



Northern Border Regional Commission

NBRC Application Supporting Document Checklist

Catalyst Program, Forest Economy Program & Timber for Transit Program

Applicants for all NBRC Programs are required to submit various application support documents. Some are mandatory, while other forms are only required if applicable to the applicant or project. Mandatory documents must be completed and uploaded to the application within the online grants management system (GMS). Sample forms are located on the NBRC website and provide detailed guidance on how to complete the form. **Use this checklist to access templates, sample forms, and to confirm your application is complete.**

Application Files: ✓

Submitted	Form Name	Form Location	Sample Form <i>(click link to access)</i>	Applicability	Notes
	LDD Waiver Approval	Applicant Provides	N/A	Mandatory for LDD Waiver Recipients only	<i>Applicants who received LDD Waiver approval need to confirm the waiver approval file is attached to their application record within the GMS. (Note: waiver approval was provided with the preapplication response within the GMS).</i>
	75% Expenditure Waiver Approval	No upload to GMS required	N/A	75% Expenditure Waiver Recipients	<i>Applicants who received a 75% Expenditure Waiver approval should save a copy of the approval for their records. These waiver recipients are not required to upload approvals to the GMS.</i>
	Significant Benefit Waiver Approval	No upload to GMS required	N/A	SBW Waiver Recipients	<i>Applicants who received SBW Waiver approval should save a copy of the approval for their records. These waiver recipients are not required to upload approvals to the GMS.</i>

Supporting Documents Checklist: ✓

Submitted	Form Name	Form Location	Sample Form (click link to access)	Applicability	Notes
	Authorized Official Resolution	TEMPLATE	N/A	All Grantees	Template NOT required to be used. Upload to GMS.
	Certificate of Good Standing	Applicant Provides	N/A	Mandatory for non-profit entities only	This is a certification that documents that your organization is in good standing with the State where you are located. This is a document you must request, typically from a governmental entity located in your State. Upload a copy to the GMS.
	Form 1001: Debarment Suspension Certification	TEMPLATE	N/A	All Grantees	Download from website, complete, save, upload to GMS.
	Negotiated Indirect Cost Rate Agreement	Applicant Provides	N/A	Applicants with Indirect Rate Cost Agreement with a federal agency	If an applicant is utilizing NBRC funds for indirect costs and wants to use their own indirect cost rate, their Negotiated Indirect Rate Cost Agreement with a cognizant federal agency must be uploaded as a support document within the GMS. Otherwise, the diminimis rate of 10% applies.
	IRS Determination Letter	Applicant Provides	N/A	Non-Profit entities	This is a letter your organization received from the IRS documenting your non-profit status. Upload a copy to the GMS.
	Letters of Support	Applicant Provides	N/A	Optional	Letters of support should be combined into one PDF and uploaded to the GMS.
	NEPA Intake Form	TEMPLATE	N/A	All Grantees	Download from website, complete, save, upload to GMS.
	Project Map: FEMA flood map AND/OR map of project location	Applicant Provides	N/A	All Grantees	Upload to GMS
	Revolving Loan Fund Documentation	Applicant Provides	N/A	Revolving Loan Fund Applicants only	See NBRC RLF Policy and required documentation in the Appendix of the relevant Program User Manual . This additional RLF documentation must be developed by the applicant in response to Appendix instructions and must be uploaded to the GMS.
	SF-424cbw: Project Budget	TEMPLATE	SAMPLE FORM	All Grantees	Download from website, complete, save, upload to GMS. NEPA and LDD costs should be included in line 7a, as indicated in the Sample Form.

All Forms: ✓

Submitted	Form Name	Form Location	Sample Form	Applicability ✓ = Mandatory X = If applicable	Notes
	SF-424: Application for Federal Assistance	GMS	SAMPLE FORM	✓ All grantees	To be completed within the GMS
	SF-424B(non-construction) OR SF-424D(construction)	GMS	SAMPLE FORM	X All Grantees	An applicant submits one or the other, NOT both. The required form to complete and submit is dependent on the scope of the project. Projects with primarily programmatic activities or minimal construction complete SF-424B, while project with primarily construction activities complete SF-424D. The GMS indicates these forms as not mandatory, with an "X" under the "Mandatory" column, however applicants must submit one or the other.
	SF-LLL: Disclosure of Lobbying Activities	GMS	SAMPLE FORM	✓ All grantees	To be completed within the GMS

Additional support documents that are OK to upload to an application in the GMS (upload within the "Application Files" section):

- Letters of Support – please combine all letters into a single file

Documents that should NOT be submitted with an application in the GMS:

- Architect & Engineering plans
- Annual Reports
- Studies & Academic papers

For additional information or questions, please email admin@nbrc.gov.