



## LDD Starter Kit: How to become a Local Development District with NBRC

*Local Development Districts are defined in our statute as 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. Ideally, LDDs will assist all eligible entities for our grant programs such as:*

- *State government (Maine, New Hampshire, Vermont, and New York only)*
- *Local governments (village, town, city and county)*
- *Secondary and career technical centers*
- *Other political subdivisions of States (regional planning commissions, authorities of the state)*
- *Non-profit entities*
- *Indian Tribes (federally recognized Indian tribes)*

**If an organization would like to serve as a Local Development District with NBRC, they should follow the steps outlined below:**

1. Review the role of LDDs and the LDD Partnership Program on <https://www.nbrc.gov/content/local-development-districts>
2. Consider your staff/organization's expertise and capacity to take on an LDD role (see list of questions on next page to ask internally about capacity).
3. Reach out via email to the Capacity Program Coordinator (CPC) expressing interest and schedule a virtual meeting (optional attendance: SPM) to review the roles of an LDD and to answer any questions the organization might have.
  - a. CPC will inquire about staff capacity and bandwidth during this meeting.
  - b. CPC will reference various capacity funding sources available as another source of paying for LDD work beyond the grant administration fee.
4. Review Sample LDD contract [on this page](#) under Grant Administration.
5. Watch all the 2024 and 2025 training videos in the [LDD Resource Library](#), with special attention to:
  - a. Best Practices and Roundtables
  - b. GMS trainings
  - c. National Environmental Policy Act (NEPA)
  - d. Build America, Buy America Act (BABAA)
6. Review all LDD Guidance Documents in the [LDD Resource Library](#)- we suggest you save them in a place where they can be readily accessed for when you have questions.
7. Review the NBRC Grant Administration and Compliance Manual (found at <https://www.nbrc.gov/content/administration>), with special attention to:
  - a. Reimbursement
  - b. Reporting
  - c. Close Outs

8. After completing steps 1-6, if your organization is interested in becoming an LDD, you can officially opt in as an LDD for the next calendar year and agree to the terms of being an LDD:
  - a. Attend required trainings hosted or co-hosted by NBRC
  - b. Continue to be listed as a grant resource, available for grant administration
  - c. Maintain internal capacity to administer NBRC grants for one year

**Estimating/evaluating current staff expertise/bandwidth:**

- Lead time for staff to be ready to provide grant administration
- Estimating hours per month for grant administration
  - How many awards
  - How much assistance will grantee need (should be clearly identified and outlined in executed LDD contract)
  - Do they need assistance outside of what is covered by LDD contract? If so, a separate contract for which costs need to be included in project budget, estimated as part of project.
- Does current staff have other knowledge helpful to NBRC applicants/grantees? \*
  - National Environmental Policy Act (NEPA)
  - Federal procurement
  - Build America, Buy America Act (BABAA)
- What organization costs are covered outside of LDD grant administration contract? (NBRC funds available to be reimbursed once obligated)
  - Project development (State capacity money in some states)
  - Application review

\*Outside of LDD grant administration contract but could be a separate contract for services for a grantee.