Reliable. Effective. Innovative.



# GovGrants

Creating and Submitting a Pre-Application



# **Table of Contents**

PRE-APPLICATION PROCESS
Reviewing Available Funding Opportunities in GovGrants
Viewing the Available Funding Opportunities
Reviewing the Funding Opportunity
Initiating the Pre-Application Creation
Selecting the Project Area for your Project
Completing the Pre-Application – Overview Tab7
Entering Project Locations within the Pre-Application – Locations Tab
Completing the Pre-Application – Budget Tab10
Completing the Application – Proposal Tab Error! Bookmark not defined.
Completing the Application – Files Tab12
Completing the Application – Files Tab – Supporting Documents and Attachments
Completing the Application – Overview Tab – Acknowledgement13
Submitting an Additional Application under the Same Funding OpportunityError! Bookmark not defined.

Selecting the Project Area for your Project ..... Error! Bookmark not defined.



# **PRE-APPLICATION PROCESS**

## **Reviewing Available Funding Opportunities in GovGrants**

- 1) Navigate to <u>https://nbrcgrants.my.site.com/ApplicantLanding?username=null</u> to access the external portal.
- 2) Enter your **Username** and **Password** and click the **Login** button to access GovGrants.

Northern Border Regional Commission	Username	Password Forgot Password? Login Register
	AL ROAD	A MARCH AND
Welcome to the Enterprise Grants Management System (EGMS), a "one-stop sho If you need to register your Organization/State Agency, click the Register buttor If you have a Username and Password, log in by clicking the Login button in the		
Contact Us		
Northern Border Regional Commission James Cleveland Federal Building, Suite 1501 53 Pleasant Street Concord, New Hampshire 03301 Phone: (603) 369-3001		
	Accessibility Policy   Privacy Policy   Disclaimers	

Figure 1:Accessing the External Portal

#### Viewing the Available Funding Opportunities

3) Click the **Opportunities** module within the top navigation panel to access the available funding opportunities.



<	☆ Opportunities	Applications Grants Monit	oring Closeout 🕓					
Search –	Internal R	eview Cr	reated					
				Comp Comp	oetitive			
Tasks –	A Published Op	portunities 🗊						=
isks –	Search	Q						۲
Pending Tasks	Showing 1 to 6 of 6							
Completed Tasks				Pre-	Opportunity	Application		
Activities -	EGMS ID	Opportunity Name	Funding Organization	Application	Release	Due Date	Status	Actions
oportunities –				Required?	Date	*		
Not Yet Qualified	AN-NBRC-042	MERC, Annual States, 124	Northern Border Regio	Yes	01/23/2024	06/30/2024	Published	۲
Qualified	AN-NBRC-045	18891, Janua, 123	Northern Border Regio	Yes	01/23/2024	06/30/2024	Published	٢
Converted to Application	AN-NBRC-038	Represent fait Investment	Northern Border Regio	Yes	01/17/2024	05/31/2024	Published	۲
Recently Viewed +	AN-NBRC-056	Annument, Controller	Northern Border Regio	Yes	02/07/2024	05/31/2024	Published	۲
	AN-NBRC-055	Annuariant, Non-Constru-	Northern Border Regio	Yes	02/07/2024	05/29/2024	Published	۲
	AN-NBRC-050	200 (00, her page 10) -	Northern Border Regio	Yes	02/01/2024	03/31/2024	Published	۲
			Total Rec	orde: 6				
			Iotal Rec	orus: o				

Figure 2: Opportunities Module

- Note: After clicking the **Opportunities** module, you will be routed to the page to view the Published Opportunities.
- 4) Click the Not Yet Qualified link in the left-hand navigation menu within the Opportunities module.

Northern Border Regional Commission	Enterprise Gra	ants Management System				ĺ	Grants	Portal 🗸 🔔
<	A Opportunities	Applications Grants Mor	nitoring Closeout 🕓	۶				
<b>Q</b> Search –	Internal	Review	Created					
Search Q All ~				Comp	petitive			
🚽 Tasks 🛛 🗕	▲ Published 0	Opportunities 💿						=
Tasks –	Search	Q						Т
Pending Tasks	Showing 1 to 6 of	6 records						
Completed Tasks Activities – Opportunities –	EGMS ID	Opportunity Name	Funding Organization	Pre- Application Required?	Opportunity Release Date	Application Due Date ✔	Status	Actions
Not Yet Qualified	AN-NBRC-042	MIN, Amazone, 124	Northern Border Regio	Yes	01/23/2024	06/30/2024	Published	٢
Qualified	AN-NBRC-045	1880, Jane, 103	Northern Border Regio	Yes	01/23/2024	06/30/2024	Published	۲
Converted to Application	AN-NBRC-038	Represent Text Incommunity	Northern Border Regio	Yes	01/17/2024	05/31/2024	Published	۲
Recently Viewed     +	AN-NBRC-056	Americanant, Construction	Northern Border Regio	Yes	02/07/2024	05/31/2024	Published	۲

Figure 3: View Available Opportunities



5) Locate the funding opportunity within the Not Yet Qualified Opportunities – Open table. To view additional details for a Funding Opportunity, click the View (<sup>(\*)</sup>) icon under the Actions column.

Northern Border Regional Commission	Enterprise Gra	ants Manage	ment System				Grants	Portal 🗸
<	Opportunities	Applications	Grants Monitori	ng Closeout 🕓				
Q Search -	A Not Yet Qua	lified Opportu	ınities - Open					
Search Q	Search	(	α					
All	Showing 1 to 6 of	6 records						
	EGMS ID	Title	Organization Name	Pre-Application Needed	FOA Release Date	Application Due Date	Status	Actions
Tasks -	AN-NBRC	NBRC_Ann	Northern Border	Yes	01/23/2024	06/30/2024	Published	۲
Pending Tasks	AN-NBRC	NBRC_De	Northern Border	Yes	01/23/2024	06/30/2024	Published	
Completed Tasks	AN-NBRC	Regression	Northern Border	Yes	01/17/2024	05/31/2024	Published	۲
Activities -	AN-NBRC	Announcem	Northern Border	Yes	02/07/2024	05/31/2024	Published	۲
Opportunities -	AN-NBRC	Announcem	Northern Border	Yes	02/07/2024	05/29/2024	Published	۲
Not Yet Qualified	AN-NBRC	2024_USA	Northern Border	Yes	02/01/2024	03/31/2024	Published	٩
Converted to Application				Total Re	cords: 6			

Figure 4: View Open Opportunities

• Note: After clicking the **View** icon, you will be navigated to View additional details.

#### **Reviewing the Funding Opportunity**

- 6) Review the Funding Opportunity details within the tabs to determine if your organization will apply. If your organization would like to apply for the Funding Opportunity, click the **Qualify** button at the top right of the page.
- Note: The Opportunity is now in a Qualified status, and your organization can now proceed with creating the application.



Northern Border Regional Commission	Enterprise Grants Management System	Grants Portal 🗸 🚨 🗸
<	A Opportunities Applications Grants Monitoring Closeout 🕓 🗩	
Q Search -	Opportunity NBRC_Announcement_1/24	Qualify
Search Q	EGMS ID     Status     Application Due Date       AN-NBRC-042     Published     06/30/2024	1
📑 Tasks 🛛 🗕	For more details related to the programs, please Click here	
Tasks – Pending Tasks	🗐 Overview 💲 Financials 🖌 Performance 📑 Files 🏵 History 🎭 Collab	
Completed Tasks	▲ Opportunity Information	
<ul><li>Activities –</li><li>Opportunities –</li></ul>	Opportunity Name         Type ①         Program           NBRC_Announcement_1/24         Competitive         PG-NBRC-002	28

Figure 5: Qualifying the Opportunity

## **Initiating the Pre-Application Creation**

7) After qualifying the opportunity, click the **Create Pre-Application** button to initiate the application creation process.

Northern Border Regional Commission	Enterprise Grants Management System	Grants Portal 🗸 🔷 🗸
<	A Opportunities Applications Grants Monitoring Closeout 🕓 🗩	
Q Search -	Opportunity NBRC_Announcement_1/24	Create Pre-Application
Search Q	EGMS ID     Status     Application Due Date       AN-NBRC-042     Qualified     06/30/2024	/
📑 Tasks 🛛 –	For more details related to the programs, please Click here	
Tasks –	0	
Pending Tasks Completed Tasks	Qualified Converted to Application	
🔁 Activities 🛛 🗕	🖬 Overview 💲 Financials 🎤 Performance ┠ Files History 🎭 Collab	
Opportunities – Not Yet Qualified	▲ Opportunity Information	

Figure 6: Create Pre-Application from Qualified Opportunity

#### Selecting the Project Area for your Project

- Note: The Create Pre-Application pop-up window will open.
- On the Create Pre-Application pop-up window, enter the pre-application title and click the Save and Continue button when you are ready to proceed with the pre-application creation process.



hern Border onal Commission	En	terprise	Create Pre-Application	×	Grants Portal 🗸
<	*	Opportu	Save and Continue		
Q		pportunity IBRC_Ar	Required to Save     A Required to Submit		Create Pre-Applica
~		EGMS ID AN-NBRC	Information		
~		AN-NDRC	v <sup>*</sup> Pre-Application Title		
-	-)	<b>i</b> For mo	NBRC_Announcement_1/24		
-				L	
asks			Save and Continue		ation
d Tasks				_	
es –		Overv	iew 💲 Financials 🖋 Performance 📄 Files History 🎭 Collab		
es –			tunity Information		

Figure 7: Create Pre-Application – Pop-up Window

- Note: After clicking **Save and Continue**, the pre-application will be created. Please take note of the application GovGrants ID.
- Note: Now that the pre-application is created, the pre-application is always accessible from the Applications module in the top navigation panel.

#### **Completing the Pre-Application – Overview Tab**

Pre-Application Overview		
Title	Funds Requested (1)	Total Project Amount
NBRC_Announcement_1/24	\$0.00	\$0.00
A Does this application have a co-applicant?		
None	~	

- 9) Scroll down to the **Pre-Application Overview** section and answer the following question a. Does this application have a co-applicant? (Yes/No)
- 10) Once you have entered the Information within the Pre-Application Overview section, scroll down to the **Project Information** section and enter the following Information.
  - a. Enter the **Project Abstract**.
  - b. Enter the **Project Goals & Outcomes.**
  - c. Enter the Project Beneficiaries & Community Context.
  - d. Enter the Statement of Need.
  - e. Enter the Program Investment Priorities.



- f. **Have you previously received NBRC funds?** If yes, please provide NBRC grant number and grant year for each prior award.
- g. Select a response for **Does this project serve a rural community with a population of less than 5,000?**
- h. Provide a response for Does this project benefit an underserved community?
- i. Select a response for Which of these is most applicable to the applicant organization?

Pro	oject Information
	oject Abstract Provide a description of the proposed project. See Program User Manual for additional instructions on completing this section.
Х	$\Box   \nleftrightarrow \Rightarrow   Q \; p_{I}^{*}   \blacksquare   \circledast \cdot   \circledast \ll   \blacksquare \equiv \Omega   \image   B \; I \; \sqcup   \checkmark I_{X}  $
1= 2=	:= 非 非 <b>??</b> 以 <b>主 主 三 三 · 11 11.</b> Styles · Format · Font · Size · ?
	т

Figure 8: Pre-Application – Overview Tab – Project Information

- 11) Once you have entered the Information within the Project Information section, scroll down to the **Contacts** section and enter the following Information.
  - a. The system will populate the Project Director/Manager with your organization's
    - Authorized Representative. Next, click the Edit ( 🖍 ) icon under the Actions column and click the checkbox under the Key Contact column.

Contacts 🕕				Ne	w Associate
11 - 11 - 11 - 11 - 11 - 11 - 11 - 11		n and enter the co-applicant contact sociate button and select the co-app		ng a co-applicant, y	you have previously
o associate an LDD with the a howing 1 to 1 of 1 records	pplication, click the Ass	ociate button and select the LDD co	ntact.		
	pplication, click the Ass Name †	ecciate button and select the LDD co	ntact. Is Key Contact	ls User	Actions

b. Next you will need to associate the LDD supporting your organization, click the **Associate** button to open the Associate Contacts pop-up window and locate the LDD.



ern Border nal Commission	Enter	Associa	ate Contacts					× 🛄 G	rants Portal 🗸
<	r c	▲ Co	ntacts				Add		
-		Showin	ng 1 to 3 of 3 records				1		v Associate
Q			Full Name	Туре	Email	Is User	LDD User	Nev	
~	a		Mathew Perry	Recipient	mathew.perry.qa@	×	63	co-applicant, y	ou have previously
	Te		Jane Smith	Reviewers	jane.smith.nbrc.qa	~	Yes		
	S		Mary Beth	Reviewers	mery.beth.nbrc@yo	~	Yes		
S				Is User	Actions				
asks								~	• / ×
		_	_	_	Totar Recon	us: I	_		

Figure 9: Pre-Application – Overview Tab – Contacts

- 12) Once you locate the LDD's name, click the checkbox to the left of the 'First Name' column. Once complete, click the **Add** button.
- 13) Navigate to the Locations tab.

### Entering Project Locations within the Pre-Application – Locations Tab



14) Navigate to the Pre-Applications Match section. a. Select the **State(s)** And **Counties** 

Note: Once complete, scroll to the top of the page and click the **Save** button. After clicking save, the system will calculate your match percentage. Scroll up to the top of the page and click the **Edit** button.

15) Once complete, click the **Budget** tab.



#### **Completing the Pre-Application – Budget Tab**

16) Navigate to the Budget Periods section. Click the plus () icon to expand the table and view the budget categories.

Overview	♦ Locations	\$ Budget 🔍 🖿 Fo	rms and Files	History	육 Collab	
▲ Budget Summ	ary		AF.			
Award Floor (1) \$1,000.00		Award Ceiling (1) \$10,000.00	Funds \$0.00	Requested i		Total Project Amount (1) \$0.00
▲ Budget Period						Ξ
Showing 1 to 1 of 1 re						
Budget Pe	riod #		Start Date 1			End Date
🛨 BP01		07/01/2024		12/31/2026		
			Total Records:1			

Figure 10: Pre-Application – Budget Tab

17) Within the Budget Periods section, navigate to the **Budget Categories** table and click the **Edit** icon under the Actions column for each budget category to populate the requested budget.

owin	g 1 to 1 of 1 records											
	Budget Period #		Start Date †			End Date						
Ð	BP01		07/01/2024			12/31/2026						
	Budget Categories						=					
	* Records are sorted by Focus Area ascending order, Category Name ascending 1 to 10 of 12 records											
	Category Name †	NBRC	Other Federal	Applicant Match Other		Total Project	Actions					
		Share	Share	Match		Cost	,					
	Focus Area : Standard Focus A		Share	Match		Cost						
	Focus Area : Standard Focus A Administrative and legal expense		Share \$0.00	Match \$0.00	\$0.00	<b>Cost</b> \$0.00						
		rea					J.					
	Administrative and legal expense	rea \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1 1 1					
	Administrative and legal expense Architectural and engineering fee	rea \$0.00 \$0.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	di di					

Figure 11: Pre-Application – Budget Tab - Budget Categories Section



- 18) Once you have entered the requested budget for the project, navigate to the **Budget Narrative** section and enter the following Information.
  - a. Enter the Justification for Project Cost
  - b. List the amount and funding sources of all leveraged funds for this project.
     i. Note: This question will be visible If it applies to the funding opportunity
  - c. List the amount and funding sources of all match funds for this project. i. Note: This question will be visible If it applies to the funding opportunity

				ect Co ustifica		r each	expens	se over	\$5,000	includ	ed in ti	he buo	dget ta	able a	ibove,	othen	wise add	d N/A	2				
X	Đ	+		Q,	₽¢	I.	ABC -	8	R   E		Ω	25	В	I	U	-	<u>T</u> <sub>x</sub>						
=	•= •=		: <u>†:</u>	,,	DIV C>	≣	= 1		۰¶	¶+	Style	S	•	For	mat	•	Font		•	Size	•	?	
								Ju	stify														

Figure 12: Pre-Application – Budget Tab – Budget Narrative

- 19) Once you have entered the budget narrative for the project, navigate to the **Waiver Information** section and enter the following **Info**rmation.
  - a. Select the response for Is the applicant and/or co-applicant a prior NBRC award recipient who has not expended 75% of project funds? If yes, a 75% Expenditure Waiver is required. For additional waiver requirements refer to the Program User Manual.
  - b. Enter the Please list all current NBRC awards utilizing the NBRC project number.
  - c. Select the response for Catalyst program applicants are required to utilize a Local Development District (LDD) for grant administration unless they are a department of State government or receive an approved LDD waiver.
  - d. Is a Local Development District (LDD) waiver being requested?

No Records Found									
Funding Source         Type of Funding ()         Amount         Date of Commitment, Secured/Pending         State									
Showing 0 to 0 of 0 record	6		* Records are sorted by Last Modifie	ed Date ascending orde					
Funding Sources	and Commitments			New					

Figure 13: Pre-Application – Budget Tab – Funding Sources

- 20) Once you have entered the Waiver Information, navigate to the **Funding Sources and Commitments** section, and enter the funding sources.
  - a. Click the **New** button to add a row to the table.



21) Once you have entered all the targets, navigate to the Files tab.

#### **Completing the Pre-Application – Forms and Files Tab**

22) Once you have completed the **Budget** tab, navigate to the Forms and Files tab.

Description ↑       Required       Status       Template Link       Grantee Document Link       Actions         Yes       Mandatory       Active       Not Applicable       Not Applicable       Image: Comparison of the second s	Overview 🗕	♥ Locations	Budget 🕈 📘 Fo	orms and Files 🔊 H	istory 🛛 📽 Colla	b	
Yes Mandatory Active Not Applicable Not Applicable	Supporting Do	ocuments Checklist	١				Ξ
Forms	Description †	Required	Status	Template Link	Grantee Docur	ment Link	Actions
- Forms	Yes	Mandatory	Active	Not Applicable	Not Applicable		•
Form Name Report Type Mandatony Percentage Last Modified By Last Modified Date	Forms	Report Type	Mandatory	Percentage I	_ast Modified By	Last Modified	Date
				No records found			

Figure 14: Pre-Application – Files Tab – Application Forms

# Completing the Pre-Application – Files Tab – Supporting Documents and Attachments

Adding Supporting Decuments

23) Once you have returned to the main application, navigate to the **Files Tab**, and scroll down to the Supporting Document section. Here you can add any supporting documents specified for the funding opportunity.

Supporting Documents Checklist 🧃					_
Search Q					
				* Descende son sented had set Mardl	
				* Records are sorted by Last Modif	led Date ascending of
Showing 1 to 2 of 2 records				" Records are sorted by <b>Last Modn</b>	ied Date ascending of
Showing 1 to 2 of 2 records				·	-
Showing 1 to 2 of 2 records Description	Required	Status	Template Link	Subrecipient Document Link	Actions
•	Required Mandatory	Status Active	Template Link Not Applicable	·	-

Figure 15: Pre-Application – Files Tab – Supporting Documents



#### Adding Attachments

- 24) If there are additional attachments required or support the application, navigate to the Pre-**Application Files** section to add the attachments
- 25) Click the Add Files button to open the Add File pop-up window and add an attachment
  - d. Within the window
    - i. Select the Classification
    - ii. Choose a file from your computer
    - iii. Enter a descriptions
  - e. Click the Upload button

Add File		× Grants Portal ×
Upload File from Computer	Upload File from Library	
Classification		
Select file classification		÷
* Upload File		
	Choose a File OR Drag it here	
Upload single file up to 2 GB		d Date ascending or
Description		
		Actions
		Upload Cancel
▲ Application Files		Add Files
		* Records are sorted by Last Modified Date ascending or
Showing 0 to 0 of 0 record	ls.	

Figure 16: Pre-Application – Files Tab – Pre-Application Files

## Completing the Pre-Application – Overview Tab – Acknowledgement

Once you are ready to submit the pre-application, navigate to the Overview tab.

Completing the Attestation

26) On the Overview tab, navigate to the **Acknowledgement** section, review the text and click the "I Agree" check box.





Figure 17: Pre-Application – Acknowledgement

27) Click the **Save** button on the top right-hand side of the page.

Submitting the Pre-Application

- Note: Once you submit the application, you will no longer have edit access to the application.
- 28) Once your organization is ready to submit, click the Submit Pre-Application button. You will receive a confirmation message. Click Yes to complete the pre-application submission process.
- Note: If you have entered all information correctly, you will receive a message indicating your application has been successfully submitted. If not, you will need to correct the errors before you can submit