Northern Border Regional Commission

NBRC GRANT PROGRAMS APPLICATION WORKSHOP SERIES

Budgets, Budgets, Budgets!

Adrianne Harrison, Program Manager: aharrison@nbrc.gov
Marina Caceres, Program Manager: mcaceres@nbrc.gov

Topics for today's session:

1. **How to Create an Application** – quick review and resources
2. **Review budget information that carries into the application**
3. **Common budget feedback from pre-applications**
4. **Budget Details – Completing the SF424cbw**
   - Important Costs to Include
5. **Finalizing GMS budget information**
   - Budget Categories/Periods Table
   - Budget Narrative
   - Funding Sources and Commitments Table
6. **Common Errors Messages**
7. **SF-424 Application for Federal Assistance**

Creating an Application

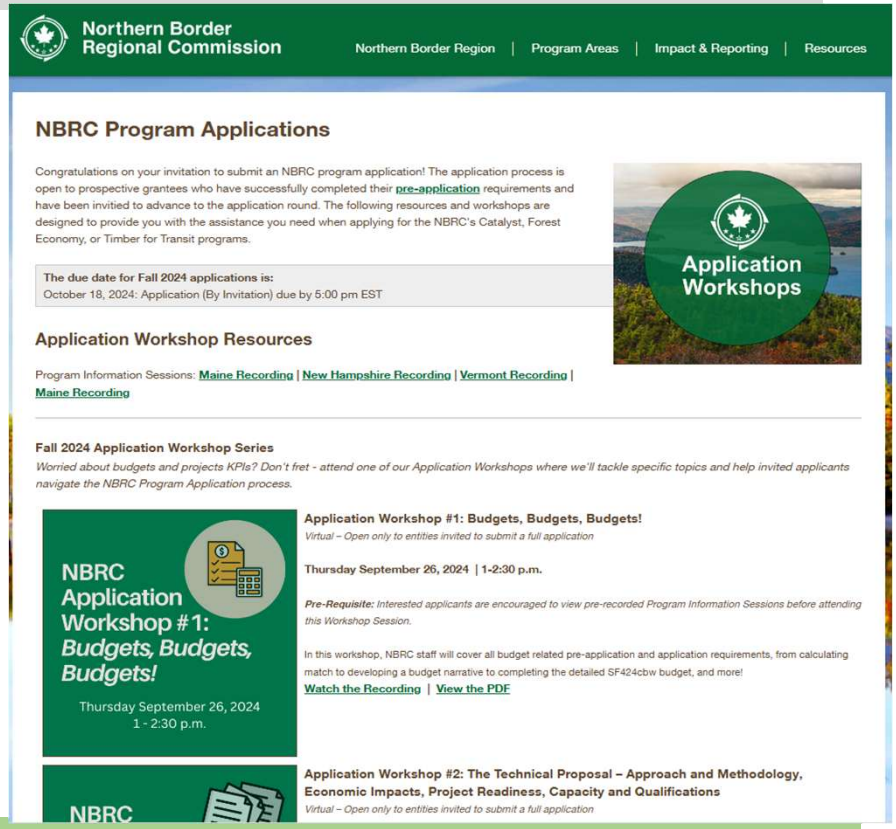
RESOURCES:

- **Grants Management System Resources**
  - Creating and Submitting an Application Guidance Document
  - Application Office Hours
- **2026 NBRC Grant Programs User Manual**
  - Catalyst – Part 2A
  - Forest Economy – Part 2B
  - Timber for Transit – Part 2C
- **Application Support**
  - Application info session
  - Workshops
  - Narrative Guidance

Application Workshop Series

All application workshop slides will be available on NBRC's [Program Application Support webpage]

- Application Workshop #1: Budgets, Budgets, Budgets!
- Application Workshop #2: The Technical Proposal
- Application Workshop #3: Forms, Files and Checklists



Pro Tip: First, review Collab tab email for feedback.

Budget Information from Pre-Application

High quality budget information helps NBRC understand how funds will be used and how costs are estimated.

Budget information that was created in the pre-application will carry forward to the application Budget tab:

- Budget Categories/Periods Table
- Budget Narrative
- Funding Sources and Commitments Table

Pro Tip: First, review Collab tab email for requested budget revisions.

Common Budget Feedback

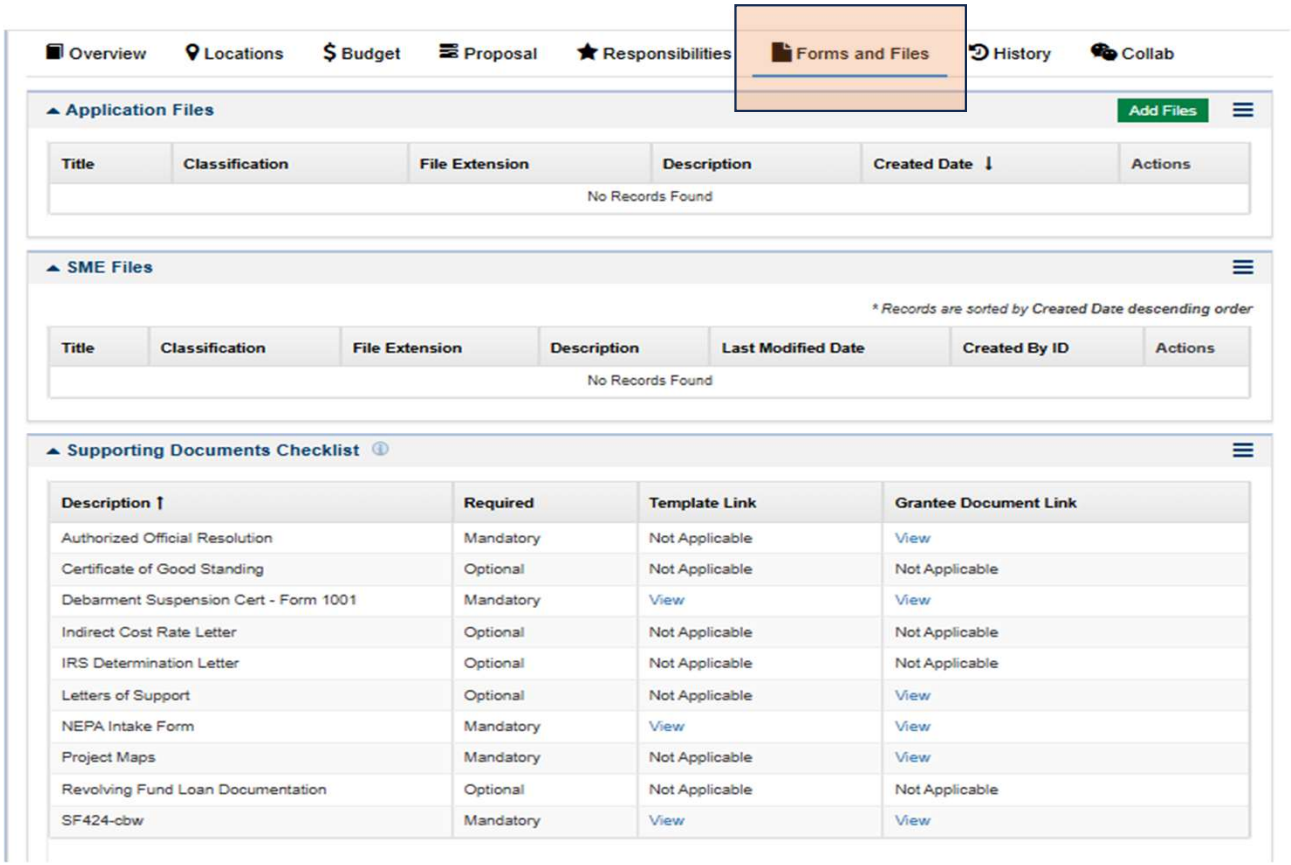
View Collab Tab email for requested budget revisions, for example:

- Inadequate Budget Narrative.
- No Funding Sources listed.
- Exceed Maximum Award.
- No construction costs.
- Other Federal Funds.
- Review match rate.

Pro Tip: Complete the SF-424cbw Budget Details <u>before</u> editing the GMS budget section. A complete and correct SF-424cbw makes updating the GMS budget information easier.

Completing the SF-424cbw

- The SF-424cbw is available in the Supporting Documents Checklist
- Download, complete, and upload back to the Supporting Documents Checklist
- A copy is available on the NBRC website here



Completing the SF-424cbw

- A sample SF 424-cbw is available NBRC's resources page, here.
- Use the Instructions tab of the SF-424cbw for guidance on the types of costs in each category

Grant Application Detailed Budget Worksheet

See Instructions tab for Category Details.

Applicant Name: City of Achieve
Applicant Address: City Hall
500 Main Street
Achieve, XO 01234

NBRC Share should be noted in the HUD Share.

Other Federal Share should show other Federal funds providing cost share for the project. Confirm the NBRC 80% Federal funding ceiling is not exceeded.

Other sources of funds include non-federal sources such as grant from another organization or loans.

Category											
1. Personnel (Direct Labor)	Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Position or Individual											
City Engineer	3,120	$ 65.00	$202,800		$202,800						
City Economic Development Staff and Treasure	500	$ 35.00	$17,500		$17,500						

Labor costs associated with grant, including those for in-kind/volunteer serving as match/cost share.

- The SF-424cbw categories are the same as the GMS budget table categories.
- Include descriptions for costs in each category. Without descriptions in the category column, it's difficult for the reviewer to determine how funds will be spent. Do not leave this column blank!
- If applicable, add LDD Grant Administration costs as a line item in Category 6 Consultants. **LDD costs must be $8,000 for projects less than $400,000 OR 2% of the requested NBRC amount for projects above $400,000**

6. Consultants (Type)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share
Contract with LDD for Grant Administration	2%		$20,000	$20,000					
Consultants, NEPA review			$15,000	$ 15,000					
Total Consultants Cost			$35,000	$35,000					
7. Contracts and Sub-Grantees (List individually)									
7a. Contracts	Quan			HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share
Subtotal - Contracts									
7b. Sub-Grantees (List individually)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share
Subtotal - Sub-Grantees									
Total Contracts and Sub-Grantees Cost									
8. Construction Costs									
8a. Administrative and legal expenses	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share
Permits & Fees			$20,000	$20,000					
Subtotal - Administrative and legal expenses			$20,000	$20,000					

LDD Administration costs in section 6. LDD costs should be $8,000 for projects less than $400,000 OR 2% of the requested NBRC amount for projects above $400,000.

NEPA Review cost estimate should be included in budget under 6. It is recommended to include some funding for NEPA even if you believe your project will be a CATEX

Construction in support of infrastructure projects and non-infrastructure projects with a construction component will use categories 8a-8l to provide details on construction costs. If there are construction costs, applicant will also need to submit a SF424-D.

Completing the SF-424cbw

- Add NEPA costs as a line item in the SF-424cbw detailed budget document. These costs should be clearly identified in Category 6, Consultants. The costs should range from $500-$10,000+ depending on the expected level of review or actions to complete the environmental review process.

CATEX	CATEX + Section 106	Environmental Assessment
Brief review, no public comment period	Required Section 106 review for historic or eligible structures	Robust review
<1 month to develop	2-6 months depending on consultation	6-12+ months
$0-$500+	~$500-$1,500	~$5,000-$10,000+

Questions about NEPA? Refer to NBRC's NEPA resources page: https://www.nbrc.gov/content/NEPA

Completing the SF-424cbw

- Construction Costs are represented in Category 8
- Include descriptions for each line item that connect the project tasks to the budget.
- Infrastructure projects must have construction costs.
  - "No Construction Costs" feedback in your invitation to apply refers to this requirement.

Budget should show estimated costs for specific construction tasks.

Budget should show estimated costs for specific equipment purchases.

Applicant Name:	City of Achieve							
8h. Demolition and removal	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share
and removal								
8i. Construction	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share
Stormwater expansion, water storage			$1,704,700	$ 425,000			$300,000	
Earthwork, erosion and dust control, drainage			$1,000,000				$1,000,000	
Subtotal - Construction			$2,704,700	$425,000			$1,300,000	
8j. Equipment		Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share
Subtotal - Equipment								
8k. Contingencies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share
Construction contingency	4000000	10%	$400,000				$ 400,000	
Inflation contingency	4000000	5%	$200,000				$ 200,000	
Subtotal - Contingencies			$600,000				$ 600,000	
8l. Miscellaneous	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share
Construction management services			$100,000	$ 100,000				
Subtotal - Miscellaneous			$100,000	$100,000				
Total Construction Costs			$3,864,700	$985,000			$1,900,000	

Reviewing the SF-424cbw

Before you submit, review the completed SF-424cbw for common issues and errors:

- Each line item cost has a description
- Estimated costs are equal to sum of contributions from all shares
- Total of NBRC Share (Column G) matches the NBRC requested amount and does not exceed the amount your project is eligible for
- NBRC Share + Other Federal Funds (Column G+K) does not exceed 80% of the total project costs.
- Projects in distressed counties must meet a minimum 20% match and the 80% Federal Cap
- Row and column totals need to match information provided in the Budget Periods Table, Funding Sources Table and the SF-424. Tip: Use the SF424cbw Summary tab to easily view totals.

SF-424
Application for Federal Assistance

Overview | Locations | Budget | Proposal | LDD Support | Forms and Files | History | Collab

18. Estimated Funding ($):

* a. Federal	
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	

- Form is built into the GMS
- Must be signed by the Authorized Official (*single* individual listed in the AO Resolution)
- Common errors: federal amount should include NBRC requested amount and other federal amount; total project costs should match Budget Periods Table and SF-424cbw budget details
- SF-424 Sample with Instructions available here.

Budget Table

Budget Summary

Award Floor	Award Ceiling	Budgeted Amount	Total Project Amount
$1.00	$3,000,000.00	$1,000,000.00	$7,770,000.00

Budget Periods

Showing 1 to 1 of 1 records

Budget Period #	Start Date	End Date
BP01	08/01/2024	09/30/2027

Budget Categories

Search...

** Records are sorted by Focus Area ascending order, Category Name ascending order*

Showing 1 to 10 of 10 records

Category Name	NBRC Share	Other Federal Share	Applicant Match	Other	Total Project Cost
Construction	$1,000,000.00	$3,645,000.00	$3,125,000.00	$0.00	$7,770,000.00
Consultants	$0.00	$0.00	$0.00	$0.00	$0.00
Contracts and Sub-Grantees	$0.00	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00	$0.00
Fringe Benefits	$0.00	$0.00	$0.00	$0.00	$0.00
Indirect Costs	$0.00	$0.00	$0.00	$0.00	$0.00
Other Direct Costs	$0.00	$0.00	$0.00	$0.00	$0.00
Personnel (Direct Labor)	$0.00	$0.00	$0.00	$0.00	$0.00
Supplies and Materials	$0.00	$0.00	$0.00	$0.00	$0.00
Travel	$0.00	$0.00	$0.00	$0.00	$0.00
	$1,000,000.00	**$3,645,000.00**	**$3,125,000.00**	**$0.00**	**$7,770,000.00**
Grand Total	**$1,000,000.00**	**$3,645,000.00**	**$3,125,000.00**	**$0.00**	**$7,770,000.00**

Total Records:10

Budget Table

Budget Table will be used throughout the life of the project to track budget categories:

- Critical application element for showing how funds will be used
- Revise budget categories based on new estimates, more detailed data, or corrections requested in the pre-application.
- Must align with other budget information: Funding Sources table, SF-424cbw Budget Details, and SF424 Application for Federal Assistance

Carried forward from preapplication – edit as needed

Budget Table

Budget Table Reminders:

- 80% Federal Funding Ceiling – calculated on total project costs
- Applicant minimum required match – calculated on total project costs
- ARPA funds **are** considered a federal source
- CDBG and federal loans ***are not*** considered a federal source

Budget Narrative

You are limited to 5,000 characters!

A high-quality budget narrative will clarify the connection between the costs and the proposed project.

- Explain and justify costs above $5,000
- Describe how the cost estimate was determined and where possible, reference sources for cost estimates
- Provide a breakdown of expenses that make up each budget category total
- For contracts and service quotes, please note that if awarded funding, you will be required to comply with federal procurement guidelines
- See the NBRC Compliance Manual for more information and procurement requirements.

Carried forward from pre-application – refer to pre-application feedback and edit as needed

Budget Narrative

You are limited to 5,000 characters!

8a. Administration & Legal expenses

Permits & Fees – estimated to cost $18,000

8b. Land, structures, rights-of-way – estimated to cost $170,000

Land – 0.04 acre lot, improved as described below

Structure – A vacant 3-story building occupying a commercially zoned corner lot at the intersection. The solid masonry structure with a cast iron/steel framed storefront was originally constructed in 1910 and will be completely renovated.

8d. Architectural and engineering fees

Architect fees – design and contract administration fees estimated to be $10,000

Engineering fees – estimated to be $10,000 for primarily structural engineering. MEP is proposed to be design-build. Limited civil engineering may be required.

8e. Other architectural and engineering fees

Appraisal – estimated to cost $2,000

Environmental report – estimated cost $2,700

Section 106 Review – estimated to cost $500

Hazardous materials survey – estimated cost $4,670

8i. Construction

Gut-renovate the entire building to house a café or other commercial entity on the 1st floor, and apartments on the 2nd and 3rd floors. New mechanical, electrical and plumbing systems, roof, windows, cabinetry, countertops, doors, frames and hardware. The 2nd and 3rd floor apartments will be reconfigured entirely with a 4th apartment added. – estimated cost $1,660,241

Construction period insurance – estimated to be $8,000

8k. Contingencies

Construction (10% of CM estimate) – estimated to be $160,000

Soft cost – estimated to be 10,000

CONSTRUCTION EXAMPLE:

- Describe and break out large cost categories
- Help reviewer understand what funds will be used for
- **In the corresponding SF-424cbw**:
  - Category 6 is the place to identify NEPA and any specific expected review costs such as Section 106 historical review
  - Category 6 is the place to identify the LDD costs and LDD you expect to work with

Budget Narrative

You are limited to 5,000 characters!

The proposed $xxx,xxx budget for this project is comprised primarily of the following staff salaries and fringe benefits for three years:

1. Land protection manager
2. Conservation easement steward
3. Land & recreation manager
4. Community programs manager

Annual salaries are determined by regional and national comparables in the field and the broader non-profit field.

A 22% fringe benefit rate includes health insurance, 4% retirement plan match, life insurance, and disability insurance.

Also included is a $10,000 fee to the local LDD.

PROGRAM EXAMPLE:

- Describe and break out large cost categories
- Help reviewer understand what funds will be used for
- Share how costs were determined such as comparable salaries
- Make connection between budget category number on SF-424cbw

Funding Sources Table

▲ Funding Sources and Commitments

** Records are sorted by **Last Modified Date ascending order***

Showing 1 to 8 of 8 records

Funding Source	Type of Funding	Amount	Date of Commitment, Secured/Pending	Status
Voter allocation from taxes	Local funding	$150,000.00	03/22/2024	Secured
VT Historic Preservation Grant	State grant	$20,000.00	12/01/2023	Secured
South Hero Foundation	Private giving	$40,000.00	03/22/2024	Secured
Town of South Hero	ARPA Funds	$100,000.00	02/13/2023	Secured
Town of South Hero	Matching for state grant	$20,000.00	12/11/2023	Secured
Preservation Trust via NPS	Paul Bruhn Historic Preservation grant	$100,000.00	01/20/2022	Secured
Congressionally Directed Spending	Save Americas Treasure, NPS grant	$400,000.00	03/22/2024	Pending
Planning Grant	VCDP	$60,000.00	01/01/2018	Secured

Total Records:8

Carried forward from pre-application – refer to pre-application feedback and edit as needed

Funding Sources Table

This table is only for sources of match

- Do not include NBRC request amount
- Funding sources and commitments table must be complete with the minimum required match
- All match sources should be identified, with a plan for securing all required match within one year of award receipt.
- While not required, it can be helpful to include letters of support and/or letters of commitment for match sources

Completing the Funding Sources Table

For each source:

- Add a line for each source of match
- Provide where the funds are coming from in the “funding source”
- Type of funding – Local, Federal, Non-Federal, etc.
- $ Amount
- Date of Commitment, Secured/Pending
- Status is used to describe where you are in the process of securing the funds: Secured (or received/committed), Pending (or applied for), Identified (or not yet applied for), or Ongoing (or fundraising)
- The total amount identified in the Funding Sources table will be verified against the total match in the Budget period table

Budget Evaluation

Budget Evaluation:

- All budget components (Budget Table, Budget Narrative, SF-424cbw and Funding Sources table) are measured against Scoring Criteria in Appendices I-L of the Grant Programs User Manual. Refer to the Scoring Criteria relevant to the program to which you are applying.
- Budgets are an important component for reviewers to evaluate the project and understand the investment.
- A well developed and detailed budget can help clarify project activities

Common Error Messages

- If you encounter an error when submitting your application, you can find the answer to common error messages in the Creating and Submitting an Application guidance document.

Common Error Messages 12

"Overview Tab - Specify at least one contact as Key Personnel for Application." 13

"Overview Tab - Enter an Acknowledgement for project cost before submitting this Application" 13

"Locations Tab - Provide Target Values for all Key Performance Indicators." 13

"Budget Tab - Budget Periods Section: The total of your listed match and cost share funds (Sum of the "Other Federal Share", "Applicant Match", "Other" columns) does not meet the minimum required amount…" 14

"Budget Tab: Please ensure that the total funding sources and commitments listed matches total amount of match listed in the budget table…" 15

"Budget Tab - Budget Periods Section: The Total Federal Share ("NBRC Share" + "Other Federal Share") is greater than 80% of the total project costs…" 16

"Proposal Tab - [any text field] - Data value too large. (max length=5000)" 16

"Forms and Files - All mandatory forms must be 100% completed." 17

Northern Border Regional Commission

QUESTIONS?

RESOURCES:

Program User Manuals, GMS Application Guidance, GMS Application office hours, SF-424cbw sample, SF-424 Sample, NBRC NEPA page, Program FAQs,

Other questions? Email admin@nbrc.gov

Northern Border Regional Commission

NBRC GRANT PROGRAMS APPLICATION WORKSHOP SERIES

The Technical Proposal

Adrianne Harrison, Program Manager: aharrison@nbrc.gov
Marina Caceres, Program Manager: mcaceres@nbrc.gov

Topics for today’s session:

1. How to Create an Application
2. Information that carries into the application
3. Key Performance Indicators
4. Technical Proposal Elements + Program Tips
   - Approach and Methodology
   - Economic Impacts
   - Project Readiness
   - Capacity and Qualifications
5. LDD Support
6. Common GMS Errors

Creating an Application

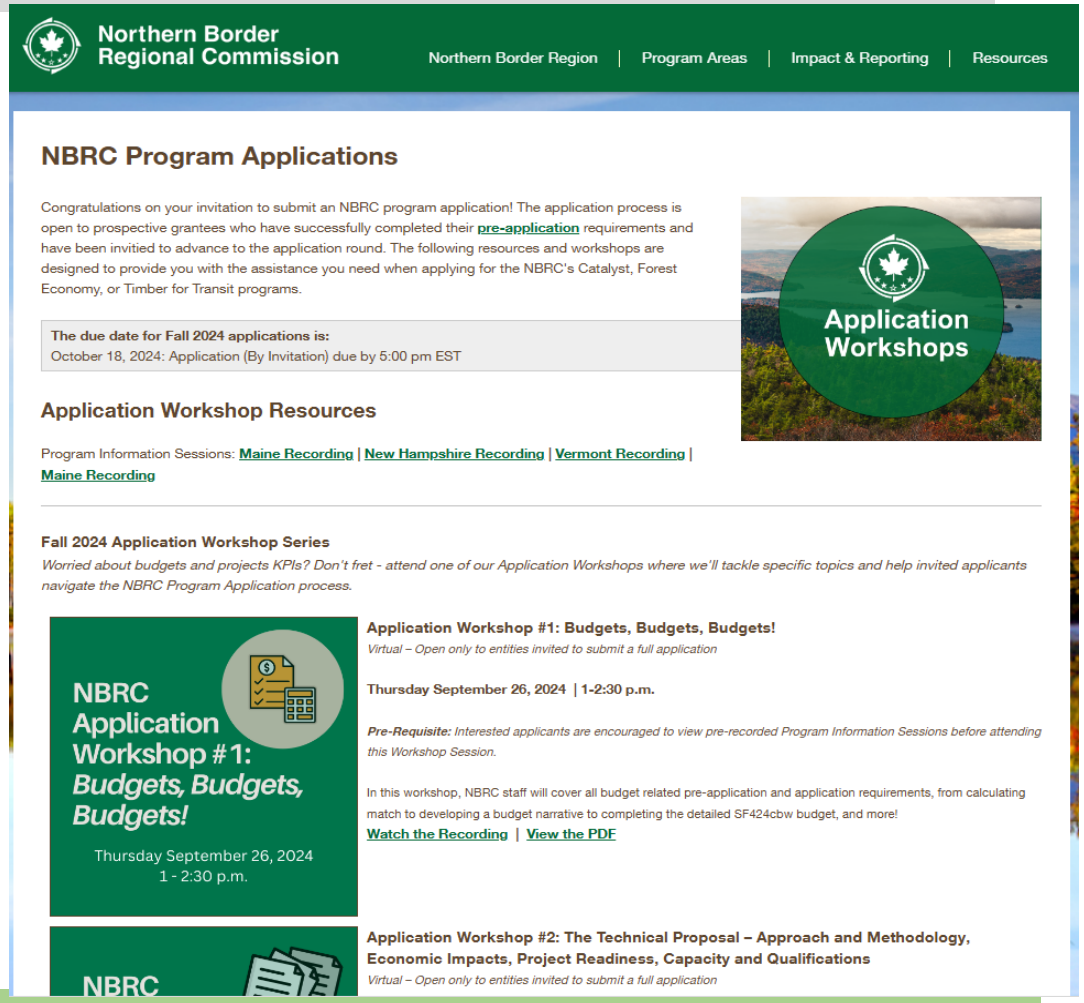
RESOURCES:

- **Grants Management System Resources**
  - Creating and Submitting an Application Guidance Document
  - Application Office Hours
- **2026 NBRC Grant Programs User Manual**
  - Catalyst – Part 2A
  - Forest Economy – Part 2B
  - Timber for Transit – Part 2C
- **Application Support**
  - Application info session
  - Workshops
  - Narrative Guidance

Application Workshop Series

All application workshop slides will be available on NBRC's [Program Application Support webpage]

- Application Workshop #1: Budgets, Budgets, Budgets!
- Application Workshop #2: The Technical Proposal
- Application Workshop #3: Forms, Files and Checklists



Pro Tip: First, review Collab tab email for feedback.

Information from Pre-Application

Overview Project Information that was created in the pre-application will carry forward to the application:

- Project Abstract
- Goals and Outcomes
- Beneficiaries and Community Context
- Statement of Need
- Program Investment Priorities
- Contacts

If applicable, don't forget to associate your LDD partner in Contacts!

Pro Tip: View response email for feedback and requested revisions to address in the Application.

Investment Locations

- Within the Locations tab, you will be asked to enter investment locations. Follow instructions in the Application Narrative Guidance to complete locations information.
- List only the County(ies), Community(ies) and State(s) where project activities will occur. Validate locations using the **Census Geocoder** tool.
- You will be asked to associate locations with key performance indicators in the next section.
- If the investment location entered returns an “Invalid” Status, enter the latitude/longitude coordinates in the address bar.

Examples - Investment Locations

Workforce Development Program

- Enter locations of where program will take place, for example training locations or networking events
- If program has expected direct impact area for the entire town, enter the Town Office address as a proxy
- If program expected direct impact area for neighboring towns, enter the Town Office addresses for those towns as a proxy

Construction or renovation of facility
Enter the address of the facility

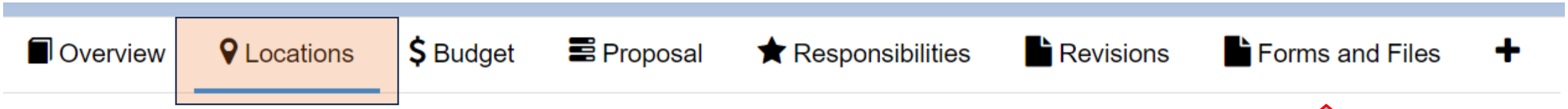
Examples - Investment Locations

Water or sewer line installation project

- Enter the latitude/longitude of the mid point along the road where the installation occurs.
- If water/sewer lines have expected direct impact on a facility such as hospital, housing development, or industrial park, enter the addresses for those facilities.
- If water/sewer lines have expected direct impact on the entire town or neighboring towns, enter the Town Office addresses for those towns as a proxy.

If Investment Locations are not clear for your project, email admin@nbrc.gov for guidance.

Key Performance Indicators (KPIs)



- KPIs are in the Locations Tab
- KPIs connect investment locations with project goals and outcomes

Quality over Quantity!

Important!

- Not all KPIs are relevant to every project
- Select 3-5 KPIs that apply to your project
- At project close out, you will be asked to report against the KPIs set at time of application
- Provide detailed written justification and support for the KPIs selected in the Proposal Tab of the application.

Key Performance Indicators (KPIs)

KPI fields to complete:

- Target Value (# or $)
- Enter 0 if the KPI does not apply to your project
- Refer to Grant Programs User Manual Appendix F description of Outcomes and Outputs used in KPIs

Key Performance Indicators

Showing 1 to 10 of 14 records

Page 1 of 2

EGMS ID	Domain	Title	Unit of Measurement	Measure	Orientation	Target	Actions
KPI-0003	Economic Development	Businesses Created	Number(#)	Businesses created and/or retained, jobs created and/or retained, priv	Increase		
KPI-0004	Economic Development	Communities Improved	Number(#)	The number of communities with a measurable improvement as a resu	Increase		
KPI-0005	Economic Development	Costs Reduced	Dollar ($)	Costs reduced as a result of project activities, within one year of projec	Decrease		
KPI-0006	Economic Development	Households Improved	Number(#)	The number of households with measurable improvement as a result c	Increase		
KPI-0007	Economic Development	Jobs Created	Number(#)	The number of jobs (direct hires, excluding construction jobs) resulting	Increase		
KPI-0008	Economic Development	Jobs Retained	Number(#)	The number of jobs that would be lost or relocated without the NBRC p	Decrease		
KPI-0009	Economic Development	Leveraged Private Investment (LPI)	Dollar ($)	The dollar amount of private sector financial commitments, outside of p	Increase		
KPI-0010	Economic Development	Organizations Improved	Number(#)	The number of organizations with a measurable improvement as a res	Increase		
KPI-0011	Citizen	Participants Improved	Number(#)	The number of participants with a measurable improvement as a resul	Increase		
KPI-0012	Economic Development	Programs Implemented	Number(#)	The number of new programs, or the number of ongoing activities rela	Increase		

Technical Proposal

Save often!

You are limited to 5,000 characters!

Technical Proposal section

- Review the information you submitted for the pre-application and build on it here.
- Have the detailed **Scoring Criteria** open and available to reference.
- Prepare in a Word document, then copy and paste into GMS.
- Keep the formatting simple, e.g. bullet points rather than tables and cells to avoid potential errors when saving complicated formatting.

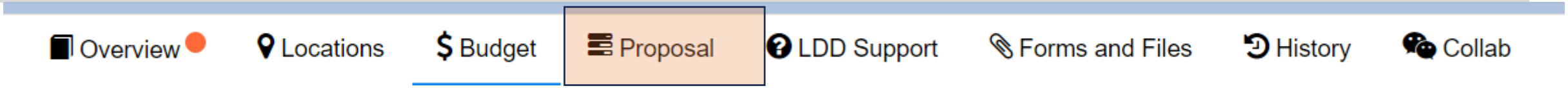
Approach & Methodology

Technical Proposal section - Approach & Methodology

- Provide a detailed explanation of the approach and methodology that will be used to implement the proposed project.

- Identify and explain how the project addresses State and program objectives and investment priorities.

Program Tips: Approach & Methodology



Catalyst:

- NBRC Scoring Criteria for Approach and Methodology
- State Scoring Criteria for state priorities

Forest Economy:

- See the Forest Economy scoring criteria for Approach and Methodology

Timber for Transit:

- See the Timber for Transit scoring criteria for Approach and Methodology

Economic Impacts

Overview | Locations | $ Budget | Proposal | LDD Support | Forms and Files | History | Collab

Technical Proposal section – Economic Impacts

- Explain the anticipated economic impact of the project, including justification for the chosen Key Performance Indicators.
- Provide a robust but realistic description of the expected direct economic outcomes
- Highly competitive proposals will include supporting documentation such as letters of support, relevant studies or plans that support your claims.

For all programs, see Appendix F of the Grant Program User Manual for Key Performance Indicators.

Program Tips: Economic Impacts

Catalyst:

- NBRC Scoring Criteria for Economic and Community impact, specific attention to points allocation for economic importance and documented impact, KPIs, and community impact.
- State Scoring Criteria for evaluation of state economic impacts.

Forest Economy:

- Refer to Scoring Criteria for Forest Economy Sector Impact.
- Review the invitation to apply for specific feedback

Timber for Transit:

- Refer to Scoring Criteria for Economic Impacts
- Review the invitation to apply for specific feedback

Project Readiness

Technical Proposal section – Project Readiness

- Describe whether the project is ready for implementation or will require additional planning tasks to begin.
- Provide a detailed milestone schedule for completing the project
- Provide an explanation of the applicant's ability to complete the proposed work within the 3-year period of performance and begin to draw down funds within 12 months of award

Pro Tip: Don't forget to account for NEPA! The applicant is encouraged to review NBRC's NEPA webpage and build a timeline and budget for NEPA review accordingly.

Program Tips: Project Readiness

All Programs:

- NBRC Scoring Criteria for Project Readiness

Catalyst:

- State Scoring Criteria for additional evaluation of project readiness
- See NBRC Scoring Criteria for Project Readiness with specific attention to points allocation for timeline with milestones, completeness of application, match sources, LDD contact and overall readiness.

Forest Economy:

- See the Forest Economy scoring criteria for Project Readiness

Timber for Transit:

- See the Timber for Transit scoring criteria for Project Readiness

Capacity & Qualifications

Technical Proposal section – Capacity & Qualifications

- Provide an explanation of the capacity of the organization to meet the project objectives, including any partnerships with other entities to support project.

- Provide an explanation of the qualifications of the personnel as they relate to project activities.

Program Tips: Capacity & Qualifications

Catalyst:

- See State Scoring Criteria for additional evaluation of capacity and qualifications.
- See NBRC Scoring Criteria for Capacity & Qualifications with specific attention to points allocation for roles, qualifications and past performance

Forest Economy:

- See the Forest Economy scoring criteria for Capacity and Qualifications (10 points)

Timber for Transit:

- See the Timber for Transit scoring criteria for Capacity and Qualifications (10 points)

Example – Capacity & Qualifications

Capacity & Qualifications

- Provide an explanation of the capacity of the organization to meet the project objectives, including any partnerships with other entities to support project. Provide an explanation of the qualifications of the personnel as they relate to project objectives. See Program User Manual for additional instructions on completing this section.

The Beth C. Wright Cancer Resource Center (BCWCRC) offers support for people on their cancer journey. With their main office situated in Ellsworth, and a second office in Baileyville, serving Washington and Hancock County residents, the Center offers programming such as Reflections: Reimagining Beauty, Transportation and Lodging Assistance, Home Cooked Healing, and educational resources that improve access to treatment and increase support services to improve one's quality of life. The Center offers a robust, patient-centered cancer patient navigation system that serves community members across the continuum of care, in collaboration with other partners in the region and includes coordination of cancer prevention efforts, early detection, and treatment. The Center partners with community practitioners to offer weekly Reiki, Yoga, meditation, Mindfulness, Qigong, exercise classes and support groups. BCWRC works on a broad range of collaborative cancer initiatives, with seven "pillars" or "domains" for self-care: Health Literacy, Mental Well-being, Physical Activity, Healthy Eating, Risk Avoidance or Mitigation, Good Hygiene, Rational and Responsible use of products, services, diagnostics, and Medicines. Focusing on these seven pillars of self-care helps prevent cancer.

Experience: Through the support of foundations and private donors, BWC has been open and providing cancer support services through its Hancock County office for 24 years. The WC BWC programming will be replicated from implementation plans currently successful at the Ellsworth office. Medical and social services partners, along with other healthcare agencies, technology experts, and various other collaborative relationships are secure and thriving. The current staff are trained, driven, empathetic, strategic, and dedicated to the mission of BWC.

Our staff and board work together to accomplish our mission and strategic goals. BWC currently has twelve Board of Directors, and they are diverse in their experiences and have in one way or the other, have been touched by cancer. We currently have three staff positions our Ex. Director has an extraordinary record of serving cancer patients, increasing navigation efficiencies, building, and retaining community relations, by dedication and collaboration of our partners in working to reduce the burden of cancer throughout a continuum of care. She has over 35 years of experience in nonprofit and for-profit management. She is proficient at managing a number of tasks at once with superior organizational skills and has a solid understanding of budgetary fundamentals, grant seeking, and other financial matters.

Angela Fochesato, Executive Director, Beth C. Wright Cancer Resource Center

Angela has worked to support and improve community health through various roles at Healthy Acadia, and Washington County: One Community; and prior to that with Down East Community Hospital in executive management roles but is most recently known for her amazing work and dedication as a Certified Cancer Patient Navigator. The Downeast Cancer Patient Navigation Program was established, and continues in collaboration with, Beth C. Wright Cancer Resource Center.

In addition to her cancer patient navigation work, Angela has training in cancer patient analytical terminology, data collection and management through the George Washington University Cancer Institute. She has served as Board Chair of the Downeast Public Health Council, Board Trustee for Northern Light-Eastern Maine Medical Center, Board Trustee for Maine Public Health Association, president, and board member of the Machias Bay Chamber of Commerce, is a member of the Maine Cancer Foundation, and has over 30 years of combined experience in nonprofit and for-profit management.

Program/Volunteer Coordinator: Beth C. Wright Cancer Resource Center employs two Program/Volunteer Coordinators. One who covers full-time for the Hancock County service area, and one half-time who covers the Washington County service area.

The Program Coordinator develops and oversees new programs and services, as well as provides active support for daily activities and operations. We are passionate about providing programs and services that benefit our community, the program coordinator works with other local organizations as well as our in-house staff to ensure our offerings are of the highest quality and make a positive impact on our communities we serve.

The Program Coordinator supports the implementation of the programs, communications, and marketing strategies, with emphasis on social media, digital marketing, press releases, announcements, advertising, and administrative support.

The primary function of this position is to coordinate, collaborate, strengthen, design, and deliver a thoughtful, strategic, and compelling programs that advances the priorities of the Beth C. Wright Cancer Resource Center and creates a greater awareness and deeper understanding of how the Center benefits communities within the Center's footprint.

Our mission is: To offer hope, knowledge, and support to cancer patients, their families, caregivers, and friends by providing a source of information, social services, and compassion through all stages of the cancer journey.

Beth C. Wright Cancer Resource Center (BWC) collaborates consistently and successfully with organizations and health systems in the communities we serve.

Beth C. Wright Cancer Resource Center (BWC) has worked with Healthy Acadia and worked together as partners since 2016 on the implementation of the Downeast Cancer Patient Navigation Program. Through our collaborations, and in partnership with others across the region, and the generous support of the Maine Cancer Foundation, we are making important strides in reducing cancer incidence and mortality in Washington County and look forward to continuing the development of this critical work.

BWC is a member of the Association of Maine Cancer Support Centers (AMCSC), a statewide Cancer Resource Center Collaborative comprised of organizations providing cancer related supports and services to cancer patients, survivors, and caregivers. Association goals are to increase communication among its members, increase awareness of cancer support services, and identify and address unmet needs of cancer survivors, caregivers, and their families. We will share best practices and implementation tools developed through this project with AMCSC in order to expand this work across the state.

The Downeast Cancer Patient Navigation Steering Committee and the Downeast Public Health Council Cancer Committee will be key partners. Partners include staff from the eight WC health centers, including both Tribal Health Centers, two WC hospitals and affiliated providers, as well as social service agencies, media partners, and others. Partners will engage with this initiative through education and awareness efforts, participation in referral processes to connect patients with social supports, access to treatment services, screening resources and as partners in implementing best practices. We will also look at experiences of and collaboration of health care providers and stakeholders created to improve the outcomes for the WC cancer community. Some of the coalition members are engaged in our committees.

BWC works with Sunrise County Economic Council as our Local Development Districts (LDD) for the Catalyst Program NBRC grant.

Example – Capacity & Qualifications

FBRI has a strong record of accomplishment in conducting funded grant work at this scale, including a $3M grant from the US Department of Energy to perform biomass feedstock pretreatment at pilot-scale and $30M in funding over the last 10 years from the Defense Logistics Agency to perform scale-up and demonstration of the FBRI-developed Thermal Deoxygenation process for producing jet fuel from biomass. The team of co-PIs have received extensive funding from USDA, NSF, DOE, and DOD for biomass-upgrading projects ranging from lab- to pilot-scale.

Designated Staff

The FBRI will lead this project, and FBRI faculty and staff have experience in engineering, design, and installation of both analytical instrumentation and large, pilot-scale equipment. The FBRI also has a full-time grants Administration Manager who will monitor procurement and spending on this project.

Prof. M. Clayton Wheeler, Ph.D., P.E., is the Director of FBRI and will serve as the project lead. His expertise is in biofuel production processes and catalytic upgrading of biofuels to transportation fuel blendstocks. He has experience in managing multi-million-dollar grants as principal investigator and co-principal investigator.

Prof. Thomas J. Schwartz, Ph.D., P.E., is the Associate Director of FBRI and will serve as a co-project lead and has over 15 years of experience with biomass conversion research and development, including in catalytic upgrading, reaction engineering, and small pilot-plant design and commissioning.

Prof. Ling Li, Ph.D., is an Assistant Professor (will be promoted to Associate professor effective Sept. 1, 2024) of Sustainable Bioenergy Systems at UMaine and will serve as co-project lead. She has over 10 years of experience in forest biomass processing, manufacturing, and characterization for solid biofuel products, as well as about 4 years of experience in biochar post-processing and applications in agricultural systems and environmental remediation.

Prof. Sampath Gunukula, Ph.D., is an Assistant Research Professor in FBRI and will serve as co-project lead. He has experience with biochar surface modification using thermal and chemical methods for enhancing its adsorption capacity of heavy metals.

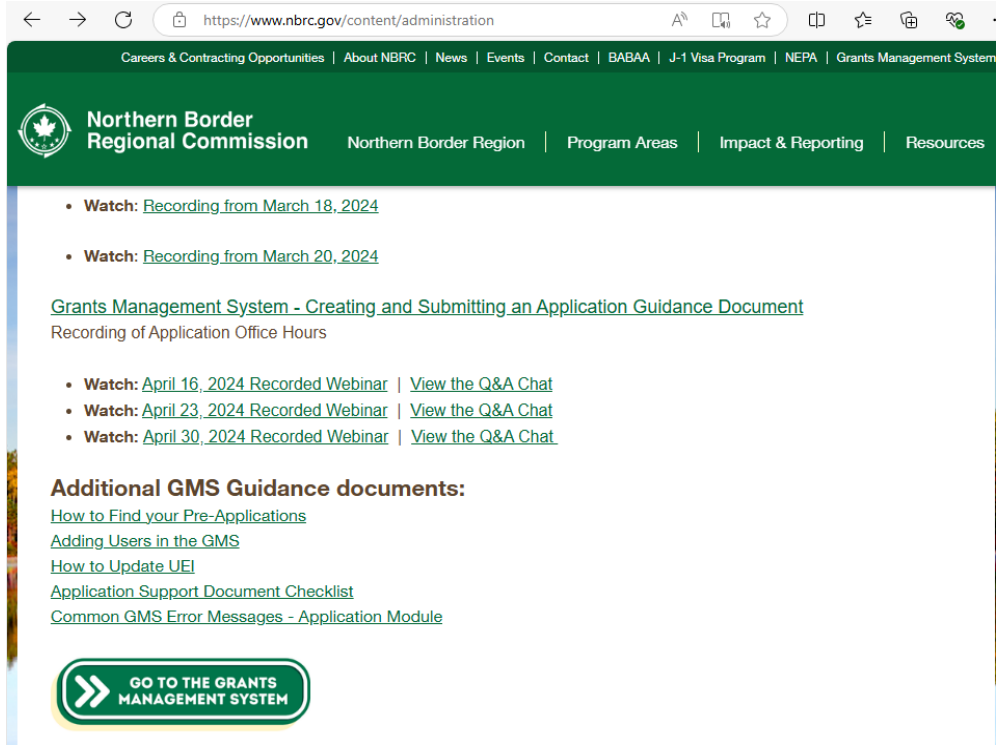
Amy Luce is the Technology Research Center manager at FBRI and will serve as co-project lead. She has over 30 years of experience as a chemical engineer in the pulp and paper industry and biomass conversion research, including managing the FBRI Technology Research Center for the last 12 years.

LDD Application Support (Optional)

For applicants required to contract with an LDD, ask if the LDD is willing to review a draft application. Reviewing applications takes time and LDDs are not directly compensated for this request.

- Designate LDD in Contacts, reach out to see if they can take on a review
- Budget enough time for LDD to complete review
- Share Invitation to Apply by email or using "Collab tab" to support review
- LDD will focus on NBRC and state feedback in invitation, budget tab including NEPA/LDD costs, and LDD info is correct in Contacts section
- LDD will not review/comment on all narrative text
- Use the “Complete Review” button to resume work on or submit application

Common Technical Proposal Errors



- If you encounter an error when submitting your application, you can find the answer to common errors in our [GMS errors resource]

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

Contents

Overview 2
"Specify at least one contact as Key Personnel for Application" 2
"Enter an Acknowledgement for project cost before submitting this Application" 2
Locations 2
"Provide Target Values for all Key Performance Indicators." 2
Budget 3
"Sum of The Other Federal Share, Applicant Match, Other cannot be less than the match on the locations tab." 3
"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)" 4
"NBRC investment funds cannot be used to "supplant" existing federal programs..." 4
Proposal 5
[any text field] "Data value too large. (max length=10000)" 5
Forms and Files 5
"All mandatory forms must be 100% completed." 5

Technical Proposal Evaluation

Refer to the relevant Scoring Criteria within the Grant Program User Manual as you develop your proposal!

Catalyst: Refer to NBRC and your State's Scoring Criteria

Forest Economy: Refer to NBRC Scoring Criteria

Timber For Transit: Refer to NBRC Scoring Criteria

Northern Border Regional Commission

QUESTIONS?

- Program FAQs will continue to be updated
- Send questions to admin@nbrc.gov with the GMS ID in the subject line

Northern Border Regional Commission

NBRC GRANT PROGRAMS APPLICATION WORKSHOP SERIES

Forms, Files and Checklists

Marina Caceres, Program Manager: mcaceres@nbrc.gov
Adrianne Harrison, Program Manager: aharrison@nbrc.gov

Topics for today's session:

1. Application Resources
2. Components of the Forms and Files Tab
3. <u>Helpful Resources</u> for the Forms and Files Tab
4. Forms within the GMS
5. <u>The Supporting Documents Checklist</u>
   - Required forms and where to find them
   - Form Purpose, Samples (if applicable), and Common Errors
6. Optional Support Documents

Creating an Application

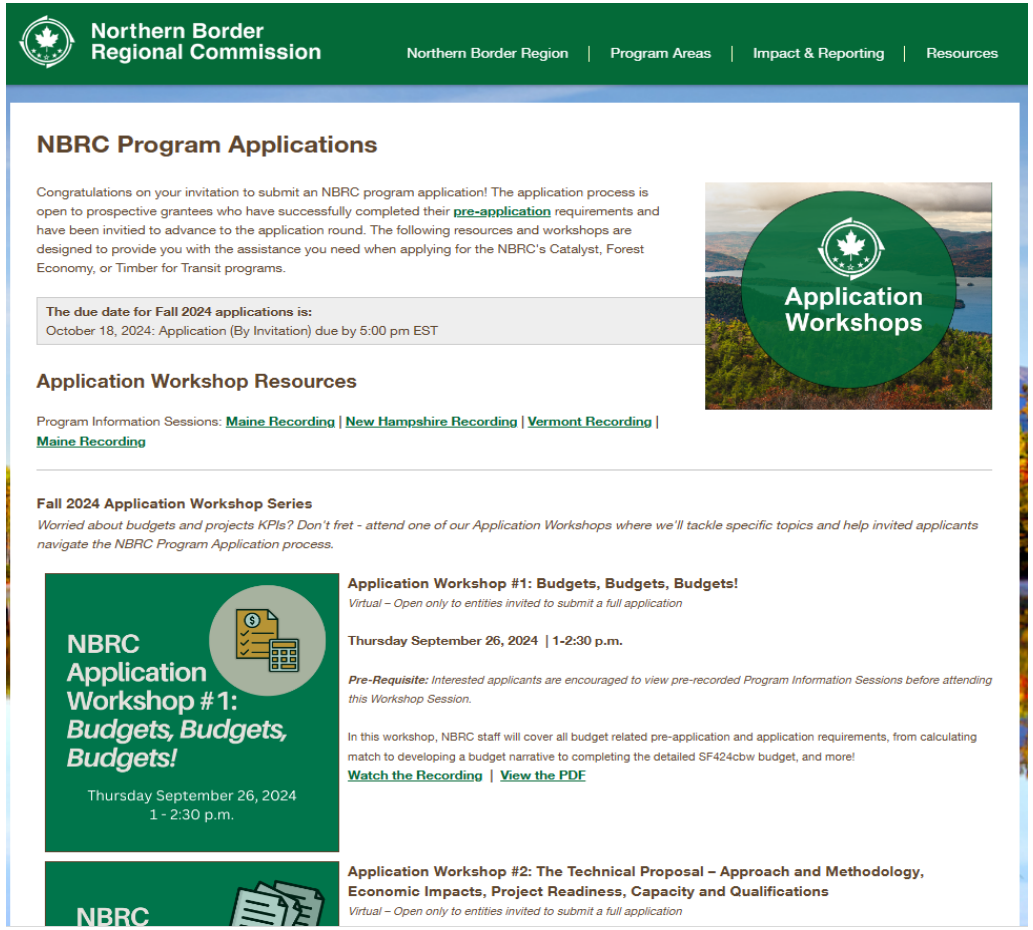
RESOURCES:

- **Grants Management System Resources**
  - Creating and Submitting an Application Guidance Document
  - Application Office Hours
- **2026 NBRC Grant Programs User Manual**
  - Catalyst – Part 2A
  - Forest Economy – Part 2B
  - Timber for Transit – Part 2C
- **Application Support**
  - Application info session
  - Workshops
  - Narrative Guidance

Application Workshop Series

Application workshop slides available on **NBRC's** [Application Support](#) webpage

- Application Workshop #1: Budgets, Budgets, Budgets!
- Application Workshop #2: The Technical Proposal
- Application Workshop #3: Forms, Files and Checklists



https://www.nbrc.gov/applicant-resources

The Forms and Files Tab

The Forms and Files tab has three sections, in the following order:

1. **Application Files**: This is where you'll upload any optional documentation you would like to include, separate from the documentation provided in the following two sections.
2. **Supporting Documents Checklist**: This section is complete with the required documentation for the project and includes links to the various forms required to be completed and uploaded.
3. **All Forms**: All required forms exist within the GMS and must be completed by the project's Authorized Official

Resources for the Forms & Files Tab:

- Application Support Document Checklist
- Forms
- Required documents

Additional GMS Guidance documents:

Application Supporting Document Checklist

Grants Management System – Registration Guidance Document

Recording of Registration Office Hours

- **Watch:** Recording from March 12, 2024
- **Watch:** Recording from March 14, 2024

Recording of Preapplication Office Hours

- **Watch**: Recording from March 18, 2024
- **Watch**: Recording from March 20, 2024

Recording of Application Office Hours

Application Supporting Document Checklist

- Download and fill it out!
- Provides applicant with information about requirements, location of forms, location of samples, applicability details, and other notes from NBRC.
- *This is a resource only. Do not submit with your application.*

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. *If an applicant does not submit the required documentation, the application may be deemed ineligible.*

Some forms 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.

Application Files: ✓

Submitted	Form Name	Form Location	Sample Form *(click link to access)*	Applicability	Notes
	Be sure to give your file a descriptive name to help the reviewer quickly understand what it is.	N/A	N/A	Optional - All Grantees	*The Application Files section is a place to upload any documentation in addition to those documents listed in the Supporting Documents Checklist and All Forms sections (below)*

Application Files

Overview | Locations | $ Budget | Proposal | Responsibilities | Revisions | Forms and Files | History | Collab

Application Files — Add Files

Application Files:

This section is for any additional documentation you would like to submit with your application

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. *If an applicant does not submit the required documentation, the application may be deemed ineligible.*

Some forms 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.

Application Files: ✓

Submitted	Form Name	Form Location	Sample Form *(click link to access)*	Applicability	Notes
	Be sure to give your file a descriptive name to help the reviewer quickly understand what it is.	N/A	N/A	Optional - All Grantees	*The Application Files section is a place to upload any documentation in addition to those documents listed in the Supporting Documents Checklist and All Forms sections (below)*

Supporting Documents Checklist

Supporting Documents Checklist:

This section is complete with the required documentation for the project and includes links to the various forms required to be completed and uploaded.

Supporting Documents Checklist:

Submitted	Form Name	Form Location	Sample Form *(click link to access)*	Applicability	Notes
	Authorized Official Resolution	TEMPLATE	N/A	All Grantees	*Template NOT required to be used. Upload to GMS. Name the individual authorized. If you choose to name the individual by their position, provide supporting documentation naming the individual employed and their position/title.*
	Form 1001: Debarment Suspension Certification	TEMPLATE	N/A	All Grantees	*This certifies that the applicant entity is not suspended, debarred, or ineligible from entering into contract with the NBRC. Download from website, complete, save, upload to GMS.*
	Negotiated Indirect Cost Rate Agreement	Applicant Provides	N/A	Applicants with Indirect Rate Cost Agreement with a federal agency	*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 15% applies.*
	Letters of Support	Applicant Provides	N/A	Optional	*Letters of support should be combined into one PDF and uploaded to the GMS.*
	NEPA Intake Form	TEMPLATE	N/A	All Grantees	*Completion of this form does not satisfy NEPA, but it does help NBRC to determine what NEPA analysis will be required. If your project is funded, the NEPA process must be complete before NBRC will issue a Notice to Proceed. Download from website, complete, save, upload to GMS.*

Supporting Documents Checklist

For each document, it’s important to understand:

- The purpose
- Whether it’s required of your organization
- Where to locate the form
- You should upload these forms to the Supporting Documents Checklist section of the GMS Forms and Files tab.
- Common errors

Mandatory for all!

Supporting Documents Checklist
The Authorized Official Resolution

- This is the single individual authorized to sign all binding agreements with NBRC
- NBRC templates are available, but not required to be used
- Upload completed form to the GMS
- Name one individual as the Authorized Official
- Common Errors: More than one individual identified, inconsistent AO and document signatory, the AO named in the document does not match the GMS

Supporting Documents Checklist
Debarment Suspension Certification

Mandatory for all!

- Form 1001: Debarment Suspension Certification
- Certifies that the applicant is not suspended, debarred, or ineligible from entering into contract with NBRC.
- Download template from the GMS or NBRC resources page
- Upload completed form to the GMS

Supporting Documents Checklist
Indirect Cost Rate

Optional!

- Negotiated Indirect Cost Rate Agreement (NICRA)- Optional
- 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 15% applies
- Common errors: listing more than one rate

Pro Tip: Use the Budget Narrative to indicate there is a Negotiated Indirect Cost Rate that will be used for the award

Supporting Documents Checklist
Letters of Support

Optional

- Review Invitation to Apply as some invitations included a suggestion to include of Letters of Support
- Letters of support may come from businesses, project partners, government officials, etc.
- Combine all letters and upload as one PDF to the GMS within the Supporting Documents Checklist section of the Forms and Files tab.

Supporting Documents Checklist
NEPA Intake Form

Mandatory for all!

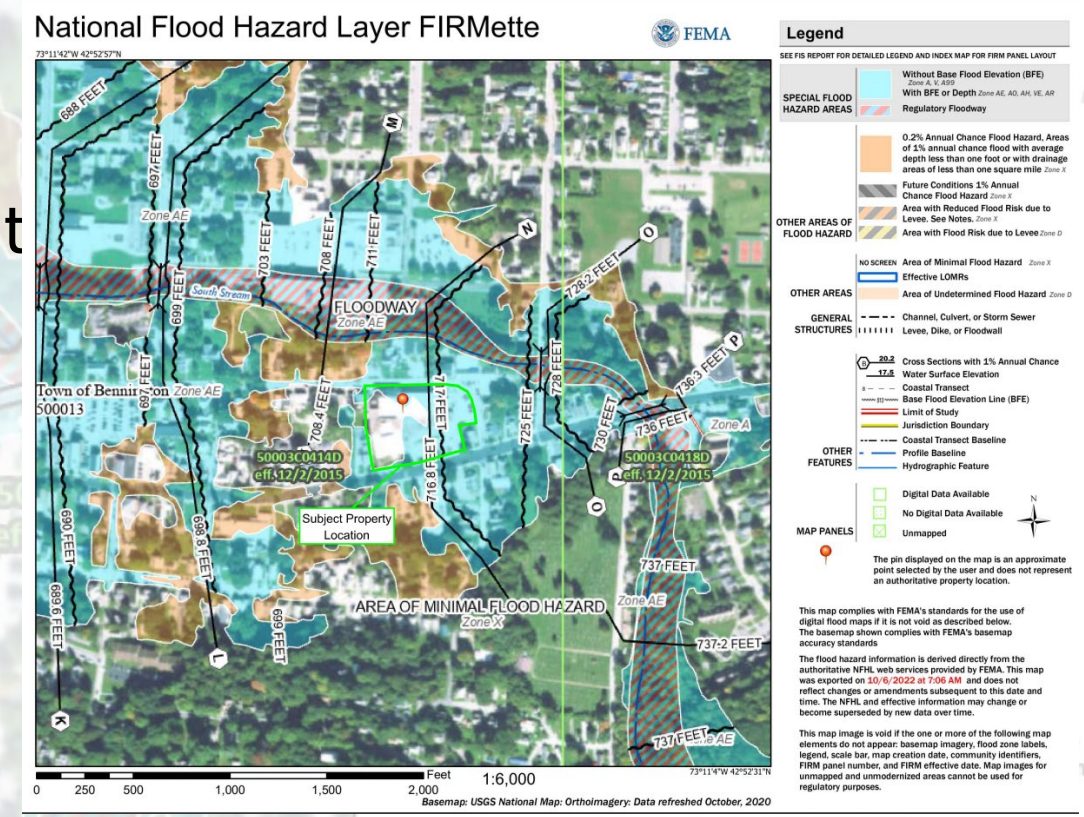
- Completion of this form does not satisfy NEPA, but it does help NBRC to determine what NEPA analysis will be required.
- If your project is funded, the NEPA process must be complete before NBRC will issue a Notice to Proceed.
- If NEPA review for your project has already been conducted by another agency, please submit the completed review with the NEPA intake form
- Download from the GMS and upload completed form to GMS

Pro Tip: Find more NEPA information and resources on the NEPA webpage.

Supporting Documents Checklist
Project Maps

Mandatory for all!

- Map of the project location using the Project Map Template as guide.
- Projects with proposed work in a floodplain should also include a FEMA flood map combined as a single document with the project map. A map can be found on the FEMA Flood Map Service Center website.
- Download project map guidance from GMS
- Upload to GMS



RLF applicants only

Supporting Documents Checklist
Revolving Loan Fund Documentation

- See NBRC RLF Policy and required documentation in the Appendix G of the Grant Programs User Manual.
- This additional RLF documentation must be developed by the applicant in response to Appendix G instructions
- Work plan must demonstrate the need and capacity to administer an RLF grant
- Upload responses as one file to the GMS

Supporting Documents Checklist SF424-cbw

Mandatory for all!

- This is the detailed budget form, which should include all costs associated with the project, including a breakdown of NBRC and match allocations.
- Upload completed form to the GMS
- Common Errors:
  - Incomplete applicant information
  - inconsistency across application budget documentation
  - NEPA and LDD costs listed in section 6
- Resources – review Application Workshop: Budgets, Budgets, Budgets!

Pro Tip: Complete the SF424-cbw Budget Details before completing the GMS budget section or SF424 Application for Federal Assistance.

All Forms

▲ All Forms

Showing 1 to 4 of 4 records

Form Name	Mandatory	Percentage
Application f...	✔	100.00%
Assurances ...	✖	100.00%
Assurances ...	✖	0.00%
Disclosure o...	✔	100.00%

- Forms in this section will be completed within the GMS.
- Sample forms located on the NBRC resources page

Submitted	Form Name	Form Location	Sample Form	Applicability ✓ = Mandatory X = If applicable	Notes
	SF-424: Application for Federal Assistance	GMS	SAMPLE FORM	✓ All grantees	*To be completed within the GMS. Confirm the request amount, match, and total project costs are consistent with the application.*
	SF-424B(non-construction) ***OR*** SF-424D(construction)	GMS	SAMPLE FORM	**X** 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. Projects with primarily programmatic activities or minimal construction complete SF-424B, while project with primarily construction activities complete SF-424D. The GMS indicates these forms as not mandatory, with an "X" under the "Mandatory" column, however applicants must submit one or the other.*
	SF-LLL: Disclosure of Lobbying Activities	GMS	SAMPLE FORM	✓ All grantees	*Complete this form to disclose lobbying activities. To be completed within the GMS*

All Forms
SF424 Application for Federal Assistance

Mandatory for all!

- Complete within the GMS
- Common errors: incomplete or inconsistent budget information, not signed by identified Authorized Official
- Resources
  - Review Application Workshop #1: Budgets, Budgets, Budgets!
  - Sample SF424 with instructions located on the NBRC Resources page.

Pro Tip: Complete the SF424-cbw Budget Details before completing the SF424 Application for Federal Assistance.

All Forms
Assurances for Construction

Only one required!

All Forms

Showing 1 to 4 of 4 records

Form Name	Mandatory	Percentage
Application f...	✔	100.00%
Assurances ...	✖	100.00%
Assurances ...	✖	0.00%
Disclosure o...	✔	100.00%

- Complete within the GMS **either** SF424B or SF424D. The required form is dependent on the scope of the project. Projects with primarily programmatic activities or minimal construction complete SF-424B, while project with primarily construction activities complete SF-424D.
- The GMS indicates these forms as not mandatory, with an "X" under the "Mandatory" column, however applicants must submit one or the other. Three of the four "All Forms" records should show as 100% complete.
- Common errors: An applicant submits both forms.

All Forms
Disclosure of Lobbying Activities

Mandatory for all!

- "SF-LLL"
- Complete this form to disclose lobbying activities.
- Complete within the GMS
  - The form requires that all fields be completed. Use NA for fields that do not apply.
- Common errors:
  - The form is not signed by the identified Authorized Official
- Resources
  - Sample SF-LLL available on the NBRC Resources page

Do Not Include:

Documents that should not be submitted in the GMS include:

- Architect and Engineering plans
- Annual reports
- Studies and academic reports*

*You may reference reports in the narrative and provide a link or citation, but it is not necessary to include the reports.

QUESTIONS?

- **Program FAQs will continue to be updated**
- **Send questions to admin@nbrc.gov with the GMS ID in the subject line**