



Northern Border Regional Commission

January 24, 2025

Colleen O'Neill
301 Lang Road, Cornish NH 03745, USA

RE: AP-NBRC-159 — Cornish Community Initiative's Application to the Catalyst Program Fall 2024

Dear Colleen O'Neill:

On behalf of Governor Ayotte and the Northern Border Regional Commission (NBRC), we congratulate you and your organization for receiving a Catalyst Program Fall 2024 grant award! You have been awarded \$727,456.00.

Please read this letter carefully for required actions and information to secure this award, with detailed instructions beginning on page 2.

- Register for mandatory new grantee training sessions **by January 31, 2025**
- Submit your organization's banking information **by February 7, 2025**
- Complete required document revisions **by February 14, 2025**

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 the GMS, you are acknowledging the requirements of the NBRC award as identified in this award letter.

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 Failure to timely respond to NBRC's requests may result in the award being rescinded.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

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

Chris Saunders, Federal Co-Chair, NBRC
CC: tjosephson@uvlsrpc.org

Here is a list of required next steps:

STEP 1: Register for the mandatory new grantee training sessions (virtual), the first of which is occurring on January 31, 2025. New grantee trainings are intended to provide you with information on the life cycle of your award. These training sessions are mandatory. Live sessions will be recorded in the event you are not able to attend. Please visit <https://www.nbrc.gov/content/events> to register and for more detailed session information.

STEP 2: Complete the ACH Banking Form and upload to your organization account in the GMS by February 7, 2025. 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. An executed copy of this form, signed by the financial institution's Authorized Official (not the NBRC project AO), is required for NBRC to **disburse** the funds for your award. The **GMS Grantee Toolkit** provides step-by-step instructions to complete this action.

STEP 3: Complete the required revisions to your application, forms, and/or supporting documents in the Grants Management System (GMS) by February 14, 2025. 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. Only the Authorized Official will be able to see the requested revisions in the GMS and submit the completed revisions back to NBRC. The **GMS Grantee Toolkit** provides step-by-step instructions to complete the required revisions in the GMS, and the first new grantee training will cover this step in detail. Please do not send documents to NBRC outside of the GMS.

* The Authorized Official (AO) must be a single person who is named in your Authorized Official Resolution (AOR). You may not have more than one AO. This name must also match the AO on file in the Grants Management System. If this is not the case, please review the **AO Guidance** provided in [Managing GMS Account and Contacts](#).

The following items have been identified as missing, incomplete or require further attention before the application is considered final (No additional revisions required if blank):

— Authorized Official Resolution — Please review the AOR sample on Resources page of NBRC's website; upload revised document to the application's Supporting Documents Checklist.

— SF-424 C - incomplete or not signed by AO — Review SF-424 C to ensure this form is complete and signed by the correct AO.

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