



NORTHERN BORDER REGIONAL COMMISSION
2016 ECONOMIC AND INFRASTRUCTURE DEVELOPMENT
INVESTMENT PROGRAM

APPLICATION

To best complete this application, please refer to the 2016 Program Manual found at www.nbr.gov.

Send application to:

upload.2016_EI.dvtbo6h9iy@u.box.com

or by US mail to EID Application, Northern Border Regional Commission, 53 Pleasant Street,
Suite 3602, Concord, NH 03301.

APPLICATION DEADLINE: 5:00PM ON JUNE 17th, 2016

CFDA # 90.601

I. 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: City: _____
 - D. State: _____
 - E. ZIP: _____
 - F. Phone: _____
 - G. 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. Email Address: _____

F. Phone: _____

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

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

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

YES

NO

II. Project Information

8. TIMELINE: Anticipated Start date: _____ Anticipated end date: _____

9. CONGRESSIONAL DISTRICT

A. State (that the project is located in): _____

B. Congressional District(s) (that the project is located in): _____

10. WHAT COUNTY OR COUNTIES WILL THE PROJECT TAKE PLACE IN? List all the counties that the project will be in.

11. 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**)*)

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

CONSTRUCTION NON-CONSTRUCTION

13. WILL THE ACTIVITY RESULT IN INFRASTRUCTURE?

YES NO

14. WILL THE PROJECT CREATE OR RETAIN JOBS?

YES NO

15. WILL THE PROJECT IMPROVE WATER OR SEWER SERVICE?

YES

NO

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

YES

NO

17. PROJECT FOCUS

Please reference at least one of the “Eligible Purposes” outlined in Section I.6 of the Program Manual. Explain how the project is consistent with this/these funding categories.

18. ECONOMIC IMPACT OF THE PROJECT

Provide justification that the outcomes anticipated by the NBRC investment that 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

19. 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:

- A. What has changed in the lives of individuals, families, organizations, or the community as a result of this program?
- B. Has this project made a positive economic impact?
- C. How are the lives of program participants better as a result of the program?

List between 2 and 4 Outcome Measures that can demonstrate the impact of your investment over time. See the Program Manual 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.

20. WORK PLAN

Provide a Work Plan that lists outputs (tasks) that will be completed in order to achieve the Outcome Measures outlined in #19. Provide a brief overview of how the tasks will lead to the outcomes the you have outlined. For guidance and examples refer to the Program Manual, Section II.I.6.

21. 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 the plan? (If unaware of a planning document within your region contact your Local Development District, found in the Program Manual)

22. STATE PLANNING

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

III. Project Financing

23. 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*): _____

24. BUDGET:

In question #12 if you checked that this is a construction project fill out the Standard Form 424C. In question #12 if you checked that this is a non-construction project fill out the Standard Form 424A.

25. IDENTIFY MATCH:

For detail of match (cost sharing) requirements and what qualifies as match see the Program Manual, Section I.11 thru 15. List all funding sources, their status (has the funding been approved and/or committed, pending - and 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.

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

27. 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 construction and you filled out an SF424A, include this amount in line 6.f. If the project is non-construction and you filled out an SF422C, include this amount in line 1. See Program Manual for more detail.

28. 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 Somewhere 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.

29. **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

30. **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 Program Manual.

31. SCOPE FLEXIBILITY

How might the project be modified with less funding from either NBRC and/or other anticipated match sources?

32. FINANCIAL NEED

Describe efforts to fund this project with other sources, what other sources have you applied for and what is the status of these? What local efforts have been made to fund the project? Describe in detail if any of the following may happen if you don't receive NBRC funding: project happens in a longer time frame, in a less desirable fashion, with lower probability of success, and/or would not happen at all without NBRC funding.

IV. Other Necessary Documentation

1. STANDARD FORM 424 APPLICATION FOR FEDERAL ASSISTANCE
2. DISCLOSURE OF LOBBYING ACTIVITIES
3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
4. CERTIFICATE OF GOOD STANDING (NON-PROFIT ORGANIZATIONS)
5. IRS DETERMINATION LETTER (NON-PROFIT ORGANIZATIONS)

V. Authorization

The NBRC requires a 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 should also indicate 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 of businesses from one region 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@nbr-c.gov