



**Northern Border
Regional Commission**

2026 NEW GRANTEES

**Negotiations Office Hours
June 17, 2026 at 1:00pm**

www.nbrc.gov



Northern Border Regional Commission



Northern Border
Regional Commission

AWARD LETTER

June 12, 2026

RE: AP-NBRC- Application to the Catalyst
Program Spring 2026

Dear

On behalf of Governor Janet Mills and the Northern Border Regional Commission (NBRC), we congratulate you and your organization for receiving a Catalyst Program Spring 2026 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.

- Confirm your organization's SAM.gov account and banking information
- Complete required document revisions. Review the [GMS Grantee Toolkit](#) for instructions (section 2.2)
- [Register for Negotiations Office Hours](#) & [mandatory new grantee training session](#)

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 (PNTN)** from NBRC. Award and matching funds spent or committed before receiving a NTP or PNTN are not eligible for reimbursement or to be counted as matching funds. Additionally, spending funds before receiving a NTP or PNTN 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 Failure to timely respond to NBRC's requests may result in the award being rescinded.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 requirements to secure an NTP.

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

Chris Saunders, Federal Co-Chair, NBRC

NBRC notifies all successful entities with an award letter.

- **Award letter** sent as email to Authorized Official, Project Contact and LDD if applicable. To find your Award Letter:
 - ✓ Navigate to Application Record (AP-NBRC-###) in the GMS to view "Collab" tab
 - ✓ Emailed copy of the award letter should appear in the Messages section.
 - ✓ Download your award letter for your files
- **Award letter is NOT a Notice to Proceed.** NTP or Partial NTP is required before spending or committing award funds AND match and cost share funds.



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
- See the GMS Grantee Toolkit section 1.5 “Using the Collab Tab”

The screenshot displays the web application's navigation menu with the following items: Overview, Awards, Budget, Actuals, Requests, Management, Files, History, and Collab. The Collab tab is highlighted with a yellow box. Below the navigation menu, there are two main sections: "My Feed" and "Messages". The "Messages" section is expanded, and a "Send Email" button is highlighted with a yellow box. At the bottom of the page, there is a search bar with the text "Search..." and a magnifying glass icon, followed by an information icon. Below the search bar, it says "Showing 1 to 2 of 2 records".



RESOURCES

GMS Grantee Toolkit

- ✓ Navigate to NBRC's [New Grantee Support webpage](#)
- ✓ Download the [GMS Grantee Toolkit](#)
- ✓ Review part 1 – **Basic Navigation** for a refresher on finding your application record in the GMS
- ✓ Review part 2 – **Award Initiation** for guidance to complete the required actions in your award letter

Northern Border Regional Commission | Northern Border Region | Program Areas | Impact & Reporting | **Resources**

Resources

[Grant Administration Information and Grants Management System \(GMS\) Guidance Documents](#)

To register or submit pre-applications and applications, please visit NBRC's [Grants Management System](#). If you need GMS support that is not provided on our resources page, please [contact NBRC](#).

[GO TO THE GRANTS MANAGEMENT SYSTEM](#)

New Grantee Support

As a new NBRC grantee, we know you have a long checklist of next steps to keep track of. Our goal is to help provide you with the resources and support you need, and communicate clear next steps. Bookmark this page for quick access to PDFs, important links, and upcoming webinars.

Northern Border Regional Commission | Northern Border Region | Program Areas | Impact & Reporting | Resources

Support for New Grantees

Congratulations on receiving an NBRC award! Now, what comes next?

As a new NBRC grantee, we know you have a long checklist of next steps to keep track of. Our goal is to help provide you with the resources and support you need, and communicate clear next steps. Bookmark this page for quick access to PDFs, important links, and upcoming webinars.

Start Here! Review and complete these [Brief Next Steps for New Grantees](#), including:

- **GMS:** Download a copy of your Award Letter
- **GMS:** Confirm UEI # and SAM.gov expiration date in your Organization profile
- **GMS:** If applicable, complete revisions, or "negotiations" within 1 month of award notification

Mandatory Spring 2026 New Grantee Training Sessions

Dates and Details Coming Soon

[GMS Grantee Toolkit](#)

- For organizations that have received NBRC awards from 2024 onward



REQUIRED ACTIONS

Register for New Grantee Training

- ✓ NBRC requires that all new grantees participate in training sessions on key topics including Notice to Proceed, BABAA, and NEPA.
- ✓ NBRC will notify grantees when registration is available.
- ✓ The sessions will be recorded.

The screenshot shows the Northern Border Regional Commission website. The main navigation bar includes links for About NBRC, Contact, News, Careers & Contracting Opportunities, Events, BABAA, NEPA, J-1 Waiver Program, and Grants Management System. The page content features a section for 'New Grantee Negotiations Office Hours' on Wednesday, June 17, from 1:00 PM to 2:00 PM EDT. This session is for Spring 2026 new grantees completing negotiations. A yellow highlight is placed over the 'Mandatory Spring 2026 New Grantee Training Sessions' section, which notes that dates and details are coming soon. Below this, there is a 'GMS Grantee Toolkit' section with a list of bullet points and a 'Grant Administration Compliance Manual' link.

https://www.nbrc.gov/content/new-grantees

About NBRC | Contact | News | Careers & Contracting Opportunities | Events | BABAA | NEPA | J-1 Waiver Program | Grants Management System

Northern Border Regional Commission

Northern Border Region | Program Areas | Impact & Reporting | Resources

New Grantee Negotiations Office Hours

Wednesday, June 17 | 1:00 PM - 2:00 PM EDT

This session is designed for Spring 2026 new grantees who are currently completing negotiations—also referred to as “revisions”—to their application in the Grants Management System. Prepare for this session by reviewing your award notification email in the Collab tab of your application record. Review any custom feedback, actions, and general revisions, and come to the session prepared with questions. You may also refer to the [New Grantee Support](#) page for additional information. Please note that all negotiations must be finalized by **Wednesday, July 1st!** Once negotiations are complete, your project can be converted into an official Grant record within the system.

[>> Register Today](#) | [View Session PDF](#)

Mandatory Spring 2026 New Grantee Training Sessions

Dates and Details Coming Soon

GMS Grantee Toolkit

- For organizations who have received NBRC awards from 2024 onward
- Step-by-step technical manual for most grant administration (to be used alongside NBRC’s Compliance Manual)
- Includes project initiation, grant agreements, reimbursements, reporting, amendments, and more
- Please only submit reports (SF-PPRs (semi-annual progress report) and SF425 (annual federal financial report) via the GMS, unless you are managing other awards prior to 2024

[Grant Administration Compliance Manual](#)



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REQUIRED ACTIONS

UEI, SAM.gov & Banking Information

- ✓ Confirm UEI # is correct. See [“Manage Your Organization’s Account and Contacts”](#) guidance for steps to update your UEI #.
- ✓ Confirm SAM.gov registration is active and your organization's correct banking information is on file. [This resource](#) addresses common questions about managing your SAM.gov account
- ✓ See page 7 of GMS Grantee Toolkit for instructions to complete this task
- ✓ NBRC cannot obligate funds for your award unless this step is completed.

1

2

3

4

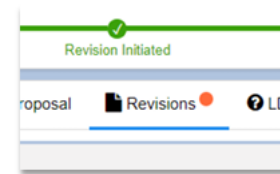
This section displays the organization's registration verifications with entities including SAM.gov and FPDS.gov.



REQUIRED ACTIONS

Revisions:

- ✓ NBRC requires that all applications are complete and correct before moving the application to an award in the GMS.
- ✓ Refer to the email detailing which items require revisions.
- ✓ You will also receive a pending task through the GMS to complete this step in the Revisions tab. The entire application is open for editing, however only the listed items in the email are required.
- ✓ Don't forget to submit the revisions back to NBRC.
- ✓ See page 7 of GMS Grantee Toolkit for instructions to complete this task



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

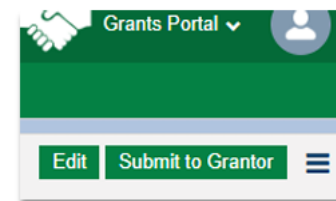
Form Name 1	Needs Revision
Application for Federal Assistance (SF-424)	x
Assurances for Construction Programs (SF-424D)	x
Assurances for Non-Construction Programs (SF-424B)	x
Disclosure of Lobbying Activities (SF-LLL)	x

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.

- Submit your revisions





UNDERSTANDING REQUIRED REVISIONS

- “Custom Feedback from the NBRC Program Manager:”
- “General Revisions & Notes:”
- “**Action:**” or “**ACTION >**” Indicates a required action that needs to be taken in the GMS>
- “**FYI:**” notices are included For Your Information only. No action is required.
- Contact admin@nbrc.gov if you have questions. Include the AP-NBRC-xxx number in your email



REQUIRED ACTIONS CONTINUED

Required Revisions:

- ✓ Common requested revisions:
 - Designating "LDD Contact" and "Authorized Signatory" roles
 - AO in GMS does not match AOR
 - AOR is insufficient
 - Forms missing AO signatures
 - Revised budgets for LDD costs, budget alignment, or ineligible costs
 - Missing Assurances form

- ✓ 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 send email to admin@nbrc.gov
 - Include the AP-NBRC-xxx number in your email



NEGOTIATIONS FAQ

Contacts:

- Include the LDD (unless you are an entity of state, LDD, or have an approved waiver) designated with the "LDD Contact" role
- Include the AO designated with the "Authorized Signatory" role. May include a 2nd project contact
- See the "[Manage your Organization's Account and Contacts](#)" guide for managing contacts in GMS for AO, project manager, and LDD

Authorized Official:

- Authorized official on the Organization account should match the AO resolution and all signed documents.

AO Resolution:

- AOR must authorize a *single* individual. AO cannot self-attest or witness an AOR.



NEGOTIATIONS FAQ

Budgets!

- Common revisions requested for LDD costs, budget alignment, or ineligible costs.
- LDD and NEPA costs should be their own line item in the SF-424cbw, section 6 or 7.
- Budget Periods table, SF-424cbw and SF-424 Application for Federal Assistance box 18 must align.
- Revised SF-424cbw should be uploaded to Supporting Documents Checklist
- SF-424cbw must be uploaded as an excel spreadsheet
- Budget information will carry forward to the Grant Agreement and GMS Grant Record.
- See page 9 of GMS Grantee Toolkit for guidance to complete budget revisions



NEGOTIATIONS FAQ

Files and Forms

- Revised documents should be uploaded to the Supporting Documents Checklist, not the Application Files section
- Make sure the signature on required forms matches the individual you authorized to sign in your AOR.
- Confirm the correct Assurances form is complete. SF-424D for Construction projects (any project with construction costs) and SF-424B for Non-Construction projects. One of these forms must be completed and signed by AO within the GMS.



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REMINDERS

- If you can't meet the requested timelines for required actions and information, please communicate to NBRC. **Failure to respond by this date or notify NBRC of the need for additional time to complete this step may result in the award being rescinded.**
- At this stage in the award process, project funds including award funds, match and cost share funds are not available to spend or commit. **Project costs committed or expended without authorization from NBRC will be deemed ineligible.**
- Collaborate with NBRC through the GMS by navigating to the Collab tab of the application record.
- By submitting negotiations, you acknowledge the requirements of the NBRC award, and you confirm your organization's banking information on file with SAM.gov is accurate.



NEW GRANTEE SUPPORT

GMS Grantee Toolkit

- Locating records
- Uploading files and completing revisions
- Using the Collab tab for communication with NBRC
- GMS support for your project from initiation to close out

Grant Administration Compliance Manual

- Details on award process and project initiation activities
- Next award phases including Grant Agreements and Notices to Proceed
- Guidance on procurement, reporting, reimbursements, and more...

www.nbrc.gov/content/administration



GRANTEE RESOURCES

Forms & Guidance

- NBRC Resources page contains many forms
- GMS Supporting Documents Checklist contains forms and files to download, complete and upload

Human Support

- NBRC Staff – Please use the Collab Tab of the GMS application record for NBRC staff support.
- State Program Managers – [ME](#), [NH](#), [VT](#), [NY](#)
- Your [Local Development District](#)

www.nbrc.gov/content/administration



NEXT STEPS

- [NBRC Resources → New Grantee Support](#)
- **Submit** your Negotiations!
 - NBRC will convert the application to an award when all negotiations are complete. Grantee will not need to do anything else until the Grant Agreement is sent for acceptance.
 - Once you've completed your revisions, you must hit "**Submit to Grantor**"
- [Register for New Grantee Training Sessions:](#)
 - Session 1: Grant Agreement & Notice to Proceed
 - Session 2: National Environmental Policy Act (NEPA)
 - Session 3: Build America Buy America Act



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Questions?