



2017 ECONOMIC AND INFRASTRUCTURE DEVELOPMENT (EID) INVESTMENT PROGRAM

APPLICATION

To best complete this application, please refer to the 2017 Application Manual found at
www.NBRC.gov

Send application to: Check the NBRC website regularly for submission instructions, or by US
mail to EID Application, Northern Border Regional Commission (NBRC),
53 Pleasant Street, Suite 3602, Concord, NH 03301

APPLICATION DEADLINE: 5:00PM ON JUNE 2nd, 2017

CFDA # 90.601

A. General Information

1. NAME OF ENTITY APPLYING FOR FUNDING: _____

2. CO-APPLICANT IF APPLICABLE: _____

3. AUTHORIZED OFFICIAL:

A. Name: _____

B. Title: _____

C. Street/PO Box: _____

D. City/State/ZIP: _____ / _____ / _____

E. Phone: _____

F. Email Address: _____

4. PROJECT PRIMARY CONTACT (if different from authorized official)

A. Name: _____

B. Organization if different from above: _____

C. Street/PO Box: _____

D. City/State/ZIP: _____ / _____ / _____

E. Phone: _____

F. Email Address: _____

5. AMOUNT BEING REQUESTED FROM NORTHERN BORDER REGIONAL COMMISSION FOR THIS APPLICATION: _____

6. HAS THE APPLICANT PREVIOUSLY RECEIVED FUNDS FROM NBRC?

YES ☐ What year? _____ NO ☐

7. WHAT LOCAL DEVELOPMENT DISTRICT IS THE ENTITY LOCATED IN?
Refer to the Application Manual for a list of Local Development Districts.

8. WAS THE APPLICANT REQUIRED TO SUBMIT A SINGLE AUDIT IN THE PAST 12 MONTHS?

YES ☐ NO ☐

B. Project Information

9. TIMELINE: A. Anticipated Start date: _____
 B. Anticipated End date: _____

10. CONGRESSIONAL DISTRICT

- A. State(s) *(that the project is located in)*: _____
B. Congressional District(s) *(that the project is located in)*: _____

11. WHAT COUNTY OR COUNTIES WILL THE PROJECT TAKE PLACE IN?

List all the counties that the project will be in.

12. FOR PROJECTS LOCATED WITHIN AN 'ATTAINMENT' COUNTY, WHAT ISOLATED AREA OF DISTRESS IS THE PROJECT LOCATED WITHIN?

13. PROJECT DESCRIPTION: In 50 words or less, describe what the project is and what it will accomplish; in a concise manner explain both the outputs that will be completed and the intended results (outcome) that are anticipated by the investment. *(e.g The Project will replace ~1.3 miles of 36" pipe with ~1.3 miles of 48" pipe along Broad Street (**output**) improving transmission to the Wastewater Treatment Plant in Cheshire City increasing capacity in order to allow future development and create jobs along Broad Street benefitting all of Beanbag County and extended area.(**outcome**)*

14. WHAT IS THE TYPE OF ACTIVITY THAT WILL BE IMPLEMENTED?

CONSTRUCTION

☐

NON-CONSTRUCTION

☐

15. WILL THE ACTIVITY RESULT IN INFRASTRUCTURE?

YES

☐

NO

☐

16. WILL THE PROJECT CREATE OR RETAIN JOBS?

YES

☐

NO

☐

17. WILL THE PROJECT IMPROVE WATER OR SEWER SERVICE?

YES

☐

NO

☐

18. WILL THE PROJECT TRAIN INDIVIDUALS AS PART OF A WORKFORCE DEVELOPMENT PROGRAM?

YES

☐

NO

☐

19. PROJECT LOCATION

Briefly describe the surroundings of the location of your project. For example: is it located in a downtown, new development, industrial park outside of village boundaries, or in vacant building.

For Vermont applicants refer to link below and identify the project location as one or more of the following: Designated Downtown, Village Center, Growth Center, New Town Center

(To do this type the project address in the upper right corner search box)

<http://maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas>)

20. PROJECT FOCUS

Please reference at least one of the “Eligible Purposes” outlined in Section I.7 of the Application Manual. Explain how the project is consistent with this/these funding categories.

21. ECONOMIC IMPACT OF THE PROJECT

Provide justification that the outcomes anticipated by the NBRC investment will result in positive economic growth for the region, and cite what the basis is for the justification. Explain how the project may assist in any of the following:

- create and/or retain jobs
- raise per capita income
- lower poverty in the region
- lower regional unemployment
- lower regional outmigration rates

22. OUTCOMES OF THE PROJECT

Outcome measurements (often also referred to as Performance Measures) are documentable ways to assess the extent to which a program/project has achieved its intended results. The main questions addressed in outcome measurement are:

- What has changed in the lives of individuals, families, organizations, or the community as a result of the program?
- Has this project made a positive economic impact?

How are the lives of program participants or recipients better as a result of the project?

List between 2 and 4 Outcome Measures that can demonstrate the impact of your investment over time. See the Application Manual, Section III.B.22 for information and examples of measures. Note: Make sure these are reasonable and obtainable, as the success of your project will be gaged in the future on the measurements that you choose. Please provide sources or justifications for the outcomes that you arrive at.

23. WORK PLAN

Provide a Work Plan that lists outputs (tasks) that will be completed in order to achieve the Outcome Measures outlined in #22. Provide a brief overview of how the tasks will lead to the outcomes that you have outlined. For guidance and examples refer to the Application Manual, Section III.B.23.

24. REGIONAL PLAN

Provide a link to the regional plan, comprehensive economic development plan, or other regional planning document that supports the project, and explain how the project is consistent with the goals of that plan? (If unaware of a planning document within your region contact your Local Development District, found in the Application Manual)

25. STATE PLANNING:

How does the project fit into a statewide economic development plan? For a list of State Plans and/or contacts see the Application Manual or contact the Program Manager within your State.

26. STRATEGIC PLAN: The NBRC Strategic Plan can be found at www.nbrc.gov.

Explain how this project will help advance the goals and/or explain how the project could contribute to meeting the performance measures outlined in the NBRC Strategic Plan.

The following six(6) questions are for entities requesting to use funds for a Revolving Loan Fund (RLF). Please put N/A if not applicable to your project. ____

27. BRIEF ORGANIZATIONAL HISTORY: Please provide a history of the organization's lending experience that demonstrates potential successful use of NBRC funds. Please include years in existence and current loan portfolio.

28. ADMINISTRATION: Provide a brief explanation of how administration of the RLF will be funded.

29. ORGANIZATIONAL PROCEDURES: Provide a copy of the organization's procedure manual and/or explain how an established loan review committee will participate in decision-making pertaining to the NBRC RLF.

30. STAFF RESUMES: Provide staff resumes of those who will be responsible for the NBRC funds and a list of the loan review committee members.

31. USE OF FUNDS: Describe the use of funds to include addressing known funding gaps, address target populations, potential and/or known recipients, and how funds will fill an identified demand.

32. LOAN FUND POLICY DOCUMENT: Include the organization's RLF policy document. If the document does not address the following provide this additional information.

- a. Service area for NBRC RLF
- b. Eligible loan purposes
- c. Fees, rates, terms, collateral requirements, limits, priorities
- d. Application process
- e. Method of disposition of funds to the borrower
Monitoring of the borrower and reporting requirements and actions taken for delinquencies

C. Project Financing

33. PROJECT FINANCIAL OVERVIEW

TOTAL PROJECT COSTS:

(this is the total project costs including what you are requesting from Northern Border Regional Commission)

NBRC REQUESTED AMOUNT:

MATCH *(this is TOTAL PROJECT COST minus NBRC REQUEST):*

34. BUDGET: In question #14

if you checked that this is a construction project fill out the Standard Form 424C. if you checked that this is a non-construction project fill out the Standard Form 424A.

35. IDENTIFY MATCH:

For detail of match (cost sharing) requirements and what qualifies as match see the Program Manual, Section I.12 thru 17. List all funding sources, their status (has the funding been approved and/or committed, pending - what is the notification date?), and what is the type of match (cash, loan, grant, in-kind, etc.) Include as attachments to this application any letters of commitment, approval , etc.

36. WILL THERE BE ANY CAPITAL INVESTMENTS MADE BY PRIVATE COMPANIES? Yes ____ If yes, attach participation agreements provided if available.

37. ADMINISTRATION

Include 5% for the first \$100,000, and 1% for funds in excess of \$100,000 for investment administration. This amount will be reduced from your NBRC award. You will be required to use a Local Development District to administer your investment unless you are a State entity. **Include this in your budget** even if you don't currently have a relationship with an LDD. If the project is non-construction and you filled out an SF424A, include this amount in line 6. Section B,f. If the project is construction and you filled out an SF422C, include this amount in line 1. See Application Manual for more detail.

38. SUSTAINABILITY

How will the investment be sustained over time? (e.g. A water infrastructure project has been completed with NBRC funding in the Town of Somewhere. The Town of Some-where has included future maintenance and service of the facility in their budget, and has an established a Capital Improvement Program to ensure that maintenance and issues will be covered.) A project is not deemed sustainable if it is dependent on future grants to meet its intended purpose.

39. PROPERTY

Will property or equipment be purchased with NBRC or matching funds for the project? (NOTE: an appraisal will be required prior to any land transaction taking place, signed off on by an MAI (Member Appraisal Institute) Appraiser or a Certified General Appraiser)

YES

☐

NO

☐

40. OWNERSHIP

Who will own any property or improvements resulting from the investment?
Please provide the procedure, or instruments that will be put in place, to maintain public control. Elaboration on this may be found in the Application Manual.

41. FINANCIAL NEED:

Describe efforts to fund this project with other sources. List other sources that have been applied for and what the status is of those funds. What local efforts have been made to fund the project? Please outline why NBRC funds are needed and how the project may or may not move forward without NBRC funds. (e.g. *the project will take longer because additional fund raising will need to happen, the project would need to be staged, the project would not move forward, etc.*)

D. Authorization/ Resolution

The NBRC requires this resolution by the applicant's legal authority providing authorization to the executive to make and sign this application to Northern Border Regional Commission. The resolution indicates the executive's permission to sign any and all NBRC investment documents that bind the applicant. Legal authorities include: selectboards and councils for municipalities; commissions for counties; state authorized officials or boards for states; boards of directors or trustees for non profits.

**By signing this application, applicant acknowledges and affirms
the following statements:**

- The applicant is not legally organized as a for-profit entity, LLC, Sole Proprietorship, Individual or any other entity excluded from receiving federal grants or awards;
- The applicant has no outstanding federal debts, liens or encumbrances;
- The applicant is in good standing with its single audit requirements, if applicable;
- Any conflicts of interest have been disclosed in writing prior to the submission of this application;
- No application preparation or consultant fees shall be paid from NBRC awarded funds;
- Submission of this application does not constitute a contract or guaranteed funding from NBRC;
- Local Development Districts (LDDs), serving as project administrators shall be entitled to fees amounting to 5% of the first \$100,000 and 1% thereafter, of the total NBRC awarded amount, unless the applicant is a state entity;
- No expenses are eligible for reimbursement prior to the execution of the **Notice to Proceed**;
- That a Notice to Proceed will not be issued until match funding has been secured and documented;
- The project must be located within the NBRC service area and be a direct benefit to the area;
- All applicable state laws pertaining to contracting, procurement, and bidding process shall be adhered to; and
- The project does not relocate a businesses from oneregion to another;
- You have the legal authority to sign any and all NBRC Investment documents, to submit this application for funding and accept funds for the purposes outlined in this application;
- To the applicant's knowledge, the statements and information contained in this application are true and correct.

Authorized official's signature

date

Witness

date

Completed Application Checklist

1. Signed copy of this Application
2. Resolution to authorize the official to make and sign this application to Northern Border Regional Commission.
3. Standard Form 424 Application for Federal Assistance
4. Budget: SF424A (for non construction projects) OR
SF424C (for construction projects) Federal
5. Assurances: SF 424B (for non construction projects) OR
SF 424D (for construction projects)
6. Disclosure of Lobbying Activities SF LLL
7. Certification Regarding Debarment, Suspension, and Other Responsibility Matters NBRC Form 1001
8. Any Letters of Recommendation that will enhance the Application
9. For Non-profits: A. Certificate of Good Standing and
B. IRS Determination Letter

Questions on this application can be directed to Christine Frost
at 202-590-0807 or cfrost@nbrc.gov

NEPA EXEMPT Addendum II (a)

The following activities are **EXEMPT** from 24 CFR 58.34, the legislation governing NEPA review. Check any and all that are applicable to your project.

- ☐ Environmental and other studies, resource identification and development of plans and strategies;
- ☐ Information and financial services;
- ☐ Administrative and management activities;
- ☐ Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
- ☐ Inspections and testing of properties for hazards or defects;
- ☐ Purchase of insurance;
- ☐ Purchase of tools;
- ☐ Engineering or design costs;
- ☐ Technical assistance and training;
- ☐ Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;

Does your project consists solely of the elements checked above? Yes ☐ No ☐

If you check no, you will be required to fill out the Categorical Exclusion worksheet instead of this EXEMPT worksheet.

I do certify that the above information is true to the best of my knowledge as of the date of application.

Applicant Signature _____ Date _____

Title _____

Organization _____

NEPA EXEMPT Addendum II (a) (three pages)

Interim Determination of Categorical Exclusion for Northern Border Regional Commission

Project Names(s):	
Other potential Federal funding for this project (NBRC will coordinate with other federal organizations whenever necessary to assure compliance with NEPA regulations):	
Check off any and all that apply	The project falls into the category below.
	<p>1. Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are already in place and will be retained in the same use without change in size or capacity for more than 20 percent. Examples:</p> <ul style="list-style-type: none"> ▪ Replacement of water or sewer lines ▪ Reconstruction of curbs and sidewalks ▪ Repaving of streets
	<p>2. Special projects directed toward the removal of material and architectural barriers that restrict the mobility of and accessibility to the elderly and handicapped persons.</p>
	<p>3. Rehabilitation of buildings and improvements under the following conditions:</p> <ul style="list-style-type: none"> i. In the case of a building for residential use (with one to four units), the density is not increased beyond four units and the land use is not changed. ii. In the case of multifamily residential buildings: <ul style="list-style-type: none"> A. Unit density is not changed more than 20% B. The project does not involve changes in land use from residential to non-residential; and C. The estimated cost of rehabilitation is less than 75% of the total estimated cost of replacement after rehabilitation. iii. In the case of non-residential structures, including commercial, industrial, and public buildings: <ul style="list-style-type: none"> A. The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; and B. The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
	<p>4. Studies and Research</p> <ul style="list-style-type: none"> i. Engineering studies and investigations that do not permanently change the environment. ii. Research and analysis. iii. Administrative related activities.
	<p>5. Acquisition (including leasing) or disposition of an existing structure or acquisition (including leasing) of vacant land provided that the structure or land acquired or disposed of will be retained for the same use;</p>

The entirety of the project is made up of one or more of the above categories: Y____ or N____

The determination of the category listed above is supported by the following information (explain how you determined that the project satisfied the condition of the category you checked above and document as appropriate):

Compliance Checklist for the "Other Requirements" in 24 CFR 58.6

ENVIRONMENTAL CHECKLIST FOR CATEGORICAL EXCLUSIONS

1. Description of project:

2. Project Resources

For the below listed land uses or environmental resources, the undersigned has checked Column A to indicate those that are present within the site(s) of the proposed action. Column B has been checked for those that are within the action's area of environmental impact, such as the areas adjacent to the proposed site(s). Column C has been checked for those land uses and environmental resources that will be affected by the proposed action, as defined in Section 1940.317. (Check appropriate box or circle, as provided. If a check appears in any circle in column A, B, or C, the environmental assessment for a Class I action must be completed).	Located on proposed site	Located within Actions' Area of Environmental Impact	Affected by Proposed Action
a. Wetlands	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
b. Floodplains with existing structure(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
c. Floodplains without existing structure(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
d. Wilderness (designated or proposed under the Wilderness Act)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
e. Wild or Scenic River (proposed or designated under the Wild and Scenic Rivers Act)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
f. Historical, Archeological Sites (listed on the National Register of Historic Places or which may be eligible for listing)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
g. Critical Habitat or Endangered/Threatened Species (listed or proposed)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
h. Coastal Barrier included in Coastal Barrier Resources System	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

For the below listed land uses or environmental resources, the undersigned has checked Column A to indicate those that are present within the site(s) of the proposed action. Column B has been checked for those that are within the action's area of environmental impact, such as the areas adjacent to the proposed site(s). Column C has been checked for those land uses and environmental resources that will be affected by the proposed action, as defined in Section 1940.317. (Check appropriate box or circle, as provided. If a check appears in any circle in column A, B, or C, the environmental assessment for a Class I action must be completed).	Located on proposed site	Located within Actions' Area of Environmental Impact	Affected by Proposed Action
i. Natural Landmark (listed on National Registry of Natural Landmarks)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
j. Important Farmlands	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
k. Prime Forest Lands	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
l. Prime Rangeland	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
m. Approved Coastal Zone Management Area	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
n. Sole Source Aquifer Recharge Area (designated by Environmental Protection Agency)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
o. State Water Quality Standard			Yes <input type="checkbox"/> No <input type="checkbox"/>

FINDING

This proposal meets, Section 1940.317. As indicated in item 2 above, the proposal does not affect any important land uses or environmental resources that would subject it to disqualification as a categorical exclusion. Additionally, the proposal is neither a phase nor segment of a project which when viewed in its entirety would not meet the requirements of a categorical exclusion per Section 1940.317 (d).

Signature: _____ Date: _____

Title _____

* In terms of its size and components, the criteria for a categorical exclusion as defined in Sections 1940.310.

FINDING

The proposed project does not fall within the EXEMPT (Addendum II. a) or Categorical Exclusion as outlined above. Further environmental review may be required if funded through NBRC. The applicant acknowledges that additional information will be required in order to meet NEPA requirements and has the capacity to follow through with additional environmental review.

Applicant Signature _____ Date _____

Title _____