



Common GMS Error Messages

Each error message will direct you to the tab in your application where the error can be addressed. The most common error messages and their resolutions can be found below, organized by Tab.

- Overview ●
- Locations
- Budget
- Proposal
- LDD Support
- Forms and Files

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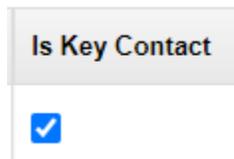
Overview

- Overview Tab - Specify at least one contact as Key Personnel for Application.

“Specify at least one contact as Key Personnel for Application”

Resolution:

1. Scroll down to Contacts section
2. Click the blue Edit icon ()
3. Make sure one or more contacts is checked



Is Key Contact

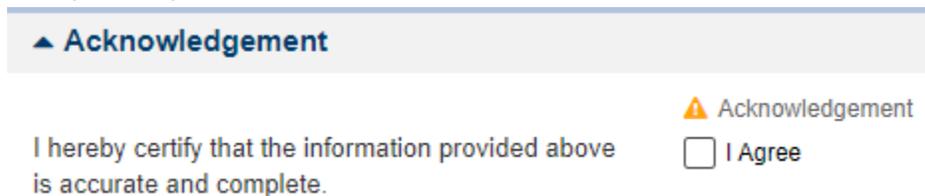
- a.
4. Click “Save”

“Enter an Acknowledgement for project cost before submitting this Application”

- Overview Tab - Enter an Acknowledgement for project cost before submitting this Application.

Resolution:

1. Scroll down to Acknowledgement section
2. In Edit mode (), check the box shown below



▲ Acknowledgement

I hereby certify that the information provided above is accurate and complete.

I Agree

- a.

Locations

- Locations Tab - Provide Target Values for all Key Performance Indicators.

“Provide Target Values for all Key Performance Indicators.”

Resolution:

1. Scroll down to Key Performance Indicators
2. Click the Edit icon ()

3. Make sure each line has a number listed under the Target column (put 0 if that metric is not applicable to your project)

Target ⓘ	Actions
0	  
10	  
<input type="text" value="0"/>	
	  
	  

○

Budget

- Budget Tab - Sum of The Other Federal Share, Applicant Match, Other cannot be less than the match on the locations tab.

“Sum of The Other Federal Share, Applicant Match, Other cannot be less than the match on the locations tab.”

Issue: Your budget isn't showing the minimum required match amount and you need to tweak either your NBRC request amount or your other sources of funding

Resolution:

1. Go to Locations tab, look under Application Match and note your match rate

▲ Application Match

State

- VT

County

- VT - Windham

Match % ⓘ

50%

- a. For example: 50%

- Return to your budget (Budget tab > Budget Periods section > Click  to open your budget

	Budget Period #
	BP01

table)

- Review the Grand Total line of your budget and check that the following is true: *(Other Federal Share + Applicant Match + Other) is greater than or equal to (NBRC Share x Match percentage)*

- Budget Tab - Please ensure that the total funding sources and commitments listed matches total amount of match listed in the budget table (Other Federal + Applicant Match + Other)**

“Please ensure that the total funding sources and commitments listed matched total amount of match listed in the budget table (Other Federal + Applicant Match + Other)”

Resolution:

- Scroll down to Funding Source and Commitments section
- Make sure that the total under Amount equals the total of the non-NBRC columns in your budget
 - NBRC share should not be included in the Funding Sources and Commitments table**

- Budget Tab - NBRC investment funds cannot be used to “supplant” existing federal programs. NBRC funds may be used to match other federally funded projects (when both federal agencies allow) only when the total grant funds from NBRC and other federal funders does not exceed 80% of the total project budget. 40 USC §15506(e)**

“NBRC investment funds cannot be used to “supplant” existing federal programs...”

Issue: Your project is currently over 80% federally funded and you need to tweak either your NBRC request amount or your other sources of funding

Resolution:

- Return to your budget (Budget tab > Budget Periods section > Click  to open your budget

	Budget Period #
	BP01

table)

- Review the Grand Total line of your budget and check that the following is true: *(NBRC Share + Other Federal Share) is less than or equal to (Project Total x 80%)*

Proposal

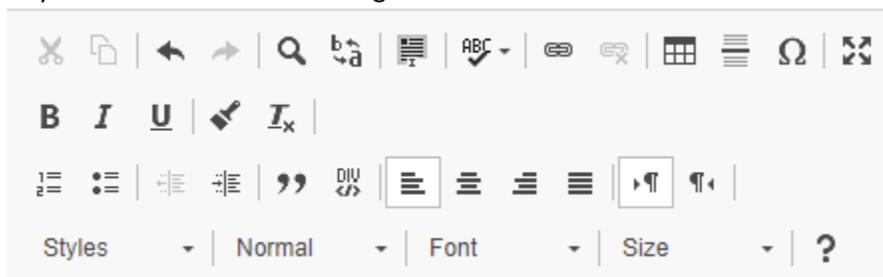
- Approach & Methodology
 - Provide an explanation of the approach and methodology that will be used to meet the project goals and the expected outcomes and outputs. See Program User Manual for additional instructions on completing this section.
- :Data value too large. (max length=10000)

[any text field] “Data value too large. (max length=10000)”

Issue: If you have copy/pasted content from a Word document, that content will have additional ‘invisible’ formatting characters—describing bullet points, bold text, hyperlinks, etc.—that is being counted by the system.

Resolution:

- Copy your content and right-click “paste as plain text” into Notepad, a similar app, or wordcounter.net, which will strip the invisible formatting characters.
- Copy/paste the unformatted content back into your application
- Re-format your content as needed using the tools within the GMS



Forms and Files

- Forms and Files Tab - All mandatory forms must be 100% completed.

“All mandatory forms must be 100% completed.”

Resolution:

- Scroll to All Forms section
- Mandatory forms will have a checkmark under the Mandatory column; each field with an orange triangle () must be filled out.

Form Name 	Mandatory
Application for Federal Assist...	

a.

3. Optional forms will have an X under the Mandatory column
 - a. However you must complete one of the “Assurances...” forms, whichever is relevant to your project
4. For the SF-LLL, if you are not registering as a lobbyist, you will need to fill out many of the fields with “N/A” – See our [resources page](#) for a sample form
5. You can confirm a form is 100% complete by reviewing the Percentage column

Percentage

- a. 100.00%