



**CATALYST PROGRAM
2023 LETTER OF INTEREST**

Name of Applicant Entity:

Applicants will be required to be registered in [SAM.gov](https://sam.gov) and have a Unique Entity ID (UEI) number at time of application.

Type of Entity:

Applicant Details:

Location of project:
(include Municipality,
County and State)

Project Contact:

Name:

Title:

Phone:

E-Mail:

Is there a Co-Applicant?

Yes No

Name of Co-Applicant Entity:

Type of Entity:

Co-Applicant Details:

Is the applicant required to request a Significant Benefit Waiver?

Yes No

If the entity submitting a LOI is also required to provide documentation to support a significant benefit waiver request (entity located in an Attainment County and not located in an Isolated Area of Distress), they must submit the executed significant benefit waiver affidavit, together with documentation that supports the project's ability to bring significant economic benefits to NBRC Distressed or Transitional counties, together with the required LOI documentation, prior to the deadline of April 21, 2023. The significant benefit waiver requirement requires approval of the Federal Co-Chair and a majority of the Governors of the four states or their chosen alternates to be considered eligible to be invited to application submission.

Is the applicant and/or co-applicant a prior NBRC award recipient who is not 75% expended as of April 15, 2023, and therefore requesting a waiver of the 75% expenditure requirement? Yes No

If the entity submitting a LOI is a prior SEID recipient and has not met the 75% expenditure (NBRC award and match) requirement of the prior award(s) prior to April 15, 2023, the entity must submit an executed 75% Expenditure Waiver together with the required LOI documentation prior to the LOI deadline of April 21, 2023. The 75% expenditure waiver must be approved for the project to be considered eligible to be invited to application submission.

The applicant acknowledges NBRC requires all projects to complete a NEPA environmental review process and that this may add to the overall project timeline. Yes No

The National Environmental Policy Act (NEPA) requires that prior to funding, authorizing, or implementing an action, federal agencies consider the effects that their proposed action may have on the environment. The NBRC has developed a NEPA intake form for all project to evaluate the level of NEPA environmental review required for each project. Include NEPA environmental review process in relevant supporting materials such as project timeline, budget, budget narrative, and qualifications.

Project Category: Categories are described in 2023 CATALYST PROGRAM Application Manual under Eligible Purpose. Applicants should self-identify the category that is most appropriate for the proposed project. The project narrative should align with the project category. The applicant should self-identify if multiple categories apply to the proposed project.

Construction in support of Infrastructure categories: Transportation Renewable Energy
 Telecommunications Basic Public – Core Basic Public – Critical Basic Public - Community

Non-Infrastructure categories: Business Development Workforce Development
 Basic Health Care Conservation, Tourism, Recreation

Project Budget Summary:

NBRC CATALYST PROGRAM Request Amount	
Match/Cost Share Amount	
Total Project Amount	

If a project uses funds from multiple federal sources (including the NBRC), [no more than 80% of a total project cost* can be comprised of federal funds](#). It is equally important for applicants to check with other federal sources, as each federal agency may have its own restrictions. [See 40 USC §15506\(e\)](#).

Letter of Interest Complete Package:

- **LOI form (fully executed PDF)**
- **Project Narrative (PDF format)**

For the narrative portion of the LOI, please include a letter (no more than 3 pages) that clearly articulates the following:

1. **Project Summary** (3-4 paragraphs): Describe the project including how it aligns with the objectives and scoring criteria as referenced in the 2023 Catalyst Program Application Manual. Describe how the project aligns with agency investment priorities:
 - Projects that provide benefits to or demonstrate meaningful engagement with communities who have been under-represented in past NBRC investments.

Underinvested communities include rural communities (population less than 5,000), communities of color, and tribal communities.

- Projects that address multiple needs and cross multiple investment categories.
- Projects that adapt to changing climate conditions and extreme weather events.

- 2. Statement of need** (1-2 paragraphs): Describe the project need including the challenge the project seeks to address. Describe why this project matters to the community and the opportunity gained by funding the project now.
- 3. Higher maximum for an infrastructure project** (1-2 paragraphs): Describe the need to include multiple infrastructure categories or multiple jurisdictions in one project. What is the benefit of setting the project up to include multiple infrastructure categories or serve multiple jurisdictions?
- 4. Outcomes** (1-2 paragraphs): State the expected outcomes and associated measures of success for the project. Outcomes should be clearly identified in narrative and measurable to be reported on throughout the course of the project as well as three years after closeout.
- 5. Partners and qualifications** (1-2 paragraphs): Provide a list and brief description of the collaborating partners in the project, and their respective roles.

- **Budget and Budget Narrative (PDF)**
SF424cbw

Budget narrative to include:

1. Expenses over \$5,000 with brief justification for each.
 2. Matching funds detail, to include Source, amount, date of commitment (and if not yet committed or pending, include anticipated date of commitment)
- *If requesting the higher maximum for an infrastructure project*, describe how the requested funds will be allocated across infrastructure categories.

Please submit the LOI template together with the required Project Narrative, Budget (SF424cbw) and Budget Narrative as one PDF to loi@nbrc.gov, by the LOI deadline of April 21, 2023, at 5:00 p.m. EST. If your project is required to submit a waiver and documentation in support of a Significant Benefit Waiver request and/or a 75% Prior NBRC SEID Award Expenditure waiver, please submit that information as a separate PDF from the LOI but attached to the same email as the LOI submission. Please see the 2023 Catalyst Application Manual for additional information. Incomplete LOIs will not be eligible to be reviewed or invited to application phase.

The required submission requirements of the Letter of Interest must be submitted in PDF form and not be corrupt. NBRC will attempt to open the document but will not take any additional measures in the event of problems with opening.

I, _____ verify that the facts set forth in the Letter of Interest materials are true and correct to the best of my knowledge, information, and belief.

Signature of Authorized Official

Date

Printed Name of Authorized Official