Northern Border Regional Commission

LDD Guidance:

2026 Application Review Checklist

Remind applicants to:

- ✓ review and address pre-application feedback provided by NBRC and state program managers
- ✓ review scoring criteria for guidance on what key points to include in application materials.

1. **Project Abstract (Overview Tab):**
   - ✓ Identifies NBRC project category, award type, and NBRC request amount. Describes how the project fits that category. Note: This is an area that may need revisions based on pre-application feedback from NBRC.
   - ✓ For Catalyst, if the project is requesting a higher maximum infrastructure award, the proposal clearly describes how the project meets the criteria for a higher maximum award and that the state program manager has approved the request.
   - ✓ Clearly identifies how NBRC funds will be used.

2. **Contacts (Overview Tab):**
   - ✓ If applicable, LDD contact associated with LDD Contact role assigned.
   - ✓ Authorized Official (AO) is listed as Authorized Signatory in Contacts section and matches the individual named as AO in the GMS and Authorized Official Resolution.
   - ✓ If applicable, 2nd project contact is a Primary Contact.

3. **Investment Locations (Location Tab):**
   - ✓ Address of where the project is physically taking place entered in Location tab.
     - ➢ Projects that do not have a physical location should enter a proxy location for the community or county where the project will take place. Common proxy locations would be the town office, post office, or county courthouse.
     - ➢ If the project takes place in more than one community or county, you can enter up to 10 proxy locations.
   - ✓ Match Justification text only includes GEOID number(s).

4. **Key Performance Indicators (KPIs) recommended in the pre-application have been completed (Location Tab):**
   - ✓ No more than 6 KPIs completed with target values entered in the GMS Location Tab. Target values should be entered for KPIs following the recommendations provided in pre-application feedback. Feasibility projects will likely have just 1 KPI – Plans Created.
   - ✓ All other KPIs should show a target of 0

5. **Budget amounts match across 3 budget documents (Budget Tab, SF-424CBW document, SF-424 Application form)**
   - ✓ Budget Periods Table sources and total project costs align with the SF-424CBW sources and total project costs and box 18 of SF-424 Application for Federal Assistance.

6. **Key costs included as individual line items in SF-424CBW (attachment in Supporting Documents Checklist of Forms and Files tab):**
   - ✓ If applicable, LDD grant administration costs are listed with appropriate amount. LDD costs are based on the NBRC requested award amount, not the Total Project Costs. NBRC requests of $400k or less require LDD grant administration costs of $8k. NBRC requests of more than $400k require LDD grant administration costs of 2% of the NBRC requested amount.
   - ✓ NEPA line item MUST be included for all projects. Projects anticipating a CATEX should include line item for $0. All other projects should include appropriate costs ranging from $1500 to $10,000+.
   - ✓ LDD and NEPA costs should be listed in the "Other Direct Costs" budget category. This will reduce the number of budget redirections.

7. **SF-424CBW includes total estimated costs, NBRC and match amounts for each line item (attachment in Supporting Documents Checklist).**

8. **Funding Sources Table contain status of funds (Budget Tab):**
   - ✓ All sources contain a status of not applied, applied for, or secured.
   - ✓ Amounts without a match source should be identified as TBD
   - ✓ NBRC requested amount should not be included.
   - ✓ Amounts already committed or spent should not be included.

9. **Project Readiness narrative - Provides project timeline that demonstrates clear understanding of program requirements (Proposal Tab):**

- ✓ Timeline should demonstrate the project can be completed within the 3-year period of performance and includes dates for expected NEPA approval, expected Notice to Proceed, and completion of project activities.

10. All required documents are submitted (Files and Forms Tab):

- ✓ Some forms are mandatory, while other forms are only required if applicable to the applicant or project. Mandatory documents must be completed and submitted within the online grants management system (GMS). The Application Supporting Document Checklist resource identifies required documents.
- ✓ **Commonly missed or incorrect documents:**
  - ➢ **Authorized Official Resolution** naming a person as the Authorized Official
  - ➢ **Assurances Form – SF-424 B** required for projects with NO construction activities, **SF-424 D** required for projects with construction activity