



**Northern Border
Regional Commission**

How to Assist a Grantee Through the NTP Phase

LDD PP Quarter 3 Training: August 2025

www.nbrc.gov



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Agenda

Welcome!

- Federal Update
- LDD PP Updates and Upcoming Trainings
- Partial Notice To Proceed + *Poll*
- NEPA Approval + *Poll/Breakout Groups*
- Securing Match/Cost Share + *Breakout Groups*
- Notice To Proceed + *Breakout Groups*
- Best Practices Spotlight: Project Kickoff Meetings
- GMS Corner with Casey!





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Federal Updates

with Sarah Waring





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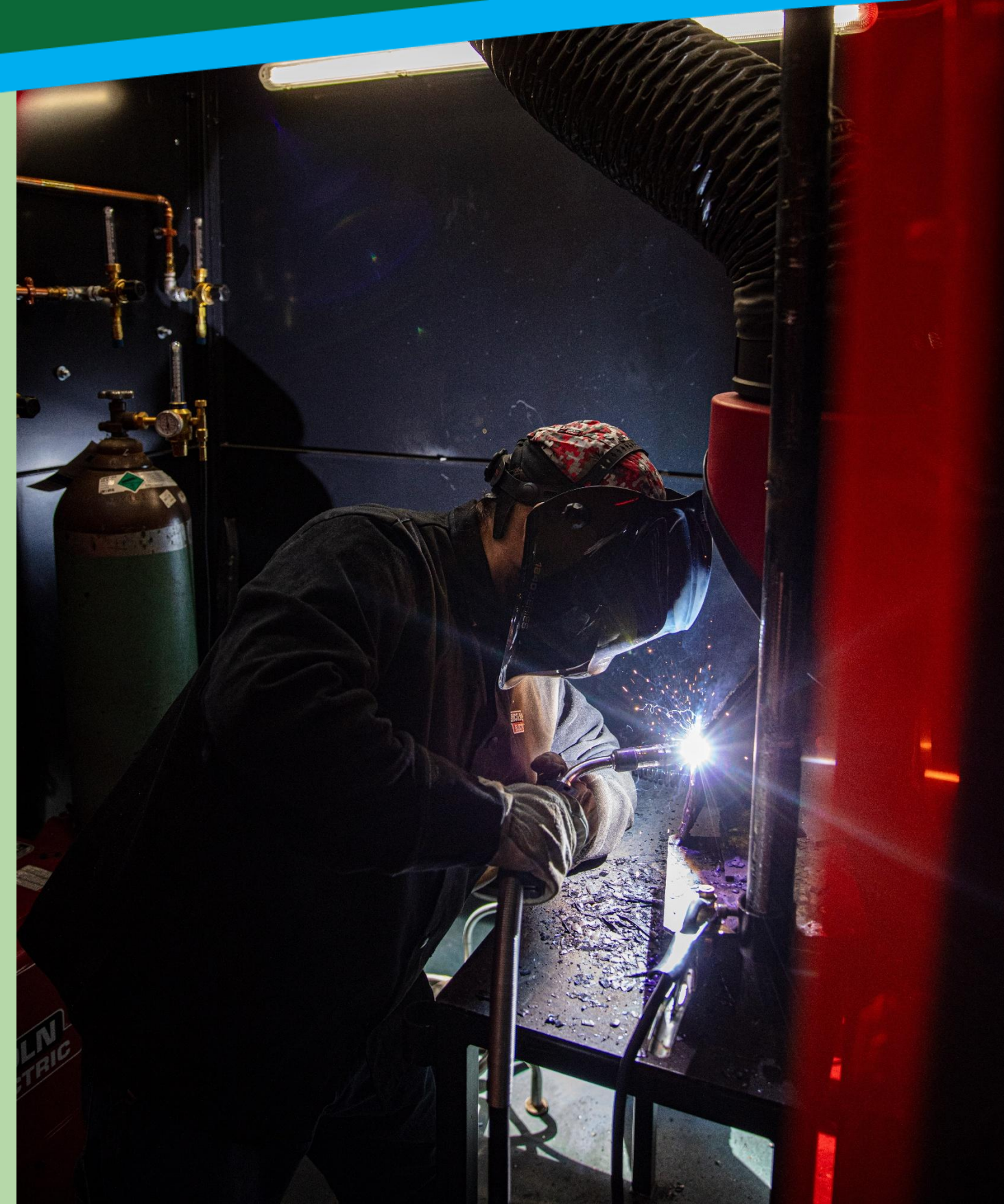
LDD PP Updates!

General

- A reminder of the **new LDD fee for 2025** projects and forward: 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.
- As a reminder, 2025 projects and forward, **LDDs will have the choice between two different payment structures for their grantees:** invoicing a grantee for hours of work performed or quarterly advancements for services. See the compliance manual for more information. There is a new LDD contract template that encompasses either option. You can find this template in the [LDD Resource Library](#) or on the [Grant Administration](#) page.

GMS

- LDDs can now upload files to specific records in the GMS. You can find guidance on this in the LDD GMS Support Toolkit in the [LDD Resource Library](#). (We'll also cover this at the end of this training with the GMS Corner with Casey!)



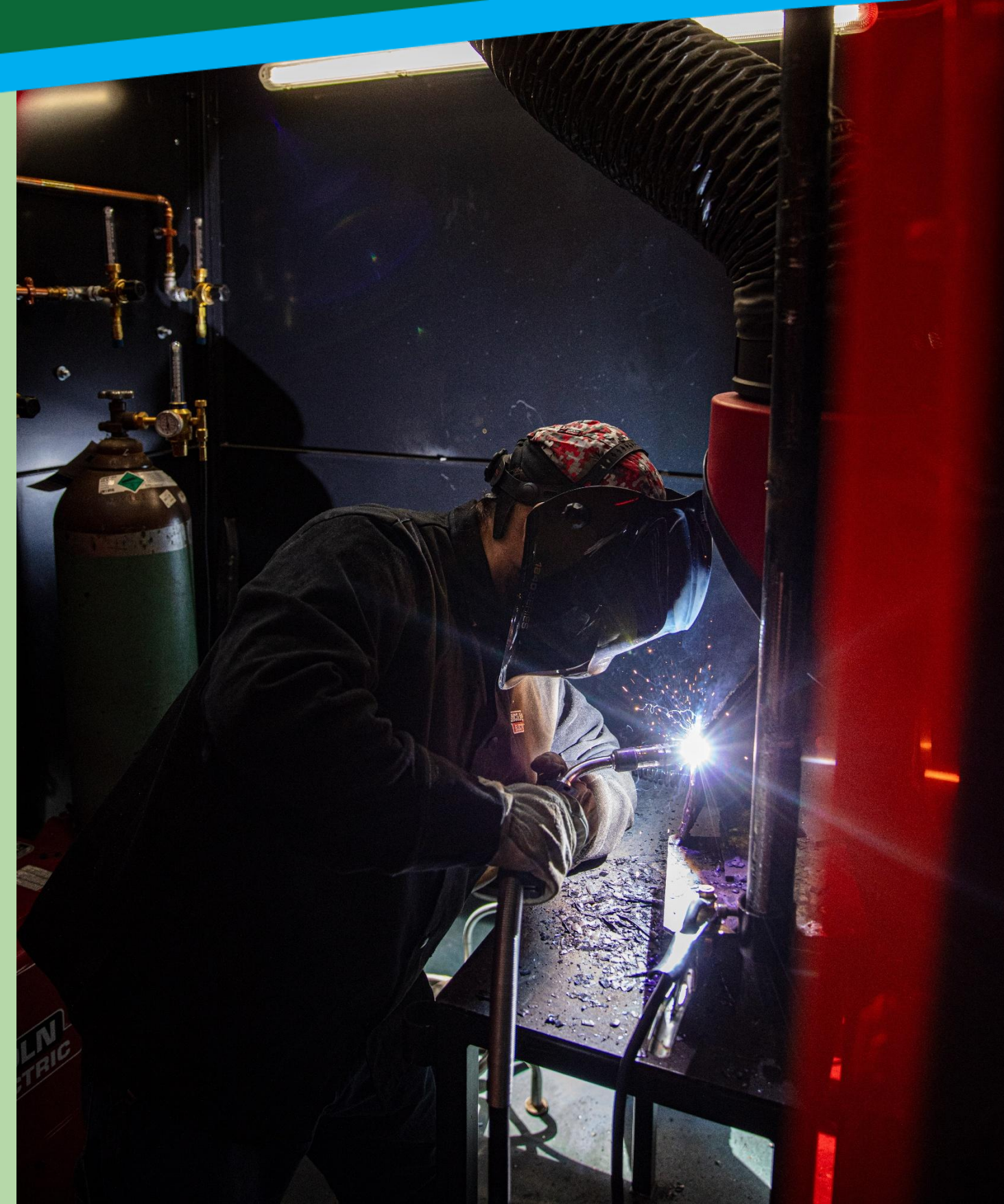


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LDD PP Updates!

Resources to Bookmark

- LDD LinkedIn Network: <https://www.linkedin.com/groups/13030411/>
- LDD Resource Library: <https://www.nbrc.gov/content/nbrc-ldd-resource-library>
 - Guidance Documents
 - Recorded Training Videos
- Forms and Grant Administration Materials: <https://www.nbrc.gov/content/administration>
 - Standard Forms
 - Contract Amendment Forms
 - Compliance Manual
- Grant Management System: <https://nbrcgrants.my.site.com/ApplicantLanding?username=null>





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Upcoming LDD Trainings: 2025

November 2025

Reflecting Back, Focusing Forward

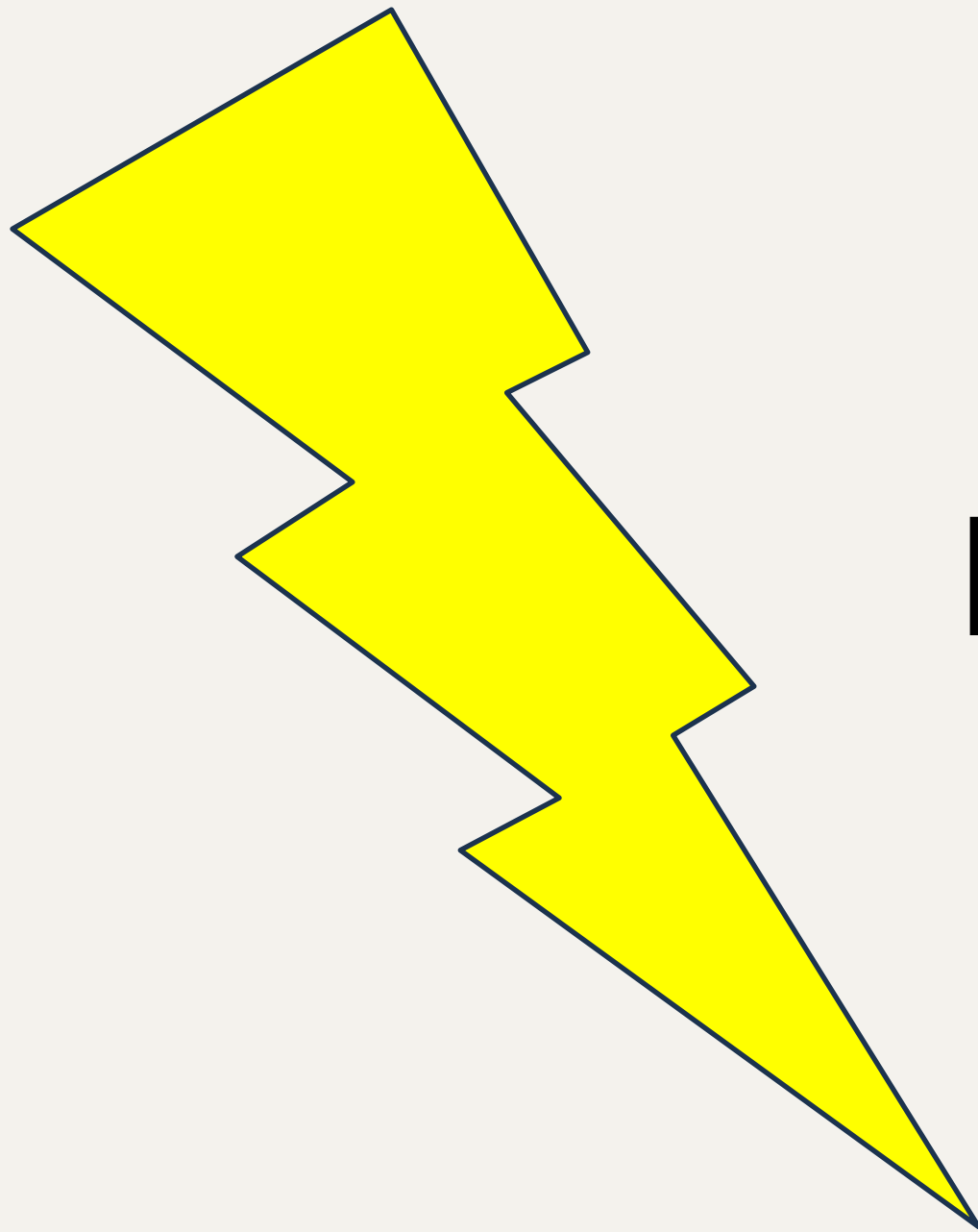
- 2025 Accomplishments
- 2025 Listening Session- LDD Feedback
- Updated Distressed Model
- Match Calculator



We need your feedback!
**Calendar for 2026 trainings to be
released early 2026**



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TWO FRIENDLY
REMINDERS BEFORE
WE START!



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Friendly Reminder #1

There is a
GUIDANCE
DOCUMENT
for this!

An LDD can start accruing time towards the grant administration fee associated with a project **as soon as the date of obligation.**

** For a grantee to be reimbursed for this charge, a PNTP needs to be in place (see upcoming slides)*

*** Grantees and LDDs will get a message via the Collab Tab in the Grant Record (GT) with the obligation date (also sent to your email)*



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Friendly Reminder #2

Make sure your grantee has requested a review from you in the GMS. This is the initial step for you getting access to their GMS records.





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Partial Notice to Proceed

[PNTP Request Form](#)

Consider if components of the project may require a Partial Notice to Proceed. Discuss a Partial Notice to Proceed with the grantee. See NBRC's Grant Administration & Compliance Manual for more information.

Costs that can be included under a PNTP:

- **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

Ideal Time to Ask for a PNTP:

After the initial NEPA
determination

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 and cost share that are part of the NBRC funded project.

A Partial Notice to Proceed (PNT) 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 (scope, budget, timeline to be provided on pg. 2 of this form).
- 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 PNT 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**-Fully Executed <small>*For LDD activities as outlined in the PNT budget and scope of work in Attachment A. **Departments of State and LDD's are exempt from grant administration requirements</small>	<input type="checkbox"/>	<input type="checkbox"/>
Grant Agreement-Fully Executed	<input type="checkbox"/>	<input type="checkbox"/>
NEPA satisfied OR NEPA Intake Form on file* <small>*For NEPA activities as outlined in the PNT budget and scope of work in Attachment A.</small>	<input type="checkbox"/>	<input type="checkbox"/>
NBRC Form 1002-Committed Match and Cost Share & Supporting Documentation* <small>*ONLY Required for expenses being counted as match/cost share</small>	<input type="checkbox"/>	<input type="checkbox"/>

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](#).



Attachment A: PROPOSED PNT SCOPE & BUDGET*

Grantee Name:			NBRC Project #:		
Budget Item	NBRC Funds**	Match/Cost Share**	Scope of Work		Estimated Timeline for Completion
LDD Assistance					
NEPA Assistance					
In/Kind Personnel					
Other					
TOTAL COSTS ALLOWED					

*Final budget to be approved by NBRC and will be outlined within the final executed PNT 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

James C. Cleveland Federal Bldg., Suite 1501 • 53 Pleasant Street • Concord, New Hampshire 03301

[DOWNLOAD: PNT Request Form](#)



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Assess need for PNTP early!
Recommend using initial NEPA determination to determine whether a PNTP is needed.

LDD Decision Tree for PNTP

► Does project receive **completed CATEX** determination?

- **YES** → Proceed to match source review.
- 🔍 Are there unsecured match sources?
 - **NO** → Submit completed documentation to receive full Notice to Proceed (NTP)
 - ☒ **YES** → PNTP is **available** for:
 - LDD Costs
 - Accruing In-Kind Match

► Does project require **additional consultations** to satisfy CATEX determination?

- **YES** → Consult NBRC for required NEPA tasks and costs.
- 🔍 Will the project need more time and costs to satisfy a CATEX?
 - **NO** → Submit completed documentation to receive full NTP
 - ☒ **YES** → PNTP is **available** for:
 - Specified NEPA Costs
 - LDD Costs
 - Accruing In-Kind Match

► Does project require an **Environmental Assessment (EA)** to complete NEPA?

- **YES** → Consult NBRC for NEPA tasks and costs.
- ☒ PNTP is **required** and available for:
 - Specified NEPA Costs
 - LDD Costs
 - Accruing In-Kind Match



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Partial Notice to Proceed- Poll

**Poll
Alert!**



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NEPA Approval

- **NEPA Approval is required for a Notice to Proceed.**
 - NBRC coordinates NEPA review, analysis and guidance with our environmental consultant, The Clark Group.
 - NBRC or a representative from TCG will notify grantee of what NEPA documentation needs to be completed.
 - If **CATEX** applies, grantee will receive notification of approved CATEX.
 - If consultations are required, grantee will receive guidance on what information is needed.
 - If **EA** applies, grantee will receive guidance on next steps.
- Grantee will determine if a Partial Notice to Proceed (PNTTP) 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.



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Roles in NEPA Approval



LDD Role

- PNTP for NEPA Costs: Assist grantee with accessing funds for specified NEPA activities with a PNTP.
- Optional - NEPA Assistance Contract: If LDD has experience with completing NEPA and has the capacity to assist a grantee, the LDD may want to explore a separate contract for NEPA assistance. This is an eligible NBRC cost and is separate from LDD Grant Administration.



NBRC/The Clark Group Role

- Review NEPA Intake Form to determine level of NEPA review. If applicable, outreach to other federal funders that may be leading a NEPA process for project.
- Submit SHPO consultation documentation.
- Track required steps in NEPA process including information gathering, consultations, and public comment.
- Sign NEPA approval documentation and communicate with grantee when NEPA is satisfied.



Grantee Role

- Submit complete and accurate NEPA Intake Form with project application.
- Look for and respond to communications from The Clark Group (TCG).
- Work with LDD to request PNTP for NEPA costs.
- Arrange for consultant to support additional NEPA documentation requirements outlined by TCG.

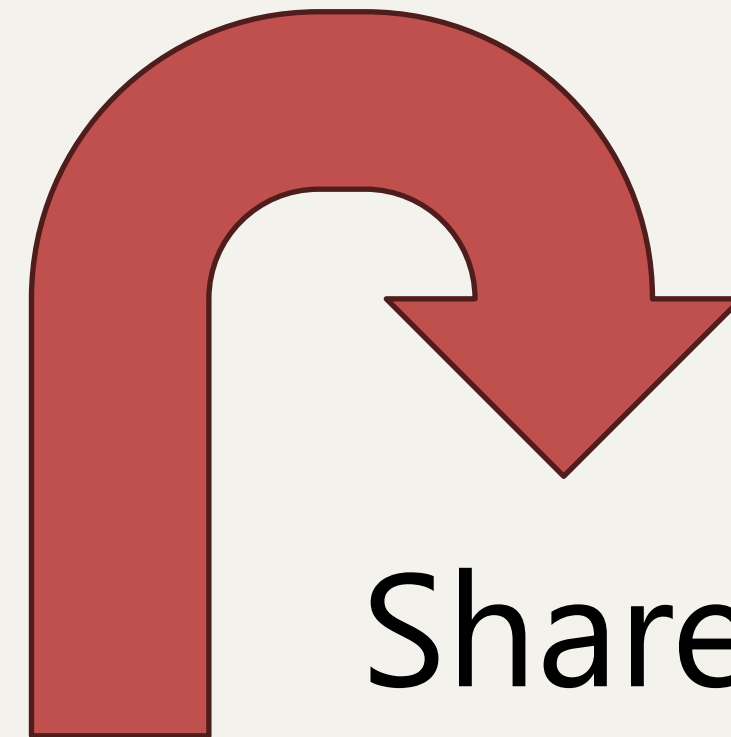


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Separate NEPA Contracts - Poll + Breakout Groups



**Poll
Alert!**



Share your
experiences!



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Securing Match/Cost Share

- Grantees submit documentation of committed match/cost share to NBRC:
 - 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.
 - Match must be **secured within first 12 months** of grant agreement.

Resources:

- NBRC's [Resources](#) webpage
- NBRC's [Grant Administration & Compliance Manual](#) for additional guidance on the documentation needed to secure a Notice to Proceed.



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Form 1002- Annotated



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The information outlined in blue is available in the **Grant Agreement**.

CERTIFICATION OF COMMITTED MATCH AND COST SHARE

Grantee Name:

Town of Springfield

NBRC Grant Award #:

NBRC GT-SP25C-00000

NBRC Award Amount:

\$250,000

Match & Cost Share*:

\$250,000

Sources should be the name of where the funds are coming from and match the names in the documentation.

The **Amounts** need to total the exact amount listed in Match & Cost Share box above. The documentation needs to exactly match the **amounts** listed for each source.

Describe the **Documentation** that is available for each source. Attach the **documentation** in the order that it is listed.

Source	Amount	Documentation Provided
Town of Springfield - inkind labor	31,072.50	Letter of commitment
Town of Springfield - cash	118,927.50	Letter of commitment
Foundation grant	75,000	Award letter
State grant	25,000	Award letter

If more space is needed, attach a separate piece of paper listing each match and cost share source.

Ms. Springfield, Town Manager

Name and Title of Authorized Official

The **Authorized Official's** signature is required.

7/29/2025

Date



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Support Letter- Annotated

Town of Springfield

July 29, 2025

This information should match the grant agreement information - see blue box in the NBRC Form 1002.

The Town of Springfield commits a total of \$250,000 to the NBRC award GT-25SPC-00000 during the project period of July 1, 2025-September 30, 2028. The following sources will be committed to the project:

Labor from the Public Works Department and Town staff totaling \$31,072.50.

- Public works supervisor labor (2 years), 80 hours at \$45/hr total \$7,280
- Public works engineer labor, 30 hours at \$40/hr total \$1,200
- Public works staff labor (2 years), 160 hours at \$30/hr total \$9,600
- Town Manager (2 years), 30 hours at \$50/hr total \$3,000
- Town Planner, 50 hours at \$45/hr total \$2,250
- Fringe benefits total \$7,742.50


The amounts should exactly match the sources listed - see green box in NBRC Form 1002.

Town of Springfield cash contribution \$118,927.50

- Town of Springfield appropriated funds for project

As the Authorized Official and Town Manager of the Town of Springfield, this letter serves as the commitment of the funds to this project.

Sincerely,


Ms. Springfield, Town Manager

Letter needs signature of the Authorized Official.



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Securing Match/Cost Share - Breakout Groups

What are your go-to ways of assisting grantees in securing their match sources and braiding their funding streams together?

RESOURCE SWAP!

- Share and explain your resource (e.g., a checklist, template, or approach).
- Others can ask questions or suggest improvements.
- If you're willing to share, we'll collect all resources in a shared folder after.



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Report Out!



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Poll Alert!

The Coveted Notice to Proceed (NTP)!

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.

- Funds Obligated
- Signed Grant Agreement
- **LDD Contract**
- **Partial Notice to Proceed (PNTP) (if needed)**
- **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.*





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Amendments during the NTP Phase

Amendment to original Grant Agreement:

- Key Personnel Change
 - If AO changed, NTP is signed by current AO
- Budget Redirection
 - Match commitment process is not lining up as thought, sources not available, or extended timeline to secure match
 - Accurate Form 1002 is necessary for NTP
- Change in Scope
 - Change in match sometimes prompts a change in scope

Amendments to
grant agreement
must happen
before an executed
NTP



REQUIREMENTS

Funds Obligated
Signed Grant Agreement

LDD Contract
Partial Notice to Proceed (PNTTP) (if needed)
Form 1002 Certification of Match Commitment
NEPA Evaluation and Approval

Notice to Proceed



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Notice to Proceed (NTP)- Breakout Groups

**What are some challenges
you run into with your
grantees when collecting
the documentation needed
for an NTP?**

**LDD
Contract**

**Partial
Notice to
Proceed
(PNTTP)**

**Form 1002
Certification
of Match
Commitment**

**NEPA
Evaluation
and
Approval**

Peer Coaching Triad!

Instructions:

1. One person shares a challenge.
2. One asks probing questions.
3. One observes and reflects.



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Report Out!



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Project Kickoff Meetings!

Best Practices Spotlight

GOAL: Have all parties aligned at the start of the project!

People to invite to a Project Kickoff Meeting:

1. Grantee
 - a. AO
 - b. Project Contact
2. LDD

Scheduling a Kickoff Meeting:

Reach out to the grantee contacts listed above to schedule a meeting for AFTER the date of obligation of funds.

Suggested Agenda for Kickoff Meetings:

- Obligation of funds
- Accessing PNTP
- NTP documents
- LDD role and responsibilities
- How LDD prefer to engage with the grantee
- LDD contract
- ES or EIA information (If applicable)
- Review reporting requirements and dates
- Review resources available to grantee and where to find them

[Download Project Kickoff Meeting Document](#)

Document can also be found in the [LDD Resource Library](#) under Guidance Documents



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GMS Corner with Casey!

Transmitting Documentation

- Preparing for the grant activation – gathering LDD contract and match documentation to upload to grant record when ready
- Only upload finalized documents – drafts (that need signature for instance) can be emailed as attachments via the Collab tab
- Upload docs as one pdf and let us know the 'EGMS ID' where you uploaded – ex. "We uploaded the LDD contract to GT-CAT-00065"

Grant

EGMS ID
GT-CAT-00065

Status
Active

Active Award
AD-CAT-68

Created Active

Overview Budget Awards Actuals Requests Management **Files**

For Troubleshooting

1. Review NBRC resources – Have grantee review relevant step-by-step guide(s) found on NBRC's resource page
2. Look at the record – for records you've received a request to review, you might be able to resolve (or help to define the problem) by viewing the record directly
3. Refer to admin@nbrc.gov - NBRC staff can assist with tech support; be sure to include the 'EGMS ID' of whatever page the problem is occurring



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Thank you for all you do!