



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.**

Mandatory forms checklist: ✓

Submitted	Form Name	Form Location	Sample Form <i>(click link to access)</i>	Applicability	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	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
	SF-LLL: Disclosure of Lobbying Activities	GMS	SAMPLE FORM	All Grantees	To be completed within the GMS
	SF-424cbw: Project Budget	TEMPLATE	SAMPLE FORM	All Grantees	Download from website, complete, save, upload to GMS.
	NEPA Intake Form	TEMPLATE		All Grantees	Download from website, complete, save, upload to GMS.
	Form 1001: Debarment Suspension Certification	TEMPLATE		All Grantees	Download from website, complete, save, upload to GMS.
	Project Map: FEMA flood map AND/OR map of project location			All Grantees	Upload to GMS
	Authorized Official Resolution	TEMPLATE		All Grantees	Template NOT required to be used. Upload to GMS.

“If Applicable” Mandatory forms checklist: ✓

Submitted	Form Name	Form Location	Applicability	Notes
	IRS Determination Letter	Applicant Provides	Non-Profit entities	<i>This is a letter your organization received from the IRS documenting your non-profit status. Upload a copy to the GMS.</i>
	Certificate of Good Standing	Applicant Provides	Non-Profit entities	<i>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.</i>
	Revolving Loan Fund Documentation	Applicant Provides	Revolving Loan Fund Applicants	<i>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.</i>
	LDD Waiver Approval	Applicant Provides	LDD Waiver Recipients	<i>Applicants who received LDD Waiver approval need to confirm the waiver approval file is attached to their application record within the GMS. (Note: LDD waiver approval was provided with the preapplication response within the GMS).</i>
	Negotiated Indirect Cost Rate Agreement	Applicant Provides	Applicants with Indirect Rate Cost Agreement with a federal agency	<i>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 de minimis rate of 10% applies.</i>

Additional support documents that are OK to upload to an application in the GMS:

- 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.