



**Northern Border  
Regional Commission**

# **NBRC/USDA Rural Development Partnership Program**

**LDD PP Q2 Training: May 2025**



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





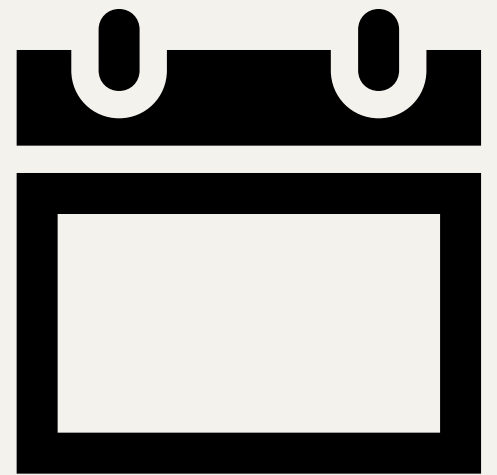
# Northern Border Regional Commission

## Upcoming 2025 Trainings

August 2025

### **Q3: How to Help a Grantee Get to a Notice to Proceed (NTP) and Peer Learning Session**

- When/when not to get a Partial Notice to Proceed (PNTP)
  - Steps required for a PNTP
- Documents needed for an NTP
- Helping a grantee sort out their match
- Tips and tricks for smooth sailing
- Peer learning session



**August 28<sup>th</sup>**  
**9-11 am**

***What are you wanting to learn more about for the Q4 Training?***

***Share with us in the chat!***





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## Agenda

### *Welcome!*

- **Presenter Introductions**
- **USDA/NBRC Partnership**
  - **History and Background**
  - **Award Process and Project Initiation**
  - **NEPA Review**
  - **Procurement**
  - **Progress and Financial Reporting**
  - **Reimbursements**
  - **Project Amendments**
- **The GMS Corner with Casey!**

**Missed the March  
LDD training?  
Find the  
recording and  
slides [here](#).**

**Q2 training is  
being recorded.  
You can find the  
recording and  
slides [here](#).**

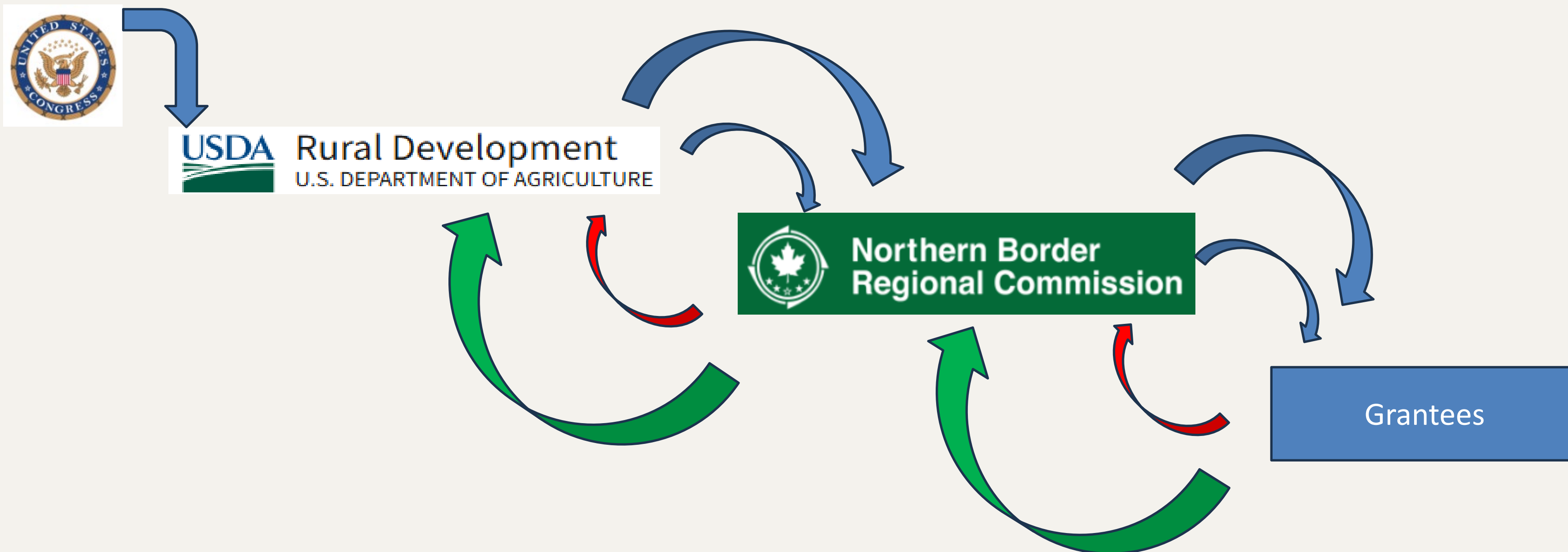






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## *History and Background*





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## ***Background – LDDs and NBRC/USDA Partnership Projects***

- **Notably, past USDA funded projects have not been required to utilize LDD assistance. Beginning in 2023, we required USDA funded projects to utilize LDD assistance unless they were approved an LDD waiver during the Catalyst application process**
- **Currently, there are ten active NBRC-USDA partnership awardees utilizing LDD assistance.**





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## ***Background – LDDs and NBRC/USDA Partnership Projects***

Grant #	Grantee	LDD
GTCAT00020	University System of Maine-Farmington	Androscoggin Valley Council of Governments
GTCAT00024	Franconia Rink Project	North Country Council
GTCAT00021	Hudson Valley Community Foundation	Capital District Regional Planning Commission
NBRC23GUSDA01	Friends of Quarry Road (ME)*	Kennebec Valley Council of Governments
NBRC23GUSDA06	Clarkson University*	Development Authority of the North Country
NBRC23GUSDA07	Visiting Nurses Association of Central New York, Inc.	Mohawk Valley Economic Development District
NBRC23GUSDA09	Vermont Adaptive (VT)	Two Rivers-Ottawaquechee Regional Commission
NBRC23GUSDA04	White Mountain Science, Inc.	North Country Council
NBRC23GUSDA02	Coos Economic Development Council	North Country Council
NBRC23GUSDA03	Upper Valley Snowsports/Whaleback	Upper Valley Lake Sunapee Regional Planning Commission



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## ***Award Process and Project Selection***

- **NBRC and State partners strategically select projects based on suitability for USDA partnership funding from the Catalyst applicant pool.**
- **Award letters for Catalyst are sent with a note to selected USDA projects that while they were not selected for Catalyst funding, their project has been put forward for funding consideration through partnership with USDA.**
- **Project information is sent to USDA for approval. Once approved, NBRC issues award letters for projects funded through USDA partnership**





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## ***Award Process and Project Initiation***

- **In addition to submitting all required NBRC documentation post award, there are three additional forms USDA funded projects must submit (complete with signature by the project's Authorized Official). They are:**
  - **AD-1048 Certification Regarding Debarment**
  - **RD400-1 Equal Opportunity Agreement**
  - **RD400-4 Assurance Agreement**





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## NEPA



- After USDA Partnership awards are made, NBRC will coordinate NEPA review via The Clark Group f
- Only the proposals that do not meet listed categorical exclusions in § 1970.53 or § 1970.54, and proposals that may have extraordinary circumstances (as described in § 1970.52), including Section 7 of the ESA and Section 106 of the NHPA, require USDA further review. In this case, NBRC staff meets with USDA Business Program Director to review these subgrantee projects.
- Once NBRC and USDA determine next steps, NBRC, in coordination with NBRC's Environmental Consultant, will communicate with the grantee.
- Once NEPA is complete, documentation of same is provided to USDA for their records.





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## *Procurement*

**Projects must follow federal procurement guidelines as with all NBRC funded projects. The only difference with USDA funded projects is that a copy of the procurement documentation may be requested by USDA and must be made available to NBRC for that purpose upon request.**





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Due Dates:	(Q1) October 1 - December 31:	Due January
	(Q2) January 1 - March 31:	Due April
	(Q3) April 1 - June 30:	Due July
	(Q4) July 1 - September 30:	Due October

## *SF-PPR Progress Reports*

### Projects funded prior to 2024

Submit all docs to [admin@nbrc.gov](mailto:admin@nbrc.gov)

**Review their reports for accuracy prior to submission**

[Performance Progress Report SF-PPR Form](#)

[SF-PPR How-To Video](#)

### Projects funded in 2024 and after

Reports are submitted via GMS

**Grantees submit via the GMS and LDD  
can review reports for accuracy if tagged by  
Grantee**

[Grantee Grant Management Toolkit](#)

[LDD Grantee Tool Kit](#)





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Due Dates:

(Q1) October 1 - December 31:	Due January
(Q2) January 1 - March 31:	Due April
(Q3) April 1 - June 30:	Due July
(Q4) July 1 - September 30:	Due October

## ***SF-PPR Progress Reports***

Always check grantees submissions! Look for...

- ❖ Box 2 Grant ID is entered in correctly
- ❖ Box 4 Grant Address is fully entered
- ❖ Box 6 Correct Grant Period of performance dates
- ❖ Box 8 Is it a final report or not?
- ❖ Box 9 Marked quarterly
- ❖ Box 10 has the narrative and it is not cut off
- ❖ Box 12 a-e is complete with either a wet signature or an actual electronic signature







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## ***SF-425 Annual Financial Report***

SF-425 covers Project Start date through 9/30/\*\*\*\*  
Due by October 30 of each reporting year

### **Projects funded prior to 2024**

Submit all docs to [admin@nbrc.gov](mailto:admin@nbrc.gov)  
with Grantee ID in subject line

Review Grantee reports for accuracy prior to  
submission

[SF-425 Form](#)

[SF-425 How-To Video](#)

### **Projects funded 2024 and after**

Grantees submit via the GMS and LDD can  
review reports for accuracy if tagged by  
Grantee

**Grantee Tool Kit for the grantees who are  
having trouble**

[Grantee Grant Management Toolkit](#)

[LDD Grantee Tool Kit](#)





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SF-425 covers Project Start date through 9/30/\*\*\*  
Due by October 30 of each reporting year

## ***SF-425 Annual Financial Report***

Always check grantees submissions! Look for...

- ❖ Box 2 Grant ID is entered in correctly
- ❖ Box 3 Grantee name and address is fully entered
- ❖ Box 6 Annual is marked unless it is their final report
- ❖ Box 7 is always CASH
- ❖ Box 8 Correct Grant Period of performance dates
- ❖ Box 9 Reporting period end date is 9/30/\*\*\*\*
- ❖ Box 10 is reflecting all of the reimbursements processed up until the date listed in box 9. See sample [here](#)
- ❖ Box 13 a-e is complete with either a wet signature or an actual electronic signature







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## ***USDA Reimbursements and the SF-270***

- ❖ DEADLINE to submit is the **3<sup>rd</sup> Monday of the month**. Include the NBRC project # in the subject line of the email for non-GMS Grantees.
- ❖ All USDA reimbursements must undergo a [Desk Review process](#) which means all back up documentation is checked each time a reimbursement is submitted.  
\*Match is required to be spent alongside 2023 grantees and beyond.
- ❖ 2024 and beyond grantees submit via the GMS
- ❖ Please use this SF-270 [guide](#) for Pre-GMS Submissions
- ❖ Please use trackers with submissions
  - ❖ [Reimbursement Tracker \(for pre-2024 grantees\)](#)
  - ❖ [Expense Tracker \(for 2024 grantees and forward\)](#)







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## *Amendments- Key differences from other grant programs*

- ❖ Budget Redirections **greater than 10%** of the NBRC/USDA award and major scope changes require USDA pre-approval.
- ❖ Budget Redirections of **less than 10%** of the NBRC/USDA award can be processed by NBRC without further USDA review
- ❖ Budget Period Change & Key Personnel Changes follow the same procedures for USDA projects as is required for all NBRC projects.

### Key Reminders:

\*2024 and beyond grantees submit amendments via the GMS using the [Grantee Tool Kit](#)

\*Grantees should not move forward with any project changes without first receiving NBRC review and approval- Such actions may trigger enforcement measures authorized by [2 CFR 200.207](#) or [2 CFR 200.208](#)



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## AMENDMENT REQUEST FORM

GRANT #:	NBRC
Grantee Name:	
Date:	

### Directions:

Select **one or more** project change and submit this form along with all required documentation to [admin@nbrc.gov](mailto:admin@nbrc.gov). Reference your NBRC Grant # in the subject line. Forms and templates can be found here:

[NBRC Resources](#)

Select (X) a status below

Amendment Type	Required Information	Included w/ Request	Confirmation No Change
<input type="checkbox"/> Key Personnel Change (AO)	Key Contacts Form		Signature on this form confirms the NEW/AD has reviewed the project budget, scope, and timeline and confirms no changes.
	Authorized Official Resolution (template available)		
<input type="checkbox"/> Budget Redirection and/or Scope of Work Change	Revised project budget (SF-424cbw) AND budget adjustment summary (see pg. 2 of form)		N/A. Must be submitted.
	Revised project scope (completed to date, reason for change, etc.)		
	Revised project timeline		
	Revised work plan		
	Revised match commitment form (NBRC Form 1002) & source documentation		
	Environmental Review(NEPA) update required? If yes, provide updated NEPA Intake Form		
<input type="checkbox"/> Budget Period Change (No Scope or Budget Changes)	Justification of need for contract extension		New Requested End Date*
	Revised project timeline		
	Description of project progress to date		
	Confirmation budget and scope are not changing		
	Confirmation committed match remains in place		
<input type="checkbox"/> Organization Name Change	Updated SF-424, SF-3881 (ACH), UEI Form, Certificate of Good Standing (non-profit), IRS Determination Letter (non-profit)		N/A. Must be submitted.
	Key Contact Form & Authorized Official Resolution (if name change results in AO change)		

Name of Authorized Official

Signature of Authorized Official

Date

**Amendments:** *Projects Pre-2024*

Utilize the Contract Amendment Form

& combine with back up documentation to [admin@nbrc.gov](mailto:admin@nbrc.gov)

### Things to Keep In Mind While Reviewing:

- ✓ Use the form as a checklist
- ✓ Ensure the Key Personnel executes the form and all documentation requiring signature
- ✓ Complete page 2 for any budget redirections/scope changes

Key Personnel Change (AO)

Budget Redirection and/or Scope Change

Budget Period Change

Organization Name





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## LDD GMS Tool Kit

### GMS Amendments:

**Projects 2024 and onward → utilize the GMS to submit and review amendment requests**

#### 6. Project Amendments

Initiating the request:

1. Navigate to your Grant's Active Award record
2. In the Management tab, scroll to the Amendments section and click New

Award 10/17 SP 2

EGMS ID: AD-CAT13-01 | Status: Activated | Grant ID: GT-CAT13-00001 | Budget Period: 12/5/2024 - 5/5/2026

Created → Sent for Acceptance → Accepted → Submitted for Approval → Approved → Activated → Amended → Closed

Overview | Budget | Activities | **Management** | Terms | Performance | Files | History | Collab

Site Visits | Desk Reviews | **Amendments** | **New**

3. In the Create Amendment Request window, choose the type(s) of project changes you want to make. You can choose multiple options, and you will be prompted to provide additional information in alignment with each requested change.
  - a. Budget Period Change
  - b. Budget Redirection
  - c. Key Personnel Change
  - d. Scope of Work Change
4. Fill out the Overall Justification and Overall Impact fields
  - a. "Overall Justification" should be a brief description of the nature of the change
5. Hit Save and Continue

#### 2-5 Amendment Request

General Information

\*Please select request type

Available: Budget Period Change, Budget Redirection, Scope of Work Change | Chosen: Key Personnel Change

\*Overall Justification: Authorized (This field is required)

\*Overall Impact: No additional impact expected (This field is required)

#### LDD Review

View and Complete Pending Tasks:

If a grantee or applicant has requested your review of an application, progress report, amendment request, or reimbursement request, this is where you can see a list of those requests that have not been completed.

EGMS ID	Task Type	Subject	Created By	Due Date	Status	Actions
PR-NERC-0003	Review Recipient Pre...	Review Recipient Pre...	Mary Jackson	02/23/2024	In Progress	👁️
PR-GT-Test-00063.011	Review Recipient Progr...	Review Recipient Progr...	Zan trope	05/30/2024	In Progress	👁️
CR-AD-Test-18-01	Review Recipient Ama...	Review Recipient Ama...	Mary Jackson	05/31/2024	In Progress	👁️
PR-FDTHA-05	Review Recipient Reim...	Review Recipient Demo...	Harry Jenkins	06/12/2024	In Progress	👁️
CR-AD-510TE-03-01	Review Recipient Ama...	Review Recipient Ama...	Zedd Ext	07/31/2024	In Progress	👁️
PR-CAT13-01	Review Recipient Reim...	Review Recipient State...	Zedd Ext	02/26/2025	Not Started	▶️

6. The page will refresh and you will be on the record, navigate back to the Active

1. Under Task Type, you can see which type of record they are requesting an LDD review of
2. Under the Status column, you will be able to tell what request is "In Progress" or "Not Started"
3. Clicking the green eye (👁️) or the green play button (▶️) under the Actions column will take you into the specific record needing review
4. You can view and edit any information related to that record (Image on next page)
5. When you're ready to complete your review:
  - a. Go to LDD Support tab
  - b. In the Local Development District Support section, click the orange pencil icon (✎️) under the Actions column



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Questions?





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## *The GMS Corner with Casey!*

### **Getting Connected to Grantee Records:**

- A Grantee Guidance document on requesting an LDD review AND giving access to an LDD to their records
- Created for LDDs as a resource to share with their grantees
- This information is in our Grantee GMS Toolkit, but we felt it could be helpful for you all to have stand alone instructions to share directly with the grantee
- The grantee must initiate this process, but you can lead them to it!

**[Download Grantee  
Guidance Document  
Here](#)**

### **GMS Q&As!**



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## Resources for working in the GMS

- [LDD Grant Management System Toolkit](#)
- [Grantee Grant Management Toolkit](#) – Make sure your grantees have a copy of this! Will also be regularly updated on NBRC's Resources page.
- Login to the GMS [here](#)

### Tips and Tricks for Navigating GMS

- ✓ If working with 2024 grantees and forward, be sure to review the LDD Toolkit and at least the first section of the Grantee Toolkit
- ✓ For troubleshooting help, include the **EGMS ID** in your communications

Amendment Request	
SP 2/13	
EGMS ID	Status
CR-AD-948AA-05-04	Approved
Created	
Sent to Grantee	





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Questions?



**Thank you for all you do!**

Bay View Housing Groundbreaking  
Photo Credit: Cathedral Square