



2023 Northern Border Regional Commission (NBRC)

Catalyst Program

Application Portal Frequently Asked Questions

1. **Q: If I have any eligibility questions about the program or need technical assistance within the application portal who do I talk to?**

A: Please contact us via e-mail admin@nbrc.gov. In order that we may assist you as promptly as possible, in your voice mail message or e-mail message, please describe the issue you are having. If the issue is relative to technical assistance for the application portal, we kindly ask that you e-mail a screenshot of the error messages you are receiving and e-mail them to admin@nbrc.gov. This is very helpful for NBRC in troubleshooting the issue.

2. **Q: Where can I access all NBRC Catalyst Program materials and application forms?**

A: www.nbrc.gov/content/Catalyst

3. **Q: What is NBRC's CFDA #?**

A: The Catalog of Federal Domestic Assistance number is 90.601. The Title is: Northern Border Regional Development.

4. **Q: It is unclear how I apply. Can you be more specific?**

A: Entities who submitted an Catalyst Program LOI and were invited to the application phase of the program, received information on how to access NBRC's application portal in their invitation to apply. This information was also provided within the PowerPoint Slides shared with all attendees who participate in the 2023 Catalyst Program Application Information Sessions.

On the www.nbrc.gov/content/Catalyst page of the website there is an Application Portal FAQ document that can provide guidance in addressing some of the common questions folks have regarding the portal, as well as templates for the forms required to be submitted with the 2023 Catalyst application.

5. **Q: Do I submit the investment application online via Grant.gov?**

A: No. The application only needs to be submitted through NBRC's application portal.

6. **Q: Can we submit our 2023 application via e-mail or in hard copy vs through the NBRC application portal?**

A: No. Applications that are not submitted through NBRC's application portal will not be eligible for review and scoring.

7. **Q: What is the difference between the primary contact and the authorized official?**

*A: The primary contact often fills out the application and once it is "Submitted" it goes to the Authorizing Official for sign off. The Authorizing Official receives an e-mail **and must log in to the portal to sign off on the application and then submit it. The application is not considered submitted until the authorized official has signed off on it.** The Authorized Official is the person who has been formally authorized by the applicant entity to apply for entity to apply for, receive and spend funding on behalf of the applicant entity.*

8. **Q: I am trying to set up my account as an authorized official and can't save the information in the portal, why is that?**

A: If the Primary Contact has not set up their account the authorized official won't be able to set up their information first. Please have the primary contact register and set up their account. Please also see Question #7 above as it relates to the role of the Authorized Official.

9. **Q: I am the primary contact on a project and have an existing account within the NBRC application portal. The authorized official does not have an existing account. Can I create a new application or does the authorized official first have to set up their account?**

A: The Primary Contact is the person who completes the application. When the application is complete, the Primary Contact would submit the application for approval by the Authorized Official. When the Authorized Official receives the email with the link to approve the application, this is typically the first time that the Authorized Official sees the application. The Authorized Official doesn't access the grant application until it's time to review and sign for approval at the very end. Until then, the Authorized Official cannot access the application.

10. **Q: I am creating applications for multiple applicant entities as a consultant, regional planning commission or other service entity. Can I use my email address for the Primary Contact information for more than one application?**

A: No, the portal will not be able to process the submission of multiple applications linked to a single email address. Please work with the applicant entity to create a Primary Contact registered user that is unique to their application and organization.

11. **Q: What if I am already registered in the system, I forget my password and when I request a new password, I don't receive an e-mail with a temporary password?**

A: Check your spam folder, make sure your e-mail inbox is not full, and confirm your workplace server is not blocking the e-mail from reaching you. It is very common for an

entities firewall, primarily municipalities, to block e-mails coming from NBRC's application portion. Even if you allow NBRC's e-mail address, every time you ask for a new password it is sent from a different IP address so it still may end up being blocked. While NBRC has made significant upgrades to the portal the "not receiving a password" issue has typically been found to be a result of the applicant's firewall not allowing the e-mails from the portal to come through. **Please check with your IT department to determine if that is the cause for not receiving an e-mail.** If none of those are the issue, contact NBRC at 603-369-3001 or via e-mail at admin@nbrc.gov for assistance. **Also see Questions 8 and 9 above.**

12. **Q: (For Prior NBRC Applicants only) When I log into my account why am I seeing an SEID application from another year on the Grant Application display screen in the portal?**
A: Any existing user who created a grant application within the application portal, since 2017, will see those prior year applications. Once the user clicks on the Apply for Grant button, that will create an application for the currently open 2023 Catalyst Program grant season and will not affect previous years applications/grants.
13. **Q: (For Prior NBRC Applicants only) When I click the "Apply for Grant" button I see the application page with the demographic information in Questions 1-4 pre-populated with information from a prior year application? What if the pre-populated information is not correct?**
A: As indicated in Question #11, any existing user who created a grant application within the application portal, since 2017, will see those applications. Once the user clicks on the Apply for Grant button, that will create an application for the currently open 2023 Catalyst Program grant season. Questions 1-4 are pre-populated with data from the previous year application. This is done when an existing user creates a new application to reduce the amount of data entry the user is required to perform. If any of the pre-populated information needs to change for 2023, click the "edit general information" button at the end of Question 4.
14. **Q: On the Federal SF424 form, what should I enter as the Funding Opportunity and Title (Question 12)?**
A: Leave the Funding Opportunity # blank. The title should be "Catalyst Program"
15. **Q: On the Federal SF 424, for Question 17, what is the earliest start date I can enter for my proposed project?**
A: October 1, 2023. The proposed project start date cannot be before NBRC funds can be committed/obligated at the federal level. As a reminder, 2023 Catalyst Program awards will not be made until late August 2023.
16. **Q: What is the maximum timeframe for an NBRC funded project?**

A: The investment period (time that the project shall be completed) shall be October 1, 2023, to September 30, 2026, unless permission has been given to begin the project prior to October 1, 2023.

17. **Q: On the Federal SF424, for Question 19, is the application subject to Review by State Under Executive Order 12372 Process?**

A: For projects located solely located in ME, NY, or VT the answer is No. Currently NH is the only state in the NBRC Service Area for which this applies to. If your project is located in NH, in whole or in part, please review <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/eo12372spoc.pdf> for additional information.

18. **Q: I am unclear how to answer some of the application questions, is there a resource to assist me?**

A: Yes, please refer to the Catalyst Program Application Manual, as it contains information that matches up with each question in the application portal. The application manual can be downloaded from www.nbrc.gov/content/Catalyst.

19. **Q: Where can I find a list of all the supporting documents that must be included with my application?**

A: A checklist of all required documents can be found within Section D of the Catalyst Program Application Manual on Page 39. Please visit the Catalyst program page on NBRC's website www.nbrc.gov/content/Catalyst for available templates.

20. **Q: If I am including letters of support for my project proposal, who should they be addressed to?**

*A: The letters should be addressed to Office of the Federal Co-Chair of the Northern Border Regional Commission, 53 Pleasant Street, Suite 1501, Concord, NH 03301, and cc: the appropriate State Governor's Alternate. **Please combine all letters of support as one pdf and upload them as part of the supporting documentation submitted with your 2023 Catalyst Program application.***

REMINDER: If the letter is mailed to the NBRC office, there is a chance it will not be received in time to be included with the application.

21. **Q: I entered the wrong NBRC request amount, so what is showing in the table of Question #33 of the application is incorrect and doesn't allow me to change it. How do I correct the NBRC request amount?**

A. The NBRC request amount in Question #33 auto-populates from the amount you enter in Question #6 of the application, so you need to correct the NBRC request amount in Question #6.

22. **Q:** SF424C, Question 17 indicates we should consult the Federal agency for the Federal Percentage share and to enter the resulting federal share. What do I put in that line?
- A: If your project will have NBRC and other federal funds, you take those costs and determine what % the federal share is of the total project and enter that as the “resulting federal share”. As a reminder, Federal funds cannot make up more than 80% of a project, whether those funds come solely from NBRC or multiple federal entities. If there are no other federal funds in the project, in addition to the 80% federal rule noted above, the match requirement % for NBRC is either transitional (50%) or distressed (20%).*
23. **Q:** The SF424cbw form does not indicate where I enter the NBRC share. Where should it be entered?
- A: The SF424cbw is a federally issued form and is not one NBRC can alter. NBRC utilized the HUD version of this form, so the NBRC share should be entered in the column that says, “HUD share”. If there are HUD funds or other federal funds those should be entered under the columns with the same heading.*
24. **Q:** Is a Unique Entity Identifier (UEI) the same as DUNS?
- A: No. The Unique Entity Identifier, or the UEI, is the official name of the “new, non-proprietary identifier” that replaced the D-U-N-S® number. The UEI will be requested in, and assigned by, the System for Award Management (SAM.gov).*
- On April 4, 2022, the federal identifier changed from the DUNS number to the **Unique Entity ID (UEI)**, issued by SAM.gov. It can take 3-4 weeks to get an UEI, so be sure to set up and verify your account early. Learn more about the transition [here](#).*
25. **Q:** I don’t have my Unique Entity Identifier) UEI yet? Can I still access the portal and complete my application?
- A: Yes. If you do not have your UEI at time of application, you can utilize all zeroes to complete the registration and the application. As a reminder, should the project be awarded funding, we will need the entities UEI # to issue a grant agreement.*
26. **Q:** Am I able to print a copy of my application from the portal?
- A: Yes. The database allows both the primary contact and authorized official to generate and download a PDF of the application that can be printed. After logging into the database, the user would View the application they are interested in. The PDF will be downloaded to the user's computer. They can open it and print it from there.*

Resources:

www.nbrc.gov for information about NBRC, including contact information for staff, Governor’s Alternates and State Program Managers

www.nbrc.gov/content/Catalyst for 2023 Catalyst Program Application materials, including the 2023 Catalyst Program Application Manual, Program Overview and Program Timeline.