LDD Guidance:

Review Checklist

A high-level checklist of items for each standard form that should be reviewed by the LDD on behalf of the grantee prior to submission to NBRC in the Grants Management System.

Partial Notice to Proceed (PNTP)

- ❑ **DOCUMENTATION:** Confirm grantee has uploaded all the appropriate documents under the Files tab of the Grant (GT-) Record (review the PNTP Checklist for more detail).
  - Match Confirmation Form 1002: Confirm form is correctly filled out based on the sample on website and all support documentation is included.
  - LDD Contract: Make sure the Project Kickoff Meeting date is included, the LDD fee is correct, the Grant Issue Date is the date listed under the Term section, and you are using the most up to date contract template found in the LDD Resource Library.
- ❑ **COMMUNICATION**: Confirm/remind grantee to email admin@nbrc.gov with Grant ID in subject line, notifying us that all PNTP documents are uploaded to the Files tab of the Grant Record and are ready for review.

Notice to Proceed

- ❑ **DOCUMENTATION**: Confirm grantee has uploaded all the appropriate documents under the Files tab of the Grant (GT-XX) Record (review the NTP Checklist in the Compliance Manual for more detail).
  - ❑ Match Commitment Form 1002: Confirm form is correctly filled out based on the sample on website and all support documentation is included.
  - ❑ LDD Contract: Make sure the Project Kickoff Meeting date is included, the LDD fee is correct, the Grant Issue Date is the date listed under the Term section, and you are using the most up to date contract template found in the LDD Resource Library.
  - ❑ NEPA Determination: Confirm status. Note: NEPA documentation is available within the files tab of the Grant record (GT-XX).
- ❑ **COMMUNICATION**: Confirm/remind grantee to email admin@nbrc.gov with Grant ID in subject line, notifying us that all NTP documents are uploaded to the Files tab of the Grant Record and are ready for review.

SF-270: Payment Request

- ❑ Before First Request: If a Notice of Federal Interest is required, it must be on file prior to first reimbursement.
- ❑ First Request: The first request requires back up documentation to be uploaded to the Forms and Files tab in the request.
- ❑ Period Covered by this Request: The first request should always start on the NTP date or the 1st of the month thereafter. Thereafter, dates should always reflect the beginning of a month and go through the end of a month with no skipped periods. Make sure this period does not overlap with previous period or skip a chunk of time since the last request.
- ❑ Double check accounting in Box 11 (Review SF270 Instructions on our website for more details).
- ❑ Box 11 and Budget Table: Make sure payment budget table aligns with SF 270 box 11.
  - ❑ Net Spent this action in budget table = line i in SF270
  - ❑ Match can be split into Other Federal or Applicant Match, but not necessary
- ❑ Authorized Official: Make sure AO has filled in Box 13, including signature & "I Acknowledge" box.

SF-425: Federal Financial Report

- ❑ Double check accounting in Box 10 (Review the SF-425 Sample on our website for more detail). Ensure only reimbursements that were fully processed by NBRC by the end of that fiscal year (9/30/XX) are included within the form.
- ❑ Authorized Official: Make sure AO has filled in Box 13, including signature & "I Acknowledge" box.

SF-PPR: Progress Report

- ❑ Correct Report Record: Check Reporting Period Start Date and Reporting Period End Date to ensure grantee is working within the correct report.
- ❑ Ensure all sections are completed and narrative provided reflects current project activity.
- ❑ Confirm with grantee that reporting is compliant and there are no past due reports.

Amendment Requests*

*If there is more than one type of amendment request needed, grantees are encouraged to submit them all in one request. *More than one selection of amendment type can be made when creating a single request.*

Key Personnel Change (Authorized Official- known/planned transition)

- ❑ Initiator: AO should be the one to initiative/create this specific amendment request.
- ❑ Documents: Be sure the Authorized Official Resolution is attached under the Files tab in the Amendment Request.
- ❑ IF THERE IS AN UNPLANNED AO TRANSITION: See AO Change guidance document.

Key Personnel Change (LDD Contact)

- ❑ Contacts: Be sure old LDD contact is completely removed/deleted in Amendment Request Contact section.
- ❑ Project Role: Be sure project role is correctly labeled as “LDD Contact”.

Budget Redirection and/or Scope of Work Change

- ❑ What should the be paying attention to here? What documents should they be sure are uploaded before its submitted?
- ❑ Budget: Confirm SF424cbw and budget table align with each other and the Grant Agreement.
- ❑ If a change in match amounts/sources: Ensure a Form 1002 is provided and completed so that the match amount aligns with SF424cbw and budget table. Ensure new source documents are provided as support.
- ❑ Expenses are still eligible and in line with project scope.
- ❑ AO is the personnel submitting.
- ❑ Note large shifts may require SPM review/approval so the grantee should provide a detailed narrative and justification.
- ❑ A large scope shift requires a revised NEPA Intake Form (NIF).
- ❑ Remind grantee that any additional NEPA review will adjust the project timeline.
- ❑ Ensure all documentation is attached to the Files tab of the Amendment Request record.
- ❑ Remind grantee that a new Grant Agreement will be drafted and must be accepted within the GMS as a next and final step to re-activate the award.

Budget Period Change

- ❑ Documentation: See checklist of items required in the Contract Amendment Form here.
- ❑ Documentation: Confirm required documentation is uploaded to the Files tab of the Amendment Request.
- ❑ Justification: Confirm grantee is providing an accurate explanation within the request.
- ❑ Timeline: Confirm grantee is providing a realistic updated timeline.
- ❑ No Change: Confirm budget and scope are not changing; confirm all match is still in place.