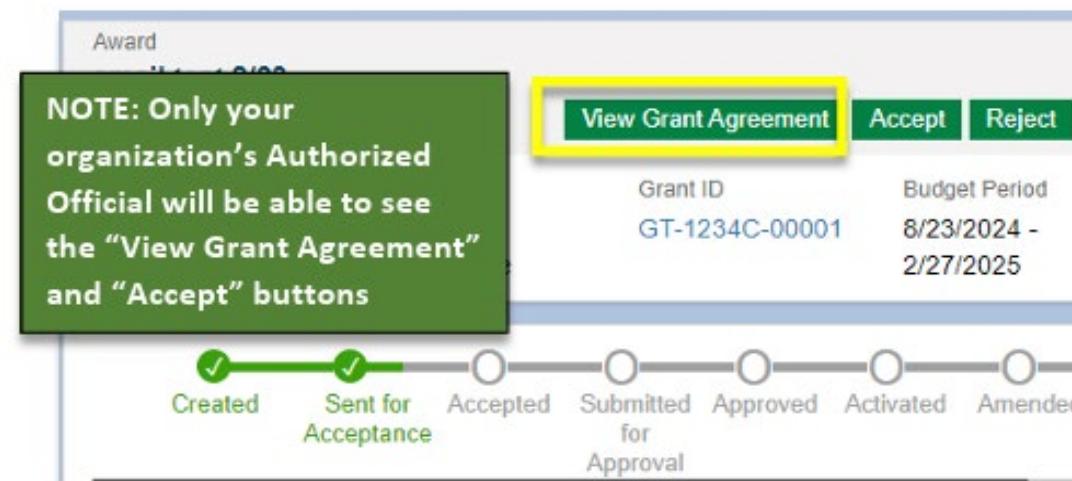
QUESTIONS & ANSWERS



Step 4: Grant Agreement

Negotiations are complete and obligation of funds is confirmed. NBRC will then issue a Grant Agreement for review and acceptance.

- By accepting the GA, you are concurring with the information laid out and agreeing to the terms, conditions, and administrative requirements set forth within the agreement.
- Only the Authorized Official will be able "View" and "Accept" the Grant Agreement
- The [GMS Grantee Toolkit](#) is available to walk you through steps to accepting the GA.
- Note - The award is in a draft state until the GA has been accepted and activated in the system. Grantee will not have access to grant files.





Step 4: Grant Agreement Cont'd

Review the Grant Agreement carefully

- Make sure all information on pages 1 and 2 is correct.
- The Grant Administration Compliance Manual provides an annotated Grant Agreement
- If information in the agreement is incorrect, click Reject
 - > Yes > Add your comments and click OK. NBRC will work with you to correct the information and return an amended award for you to review.
- Questions regarding the content of the Grant Agreement should be directed to NBRC at admin@nbrc.gov.

 Northern Border Regional Commission	
Grant Agreement Between Northern Border Regional Commission (NBRC) And Grantee Name _____	
August 15, 2024	
NBRC Grant Agreement Number: _____	
Grantee/Recipient: <small>Contact Information for grantees Authorized Official (AO)*</small>	Grantor: <small>Northern Border Regional Commission Contact: Andrea K. Smith, Program Director 53 Pleasant Street, Suite 1501, Concord, NH 03301 603-369-3001 admin@nbrc.gov www.nbrc.gov</small>
Co-Applicant: <small>If Applicable</small>	
Contact: _____	
State Program Manager contact information <small>State Contact: Charlotte Mace, Director of Business Development, DECD</small>	
207-624-7448 charlotte.mace@maine.gov	



What is included in a Grant Agreement?

- ✓ **NBRC Grant ID.** NBRC asks that you include this number in all documentation and email communication. Example: GT-25FAC-00000, GT-25FAT-00000.
- ✓ **Contact information** for both the grantee, NBRC and LDD (if applicable).
- ✓ **Period of Performance.** This is the start and end date of the project to be completed.
 - 2025 Fall Grant Agreements will have a period of performance: February 1, 2026 – September 30, 2029
- ✓ **Grant Amount.** The NBRC grant amount cannot be increased for any reason.



What is included in a Grant Agreement?

- ✓ **Required Match/Cost share.** This is the amount of other funds necessary to complete the project as presented. This information must be documented during the project period.
- ✓ **Reimbursement Rate.** This is the ratio of requested NBRC funds to expended match/cost share funds. Typically, the Reimbursement rate is 80% or 50%. Look closely to be sure this is correct.
- ✓ **Indirect Cost Rate.** Indirect cost rates above NBRC's standard de minimus rate of 15% require submission of a Negotiated Indirect Cost Rate Agreement. The indirect cost rate listed in the Grant Agreement will reflect the rate provided in the application budget.
- ✓ **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).



What is included in a Grant Agreement?

- ✓ **Grant Provisions.** Laws and agreements that a grantee is required to follow as part of the contract with a federal awarding agency. Including Build America, Buy America Act (BABAA)
- ✓ **Real Estate and/or Equipment.** Reporting and other terms and conditions for projects that include real estate or equipment costs.
- ✓ **Sub-recipients (If applicable).** Terms and conditions for making subawards. If your project includes a subaward component, please contact NBRC staff prior to making such awards.
- **The Grant Agreement is not approval to expend funds. A Notice to Proceed must be issued to expend any funds include match/cost share.**



Northern Border Regional Commission

QUESTIONS & ANSWERS



Northern Border Regional Commission

Requirements for Notice to Proceed

Once the Grant Agreement is accepted, there are a few more requirements before NBRC can issue a Notice to Proceed for the project to begin spending the NBRC award and match funds.

- LDD Contract
- Form 1002 Certification of Match Commitment
- NEPA Evaluation and Approval

**some projects may be required to file a Notice of Federal Interest prior to submitting reimbursements. The NTP is not contingent on the NFI, but reimbursements are.*

4

NOTICE TO PROCEED

● Ongoing

5 National Environmental Protection Act (NEPA)

- NEPA Intake Form
- NEPA Review (6-12 mo.)

Level of review dependent upon scope of work
Grantee may be issued a Partial Notice to Proceed to secure LDD and/or NEPA assistance

6 Partial Notice to Proceed

- PNTP (LDD & NEPA costs only)
 - Obligation of Federal Funds
 - Executed LDD contract
 - Executed Grant Agreement
 - NEPA budget, scope of NEPA work, timeline for completion (NEPA costs only)

7 Full Notice to Proceed (NTP)

- PNTP documentation
- Documentation of NEPA satisfaction
- Documentation of committed match/cost share (Form 1002 & support)

Grantee has 1-year from date of award to secure a NTP.
Upon issuance of a NTP, the grantee can commit and expend NBRC and matching funds!



Optional Step 5. Partial Notice to Proceed

Consider if components of your project may require a Partial Notice to Proceed. Discuss a Partial Notice to Proceed with your LDD. The Grant Administration Compliance Manual has information on requesting PNTPs.

➤ **LDD Grant Administration Costs**

- Up to 50% of budgeted LDD total allowed under a PNTP
- Requires an executed LDD contract

➤ **NEPA Costs**

- Requires documentation of scope, budget and timeline

➤ **Accrue Match and Cost Share**

- Request for in-kind match accrual, property transfers or other unique and necessary match and cost share that must happen before the NTP



Step 6: Securing Match/Cost Share

Grantees submit documentation of committed match/cost share to NBRC:

- Match must be secured within first 12 months of grant agreement
- **NBRC Form 1002.** Do not include the NBRC award amount in the match and cost share total.
- **Commitment documentation** for each match/cost share source listed in Form 1002. Documentation should identify the exact amounts listed in the Form 1002.

Resources:

- Your LDD (if applicable) can review your NBRC Form 1002 and Commitment documentation
- The Grant Administration Compliance Manual for guidance on commitment documentation.



Step 7: NEPA Approval

NEPA Approval is required for a Notice to Proceed.

- Grantee completed NEPA Intake Form at application.
- NBRC coordinates NEPA review and analysis of project.
- NBRC or a representative from The Clark Group (TCG), NBRC's contracted environmental consultant, will notify grantee of what NEPA documentation needs to be completed.
 - Grantee will determine if a Partial Notice to Proceed (PNTP) is needed for NEPA costs. If NEPA costs were not budgeted for or adjustments to budget are needed, that will require an amendment be requested.
- When NEPA is complete, NBRC will notify the grantee and upload the documentation to the files section of the Grant Record in the GMS.



Notice to Proceed

The following items MUST be in place to receive a Notice to Proceed:

- ✓ Obligation of funding
- ✓ Executed Grant Agreement
- ✓ LDD grant administration services contract
- ✓ Documentation of committed match/cost share to complete project
- ✓ NEPA satisfied

NBRC issues the project an NTP.

- Sent to AO for signature by email
- NTP is saved to the GMS Grant record under files
- The date of the NTP is the official 'ok' to begin all project related activities



Northern Border Regional Commission

QUESTIONS & ANSWERS



**Northern Border
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Overview of National Environmental Policy (NEPA)

www.nbrc.gov



What is NEPA?

- National Environmental Policy Act (NEPA) – 1970
 - Promote the protection, preservation, and enhancement of the environment.
 - Growing concerns about the environmental impacts of large-scale development projects
- Purpose:
 - Requires federal agencies to consider the environmental impacts of their actions and decisions before they act.
- NEPA does not dictate an agency's decisions or actions.



What triggers NEPA?

- Federal agencies must consider the potential impacts of major federal actions and reasonable alternatives on the human environment
- Major Federal Actions – Activities that are undertaken, funded, authorized, or approved by a federal agency
- NEPA review must be conducted on all NBRC-funded projects



Understanding NEPA Implementation Across Federal Agencies

- 1. Varied Implementation:** Each federal agency implements the NEPA differently.
- 2. Agency-Specific Procedures:** Agencies are required to adhere to their own NEPA procedures and guidelines.
- 3. Example: USDA vs. NBRC:**
 - USDA Experience:** A project categorized as a CATEX under USDA regulations.
 - NBRC Regulations:** The same project may not be considered a CATEX under NBRC regulations.
- 4. Takeaway:** Experience with NEPA procedures in one agency does not guarantee the same outcomes in another agency.



Levels of NEPA analysis

Level 1: Categorical Exclusion (CATEX) The project is pre-determined by the federal agency not to have a significant impact on the human environment.

Level 2: Environmental Assessment (EA): The project impact is unknown or does not have a reasonably foreseeable significant effect on the quality of the human environment.

Level 3: Environmental Impact Statement (EIS): The project has a reasonably foreseeable significant effect on the quality of the human environment.



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Categorical Exclusion (CATEX)

- Brief review - typically 1 month to develop
- No public comment period unless another federal requirement is triggered

Examples:

- Renovations/Replacement that do not change the functional use of property
- Demolition of non NRHP eligible structures
- Additions on adjacent disturbed land
- Acquisition and installation of equipment
- Small new construction projects on previously disturbed land

Environmental Assessment (EA)

- Robust review - typically 6-12 months to develop and finalize
- Requires contracting with a consultant who understands NEPA
- 30-day public comment period

Examples:

- Renovations that change function use of property
- Demolition on NRHP places or eligible places
- Additions on undisturbed lands
- Larger new construction



When will a grantee be informed about NEPA?

- Initial NEPA review will begin in January 2026
 - Projects that are determined to be a CATEX with no other federal requirements needed (Section 106, Section 7) will likely be processed first given their simplicity.
 - NBRC will upload an executed copy of the CATEX to the Grant file section of your GMS record, once your project has been converted to an award
 - NEPA satisfaction is one requirement of securing a Full Notice to Proceed
- Communications from NBRC or TCG, related to next steps for NEPA, for those projects that need to provide more information or will likely trigger an Environmental Assessment (EA) will begin after the new year as NBRC offices are closed December 24 – January 2nd.
- When communicating via the GMS, please reply-all and cc admin@nbrc.gov during the time between award, completing negotiations, and the grant record becoming activated.



How will a grantee be informed about NEPA?

- Grantees will receive an email delivered through the GMS Collab feature
- If additional information is needed for NBRC to make a NEPA determination, you will be contacted via the collab tab of the GMS record. NBRC contracts for environmental consulting services with The Clark Group (TCG) so the email you will receive may not be a NBRC.gov email. It's OK.
- Please respond to requests for additional information/clarifying questions with as much detail and as promptly as possible to keep the review process moving forward
- Please reply-all and cc admin@nbrc.gov during the time between award, completing negotiations, and the grant record becoming activated.



National Environmental Policy Act (NEPA) Training Session

- [NEPA tab of NBRC's website](#) for the NBRC's NEPA Resources
- [New Grantee Support](#) section of our Resources website to view the NEPA training PowerPoint.
- The training covers the following topics:
 - NEPA as an umbrella state covering other federal requirements (i.e., Section 106, Section 7, Floodplains, etc.)
 - NEPA Analysis and Impacts on Human Environment
 - Making a NEPA Determination for a project
 - Opportunities for NBRC to adopt NEPA done by another federal funder (same project/scope)
 - Environmental Assessment Process
 - Budgets and Timelines



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Overview of Build America Buy America Act (BABAA)

www.nbrc.gov



Build America, Buy America Act (BABAA)

- “None of the funds made available for a Federal financial assistance program for infrastructure...may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.”
- Applies to all federal financial assistance projects for infrastructure.
- Applies to an entire infrastructure project, even if it is funded by both Federal and non-Federal funds under one or more awards.
- “Project” means any activity related to the construction, alteration, maintenance, or repair of infrastructure in the U.S.
- “Infrastructure” includes:
 - Rehabilitation of buildings and real property
 - dams, ports, harbors and other maritime facilities
 - Water systems (drinking water and wastewater)
 - Construction and improvements of roads, highways, bridges
 - Utility installation and broadband infrastructure improvements



What Products Are Covered?

The following products used in covered infrastructure projects MUST be produced in the United States:

- Iron and Steel
 - All manufacturing processes from initial melting through application of coating occurred in the U.S.
- Construction Materials
 - All manufacturing processes for the construction material occurred in the U.S.
- Manufactured Products
 - Product manufactured in the U.S.
 - The cost of the components of the manufactured product that are mined, produced, or manufactured in the U.S. is greater than 55% of the total cost of all components of the manufactured product



How and when will a grantee be informed about BABAA?

- NBRC assigned BABAA applicability during the negotiations process. Please visit the Revisions tab of your GMS record and review the Explanation of Revisions needed for additional information
- Within the next couple of weeks NBRC will be sending a follow-up email to the contacts for projects where BABAA is applicable
- Please watch the recording and review the slide deck from [NBRC's BABAA Training Session from March 2025](#). This training session provides detailed information on BABAA requirements, compliance, the types of waivers that are available, and how to apply for a waiver.
- If you feel the BABAA determination was made in error or if you have questions on next steps after reviewing the training information, please reach out to NBRC via admin@nbrc.gov



Build America Buy America Act (BABAA) Resources

- NBRC website; www.nbrc.gov/content/BABAA
- OMB BABAA Guidance Memo; M-24-02; <https://www.whitehouse.gov/wp-content/uploads/2023/10/M-24-02-Buy-America-Implementation-Guidance-Update.pdf>
- OMB – Final Guidance – 2 CFR 184; <https://www.ecfr.gov/current/title-2 subtitle-A/chapter-I/part-184>
 - Definitions of key terms
 - Discusses determining the costs of components for manufactured products
 - Additional construction materials added
- OMB/ MIAO Website: www.madeinamerica.gov



Northern Border Regional Commission

QUESTIONS & ANSWERS



Using the Collab Tab

- Please DO NOT use the “My Feed” feature. NBRC is not notified.
- Send messages by navigating to the Collab Tab → Messages → “Send Email” to admin@nbrc.gov
- Include Grant ID in subject line
- See the GMS Grantee Toolkit section 1.5 “Using the Collab Tab”

The screenshot shows a navigation bar with several tabs: Overview, Awards, Budget, Actuals, Requests, Management, Files, History, and Collab. The Collab tab is highlighted with a yellow box. Below the navigation bar, there are two sections: 'My Feed' (collapsed) and 'Messages' (expanded). The 'Messages' section contains a 'Send Email' button, which is also highlighted with a yellow box. At the bottom of the screen, there is a search bar and a status message indicating 'Showing 1 to 2 of 2 records'.



Other Training Sessions

New Grantee Support and Recorded Trainings:

- National Environmental Policy Act (NEPA)
 - [Watch the Recording](#) | [PowerPoint](#) | [Transcript](#) | [NEPA Resources webpage](#)
- Build America Buy America Act
 - [Watch the Recording](#) | [PowerPoint](#) | [BABAA Resources webpage](#)
- Reimbursements & Reporting:
 - Reimbursements [PowerPoint](#) | Reporting [PowerPoint](#)
- Amendments & Closeout
 - Amendments & Closeout: [PowerPoint](#)



GMS Grantee Toolkit

- Locating records
- Uploading files and completing required revisions
- Using the Collab tab for communication with NBRC
- Support on next award phases including grant agreements, amendments and progress reporting

Grant Administration Compliance Manual

- Details on award process and project initiation activities
- Next award phases including grant agreements and notice to proceed
- Guidance on procurement, reporting, reimbursements, and more...



Grantee Resources Cont'd

Forms & Guidance

- NBRC [Resources website](#) contains many forms

Human Support

- NBRC Staff – Please use the Collab Tab of the GMS application record for NBRC staff support.
- Your [Local Development District](#)

www.nbrc.gov/content/administration



Northern Border Regional Commission

Congratulations again and thank you for your time today!

**We look forward to partnering with you toward successful completion
of your projects!**

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**Northern Border
Regional Commission**

NBRC Grant Administration Resources, Programmatic Key Terms and Staff Information

www.nbrc.gov



Grant Administration 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>
- Build America Buy America Act (BABAA)



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



NBRC Staff

- **Chris Saunders, Federal Co-Chair**
- **Sarah Waring, Executive Director**
- **Molly Taflas, Deputy Executive Director**
- **Andrea Smith, Director of Programs and Partnerships**
- **Rebecca Olechowski, Director of Finance and Evaluation**
- **Marina Caceres, Program Manager, Forest Economy, Timber for Transit & USDA**
- **Adrianne Harrison, Program Manager, Catalyst**



Meet the NBRC Staff

- **Elizabeth “Liz” Cross, Rural Healthcare Coordinator**
- **Casey Haynes, Program Coordinator**
- **Sarah Lang, Capacity Program Coordinator**
- **William Gallagher, Administrative Officer**
- **Jon O’Rourke, Senior Program Specialist**
- **Georgia Cassimatis, Program Specialist**
- **Malana Tamer, Program Specialist**



Meet the NBRC Staff

- **Lissa Harris, Program Specialist**
- **Stephanie Case, Reimbursement Coordinator**
- **Ace Arroyo, Data Analyst**
- **Alison Richard, Marketing Coordinator**
- **Rebecca Dourmashkin, Grant Attorney**