



**Northern Border  
Regional Commission**



## **2022 APPLICATION MANUAL**

**State Economic & Infrastructure Development Investment Program**

**[www.nbrc.gov](http://www.nbrc.gov)**

**Letter of Interest (Required) Deadline April 22, 2022**  
**Application by Invitation Only Deadline June 3, 2022**

**Updated April 2022**

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## INTRODUCTION

Established by Congress in 2008, the Northern Border Regional Commission (NBRC) is a partnership between the federal government and the States of Maine, New Hampshire, New York, and Vermont. The mission of the NBRC is to fund economic development and infrastructure projects throughout designated counties in its four-state service area. The governance of the NBRC is based on the Appalachian Regional Commission model created in the 1960s.

The NBRC partnership provides investments to job-creating projects that help reduce poverty, unemployment, and outmigration. NBRC investment funds originate from the Federal Government but are approved by the Federal Government's NBRC representative (Federal Co-Chair) and the Governors of the four States.

The NBRC partnership is aided by recognized Local Development Districts (LDDs) that assist with technical assistance, provide information on complimentary funding opportunities for projects, and ensure consistency with administration of projects that are funded.

## SECTION A. GENERAL INFORMATION AND ELIGIBILITY

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If you have programmatic questions or need technical assistance, please contact NBRC staff at [admin@nbrc.gov](mailto:admin@nbrc.gov) or (603) 369-3001

Applicants for Northern Border Regional Commission (NBRC) funding should familiarize themselves with this document and provide conclusive evidence within the application package establishing eligibility. This determination must be consistent with the definitions found below.

### I. AVAILABLE FUNDING AND MAXIMUM GRANT AMOUNT

The total amount of funds available for 2022 is approximately \$5.8MM /State. The Commission may, at its discretion, choose to make available an additional \$4.5MM in total funds (across all four NBRC states) via the U.S. Economic Development Administration and the U.S. Department of Agriculture. These will be made available dependent on the overall strength of project applications, and those applications' adherence to NBRC's strategic priorities as outlined in our strategic plan (available via NBRC's website).

The maximum grant amount for 2022 is \$1,000,000 for construction in support of "infrastructure," as categorized and defined below. For all other applications, the maximum amount is \$350,000. Multi-State awards may receive a maximum of \$1,000,000 grant award for construction in support of infrastructure projects and \$350,000 for non-infrastructure projects.

### II. TIMEFRAME

All proposed projects must be completed by September 30, 2025. If you anticipate that your project will take more than three years from the time of award you should contact your State Program Manager and consider postponing your application to a future year.

### III. COMMISSION SERVICE AREA

Only projects within the NBRC's service area are eligible for funding under [40 U.S.C. §15733](#). The NBRC service area is:

Maine: Androscoggin, Aroostook, Franklin, Hancock, Kennebec, Knox, Oxford, Penobscot, Piscataquis, Somerset, Waldo, and Washington counties.

New Hampshire: Belknap, Carroll, Cheshire, Coös, Grafton, and Sullivan counties

New York: Cayuga, Clinton, Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Lewis, Livingston, Madison, Montgomery, Niagara, Oneida, Orleans, Oswego, Rensselaer, St. Lawrence, Saratoga, Schenectady, Seneca, Sullivan, Warren, Washington, Wayne, and Yates counties.

Vermont: all counties within the State

### IV. ELIGIBLE APPLICANTS

The NBRC Economic and Infrastructure funding is available to:

- State governments of Maine, New Hampshire, Vermont, and New York
- Local governments (village, town, city, and county)
- Other political subdivisions of States (regional planning commissions, authorities of the state)
- Indian Tribes; § 200.54 [Indian tribe](#) (or “federally recognized Indian tribe”). Indian tribe means any [Indian tribe](#), band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act ([43 U.S.C. Chapter 33](#)), which is recognized as eligible for the special programs and services provided by the United [States](#) to Indians because of their status as Indians ([25 U.S.C. 450b\(e\)](#)). See annually published Bureau of Indian Affairs list of Indian Entities Recognized and Eligible to Receive Services
- Non-profit entities. The term ‘nonprofit entity’ means any organization described in section 501(c) of the Internal Revenue Code of 1986 and exempt from taxation under 501(a) of that Code. The non-profit entity must be able to demonstrate they have federal grant experience related to economic development.

### V. INELIGIBLE APPLICANTS

Ineligible applicants include for-profit entities, LLCs and other entities that are not a 501(c), [40 U.S.C. §15101\(c\)](#). Ineligible entities are also those entities normally deemed eligible but, due to prior federal or state funding history have been identified as ineligible for future investments. Additionally, a non-profit identified by a state that does not have a federally recognized 501(c) status is not an eligible applicant.

### VI. PREVIOUS SEID APPLICANTS

1. If an applicant has an outstanding SEID investment with NBRC, they cannot receive additional NBRC SEID investments until their current project has both: submitted reimbursement requests totaling 75% or more of the project and demonstrated that 75% of the cost share has been expended by **April 15, 2022**. If the 75% expenditure



cannot be met, the entity can apply for a waiver. The waiver request will not be considered complete if it does not contain a fully executed Affidavit and supporting documentation. The waiver must be approved by the State(s) where the prior award(s) were made and NBRC for the applicant to be eligible to seek 2022 SEID funding.

**NOTE: If an applicant needs to submit a 75% expenditure waiver, the Affidavit together with documentation supporting the waiver request must be submitted together with the Letter of Interest and must be received no later than 5:00 p.m. EST April 22, 2022. The waiver must be approved by NBRC for the applicant to be eligible to seek 2022 funding. Please see the waiver policy and a link to the fillable PDF waiver form in Appendix C of this manual.**

## VII. ELIGIBLE PURPOSE

The following funding categories constitute eligible activities for NBRC investments. Congress requires NBRC to award 40% of all funds to public infrastructure projects. Congress defines public infrastructure projects (in NBRC's authorizing language) as "transportation", "basic public," "telecommunications," and "energy". NBRC allows infrastructure projects a maximum grant amount of \$1M to ensure the 40% threshold is met.

### INFRASTRUCTURE – MAXIMUM AWARD OF \$1,000,000

Eligible categories within NBRC's definition of "infrastructure," as defined in NBRC's enabling legislation, are listed below. Construction in support of an eligible category of infrastructure is eligible for a maximum award of \$1,000,000.

Grant recipients must maintain ownership/control over all investments made with NBRC funds, ownership of physical equipment and/or structures may not transfer to any other entity, unless fully depreciated. Types of infrastructure that NBRC may fund include:

#### Transportation Infrastructure:

Transportation infrastructure shall mean construction, alteration, or repair, for the purpose of transporting people and goods, including fixed installations and rights of way necessary for transporting from one point to another and may include roads, railways, airways, waterways, canals and terminals such as airports, railway stations, bus stations, parking, refueling depots (including fueling docks and fuel stations) and seaports.

#### Basic Public Infrastructure:

Basic public infrastructure shall mean construction, alteration, or repair, including those services that are generally necessary to conduct business and operate, and include waste, water, and energy. Specifically:

- Collection and distribution systems, treatment plants and other infrastructure that collects, treats and delivers drinking water and wastewater-related services;
- Electric power generation and transmission;
- Solid waste to include, recycling, composting, disposal, and waste-to-energy via incineration;
- Systems for heat distribution through sources such as co-generation, biomass, geothermal heating, heat pumps and central solar heating.

#### Telecommunications Infrastructure:

Physical infrastructure shall mean construction, alteration, or repair to accommodate any part of the infrastructure of a telecommunications network, including lines, equipment, apparatus, towers, antennas, etc., and/or cyber infrastructure (routing and switching software, operational support systems, etc.) necessary to transmit information from one location to another, for use, or in connection with, a telecommunications network. Investments in telecommunications

infrastructure support reliable and affordable broadband to provide local businesses access to the digital marketplace, facilitate online learning and workforce development, and connect communities.

### **Renewable and Alternative Energy Infrastructure:**

Renewable energy shall mean construction, alteration, or repair including what is generally defined as any naturally occurring, theoretically inexhaustible source of energy, such as biomass, solar, wind, tidal, wave, and hydroelectric power that is not derived from fossil or nuclear fuel. Publicly owned and non-profit entities are eligible. Facilities that are owned by a for profit entity or who will serve to benefit as a pass-through from an eligible entity will NOT be eligible.

## **NON-INFRASTRUCTURE – MAXIMUM AWARD OF \$350,000\***

### **Business and Workforce Development:**

Business Development shall mean those areas of business development which include entrepreneurship, the creation of new businesses or the retention or expansion of existing businesses in the local communities and are deemed eligible. Projects shall document job-creation or job-retention. Funding of start-up projects, such as business incubators or industrial parks, must have committed business tenants. Expansion of existing business incubators and industrial parks are also allowed.

Business Incubation shall mean a business support process that accelerates the successful development of start-up and early-stage companies by providing entrepreneurs with an array of targeted resources and services.

Workforce Development shall mean job training or employment-related education for a specific employer to fill immediate job openings or retain current jobs which are documented as such by that specific employer. Such training shall be delivered using existing public educational facilities (EPEFs) located in the region. However, if, the applicant demonstrates (1) sufficient information demonstrating an EPEF's inability (e.g., insufficient capacity, curriculum, and/or accessibility) to satisfy the defined need, and the applicant (2) demonstrates a compelling need to use a non-EPEF for such training, then a project may be eligible.

Revolving loan funds may be used for the purpose of making loans to create and/or retain jobs. (Any applicant interested in applying for revolving loan funds should read Appendix F of this Program Manual to understand the uses and limitations of any revolving loan fund set up through NBRC.)

### **Basic Health Care:**

The cost of basic health care facilities, such as clinics, and including telemedicine, such as remote clinical services as well as telehealth services such as clinical services, provider training, technical assistance to health care facilities/networks, and health education services. Key components of basic health care include the capacity to assess, evaluate, monitor, and respond to both acute (emergency) threats and chronic (ongoing) challenges to public health. This includes but is not limited to a capable and qualified workforce, up-to-date data, and information systems, developing policies and plans that support community health efforts, link people to needed personal health care services, and research for innovative solutions to solve community health problems. Basic health care services shall also mean limited treatment of mental illness and substance abuse. Operating costs of facilities will NOT be deemed eligible.

### **Resource Conservation, Tourism, Recreation:**

Projects that promote resource conservation, tourism, recreation, and preservation of open space, such as access roads, bridges, signage, etc., are eligible projects. Programs that prepare individuals to plan, develop, and manage tourism in a natural resource setting, with an emphasis on applying environmentally sound, culturally sensitive, and

economically sustainable principles, as well as projects in support of sustainable tourism that can potentially mitigate the harmful impacts of visitation to natural areas while supporting the conservation of the ecosystem are also eligible under this category of funding. While easements and land purchases are eligible under the federal criteria, an economic development case needs to be made to substantiate the use of funds. All projects must also be consistent with the economic development goals of the region.

**\*Construction in support of non-infrastructure categories is eligible for a maximum award of \$350,000.**

## **VIII. INELIGIBLE PURPOSES**

- No pass-through funding will be awarded. Eligible entities may not be conduits for ineligible entities such as private-sector businesses or other entities that are not listed as Co-Applicants. Property purchased with NBRC funding cannot, in turn, be sold or donated to the private entity beneficiary.
- No financial assistance will be authorized to assist any relocation from one area of the region to another.
- NBRC investment funds cannot be used to “supplant” existing federal programs.
- Funds may be used to match other federally funded projects (when both federal agencies allow) only when the total funds from NBRC and other federal funders does not exceed 80% of the total project budget.\*
- Projects that promote unfair competition between businesses with the same immediate service area.

**\*Based on FY’21 appropriations language, NBRC will accept requests from 2022 grant applicants for “no match” applications if the grantee indicates that matching funds are not available because of the impacts of COVID-19. Applicants who believe they can demonstrate their project qualifies for “no match” consideration must fully execute the Affidavit template in Appendix B of this manual and submit it along with their completed grant application.**

## **IX. ELIGIBLE COSTS**

**Investment funds may be used for:**

- Reasonable fees to contractors but not any fee or profit to the recipient or sub-recipient.
- Construction and pre-construction costs such as engineering.
- Bid, performance, or payment bonds are eligible costs.
- Indirect costs for work performed by the recipient staff. Indirect cost must be documented by a Federal Cognizant Agent or an entity acting on their behalf and documentation of same submitted with the application. If you do not have a federally approved indirect cost rate (such as many non-profits) you may use 10% as your indirect cost rate for the purposes of this application.
- Applicable and allocable costs as outlined in the Federal Cost Principles. Uniform Guidance (2CFR 200).

## **X. INELIGIBLE COSTS**

**Investment funds may NOT be used for:**

- Application preparation
- Food and beverages
- Meals and lodging
- Alcohol
- Entertainment
- Appraisals of property to be purchased or used as match
- Allowance or payment of debts
- Maintenance or deferred maintenance
- Any committed or expended costs incurred prior to receiving a Notice to Proceed. This includes both NBRC funds and any funds documented as match to the project.

## XI. FEDERAL FUNDING CEILING

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 (e.g., if an applicant receives \$100,000 from another federal source, such as the Economic Development Administration, and the total project cost is \$200,000, the total NBRC award could not exceed \$60,000). **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).

**\*Based on FY'21 appropriations language, NBRC will accept requests from 2022 grant applicants for “no match” applications if the grantee indicates that matching funds are not available because of the impacts of COVID-19. Applicants who believe they can demonstrate their project qualifies for “partial match” or “no match” consideration must fully execute the Affidavit template in Appendix B of this manual and submit it along with their completed grant application.**

## XII. ELIGIBILITY CRITERIA

By statute (40 U.S.C. §15702), the NBRC is required to annually assess the level of economic and demographic distress in its service area. Assessing distress is important as the resulting designations reflect whether or not the NBRC can provide grants within a county. It also determines the percent of match required for NBRC funded projects.\*

Counties are designated per the categories below:

- **Distressed:** Eligible for 80% funding and require a 20% match
- **Transitional:** Eligible for 50% funding and require a 50% match
- **Attainment:** Neither distressed nor transitional. NBRC is not allowed to fund projects within an attainment county unless the project is within an “Isolated Area of Distress” or has been granted a significant benefit waiver. Please see additional information on Attainment Counties in section XVI, below. For additional information regarding distress designations, please visit the Resources tab of NBRC’s website <https://www.nbrc.gov/content/distressed-counties>

**\*Based on FY'21 appropriations language, NBRC will accept requests from 2022 grant applicants for “no match” applications if the grantee indicates that matching funds are not available because of the impacts of COVID-19. Applicants who believe they can demonstrate their project qualifies for “no match” consideration must fully execute the Affidavit template in Appendix B of this manual and submit it along with their completed grant application.**

## XIII. MULTI-STATE or MULTI-COUNTY APPLICATIONS

Multi-state and/or multi-county applications are acceptable. To determine match requirements, take the average match of the counties in which the project will take place. The maximum amount of any multi-state project will be \$1,000,000 for projects deemed construction in support of infrastructure, and \$350,000 for projects deemed non-infrastructure. Applicants must detail the specific financial request for each state involved in the application. Each state will review applications independently. If yours is a multi-state or multi county application, please make sure to include within your application a comprehensive list of the states and counties in which the project will occur.



## **XIV. DESIGNATED DISTRESSED COUNTIES**

Distressed counties are the most severely and persistently economically challenged, and have high rates of poverty, unemployment, or outmigration. Distressed counties exhibit at least three of the following characteristics:

- a) Outmigration of population
- b) Median Household Income lower than the national average
- c) Unemployment higher than the national average
- d) Population increase less than the national average
- e) Poverty Rate higher than the national average
- f) Percent of population with a bachelor's degree less than the national average
- g) Percent of secondary seasonal homes less than the NBRC region

The following counties are designated as Distressed for the purposes of prioritization and match.

**Maine:** Androscoggin, Aroostook, Franklin, Kennebec, Oxford, Penobscot, Piscataquis, Somerset, Waldo, and Washington

**New Hampshire:** Coös and Sullivan

**New York:** Cayuga, Clinton, Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Lewis, Livingston, Madison, Montgomery, Niagara, Oneida, Orleans, Oswego, Rensselaer, St. Lawrence, Seneca, Sullivan, Warren, Washington, Wayne, and Yates

**Vermont:** Caledonia, Essex, Orange, Orleans, Rutland, Washington, and Windham

**The maximum percent of qualified project costs matched by NBRC funds in distressed counties is 80%.\***

**\*Based on FY'21 appropriations language, NBRC will accept requests from 2022 grant applicants for "no match" applications if the grantee indicates that matching funds are not available because of the impacts of COVID-19. Applicants who believe they can demonstrate their project qualifies for "no match" consideration must fully execute the Affidavit template in Appendix B of this manual and submit it along with their completed grant application.**

## **XV. DESIGNATED TRANSITIONAL COUNTIES**

Transitional counties are economically challenged or have recently suffered high rates of poverty, unemployment, or outmigration. Transitional counties exhibit at least one of the following characteristics:

- a) Outmigration of population
- b) Median Household Income lower than the national average
- c) Unemployment higher than the national average
- d) Population increase less than the national average
- e) Poverty Rate higher than the national average
- f) Percent of population with a bachelor's degree or higher less than the national average
- g) Percent of secondary seasonal homes less than the NBRC region

Accordingly, the following counties are designated as Transitional for the purposes of prioritization and match.

Maine: Hancock and Knox Counties

New Hampshire: Cheshire County

New York: Saratoga and Schenectady Counties

Vermont: Addison, Bennington, Chittenden, Franklin, Lamoille, and Windsor Counties.

The maximum percent of qualified project costs matched by NBRC funds in transitional counties is 50%.\*

\*Based on FY'21 appropriations language, NBRC will accept requests from 2022 grant applicants for “no match” applications if the grantee indicates that matching funds are not available because of the impacts of COVID-19. Applicants who believe they can demonstrate their project qualifies for “no match” consideration must fully execute the Affidavit template in Appendix B of this manual and submit it along with their completed grant application.

## XVI. ATTAINMENT COUNTIES

New Hampshire: Belknap, Carroll, and Grafton Counties

Vermont: Grand Isle County

NBRC funds may not be provided to projects located within a designated Attainment County. There are three exceptions to this:

### 1. Isolated Areas of Distress

When a county is designated as Attainment, the Commission will collect economic and demographic data within that county to identify Isolated Areas of Distress. Isolated Areas of Distress are municipalities that have high rates of poverty, unemployment, or outmigration. For a listing of the Isolated Areas of Distress see the Distress Criteria on the NBRC website.

If a project is located within an Isolated Area of Distress, an application may be submitted, but the applicant must indicate the location of the isolated area in the application.

### 2. Multi-County Projects

Projects within an Attainment County may be funded if the project is part of a multi-county project that includes at least one other Distressed or Transitional County. Match for multi-county projects will be the average of the counties that make up the project. **Match for multi-county projects will be the average of each of the counties.**

### 3. Significant Benefit Waiver (waiver requested to be submitted with Letter of Interest by April 22, 2022)

An exception exists for projects located within an Attainment County that could bring significant economic benefits to NBRC Distressed or Transitional counties outside of that county.

**Significant Benefit Waiver:** If your community or organization is located within an Attainment County, but outside of one of the identified “Isolated Areas of Distress” in the NBRC’s 2022 Distress Criteria, an exception

to allow for an application is possible for projects that could bring significant economic benefits to distressed areas.

**Process:** If a Significant Benefit waiver is being requested, the documentation supporting the waiver request must be submitted together with the Letter of Interest and must be received no later than 5:00 p.m. EST April 22, 2022. This exception requires a Waiver approved by the Federal Co-Chair and the Governor's Alternates of the four NBRC States.

## **XVII. MATCH and COST SHARE\***

NBRC defines match as the minimum required by law to receive NBRC funds. Cost share is defined as the total of other funds necessary to complete the project. The recipient will be required to demonstrate that funds necessary to complete the project are documented as committed to receive a Notice to Proceed.

Refer to #XII thru #XVI (above) in this Application Manual to determine the amount of required matching funds for your project. With the following qualifications and exceptions, matching or cost sharing requirements may be satisfied by any of the following:

- Applicant is providing cost share: Letter from the appropriate authority stating that the entity will provide the cost share. Letter is required to have the following elements: 1. state the amount of the commitment; 2. the dates the commitment will cover, consistent with the period of performance; and 3. the funds are for the purpose outlined in the application; 4. document hours dedicated to project as differentiated from their "normal employment" responsibilities. If the funds will be used for paying staff within the applicant's organization, the letter should also state the following: 1. the # of hours staff are anticipated for work on the project; 2. the pay of those staff (hourly rate); 3. and the indirect cost rate that will be used (if applicable).
- Municipal lending: NBRC requires proof of authorization to spend. This may be different for different states, and may take the form of city council approval, Town or City manager approval, or demonstration of town meeting approval. It is the applicant's responsibility to ensure that they have the appropriate authority to loan/bond funds for the project, but there must be some sort of authorization documented.
- Commitment from project partner: A letter is required to have the following elements: 1. state the amount of the commitment; 2. the date that the award was made; 3. the purpose of the funds must match the scope outlined in the application. Please note - A letter of submission, or status notification of 'application received' or 'pending' is NOT a letter of commitment.
- Volunteer Services: Provide a written plan of how the volunteer donation amount will be calculated. (Ex: 4 meetings a year, taking place quarterly that are expected to last 1.5 hours and 5 volunteers will participate.  $4 \times 1.5 \times 5 = 30 \text{ hours} \times 24.14 = \$723.60$ .) The volunteer rate may be used as cost share and should be consistent with the national average [www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time), or consist of the professional fee charged in any situation. Volunteers may not be: a) counted for the same activity in a different project (counted twice), or b) be federal employees. Additionally, their time must be recorded and be submitted as an invoice. You may include any Indirect Cost Rate in addition to the volunteer rate. Note: the rate that is calculated at the time of the grant agreement will be the rate for the remaining project period until project completion. While the national rates may fluctuate, it is not feasible to renegotiate these rates during the project period. In-kind services in the form of volunteers on a construction site are highly discouraged.
- Municipal Force Accounts: Applicants must document that they have the experienced staff. Force account work is limited to work that the municipality can demonstrate is within the technical skill and managerial ability of the applicant and its forces. The applicant must provide an accounting of time and costs and provide appropriate

documentation of indirect costs, if being used. Both salaries of staff and cost of mobilization and fees for vehicles may be counted as cost share when those cost are appropriately documented.

- Land or other donated real property or equipment: A Letter of Intent from the current property owner stating that they will provide the land to the project stating the sale and ‘appraised’ value of the land, the anticipated date of transaction, and identification of the property. Even if the property is being donated, a professional appraisal is required. NOTE: A municipal assessment is NOT an appraisal. An appraisal of the property must have been completed within the past 18 months, or an appraisal must be made prior to issuing a Notice to Proceed if the project is being donated. RE EQUIPMENT: The entity that is donating equipment must provide a letter with the following elements: 1. date that the equipment will be transferred to the grantee; 2. market value of the equipment; 3. a description of the equipment, and 4. A statement that the donation is for the purpose of the project as detailed in the grant agreement. [NOTE: 2 CFR 200.306(i)(1) does not address the timing of the donation of property]
- Cost sharing or matching requirements may be met by other Federal grants when authorized by those other agencies, but only up to 80% of the total project cost.\*
- Neither costs nor the value of third-party in-kind contributions may count towards satisfying a cost sharing requirement of a grant agreement if they have been or will be counted towards satisfying a cost sharing requirement of another Federal grant agreement, a federal procurement contract, or any other award of Federal funds in another project.
- Unless NBRC expressly approves use of program income under the additive alternate contained in 2 CFR 200.307(e)(2) or the cost share alternative in 2 CFR 200.307(e)(3), it is required to treat program income under the deductive method as outlined in 2 CFR 200.307(e)(1). This means that if program income is received it will reduce the NBRC award amount. This does not apply to Revolving Loan Fund projects. See Appendix C of this manual for how program income is treated under a RLF project.
- Costs and third-party in-kind contributions counting towards satisfying a cost sharing requirement must be verifiable from the records of the applicant. These records must show how the value placed on third party in-kind contributions was derived. To the extent feasible, volunteer services will be supported by the same methods that the organization uses to support the allocability of regular personnel costs.
- If an applicant includes matching funds/cost share in their application, cost share must be committed by September 30 of the year following the award year. This date allows for extraordinary situations that may occur. If this date cannot be met, applicant should consider postponing the application until the subsequent year.

**\*Based on FY’21 appropriations language, NBRC will accept requests from 2022 grant applicants for “no match” applications if the grantee can demonstrate that matching funds are not available because of the impacts of COVID-19. Applicants who believe they can demonstrate their project qualifies for “no match” consideration, must fully execute the Affidavit template in Appendix B of this manual.**

## **XVIII. APPLICATION SCORING CRITERIA**

Each State scores the applications received within their state independently. Final decisions about awards are approved jointly between the Federal Co-Chair and the Governors’ Alternates. The scoring system for NBRC and each state is provided below. If the application is for a multi-state project, each state will score the application independently. A multi-state application may be awarded in one state and not in another. **Congress requires NBRC to award 40% of all funds to public infrastructure projects. Congress defines public infrastructure projects (in NBRC’s authorizing language) as “transportation”, “basic public,” “telecommunications,” and “energy”. NBRC allows infrastructure projects a maximum grant amount of \$1MM to ensure the 40% threshold is met.**

## **NORTHERN BORDER REGIONAL COMMISSION (50 points total)**

### **Range between 0-10 points**

0 points = No mention of, or data to support this category; 1-3 = Category is acknowledged, but adherence is unclear, and little/no specifics regarding adherence; 4-6 = Project generally adheres to guidelines; 7-10 = Project provides clear direction and specifics to support adherence to the category; scorer has high confidence in adherence upon review of application.

Project readiness. The project, as presented, will have a Notice to Proceed within 12 months of date of award. Funding is clearly outlined. Project budget and workplan are feasible and support project readiness and timely project completion.

Alignment with Strategic Plans. The project meets the priorities and/or strategies of the NBRC Strategic Plan, and the goals and objectives of State and/or Regional Plans.

Economic Impacts. The project demonstrates it will have impacts such as job retention, job creation and/or wage growth within an identified timeframe. These impacts should be consistent and, where possible, supported by feasibility studies, and/or local, state, or regional data.

Private investment has been identified and/or private investment is feasible in the future.

Organizational capacity. Entity can identify specific grant-awarded projects they have completed or can demonstrate collaboration and relationships with other entities to ensure the project can meet program requirements and be completed in a timely manner.

### **Objectives**

Revitalize and modernize essential infrastructure

Increased access and affordability of high-speed telecommunications

Stabilize and/or reduce electric and thermal energy costs

Retain and/or create jobs

STATE SPECIFIC (50 points total)	
MAINE	
Range between 0-15 points	
<p><b>Maine Priority.</b> If the project is Economic Development, Public Infrastructure, Tourism (including Outdoor Recreation), Broadband, Workforce Development/Attraction, Innovation and Entrepreneurship, and Renewable Energy</p>	<p>Maine NBRC Priorities are Infrastructure to support Economic Development (Water, Wastewater, Transportation, Broadband), Tourism, Workforce Development/Attraction, Innovation/Entrepreneurship, and Renewable Energy</p>
<p><b>Project Quality and Collaboration.</b> Project readiness/Budget/Commitment of matching funds/Sustainable project/Capacity of organization to execute work plan/collaboration with other groups and efforts</p>	<p>Project can begin immediately, budget is clearly developed with matching funds identified; project is sustainable with clearly identified measurable results/goals, applicant and partners demonstrate capacity to execute project and achieve milestones; project aligns/collaborate with other efforts and partners. Overall, the project is regionally relevant with substantial economic impacts as compared to other projects.</p>
Range between 0-10 points	
<p><b><u>Alignment with Maine's 10-Year Economic Development Strategy</u></b></p>	<p>Project clearly aligns with one of the strategies of Maine's Economic Development Strategy. Please note that a project may align with one of Action(s) within these Strategies. A project that aligns with more than one Action (or more than one Strategy) will receive higher points.</p>
<p><b>Workforce.</b> Project will support the creation, retention, or attraction of quality jobs; or project will attract talent/workforce to areas of Maine that need it</p>	<p>Project clearly demonstrates commitment to job creation with evidence that jobs will be created or retained as a direct result of the investment; or project will attract new workers to areas of Maine and industries that need more workers (with evidence of this need).</p>



## STATE SPECIFIC (50 Points Total)

### NEW HAMPSHIRE

#### Range between 0-10 points

Invests in infrastructure that provides long-term community and economic impacts	Project significantly affects a large geographic area or number of individuals/businesses and long-term benefit is clear.
Expands New Hampshire's skilled workforce	Project positively strengthens the workforce by improving existing workers skills or by expanding the pool of skilled workers.

#### Range between 0-5 points

Builds regional capacity to carry out economic development strategies	Project significantly improves organizational or individual ability to create or successfully implement economic development activities
Supports and encourages entrepreneurship and innovation	Project identifies new or creative approaches to supporting entrepreneurs and the development of new businesses.
Leverages existing local and regional resources to promote economic growth	Project utilizes New Hampshire's natural, cultural, or economic assets to strengthen the local economy.
Demonstrates organizational capacity to implement and sustain project	Applicant presents a reasonable work plan/budget and can demonstrate project sustainability.
Project readiness	Project is ready to begin immediately; planning activities are complete, and all match funding is secured.
Funding need	Applicant can show that other funding sources were explored and that NBRC funding is necessary to move the project forward.

## STATE SPECIFIC (50 Points)

### NEW YORK

	5 Points	3 Points	1 Point	0 Point
1) Financial Need	NBRC funds are critical to project completion and make up a significant share of project cost.	NBRC funds are critical to project completion or make up a significant share of project cost.	NBRC funds will have minimal impact on the ability to complete the project.	Project will be completed without NBRC funding
2) Project Need and Significance of Community Impact	Project need and community impact is significant	Project need or community impact is significant	Project need and/or community impact is limited	If the applicant does not answer or information cannot be found a 0 will be given
3) Support of applicable Regional Economic Development Council	Project has received a letter of support from REDC	Project supports a specific REDC strategy	Project generally supports REDC plan	Project is inconsistent with an REDC plan.
4) Project Link to Downtowns, Existing Community Centers, or Identified Growth Areas	Project is located in a downtown or community center and is identified in as a key objective in a local government's comprehensive plan.	Project is located in a downtown or community center and is generally consistent with a local government's comprehensive plan.	Project is located outside of a downtown or community center, but creates a linkage to a downtown or connects it to a nearby amenity/asset	Project has no effective on a downtown or community center.
5) Project Sustainability	Project can begin immediately, and the application provides clear evidence that the project is sustainable, including local resolutions and full commitment of matching funds.	Long-term project support is evident, but project readiness in not clear and timeline is uncertain.	Project support is limited, and application is unclear about the project's long-term sustainability.	If the applicant does not answer or information cannot be found a 0 will be given

6) Regional Impact	Project will have an impact across multiple counties	Project will have an impact across multiple municipalities within a county	Project will impact a single municipality	If the applicant does not answer or information cannot be found a 0 will be given
7) Support for Workforce Development, Entrepreneurship and Emerging Economic Opportunities	Project is a creative, new approach to support workforce and business development in STEM related fields or other emerging opportunities	Project is a creative or new approach for workforce training and business development	Project generally supports workforce training or business development.	If the applicant does not answer or information cannot be found a 0 will be given
8) Development of Community Infrastructure or Assets Critical for Sustainable Development	Project will develop new community infrastructure or assets.	Project is a new effort to leverage existing community infrastructure or assets.	Project enhances existing efforts to leverage community infrastructure or assets.	If the applicant does not answer or information cannot be found a 0 will be given
<b>0 - 10 Points</b>				
9) Project Significance in meeting New York State priorities?	Review considerations include: the geographic distribution of grants; the uniqueness of the project as reviewed against project applications; the ability of the project to serve as a model for future projects; and the impact on current regional and statewide initiatives.			

## STATE SPECIFIC (50 Points)

### VERMONT

	0-3 Weak	4-7 Fair	8-10 Strong
<p><b>1. Project expands/ supports/ retains Vermont's skilled workforce.</b>  <i>(Note: question will not be evaluated solely on quantity of jobs, etc., rather score will be relative to the impact of project size.)</i></p> <p><i>Applicant may use a variety of indicators to demonstrate workforce impact. Indicators may include:</i></p> <ul style="list-style-type: none"> <li>- training of existing employees/ workforce development</li> <li>- adding jobs/ job opportunities</li> <li>- offering business development</li> <li>- wage growth</li> </ul>	<p>Project <b>does not indicate impact/ or has little impact</b> on how it will strengthen the workforce in Vermont.</p>	<p>Project <b>moderately strengthens</b> the workforce in Vermont.</p>	<p>Project <b>greatly strengthens</b> the workforce in Vermont.</p>
<p><b>2. Project invests in infrastructure that provides long-term community and economic impacts.</b>  <i>Applicant should demonstrate how the project may positively affect the State of Vermont infrastructure. Eligible NBRC infrastructure costs may include:</i></p> <ul style="list-style-type: none"> <li>- transportation infrastructure</li> <li>- basic public infrastructure</li> <li>- telecommunication infrastructure</li> <li>- renewable and alternative energy investments</li> </ul>	<p>Project <b>does not indicate impact/ or has little impact</b> on infrastructure in Vermont.</p>	<p>Project <b>moderately strengthens/ positively impacts</b> on infrastructure in Vermont.</p>	<p>Project <b>greatly strengthens/ positively impacts</b> on infrastructure in Vermont.</p>
<p><b>3. Project is ready to begin/ Applicant indicates sufficient readiness.</b>  <i>Applicant may use a variety of indicators to indicate project readiness and the ability to begin the project. Indicators may include:</i></p> <ul style="list-style-type: none"> <li>- project implementation strategy/ plan</li> <li>- clear articulation of a project's goals and objectives for the funding</li> <li>- progress towards securing match funding</li> <li>- applicant has clear support from community/ has collaborated with community members, development corporations, ACCD/NBRC/DED staff</li> <li>- Vermont-specific permits (including environmental approvals)</li> </ul>	<p>Applicant <b>does not indicate or has made little progress</b> towards project readiness.</p>	<p>Applicant has made <b>some progress</b> towards project readiness.</p>	<p>Applicant has <b>completed or made significant progress on</b> towards project readiness.</p>

<p><b>4. Is the project located within or directly benefiting an opportunity zone, state designated downtown, or village center?</b></p> <p><i>For additional information, please visit:  <a href="https://accd.vermont.gov/OpportunityZones">https://accd.vermont.gov/OpportunityZones</a>  <a href="https://accd.vermont.gov/community-development/designation-programs">https://accd.vermont.gov/community-development/designation-programs</a></i></p>	<p>The project <b>is not located within or does not directly benefit</b> an opportunity zone, state designated downtown, or village center.  OR  The project <b>has no or little positive impact</b> on an opportunity zone, state designated downtown, or village center.</p>	<p>The project <b>is located outside but directly benefits</b> an opportunity zone, state designated downtown, or village center.  OR  The project <b>has a positive impact</b> on an opportunity zone, state designated downtown, or village center.</p>	<p>The project <b>is located within or directly benefits</b> an opportunity zone, state designated downtown, or village center.  OR  The project <b>has a strong positive impact</b> on an opportunity zone, state designated downtown, or village center.</p>
<b>UP TO 5 POINTS EACH</b>	<b>0 Weak</b>	<b>3 Fair</b>	<b>5 Strong</b>
<p><b>5. Project is a priority of the region as identified with the input of ACCD, RDC, and RPC partners through the "Regional Community Project Prioritization List".</b></p> <p><i>The Applicant project is listed and aligned with the Regional Community Project Prioritization List</i></p>	<p><b>Assign 0 points if:</b>  Project <b>is not on the</b> Regional Community Project Prioritization List.</p>	<p>Assign 3 points if:  Project <b>is on the list and ranked in top 6-10 with</b> the Regional Community Project Prioritization List.</p>	<p>Assign 5 points if:  Project <b>is on the list and ranked in top 1-5 with</b> the Regional Community Project Prioritization List.</p>
<b>UP TO 5 POINTS EACH</b>	<b>0-1 Weak</b>	<b>2-3 Fair</b>	<b>4-5 Strong</b>
<p><b>6. Project supports and contributes to the priority that projects be transformational, attract new businesses or retain existing businesses, be geographically distributed across the state, and encourage capital investment and economic growth.</b></p> <p><i>Applicant may use a variety of indicators to indicate transformational impacts. Indicators may include:</i></p> <ul style="list-style-type: none"> <li>- regional impacts on workforce development</li> <li>- supply chain improvements</li> <li>- adding stability to local areas with fragile economic conditions</li> <li>- a sector-wide impact that other businesses will be able to benefit from</li> </ul>	<p>Project <b>does not indicate/ or has little impact</b> beyond immediate economic impacts of job and wage growth (little transformational impact).</p>	<p>The project has <b>moderate impacts</b> beyond immediate economic impacts of job and wage growth (moderate transformational impact).</p>	<p>The project has <b>significant or strong impacts</b> beyond immediate economic impacts of job and wage growth (significant transformational impact).</p>

## SECTION B. LETTER OF INTEREST

If you have programmatic questions or need technical assistance, please contact NBRC staff at [admin@nbrc.gov](mailto:admin@nbrc.gov) or (603) 369-3001

FOR SEID 2022, applicants must submit a Letter of Interest to be considered for invitation to submit a SEID application. Applicants are encouraged to discuss their projects with their State Program Manager to determine alignment with the State's priorities.

**LETTERS OF INTEREST are due by 5:00 p.m. EST, April 22, 2022, and the required documentation outlined below must be submitted as one PDF to [loi@nbrc.gov](mailto:loi@nbrc.gov).**

Information Required for a Letter of Interest:

**Applicant Information – Click here to link to the Letter of Interest fillable PDF**

**Name of Applicant Entity**

**Type of Entity** (i.e., local government, non-profit, etc.)

**Project Location(s)** Including Municipality, County, and State.

**Primary Contact Name, address, phone number and e-mail**

**Applicant requesting Significant Benefit Waiver Approval?** Yes or No. If yes, the Significant Benefit Waiver Affidavit and supporting documentation demonstrating clear and convincing evidence of a project's impact beyond the border of the municipality must be submitted together with the required LOI documentation.

**Applicant requesting 75% SEID Expenditure Waiver Approval?** Yes or No. If yes, the 75% SEID Expenditure Waiver and supporting documentation to the expenditure waiver must be submitted together with the required LOI documentation.

**Co-Applicant?** If yes, provide name and type of entity, address, contact information (phone and e-mail of the co-applicant contact individual), non-profit verification

**Total Project Amount**

**SEID Request Amount**

### Project Narrative

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

1. Overall description of the project, including how it aligns with the program objectives and scoring criteria as referenced in the 2022 SEID Application Manual
2. Specifically identify the challenge the project seeks to address
3. A list and brief description of the collaborating partners in the project, and their respective roles
4. Self-identified intended outcomes and measures of success.
5. (If applicable) 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, 2022, the entity must submit an executed 75% Expenditure Waiver together with the LOI documentation prior to the LOI deadline. The 75% expenditure waiver must be approved for the project to be considered eligible to be invited to application submission. See Appendix C of this manual for additional information



6. (If applicable) 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), 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. 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. See Appendix D of this manual for additional information.

## Budget and Budget Narrative

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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)

## Threshold Requirements.

NBRC staff will review the LOIs to confirm eligibility of applicant. LOIs will then be shared with the appropriate State Program Manager(s). Contact information for the State Program Managers can be found on Page 34 of this manual.

NOTE: Information received as part of the Letter of Interest **will not be used** for your application. All information must be resubmitted as part of the full application. All application materials will be required to be submitted as one package on the due date regardless of whether the information was previously submitted as part of a Letter of Interest.

# SECTION C. APPLICATION INSTRUCTIONS

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If you have programmatic questions or need technical assistance, please contact NBRC staff at [admin@nbrc.gov](mailto:admin@nbrc.gov) or (603) 369-3001

**Application by invitation only deadline is 5:00 pm on Friday, June 3, 2022**

## I. GENERAL INFORMATION

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1. **NAME OF ENTITY APPLYING and PRIMARY CONTACT:** This is the name of the organization that is an eligible NBRC grantee, not the name of a person, engineering firm, consulting firm, etc. This section asks for the entity name, entity EIN number and the entities Unique Entity ID (UEI) number. **Effective April 4, 2022, the identifier for the federal awards processes changed from the Data Universal Number System (DUNS) number to the Unique Entity ID (UEI) number, issued by SAM.gov.** The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov. Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID. Existing registered entities can find their Unique Entity ID by visiting SAM.gov and following the steps outlined. New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration. Learn more about the transition [here](#).

**PRIMARY CONTACT.** Please provide the contact information of the person that will be responsible for the project after any award may be issued. This is not the contact information for a grant writer or consultant that may be assisting with this application but will be the primary contact for the project if funded. The Primary Contact must set up an account within the portal to complete the application and upload all required application support documents. The Primary Contact cannot be the same person and e-mail as the Authorized Official. Once the Primary Contact completes the application and uploads all required support documents, they must submit the application for the portal to generate an e-mail to the authorized official.

The Primary Contact must set up an account within the portal to complete the application and upload all required application support documents. **The Primary Contact cannot be the same person and e-mail as the Authorized Official.** Once the Primary Contact completes the application and uploads all required support documents, they must submit the application for the portal to generate an e-mail to the authorized official.

NOTE: If your project is selected for funding you will need to have a UEI number in place prior to the issuance of a Grant Agreement. The applicant should also make sure they have a System for Award Management (SAM) number and, if not, complete the registration to obtain one. While the UEI and SAM information isn't required to apply, it is required if the entity is selected for funding.

An applicant may apply for more than one project within each state; however, it is not encouraged, and State prioritization may result in one award to the entity within that state.

2. **CO-APPLICANT (IF APPLICABLE):** Are you applying with another entity? Select Yes or No. If your project has a co-applicant, you must provide name and type of entity, address, contact information (phone and e-mail of the co-applicant contact individual), non-profit verification, EIN# and UEI#. **Please note that any co-applicant is equally responsible for following federal regulations and will be considered an 'applicant,' meaning that the entity must meet all the eligibility requirements and provide all contact information.** If a co-applicant is not listed in the application, funds may not be passed on to the entity without proper notice, bidding and procurement procedures that invite and honor fair and open competition with public dollars.
3. **User(s) Information.** Please provide the contact information of the person that will be responsible for the project after any award may be issued. This is not the contact information for a grant writer or consultant that may be assisting with this application but will not be the primary contact for the project if funded.  
The application is not considered complete and timely filed until it has been signed by the authorized official and uploaded to the NBRC application portal. **As this is a two-step process and the application and support documents don't upload to the portal until the authorized official has signed and submitted the application, applicants are strongly encouraged to not wait until the deadline to file. Doing so may result in the application not being considered timely filed and therefore not eligible to be reviewed and scored.**
4. **AUTHORIZED OFFICIAL:** The person with authority to apply for and accept funding. If you are filing the application on behalf of another entity you are not the authorized official. The Authorized Official cannot be the same person and e-mail as the Primary Contact. Until the Primary Contact completes the application and uploads all required support documents for the Authorized Official to review and sign, the Authorized Official cannot make any edits to the application. The application is not considered complete and timely filed until it has been signed by the authorized official and uploaded to the NBRC application portal.

As this is a two-step process and the application and support documents don't upload to the portal until the authorized official has signed and submitted the application, applicants are strongly encouraged to not wait until the deadline to file. Doing so may result in the application not being considered timely filed and therefore not eligible to be reviewed and scored.

5. **STATE AND CONGRESSIONAL DISTRICT:** List the State or States that the project is in or will provide service to, as well as the appropriate Congressional District for these same areas. If the Congressional District is unknown, please visit [https://en.wikipedia.org/wiki/List\\_of\\_United\\_States\\_congressional\\_districts](https://en.wikipedia.org/wiki/List_of_United_States_congressional_districts).
6. **AMOUNT BEING REQUESTED:** The maximum NBRC grant award is \$1,000,000 for projects deemed by NBRC to meet the definition of construction in support of infrastructure. All non-infrastructure projects have a maximum NBRC grant award of \$350,000. Your request should not exceed this amount. If this is a multi-state application, list the project amount for each State. To do so, please select the State in which funds are being sought. If you are submitting a multi-state application indicate which State, you are seeking funds from and the amount corresponding to each state. The grant application system will total the full NBRC request. This amount may not exceed the totals allowed through this program.
7. **PREVIOUS RECIPIENT (If applicable – 75% Expenditure Waiver documentation must be submitted with LOI by the April 22, 2022, deadline):** Has the entity listed above received funds from NBRC in the past? Y/N **This is important because if the Grantee has an outstanding SEID investment with NBRC, they cannot receive additional NBRC SEID investments until their current project(s) has/have both (1) submitted reimbursement requests totaling 75% or more of the project and (2) demonstrated that 75% of the cost share has been expended by April 15, 2022.** If an applicant has an outstanding SEID investment with NBRC, they cannot receive additional NBRC SEID investments until their current project has both: submitted reimbursement requests totaling 75% or more of the project and demonstrated that 75% of the cost share has been expended by **April 15, 2022**. If the 75% expenditure cannot be met, the entity can apply for a waiver. A project that has encountered delays directly related to the impacts of COVID-19 are also eligible to submit a waiver. The waiver request will not be considered complete if it does not contain a fully executed Affidavit and supporting documentation. The waiver must be approved by the State(s) where the prior award(s) were made and NBRC for the applicant to be eligible to seek 2022 SEID funding. **NOTE: If an applicant needs to submit a 75% expenditure waiver, the Affidavit together with documentation supporting the waiver request must be submitted together with the Letter of Interest and must be received no later than 5:00 p.m. EST April 22, 2022. The waiver must be approved by NBRC for the applicant to be eligible to seek 2022 funding. Please see the waiver policy and a link to the fillable PDF waiver form in Appendix C of this manual.**
8. **LOCAL DEVELOPMENT DISTRICT:** The NBRC Federal-State partnership is aided by a group of regional organizations called Local Development Districts (LDDs) that assist the NBRC in its outreach activities and administer NBRC investments for grantees. Per 40 U. S. C., §15505 (c), the NBRC has a duty to enhance the capacity of, and provide support for, LDDs within the Commission's region. For further information, see [www.nbrc.gov/content/administration](http://www.nbrc.gov/content/administration).

LDDs are compensated for their administrative work, through a reimbursement process, based on the formula of 2% of the NBRC award. LDD grant administration costs are an eligible NBRC cost for an amount not to exceed the formula. If grant administration assistance is needed, beyond the total available under the formula, those must be paid for with matching funds. LDD grant administration costs must be reflected as a line item within the budget submitted for the project.

A grantee is required to provide a copy of the executed LDD contract as part of the documentation necessary to receive a Notice to Proceed.

**Each NBRC award is required to utilize an LDD for grant administration assistance unless they are an agency of State government or have requested and received LDD waiver approval from NBRC prior to the submission of the SEID application.** LDD Waiver requests are due by 5:00 p.m. EST May 6, 2022. Please see the fillable PDF LDD waiver form in Appendix D of this manual.

- 9. SUBMISSION OF A SINGLE AUDIT IN THE PAST 12 MONTHS (Y/N):** Single Audits require comprehensive testing of compliance and internal controls over compliance of federal programs. States, local governments, and not-for-profit entities are required to undergo a single audit if they spend \$750,000 or more in federal awards in a fiscal year. Keep in mind that the threshold relates to expenses, not revenues. See 2 CFR 200.501(a). The NBRC cannot advise if you are required to complete this. Consult your internal CPA or your auditing firm if you are unsure how to answer this question. **If the applicant selects Yes, they are not required to attach the audit to the application. If funded, and NBRC needs to review or be provided additional information, the applicant will be contacted directly.**

## II. PROJECT INFORMATION

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- 10. TIMELINE:** All project start dates will be October 1, 2022 and must be completed by September 30, 2025. NBRC allows a three-year period of performance for SEID projects. If your project will not be able to be completed within this timeline, an applicant is strongly encouraged to discuss their project with their State Program Manager and consider applying at a future time.
- 11. IN WHAT COUNTY OR COUNTIES WILL THE PROJECT TAKE PLACE?** It is important to include all counties in which the project will take place. This is not the location of your office; it is the location of the project. If you have a multi-county (multi-state) project, the minimum match required will be the average of the match rate of all counties included in the project.
- 12. ISOLATED AREAS OF DISTRESS:** In 2022 there are three Attainment Counties; Belknap, Carroll, and Grafton Counties in NH and one in VT, Grand Isle County. These counties do not qualify for funding from NBRC. However, municipalities within this county may qualify if they have been identified as Isolated Areas of Distress. Please select the name of your municipality from the list provided. Please see [www.nbrc.gov/content/distressed-counties](http://www.nbrc.gov/content/distressed-counties) for NBRC's Distress Criteria including details on Isolated Areas of Distress.
- 13. PROJECT DESCRIPTION:** In 1,000 **characters** or less, describe the project and what it will accomplish. In a concise manner explain both the outputs that will be completed and the intended results (outcome) that are anticipated by the investment.  
**For example:** The Project will replace ~1.3 miles of 36" pipe with ~1.3 miles of 48" pipe along Broad Street (output), improving transmission to the Wastewater Treatment Plant in Dalton City. This will increase capacity to allow future development and create jobs along Brodie Street benefiting all of Murphy County and extended area (outcome).
- 14. WHAT IS THE TYPE OF ACTIVITY THAT WILL BE IMPLEMENTED?** Infrastructure or Non-Infrastructure. Please refer to the defined categories of infrastructure starting on page 6 of this manual, and the requirements therein related to construction in support of infrastructure. Refer to the definition section of this manual for further

information on construction. A project that includes planning and engineering when part of a larger construction implementation will be considered 'construction'; a project solely made up of planning and/or engineering will not be considered 'construction' and are eligible for up to \$350,000. If the proposed project does not include construction in support of a defined category of infrastructure the applicant must select non-construction.

- 15. WILL THE PROJECT ACTIVITY RESULT IN INFRASTRUCTURE (Y/N)?** A project is infrastructure if it meets one or more of the defined categories of infrastructure as provided under Section VII, Eligible Purposes, of this manual. If the applicant selected Yes to question #14 (project is construction in support of a defined category of infrastructure), the answer to #15 will also be Yes. Otherwise, the answer is No.
- 16. WILL THE PROJECT CREATE OR RETAIN JOBS (Y/N)?** If yes, the number of jobs to be created and/or retained must be reflected within your project narrative. Please include the basis for your projections.
- 17. WILL THE PROJECT IMPROVE WATER OR SEWER SERVICE (Y/N)?** If yes, information on capacity, linear feet of pipe, etc. must be reflected within your project narrative. Please see the definition of Basic Public Infrastructure as provided under Section VII, Eligible Purposes, of this manual. For the answer to this question to be Yes, the answers to Questions #14 and #15 both must also be Yes.
- 18. WILL THE PROJECT TRAIN INDIVIDUALS AS PART OF A WORKFORCE DEVELOPMENT PROGRAM (Y/N)?** If yes, the number of individuals who will be trained must be provided within your project narrative. Please include the basis for your projections.
- 19. PROJECT LOCATION (50-character limit):** Upload a pdf of a map indicating the physical location of the project and provide a narrative of the location of the project (including a physical address and/or GPS coordinates). Technical assistance projects must also provide a map of the region to be served.
- 20. PROJECT FOCUS (2,500-character limit):** Please identify one or more of the Eligible Purposes (referenced earlier in this Manual) outlined and provide a narrative of how your project is consistent with the intended purposes of NBRC funding.
- 21. ECONOMIC IMPACT OF THE PROJECT (2,500-character limit):** What is the economic impact of your project? Please select 2-4 items from the list which identify the anticipated economic impact as a result of the NBRC investment and explain how the project will result in the items selected. Cite the basis for the justification. The applicant must provide details to the outcomes of their project and provide details of same within their project narrative.
- create and/or retain jobs
  - raise per capita income
  - lower poverty in the region
  - lower regional unemployment
  - lower regional outmigration rates
- It is important for the reviewers to understand how you arrived at your understanding of economic impact. What economic studies or experts can you reference to justify economic impact?
- 22. OUTCOMES OF THE PROJECT:** What are the intended outcomes of your project? Please select 2-4 items from the drop-down list which identify the anticipated measurable and obtainable outcomes of the proposed

project. If applicable outcomes are not listed, please select other and provide a measurable outcome that can be assessed at time of project close-out and again 3 years after the project is completed that will determine the success of your project. Outcome measurements (often referred to as Performance Measures) are documentable ways to assess the extent to which a program/project has achieved its intended outcomes. The outcomes you choose are not outputs (items such as linear feet of pipe installed), they are results (the changes). Note: Make sure these are reasonable and obtainable. Please see Appendix F of this manual for additional information on Project Outcomes and Outputs.

### **What are Outcomes and Outputs? How are they connected?**

**Outputs:** Outputs are the activities or deliverables that will be accomplished as a result of an investment. Outputs are generally described as deliverables or milestones in a work plan or timeline and may include things like the number of workers trained, square feet developed, or new visitors to a facility. Outputs are generally accomplished during the life of the investment.

**Outcomes:** Outcomes are the measurable impacts or results of the work of the investment. Outcomes sometimes occur after the completion of the investment. Every project must have at least 2 Outcome Performance Measures.

It is expected that estimated measures are included in project applications and will be reported within the project closeout reports. The following are examples that may be used for projects. You may have more appropriate measures for your project.

PROJECT TYPE	COMMON OUTPUTS	COMMON OUTCOMES
Education or workforce development project	Students served; workers trained	Student skill improvements, worker/trainee skill improvements, programs implemented
Tourism facility, revitalization, or trail construction project	Communities served, linear feet of trail, average new visitor days	Businesses created and/or retained, specific community improvements, non-export (tourism) revenues
Water, sewer, or infrastructure construction project	Businesses served, MGD capacity, linear feet	Businesses created and/or retained, jobs created, jobs retained, private investment leveraged

**23. WORK PLAN:** Provide a Work Plan that lists tasks relating to any outputs that will be completed to achieve the Outcome Measures outlined in #22. This should be a well thought out plan for implementing your project. Even when a project is technical assistance-focused, there still should be deliverables that clearly demonstrate work completed as outlined. The work plan that outlines the project should be consistent with the budget (SF424cbw) that is being submitted. When establishing the project timeline presented in the Work Plan, it is important to consider that National Environmental Policy Act (NEPA) requirements must be completed before implementation or the irretrievable commitment of funds for the proposed project. For this reason, completion of NEPA should be included as a milestone in the Work Plan presented. The Work Plan should be included in the document upload section of the application.



If awarded, this work plan will become part of the Grant Agreement, and subsequent reports you will file over the duration of your project. **If you will not be able to report on it, do not include it.** Some narrative of the tasks could be helpful, and project timelines are required. See examples below:

TASKS	PROJECT TIMELINE	COMMON OUTPUTS	COMMON OUTCOMES
<ol style="list-style-type: none"> <li>1. Project awarded funding</li> <li>2. Complete NEPA and receive NBRC approval</li> <li>3. Project issued a Notice to Proceed to begin project from NBRC</li> <li>4. Design/Permitting</li> <li>5. RFP for engineer</li> <li>6. Development contract for engineer</li> <li>7. Approve sewer installation plans</li> <li>8. Bid process for construction</li> <li>9. Hire construction firm</li> <li>10. Complete construction</li> </ol>	Provide associated timeline for each task	Businesses served, MGD capacity, linear feet	Businesses created and/or retained, jobs created and/or retained, private investment leveraged

**24. REGIONAL PLAN (500-character limit):** The project should be consistent with regional strategies, such as a Comprehensive Economic Development Strategy (CEDS). What is important is that it has been developed through a broad public process, and it is supported by leaders in the region and municipal leaders are engaged in the process. If you are unaware of a planning document within your region, contact your Local Development District. NBRC does not determine which regional plan should be consulted.

**25. STATE PLANNING (500-character limit):** The project should be consistent with a statewide economic development plan (where available) and state strategies. NBRC provides information on State Economic Development Strategies on our website at <https://www.nbrc.gov/content/resources>. You may also want to consult the NBRC State Program Manager within your state if you have questions about how to reference a specific document and ensure the project's alignment with state funding priorities. State Program Manager contact information can be found on Page 34 of this Manual.

**26. STRATEGIC PLAN (500-character limit):** The NBRC Strategic Plan can be found at [www.nbrc.gov/content/resources](https://www.nbrc.gov/content/resources). Explain how this project will help advance the goals of the Strategic Plan and/or explain how the project could contribute to meeting the performance measures outlined therein.

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Questions 27-32 are for entities requesting to use funds for a **Revolving Loan Fund**. Select "No" if not applicable to your project. If you select "Yes" additional questions will populate as referenced below. For additional information on Revolving Loan Funds, please see Appendix G of this manual.

**27. BRIEF ORGANIZATIONAL HISTORY:** Please provide a history of the organization's lending experience that demonstrates potential successful use of NBRC funds. Please include year in which your current loan portfolio originated.

**28. ADMINISTRATION:** Provide a brief explanation of how administration of how the RLF will be funded.

**29. ORGANIZATIONAL PROCEDURES:** Provide a copy of the organization's procedure manual and/or explain how an established loan review committee will participate in decision-making pertaining to the NBRC RLF.

**30. STAFF RESUMES:** Provide staff resumes of those will be responsible for the NBRC funds, and a list of loan review committee members to include their relevant qualifications.

**31. USE OF FUNDS:** Describe the use of funds to include addressing known funding gaps, target populations, potential and/or known recipients, and how funds will fill an identified demand.

**32. REVOLVING LOAN FUND POLICY DOCUMENT:** Include the organization's RLF policy document. If the document does not address the following, please provide the information with your application.

- Service area for NBRC RLF
- Eligible loan purposes
- Fees, rates, terms, collateral requirements, limits, priorities
- Application process
- Method of disposition of funds to the borrower
- Monitoring of the borrower and reporting requirements and actions taken for delinquencies

### III. PROJECT FINANCING

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#### 33. PROJECT FINANCIAL OVERVIEW

**TOTAL PROJECT COSTS:** Total project cost should include all costs associated with this project including the amount to be requested from the Northern Border Regional Commission. **This number should be consistent throughout the application, and all supporting documents required to be submitted with the application.**

**NBRC REQUESTED AMOUNT:** This is the amount you are requesting from NBRC. This number should be consistent throughout the application, and all supporting documents required to be submitted with the application.

**MATCH/COST SHARE:** This amount is the TOTAL PROJECT COST minus NBRC REQUEST.

**34. BUDGET (SF424cbw), BUDGET NARRATIVE and SF424A– Budget for Non-Construction and SF424B – Assurances for Non-Construction OR SF424C – Budget for Construction and SF424D – Assurances for Construction:**

All applicants must complete the SF424cbw (Budget) and a Budget Narrative, which outlines how you arrived at your budget, assumptions, notes, etc. If your project will require the utilization of a LDD for grant administration services these costs must be identified in the SF424cbw. If your project will require the completion of additional

environmental review as part of the NEPA process, such as an environmental assessment, these costs should also be identified in the SF424cbw budget form and account for the cost of any mitigation that may be required as part of implementation.

In addition to the 424CBW and the Budget Narrative an application for non-construction must also provide Forms SF424A and SF424B. For an application that includes construction, in addition to the SF424cbw and Budget Narrative, an application must also provide forms SF424C and SF424D.

Please see the required application support document checklist for instructions on how to name these files.

**35. IDENTIFY MATCH/COST SHARE:** List all funding sources, their status (approved, pending, committed) and the corresponding notification date of when the funds were approved or committed, or an anticipated notification date for funds listed as *pending*. Reference the type of cost share (cash, loan, grant, in-kind, etc.). **Funds for a project that have previously been committed or expended should not be listed as they cannot be counted as match or cost/share for this project.** Applicants are also strongly encouraged to refer to the scoring priorities of the state where your project will be located to determine if the state prioritizes projects that have fully committed match and/or show the ability to move forward promptly should the project be awarded funding. **Please note the total match amount should equal the “Match” row in Question #33.** Letters of commitment do not need to be included with the application.

A Notice to Proceed will not be issued until all other funds needed to complete the project are committed. **No funds will be reimbursed, nor can any project match be counted for funds committed or expended or any work completed prior to receiving a Notice to Proceed.**

**If awarded, recipients will have until September 30, 2023, to demonstrate that cost share funds are committed and receive a Notice to Proceed.** If a project has not been issued a Notice to Proceed by September 30, 2023, NBRC reserves the right to rescind the award and assign these funds to another project or projects within the State of award.

**36. WILL THERE BE ANY CAPITAL INVESTMENTS MADE BY PRIVATE COMPANIES?** If yes, attach participation agreements or letters of commitment. Applicant should provide information to demonstrate and measure what types of investments the project will stimulate, such as infrastructure improvements, jobs created jobs retained, etc.

**37. ADMINISTRATION:** The NBRC Federal-State partnership is aided by a group of regional organizations called Local Development Districts (LDD's) that assist the NBRC in the administration of investments for grantees. LDD's are either an already existing federally designated Economic Development District, as certified by the US Economic Development Administration, or an organization similar in nature to a regional planning commission.

**Each NBRC SEID award is required to utilize an LDD for grant administration assistance unless they are an agency of State government or have requested and received LDD waiver approval from NBRC prior to the submission of the SEID application.**

LDDs are compensated for their administrative work, through a reimbursement process, based on the formula of 2% of the NBRC award. LDD grant administration costs are an eligible NBRC cost for an amount not to exceed the formula. If grant administration assistance beyond the total available under the formula, those must be paid for

with matching funds. LDD grant administration costs must be reflected as a line item within the budget submitted for the project.

The LDD contract executed between the grantee and the LDD should specify the type of scope of services/grant administration activity that will be provided to the grantee. A grantee is required to provide a copy of the executed LDD contract as part of the documentation necessary to receive a Notice to Proceed.

**NOTE: If a LDD waiver is being requested, the request must be submitted to NBRC's Program Director Andrea Smith at [asmith@nbrc.gov](mailto:asmith@nbrc.gov) and received no later than 5:00 p.m. EST, May 6, 2022.** Please see Role of the LDD and access to a fillable PDF LDD waiver form in Appendix E of this manual.

- 38. SUSTAINABILITY:** How will the investment be sustained over time? A project is not deemed sustainable if it depends on future grants to meet its intended purpose.
- 39. PROPERTY:** Will property or equipment be purchased with NBRC or matching funds? For projects that include the acquisition of land or utilizing the value of land as match to the NBRC award, NBRC requires an appraisal signed off by an MAI member (Member Appraisal Institute) or a Certified General Appraiser. NBRC retains a residual financial interest in grant acquired real property or personal property/equipment. Please see NBRC's Grant Administration and Compliance Manual at <https://www.nbrc.gov/content/administration>. For more information on federal regulations as it relates to the purchase of property, see 2 CFR 200.311. For regulations regarding the purchase of equipment see 2 CFR 200.313.
- 40. OWNERSHIP (1,500-character limit):** Who is the owner of the property at the time of application? Who will own any property or improvements resulting from the investment? When public dollars are used to purchase any title to property or equipment, it must remain in control of an eligible NBRC entity. Control of the property or equipment may not be transferred to another entity without the permission of NBRC. Control can take the form of fee title, easement, or lease. Please provide the procedure, or instruments that will be put in place to maintain control by the award recipient.
- 41. FINANCIAL NEED (1,500-character limit):** Describe efforts to fund this project with other sources\*. List other relevant sources of funding to which the entity has applied, and the status of those funds. What local efforts have been made to fund the project? Please outline why NBRC funds are needed and how the project may or may not move forward without NBRC funds (e.g., the project will take longer because additional fund-raising will need to happen).

**\*Based on FY'21 appropriations language, NBRC will accept requests from 2022 grant applicants for "no match" applications if the grantee can demonstrate that matching funds are not available because of the impacts of COVID-19. Applicants who believe they can demonstrate their project qualifies for "no match" consideration, must fully execute the Affidavit template in Appendix B of this manual and submit documentation of same as a support document to their application.**

**DOCUMENT UPLOAD** – See **Section D SUBMISSION INFORMATION AND INVESTMENT CONDITIONS** of this manual for a complete list of the documents required to be considered a complete application, as well as the naming conventions of each.

## IV. AUTHORIZATION

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The NBRC requires a resolution by the applicant's legal authority providing authorization to the executive to make and sign this application to the Northern Border Regional Commission. In addition to signing the application, the applicant is required to provide a resolution from the entities legal authority indicating the name and title of the person they are authorizing. This document should be attached to the application and be entitled "Authorized Official Resolution". The resolution should indicate the executive's permission to **sign both the NBRC SEID application and, should this project be selected for funding, all NBRC investment documents that bind the applicant.** Examples of legal authorities include select boards and councils for municipalities; commissions for counties; state authorized officials or boards for states; boards of directors, or trustees for nonprofits.

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By signing this application, authorizing official acknowledges and affirms the following statements:

- The applicant is not legally organized as a for-profit entity, LLC, Sole Proprietorship, Individual or any other entity excluded from receiving federal grants or awards.
- The applicant has no outstanding federal debts, liens, or encumbrances.
- The applicant is in good standing with its single audit requirements, if applicable.
- Any conflicts of interest have been disclosed in writing prior to the submission of this application.
- No application preparation or consultant fees shall be paid from NBRC awarded funds.
- Submission of this application does not constitute a contract or guaranteed funding from NBRC.
- NBRC reserves the right to withdraw awards for projects that do not demonstrate evidence of committed and eligible cost sharing funds by September 30, 2023
- No expenses are eligible for reimbursement prior to the execution of the Notice to Proceed,
- A Notice to Proceed will not be issued until match/cost share funding has been secured and documented.
- A Notice to Proceed will not be issued until NEPA obligations have been satisfied.
- The project must be located within the NBRC service area and be a direct benefit to the area.
- All applicable state laws pertaining to contracting, procurement, and bidding process adhere to or exceed the requirements detailed in 2 C.F.R 200.
- In accordance with the policy of the United States Government, consistent with applicable law, use, terms and conditions of Federal financial assistance awards and federal procurements, recipients must maximize the use of goods, products, and materials produced in, and services offered, in the United States. Whenever possible, the recipient shall procure goods, products, materials, and services from sources that will help American businesses compete in strategic industries and help America's workers thrive. January 25, 2021, Executive Order on Ensuring the Future is Made in All of America by All of America's Workers
- The project does not relocate businesses from one region to another.
- You have the legal authority to sign all NBRC Investment documents, to submit this application for funding and accept funds for the purposes outlined in this application.
- To the applicant's knowledge, the statements and information contained in this application are true and correct.

## V. AWARD CONDITIONS

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The NBRC reserves the right to withdraw awards for projects that do not demonstrate evidence of committed and eligible cost sharing funds by September 30, 2023.

- The investment period (maximum time that the project shall be completed) shall be October 1, 2022, through September 30, 2025. In the event the project may take longer to complete, the recipient shall submit in writing the reason and request an extension from the NBRC.
- NBRC reserves the right to request additional documentation from the Grantee.
- NBRC reserves the right to request and review all documentation specific to the project for which NBRC funds were utilized.
- NBRC shall be held harmless. Recipients shall carry out programs as independent contractors and not as agents of the NBRC. Recipients assume sole and complete responsibility for the conduct of the program in such a manner as to assure the safety and welfare of all persons participating in or in any way involved in, or affected by, any activity conducted. The NBRC, by its provision of funds for this project, undertakes no responsibility in this regard. Recipients shall indemnify and hold harmless the NBRC, its agents, officers, and employees, from and against all claims, demands, suits, judgements, settlements, etc., for sums of money or on account of personal injuries, property damage, or loss of life or property covered by an Agreement.

## SECTION D. SUBMISSION INFORMATION AND INVESTMENT CONDITIONS

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If you have programmatic questions or need technical assistance, please contact NBRC staff at [admin@nbrc.gov](mailto:admin@nbrc.gov) or (603) 369-3001

### COMPLETE APPLICATIONS WILL CONSIST OF THE REQUIRED DOCUMENTS LISTED BELOW AND SUBMITTED THROUGH NBRC's APPLICATION PORTAL:

- COMPLETED ON-LINE APPPLICATION

#### REQUIRED SUPPORT DOCUMENTS:

- **NBRC NEPA Intake Form.** If additional NEPA documentation is being provided, the NEPA intake form and supporting documentation should be combined and submitted as one PDF. This information should be labeled NEPA Intake
- **STANDARD FORM 424 APPLICATION FOR FEDERAL ASSISTANCE.** (The Catalog of Federal Domestic Assistance (CDFA) # is 90.601). This document should be labeled SF424 Application for Federal Assistance
- **BUDGET - (SF 424cbw).** The document should be labeled Budget SF424cbw
- **BUDGET NARRATIVE.** This document describes how you arrived at your numbers. This document should be labeled Budget Narrative
- **SF424A– Budget for Non-Construction\*.** This document should be labeled SF424A Budget for Non-Construction
- **SF424B – Assurances for Non-Construction\*.** This document should be labeled SF424B Assurances for Non-Construction



**OR**

- **SF424C** – Budget for Construction\*\* This document should be labeled SF424C Budget for Construction
- **SF424D** – Assurances for Construction\*\* This document should be labeled SF424D Assurances for Construction

\*If the project is in support of non-infrastructure, and does not include construction, in addition to the SF424, SF424cbw and the Budget Narrative, an applicant must also submit a 424A–Budget for Non-Construction and a 424B–Assurances for Non-Construction.

\*\*If the project is in support of infrastructure and includes construction, in addition to the SF424, SF424cbw, and the Budget Narrative an applicant must also submit a 424C–Budget for Construction and a 424D–Assurances for Construction.

- **DISCLOSURE OF LOBBYING ACTIVITIES** (must be completed even if your entity will not be undertaking any lobby activities). This document should be labeled SFLLL Disclosure of Lobbying Activities
- **NBRC FORM 1001. DEBARMENT, SUSPENSION CERTIFICATE.** This document should be labeled NBRC Form 1001 Debarment
- **AFFIDAVIT FOR COVID-MATCH WAIVER REQUEST** (If Applicable) This document should be labeled COVID Match Waiver Affidavit
- **LDD WAIVER APPROVAL** (If Applicable) This document should be labeled LDD Waiver Approval
- **SIGNIFICANT BENEFIT WAIVER APPROVAL** (If Applicable) This document should be labeled Significant Benefit Waiver Approval
- **75% SEID EXPENDITURE WAIVER APPROVAL** (If Applicable) This document should be labeled 75% SEID Expenditure Waiver Approval.
- **RLF DOCUMENTATION** (If Applicable) This document should be labeled RLF.
- **CURRENT CERTIFICATE OF GOOD STANDING** (NON-PROFIT ORGANIZATIONS). This document should be labeled Certificate of Good Standing.
- **IRS DETERMINATION LETTER** (NON-PROFIT ORGANIZATIONS) (If Applicable). This document should be labeled IRS Determination Letter.

- **INDIRECT COST RATE DOCUMENTATION** (If Applicable) Current letter from cognizant agency with the approved indirect cost rate. This document should be labeled Indirect Cost Rate.
- **RESOLUTION BY THE APPLICANT'S LEGAL AUTHORITY PROVIDING AUTHORIZATION TO THE PERSON AUTHORIZED TO SIGN THE APPLICATION TO THE NORTHERN BORDER REGIONAL COMMISSION.** The resolution must reflect the name and title of the authorized official and should indicate the executive's permission to sign all NBRC investment documents that bind the applicant. Examples of legal authorities include select boards and councils for municipalities; commissions for counties; state authorized officials or boards for states; boards of directors, or trustees for nonprofits. This document should be labeled Authorized Official Resolution.

The supporting documents should be titled as indicated and uploaded as PDFs.

## WHERE TO SUBMIT APPLICATIONS

Entities who are invited to apply must do so by 5:00 pm EST on Friday, June 3, 2022, using the online Application Database only. No paper submissions will be accepted. Entities invited to apply will be provided access to NBRC's application portal via their invitation to apply. If you have questions or need technical assistance, with the portal, please contact [admin@nbrc.gov](mailto:admin@nbrc.gov), or (603) 369-3001. **Applications not submitted electronically by the deadline and/or deemed significantly incomplete will not be accepted for review.**

## SECTION E. – STATE PROGRAM MANAGER CONTACT INFORMATION

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### Maine

Charlotte Mace  
DECD – Office of Community Development  
(207) 624-7448  
[charlotte.mace@maine.gov](mailto:charlotte.mace@maine.gov)

### New Hampshire

Benoit LaMontagne  
New Hampshire Department of Business and Economic Affairs  
(603) 419-9713  
[benoit.l.lamontagne@livefree.nh.gov](mailto:benoit.l.lamontagne@livefree.nh.gov)

Janel Lawton  
New Hampshire Department of Business and Economic Affairs  
(603) 545-1579

[janel.m.lawton@livefree.nh.gov](mailto:janel.m.lawton@livefree.nh.gov)

## New York

Kyle Wilber  
New York Dept. of State, Division of Local Government Services  
(518) 473-3355  
[kyle.wilber@dos.ny.gov](mailto:kyle.wilber@dos.ny.gov)

## Vermont

Kristie Farnham  
Vermont Agency of Commerce & Community Development  
(802) 398-5268  
[kristie.farnham@vermont.gov](mailto:kristie.farnham@vermont.gov)

## SECTION F. – TIMELINE OF 2022 SEID PROGRAM

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If you have programmatic questions or need technical assistance, please contact NBRC staff at [admin@nbrc.gov](mailto:admin@nbrc.gov) or (603) 369-3001

The total amount of SEID funds available for 2022 is subject to the enactment of full-year FY 2022 appropriations by Congress. The SEID dollar amounts to be allocated to each of the states is also pending full year appropriations. The available amounts will be updated once appropriations are passed.

2022 SEID materials available on NBRC website	March 14, 2022
2022 SEID Program Information Sessions (at least one per State will be scheduled)	March/April
Letters of Interest (Required)* NEW	Due April 22, 2022 by 5:00 p.m. EST
Responses to LOIs	First week of May
75% Waiver Requests for Prior SEID Recipients** NEW	Due April 22, 2022 by 5:00 p.m. EST
Significant Benefit Waiver Request*	Due April 22, 2022 by 5:00 p.m. EST
LDD Waiver Request	By May 6, 2022
Application portal open	May 16, 2022
Applications	Due June 3, 2022 by 5:00 p.m. EST
NBRC notification of awards & notice to unsuccessful applicants	By August 31, 2022

Mandatory grant recipient and LDD training (virtual) (one per State will be scheduled)	August/September 2022
NBRC grant agreement preparation & distribution	September/October 2022
NBRC/EDA notification of awards & notice to unsuccessful applicants	October 2022
NBRC/USDA notification of awards & notice to unsuccessful applicants	November 2022

\*Significant Benefit Waiver Affidavit must be submitted with the Letter of Interest

\*\*75% Expenditure for prior SEID awardees must occur by April 15, 2022. The 75% Expenditure Waiver Affidavit must be submitted together with the Letter of Interest



## **APPENDIX A – NBRC NEPA INTAKE FORM**

The National Environmental Policy Act (NEPA) requires that federal agencies consider potential environmental impacts of their actions before implementation or spending funds on the proposed action. You must complete this initial NEPA Intake Form as part of your NBRC application to provide NBRC Staff with project information relevant to the NEPA process. NBRC will use this information to determine the appropriate level of NEPA analysis that will be required if your proposed project is funded.

Note: 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.

Please complete the NBRC NEPA intake form in PDF format and provide attachments to support the information provided on this form, as needed. The NEPA intake form and supporting documentation should be combined and submitted as one PDF and labeled NEPA INTAKE.

**[Click here for NEPA INTAKE FORM in fillable PDF Format](#)**



## **APPENDIX B**

### **COVID-19 MATCH WAIVER GUIDANCE and AFFIDAVIT**

Based on the NBRC's interpretation of FY'21 appropriations language, the NBRC will accept requests from 2022 grant applicants for "no match" applications if the grantee indicates that matching funds are not available because of the impacts of COVID-19.

An applicant seeking a match relief waiver must complete the Affidavit template provided by NBRC (below), which must be signed by the "authorizing official" and included with the "additional documents" submitted with the application. In the course of completing the Affidavit, the Applicant will identify the percentage of match for which they are requesting a waiver and attesting to the fact that match funding is unavailable due to the economic impacts of COVID-19. If an applicant follows the template and submits a fully complete and executed waiver, the request will be accepted without further documentation.

With respect to the scoring of applications, each NBRC State includes match in their scoring criteria in some way, typically as part of an overall "readiness" score. As such, for applications that include an Affidavit as described above, each State's "readiness" score will consider the project's impact and readiness regardless of match, and the applicant will not be penalized for lack of match.

The executed COVID match waiver affidavit should be submitted as an SEID Application support document and labeled COVID-MATCH WAIVER AFFIDAVIT.

**[Click here for COVID Match Waiver form in fillable PDF format](#)**



## **APPENDIX C - 75% SEID EXPENDITURE POLICY AND WAIVER**

If an applicant has an outstanding SEID investment with NBRC, they cannot receive additional NBRC SEID investments until their current project has both: submitted reimbursement requests totaling 75% or more of the project and demonstrated that 75% of the cost share has been expended by **April 15, 2022**. If the 75% expenditure cannot be met, the entity can apply for a waiver. A project that has encountered delays directly related to the impacts of COVID-19 are also eligible to submit a waiver. The waiver request will not be considered complete if it does not contain a fully executed Affidavit and supporting documentation. The waiver must be approved by the State(s) where the prior award(s) were made and NBRC for the applicant to be eligible to seek 2022 SEID funding.

If the 75% expenditure requirement cannot be met by the deadline, a request for a waiver of this requirement, together with documentation to support the waiver, including current status of project, delays encountered (if applicable), projected completion date of a prior SEID award(s), capacity to both complete prior award(s) and take on new projects. Information to support the waiver should also include the economic impacts of the proposed project, and how a delay in applying for funding will be a detriment. Economic impact support documentation should include specific and not speculative information.

**NOTE:** If an applicant needs to submit a 75% expenditure waiver, the executed Affidavit together with documentation supporting the waiver request may be submitted together with the Letter of Interest and must be received no later than 5:00 p.m. EST April 22, 2022. The waiver must be approved by NBRC for the applicant to be eligible to seek 2022 funding.

**[Click here for 75% SEID Expenditure Waiver in fillable PDF format](#)**



## **APPENDIX D – SIGNIFICANT BENEFIT WAIVER AFFIDAVIT**

**Requesting a significant benefit waiver for consideration.** An exception exists for projects located within an Attainment County that could bring significant economic benefits to NBRC Distressed or Transitional counties outside of that county. If your community or organization is located within an Attainment County, but outside of one of the identified “Isolated Areas of Distress” in the NBRC’s 2022 Distress Criteria, an exception to allow for an application is possible for projects that could bring significant economic benefits to distressed areas.

**Process:** If a Significant Benefit waiver is being requested, the documentation supporting the waiver request, which includes an executed Significant Benefit Waiver together with clear and convincing evidence of a project’s economic impact beyond the border of the municipality may be submitted together with the Letter of Interest and must be received no later than 5:00 p.m. EST April 22, 2022. A Significant Benefit Waiver request requires approval by the Federal Co-Chair and the Governor’s Alternates of the four NBRC States. The significant benefit waiver must be approved for the entity to be considered eligible to be issued an invitation to submit an application.

**[Click here for Significant Benefit Waiver Affidavit in fillable PDF format](#)**





## **APPENDIX E – LDD POLICY AND WAIVER**

### **ROLE OF REGIONAL ORGANIZATIONS IN NBRC GRANT ADMINISTRATION**

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The NBRC Federal-State partnership is aided by a group of regional organizations called **Local Development Districts (LDDs)** that assist the NBRC in its outreach activities and administer NBRC investments for grantees.

LDDs are either an already existing federally designated Economic Development District, as certified by the US Economic Development Administration, or an organization similar in nature to a regional planning commission.

Each SEID NBRC award is required to utilize an LDD for grant administration assistance unless they are an agency of State government or have requested and received LDD waiver approval from NBRC prior to the submission of the SEID application. A grantee is required to provide a copy of the executed LDD contract as part of the documentation necessary to receive a Notice to Proceed.

LDDs are compensated for their administrative work, through a reimbursement process with the grantee, based on the formula of 2% of the NBRC award. LDD grant administration costs are an eligible NBRC cost for an amount not to exceed the formula. If grant administration assistance beyond the total available under the formula, those must be paid for with matching funds. LDD grant administration costs must be reflected as a line item within the project budget submitted in support of a SEID application for funding.

The LDD contract executed with the grantee should specify the type of scope of services/grant administration activity that will be provided.

**NOTE:** It is not expected that the LDD will conduct bid processes and assessing bid documents for completion, interviewing potential consultants or other procurement processes. If a grantee wishes to engage the LDD in these processes, they may enter a separate Grant Management contract with the LDD. See [Role of the LDD](#) or visit [www.nbrc.gov/content/administration](http://www.nbrc.gov/content/administration) for more information.

If a LDD waiver is being requested, the request must be submitted to NBRC's Program Director Andrea Smith at [asmith@nbrc.gov](mailto:asmith@nbrc.gov) and received no later than 5:00 p.m. EST, May 6, 2022.

**[Click here for LDD Waiver in fillable PDF format](#)**

# APPENDIX F - OUTCOMES AND OUTPUTS

## Examples of Outcomes

**Businesses Created:** Businesses created and/or retained, jobs created and/or retained, private investment leveraged, specific community improvements, non-export (tourism) revenues as a result of an NBRC project.

**Communities Improved:** The number of communities with a measurable improvement as a result of an NBRC project, including projects that improve planning, civic participation, infrastructure, and educational opportunities. This measure should also be used for consolidated technical assistance grants. The “communities improved” number will generally be the same as, or a subset of, the “communities served” output measure.

**Costs Reduced:** Costs reduced as a result of project activities, within one year of project implementation. For example, small business technical assistance may help a business streamline and cut costs, or an energy-efficiency program may help to reduce energy costs, through a renegotiated flat fee for energy use or through a reduction in kilowatt hours used. See the output measure “energy capacity.”

**Households Improved:** The number of households with measurable improvement as a result of an NBRC project. For each project, this number is generally the same as, or a subset of, the “households served” output measure.

**Jobs Created:** The projected number of jobs (direct hires, excluding construction jobs) that will result from an NBRC project, measured during the project period and up to three years after the project end date. Part-time and seasonal jobs should be converted to full-time equivalents and rounded up to whole numbers. Note: for infrastructure projects, employers should provide letters stating their intention to create a specific number of new jobs; for non-infrastructure jobs, applicants should estimate the number of jobs that will be created by the organizations expected to benefit from the project.

**Jobs Retained:** The number of jobs that would be lost or relocated without the NBRC project, measured during the project period and up to three years after the project end date. Note: for infrastructure projects, employers must provide letters explicitly stating the number of jobs at risk, due to loss of competitiveness or relocation, without the project. For non-infrastructure projects, applicants should estimate the number of existing jobs that would be at risk, due to loss of competitiveness or relocation, without the NBRC-funded project.

**Leveraged Private Investment (LPI):** The dollar amount of private-sector financial commitments, outside of project costs, that result from a project, measured during the project period and up to three years after the project end date. Note: for infrastructure projects, businesses should provide letters stating their intention to make a specific level of investment if the project is funded; for non-infrastructure jobs, applicants should estimate the dollar value of investments that will be made by the company or companies that will benefit from the project.

**Organizations Improved:** The number of organizations with a measurable improvement as a result of an NBRC project. This number is generally the same as, or a subset of, the “organizations served” output measure.

**Participants Improved:** The number of participants with a measurable improvement as a result of the project (use when patients, students, or worker/trainee measures do not apply). A plan and a method for measuring the degree of improvement must be provided. This number is generally the same as, or a subset of, the “participants served” output measure.

**Programs Implemented:** The number of new programs, or the number of ongoing activities related to a defined goal, that are implemented as a result of an NBRC project. If possible, use with other measures that indicate the results of the project, such as students, workers, participants, etc.

**Revenues Increased:** Export Sales: The increase in revenue in export sales that a business or businesses realize as a result of an NBRC project, within three years of the project end date.

**Revenues Increased:** Non-Export Sales: The increase in revenue in domestic (non-export) sales that a business or businesses realize as a result of an NBRC project, within three years of the project end date.

**Students Improved:** The number of students who obtain a job in the field for which they were specifically trained; the number that receive a diploma, certificate, or other career credential; or the number of students who successfully complete a course or unit of study and/or graduate to the next grade or level necessary to continue their education. When outcomes occur after the project period, the number of students improved may be counted up to three years beyond the project end date. For programs where final outcomes are achieved after three or more years, the number of students improved may be counted by an alternative benchmark, such as the number of students completing a skill, grade, or level, or continued

enrollment for the project period. This number is generally the same as, or a subset of, the “students served” output measure.

**Telecom Sites:** The number of new telecom services installed as a result of a NBRC project. This diverse measure includes, but is not limited to, new telemedicine sites, new Wi-fi hotspots, a new wireless router or computer lab, new fiber run to an industrial site, a new antenna used to provide broadband service, etc.

**Workers/Trainees Improved:** The number of workers/trainees with improved skills that enable them to obtain employment or to enhance their current employment. For example, the number of workers or trainees obtaining a new job; getting higher pay or a better position; or receiving a certification, measured during the project period when possible. When outcomes occur after the project period, the number of workers or trainees improved may be counted up to three years beyond the project end date. For programs where outcomes are achieved after three or more years, the number of students improved may be counted by an alternative benchmark, such as completion of a skill, level/course, or continued enrollment for the project period. This number is generally the same as, or a subset of, the “workers/trainees served” output measure.

## Examples of Outputs

**Access Road Miles:** The length of the access roads constructed as part of the project, in miles or decimals of miles (not linear feet).

**Acreage:** The number of acres impacted by an NBRC site-development or reclamation project, such as the number of acres graded and prepared for development at an emerging industrial park, the number of acres open to future development, the number of acres permanently preserved for farmland, or other preservation efforts that improve the local economy, or the number of acres remediated in a reclamation project.

**Businesses Served:** The number of businesses served by an NBRC project, including entrepreneurship projects, business technical assistance, and infrastructure projects.

**Communities Served:** The number of communities served by an NBRC project, including projects that improve planning, civic participation, infrastructure, and educational opportunities. For consolidated technical assistance grants, the number of communities served is the number of projects submitted by state NBRC program offices.

**Energy Capacity (KWh/KW):** The number of kilowatt hours saved by energy efficiency projects, or kilowatts produced by renewable energy projects within one year of project implementation.

**Housing Units Constructed/Rehabbed:** The number of housing units constructed or rehabilitated as a part of an NBRC housing or community development project.

**Linear Feet:** The number of linear feet of pipe, wire, cable, trails, etc., to be constructed or installed.

**New Visitors:** Days: The number of new daytime visitors to a tourism destination times the number of days they visit, within one year of project implementation.

**New Visitors:** Overnights: The number of new overnight visitors to a tourism destination times the number of their overnight stays, within one year of project implementation.

**Organizations Served:** The number of organizations served by an NBRC project, including hospitals, schools, churches, non-profits, non-governmental organizations.

**Patients Served:** The number of unique patients receiving clinical services one or more times as a result of an NBRC health project. For equipment projects, report the number of patients served during the project period and one year after the equipment is deployed. For health projects that do not provide clinical services (such as health promotion activities), use the measure “participants served.”

**Participants Served:** The number of individual participants that can be served or are targeted by an NBRC project (use when patients, students, or worker/trainee measures do not apply). This can include the number of attendees at a meeting, workshop, or conference. For example, the number of individuals participating in a planning process; or the number of individuals attending health promotion activities.

**Plans/Reports:** The number of plans or reports developed as a result of a NBRC project. This could include strategic plans, master plans, concept plans, or plans for infrastructure improvements or new programs, as well as research reports, feasibility studies, etc. This measure is often paired with the outcome “Programs Implemented,” since a program or specific activity is often implemented as a result of a planning process.

**Square Feet:** The number of square feet constructed or improved by a NBRC project, such as the square footage of a renovated community center, a newly constructed parking lot, a reconfigured interior space, etc.

**Students Served:** The number of students that an NBRC education project will be able to serve, measured during the project period, when possible (e.g., the number of students served by a science and technology program in a given semester or year). For projects that are not fully operational during the project period, the measurement time period may be extended up to three years after the project end date. Projects that expand existing programs count only the additional number of students served.

**System Capacity (MGD/MG):** The capacity of a water or sewer system, in millions of gallons per day; or the capacity of a water tank, in millions of gallons. This includes the capacity of a new water or sewage treatment plant or water tank, or the increase in capacity of a plant due to renovation, new equipment, or other improvements. This measure may be expressed in decimals.

**Workers/Trainees Served:** The number of worker/trainees that an NBRC training project will be able to serve, measured during the project period when possible. For example, the number of worker/trainees the project will be able to enroll in a new workforce education program. For projects that are not fully operational during the project period, the measurement time period may be extended up to three years after the project end date. Projects that expand existing programs count only the additional number of workers/trainees that the project will be able to serve.

# APPENDIX G - REVOLVING LOAN FUND PROGRAM

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## Definitions

- “RLF” is an acronym for Revolving Loan Fund
- Indian tribe—The term "Indian tribe" has the meaning given the term in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 45 (b)).
- Nonprofit organization—The term "nonprofit organization" means any organization described in section 501(c) of the Internal Revenue Code of 1986 and exempt from taxation under 501(a) of that Code that has been formed for the purpose of economic development.

## Overview

It is NBRC's policy not to provide RLF grant funding only to entities whose primary business is lending. A revolving loan fund is a pool of money used by an eligible applicant for the purpose of making loans to create and/or save jobs. As loans are repaid by the borrowers, the money is returned to the RLF to make other loans. In that manner, the RLF fund becomes an ongoing or "revolving" financial tool.

The major difference between the Northern Border Regional Commission's RLF program and conventional lending is the lending goal. For conventional lending institutions, the goal is profit. For an NBRC RLF, the goal is saving and creating private-sector jobs. Revolving loan funds are not a substitute for conventional lending sources. Given the small size of the RLF program and the limited resources of each project, revolving loan funds are not intended to match or replace the capacity of banks or other lending organizations. RLFs are designed to fill gaps in existing local financial markets and to provide or attract capital which otherwise would not be available for economic development. As part of the grant agreement, NBRC requires that RLF projects be administered in accordance with a revolving loan fund plan developed by the grant applicant and approved by the NBRC.

An applicant's RLF plan defines specific objectives and operating procedures, including standards and selection criteria for loans in the portfolio. NBRC does not review or approve individual loans made by the RLF. Instead, NBRC monitors RLF project activities for conformance with the NBRC's statute (40 USC, Subtitle V), these guidelines, the RLF plan, and other conditions of the grant agreement.

## Objectives and Strategies

One of the major problems in local business development, and a significant contributing factor to local economic distress, is credit availability. Even when credit may be available, the cost and terms of the credit may prevent firms from expanding, continuing operations, or starting up. The result may be a community's loss of jobs, tax revenues, and private investment. The primary objective of the NBRC RLF program is saving and creating private-sector jobs. Projects are expected to support specific types of economic activities planned or underway in the area. These may include, depending on local needs and conditions, one or more of the following:

- Small business development, including the start-up or expansion of locally owned businesses as measured by job creation.
- Existing business and saving jobs.
- Redevelopment of blighted land and vacant facilities for productive use.
- Modernization and rehabilitation of existing industrial or manufacturing facilities; and/or
- Support for the use of new technologies, growth industries, high-tech firms.

The effectiveness of a revolving loan fund project as a development tool will depend on its lending policies and financing techniques. These may include, but are not limited to:

- Modifications in repayment terms, such as deferral of initial principal or interest payments.
- Taking greater risks than banks are traditionally prepared to take when substantial economic development benefits will result if the borrower succeeds.
- Providing below market interest rates.
- Short turn-around time in processing applications; and/or
- Reducing the risk of commercial lenders by providing subordinate financing.

## **RLF Grantees**

- Applicants must have robust staff capacity in any of the following areas of expertise: finance, law, credit analysis, loan packaging, loan processing and servicing. Applicants must have enough resources to cover the administrative costs of RLF operations.
- Applicants must have a strong and established loan review committee.
- As lending organizations, RLF grantees must recognize their obligations to federal and state law including but not limited to the Equal Credit Opportunity Act (ECOA), 15 U.S.C. 1691-1691f, as implemented by Federal Reserve Board Regulation B and the Internal Revenue Code requirements for lender cancellation of debt (Form 1099C, Cancellation of Debt).

## **Application Requirements:**

A written work plan that demonstrates the need and capacity for a NBRC RLF grant. A work plan should include:

- A complete listing of all staff and loan review committee members responsible for administering the RLF along with a statement of their qualifications and experience.
- Demonstrate a need for loan funds. As a minimum, applicants should identify a sufficient number of proposed and known ultimate recipients it has on hand to justify NBRC funding of its RLF grant request or include well developed targeting criteria for borrowers consistent with the applicant's mission.
- Include a list of proposed fees and other charges it will assess borrowers.
- Include the applicant's plan for loaning the grant funds. The plan, which may be in the form of an existing RLF policy, must be of sufficient detail to provide the NBRC with a complete understanding of what the applicant will accomplish by lending the funds and the complete mechanics of how the funds will get from the applicant to the borrower. The service area, eligibility criteria, loan purposes, fees, rates, terms, collateral requirements, limits, priorities, application process, method of disposition of the funds to the borrower, monitoring of the borrower's accomplishments, reporting requirements by the borrowers, and the actions that an applicant plans to take to deal with a delinquency are some of the items that should be addressed by the applicant's RLF plan.
- Provide a set of goals, strategies, and anticipated outcomes for the applicant's program.

## **RLF Loan Program Policies**

- NBRC RLF grantees must adhere to NBRC RLF Loan Program policies recorded in this publication. Grantees must affirm that they understand and do agree to operate RLFs in accordance with the NBRC RLF policies contained in these guidelines. NBRC relies on the affirmation of each grantee's chief executive officer, on this plan, as a basis for releasing loan funds to the grantee.

- Grantees may request changes to their RLF operating plan that improve RLF administration and/or enhance the ability of the grantee to meet the original objectives of the RLF project. All revisions to a grantee's RLF operating plan must be approved by NBRC, in advance.
- NBRC RLF grantees must adhere to NBRC RLF Loan Program policies recorded in this publication. Grantees must affirm that they understand and do agree to operate RLFs in accordance with the NBRC RLF policies contained in these guidelines. NBRC relies on the affirmation of each grantee's chief executive officer, on this plan, as a basis for releasing loan funds to the grantee.

## **Borrowers and Loans**

- Private, for-profit firms that do business within the NBRC Service Area are the primary eligible target market for RLF loans. Firms must include majority US citizens or legal resident ownership. The borrower may be located outside the Service Area, but the activity financed, and its benefits must be within the NBRC's Service Area.
- The borrowing firm or any of its owners cannot have a delinquent debt to the federal government.
- Private, for-profit developers, whose development projects create jobs within the Region: The eligibility conditions for lending to private, for-profit firms apply equally to developers. Developers must hold binding commitments for development occupancy from private business tenants.

## **Eligible Borrowers**

- A borrower is eligible for RLF financing only when credit is not otherwise available on terms and conditions that would permit accomplishment of the borrower's project. RLF participation in a project must not displace local commercial lenders. The grantee is responsible for determining that a borrower meets this requirement and for maintaining documentation in the loan file describing, in each case, the basis for the determination. A borrower eligibility determination must be supported by either:
- A loan commitment letter from the commercial lender participating in the project.
- A commercial lender letter declining participation.
- A memorandum documenting discussion with commercial lenders about the limits of their participation in a borrower's project.

## **Eligible Loans**

- RLF grants may be used for debt financing through direct loans for:
- Machinery, equipment, and other fixed asset acquisition including transportation/delivery and installation costs.
- New construction, alteration, modification, repair, and renovation of existing facilities, demolition, and site preparation.
- Land acquisition that is an integral part of a project where the dominant funding requirement is for building acquisition or construction.
- Working capital, which can include but is not limited to loans for the interest obligation of interim construction loans, not to exceed a term of three years, and for reasonable fees of loan packaging, environmental data collection, consultants, and fees of licensed professionals (engineers, architects, lawyers, accountants, and appraisers); and
- Refinancing existing debt only when the Grantee can document that the project is viable and necessary and that jobs will be lost or not created.

## Loan Projects Not Eligible for NBRC Funds

- Grantees may not make loans to themselves or to a subsidiary (Where *subsidiaries* are organizations under common control through common officers, directors, members, or employees).
- Loans only for land acquisition are not permitted.
- Loans which assist the relocation of businesses are prohibited under 40 USC §15501(f).
- Loans to any nonprofit.
- Loans to acquire an equity position for the RLF in private businesses.
- Loans to subsidize interest payments on existing loans except for interim construction financing.
- Loans that provide the mandatory equity contribution required of borrowers for other federal loan programs.
- Loans that refinance existing debt solely for the purpose of reducing the risk to existing lenders.
- Loans that establish revolving lines of credit for borrowers.
- Loans that create a potential conflict-of-interest or the appearance of a conflict-of-interest for any officer or employee of a grantee, any current member of a grantee's loan review committee, administrative board or staff that reviews, approves, or otherwise participates in decisions on RLF loans, and people related to them by blood, marriage, or law are prohibited. Former members of the board, former members of the staff and former members of the loan review committee are barred from receiving NBRC RLF loan assistance for one year from the date of termination of their service. Loan activities that directly benefit these individuals or people related to them by blood, marriage, or law are prohibited for a period of one year from the date of termination of service of such related person.
- All borrower loan activities and economic benefits resulting from loan activities must be located within the NBRC Service Area. NBRC RLF loan assistance must be withdrawn if for any reason the activity financed, or the economic benefit is moved from the NBRC Service Area.
- A Grantee's operating plan must articulate that the maximum percentage of costs of any loan project that may be financed from Federal sources, including NBRC originated RLF funds, is 80%.\*

\*Based on FY'21 appropriations language, NBRC will accept requests from 2022 grant applicants for “no match” applications if the grantee indicates that matching funds are not available because of the impacts of COVID-19. Applicants who believe they can demonstrate their project qualifies for “partial match” or “no match” consideration must fully execute the Affidavit template in Appendix B of this manual and submit it along with their completed grant application.

## NBRC RLF Lending Policies

### General

- The responsibility for approving loans and setting terms and conditions consistent with these guidelines resides fully with the Grantee.
- Grantees may make loans and guarantees to eligible borrowers at interest rates and under conditions determined by the grantee to be most appropriate in achieving the goals of the RLF.
- Financing should be designed to assist firms with special credit problems, and therefore may involve greater risks and more lenient terms than commercial lenders may provide. To encourage the participation of commercial lenders in a loan project, the RLF loan may be for a longer period than that of other project lenders or may involve a period of interest-only payments by the borrower.
- A formal written loan application is required for each potential borrower. As a minimum the application should include: General information identifying the borrower, management and business history, the



project description, a schedule of proposed financing, number of employees, and proposed job impact of the project.

- Grantees must offer loan assistance by formal commitment letter which shall include a clear identification of the collateral and other loan terms offered, the conditions of the loan and other loan documentation required. A borrower must sign an acceptance of the loan commitment offered.
- A loan agreement between the grantee and borrower is required.

### **Collateral**

- When determining collateral requirements, the grantee must consider the merits and potential economic benefits of each request. When appropriate and practical, RLF financing may be secured by liens or assignments of rights in assets as follows:
  - The purpose of a loan is for working capital, a Grantee will normally obtain collateral such as liens on inventories, accounts receivable, fixed assets and/or other available assets of the borrower. Such liens shall be properly recorded as prescribed by applicable state and local Uniform Commercial Code laws. The lien position of the RLF may be subordinate and made inferior to lien(s) securing other loans made in this project.
  - In addition to these types of security, grantees may also require security in the form of the assignment of patents and licenses, the acquisition of hazard, liability and other forms of insurance including flood insurance as appropriate, performance bonds and such other additional security as a grantee determines is necessary to mitigate the RLF's exposure. The RLF must be shown as a lender loss payee by endorsement on insurance.
  - RLF loans to closely held corporations, partnerships, or proprietorships dependent for their continuing success on certain individuals ordinarily will be required to provide, and assign to the RLF, life insurance on these key persons.
  - Personal guarantees from a borrower's principal owners (partnerships and proprietorships) and their spouses to the extent permitted by law (see the Equal Credit Opportunity Act), making them jointly and severally liable for the loan, should be required. In case of a corporate borrower, in addition to the pledging of corporate assets, members of the Board of Directors holding 20 percent or more of the corporation's outstanding common stock or 20 percent or more of the corporation's voting stock and their spouses (if jointly held), should guarantee loans.
  - Should a grantee determine that it is necessary or desirable to take actions to protect or further the interests of the RLF, the grantee should act to sell, collect, liquidate, or otherwise recover on loans or guarantees extended by the RLF in accordance with the legal rights of the grantee, other lenders and the RLF borrower.
  - A Grantee may modify the terms under which RLF financing has been extended to enhance the ability of the RLF to achieve program objectives.

### **RLF Administration/Grant Funds**

- RLF grant principal may be used only to fund loans. It is the grantee's responsibility to provide for the administrative costs of staffing and operating the RLF. These costs may not be charged against grant principal unless specifically authorized in the grant.
- All repayments of RLF grant principal must be returned to the RLF for subsequent lending. Proceeds from the sale, collection or liquidation of loan collateral must also be returned to the RLF for lending. The reasonable costs of collection or action to recover a loan are treated as administrative expenses. Any proceeds from the sales of collateral assets above the original unpaid amount of the loan are treated as program income.

- Selling NBRC RLF loans on a secondary market is not permitted.

## Program Income

- Program income is the income received by the grantee earned as a result of lending authorized by the grant agreement. Program income typically includes but is not limited to the following, however described by the grantee.
  - Loan interest.
  - Fees for processing loan applications.
  - Loan closing fees.
  - Periodic fees for servicing loans.
  - Penalties and interest caused by the borrower's late payment.
  - Proceeds from the sale of collateral in excess of the unpaid balance of the original loan.
  - Interest earned on loan repayment balances while awaiting re-lending.
- Program income will be added to the loan fund to expand RLF lending or used to cover reasonable and necessary administrative costs of the RLF.
- Grantees must keep complete records (e.g., timecards, logs, invoices, vouchers) to document those administrative costs. Administrative costs include direct costs that are specifically identifiable to an RLF cost and indirect costs which are incurred for common objectives.

## Funds Management

- Grantees may request advance payments only at the time and in the amount immediately needed to close loans.
- All grant payments (drawdown) made by NBRC to grantees are advance payments and are made based on a Grantee invoice as well as supporting documents such as either a letter of commitment to the borrower or a proposal to extend credit approved by the grantee's loan review committee. All payments are made by automated clearing house (ACH) procedures. Grantees are provided with an ACH enrollment form with their initial grant contract.
- Grant advances should not be requested earlier than 30 days prior to the anticipated loan closing date. Should the forecast loan closing date be delayed by more than 60 days beyond the forecasted date, Grantee should be prepared to return the advance to the NBRC.
- Grantees must place funds advanced from NBRC or returned to the RLF from lending activities in accounts pending the closing of new loans. Interest earning accounts may be federally insured deposits or short-term certificates of deposit that are covered by deposit insurance.
- Excess Un-loaned Funds
- If RLF grantees are not using NBRC grant funds for lending activities, grants may be revoked and grant funds recovered, as follows:
  - If an RLF grantee does not require an initial advance payment from an RLF grant (either capitalization or recapitalization) within 12 months following the date of a Notice to Proceed document, NBRC may revoke its approval of such RLF grant.
  - If an RLF grantee does not require the full amount of a previously approved RLF grant (either capitalization or recapitalization) within 36 months of grant notice to proceed, the unused grant balance may be de-obligated by NBRC.
  - Nothing in this section shall cause a grantee to be automatically ineligible for additional RLF grant recapitalizations.

## Reporting

Quarterly Progress Reports: Using the Performance Progress Report (SF-PPR), each Recipient is required to provide quarterly progress reports beginning October 1, 2022. Quarterly reports will be required until all NBRC funds are disbursed by the grantee for loans. Reports are due as follows:

Reporting Period:	October 1 - December 31	Report Due by January 31
Reporting Period:	January 1 - March 31	Report Due by April 30
Reporting Period:	April 1 - June 30	Report Due by July 31
Reporting Period:	July 1 - September 30	Report Due by October 30

Annual Financial, Loan Portfolio, and Audit Reports: Following full disbursement of funds to the grantee, reports for RLF activities for any Federal fiscal year (October 1 through September 30) will be due on October 30. Reports will extend beyond project closeout until all resulting principal from loans has been paid in full back to the grantee or seven years after a Notice to Proceed has been issued, whichever is sooner.

## Project Monitoring

- NBRC monitors RLF grant performance through required reports submitted by the grantee, audit findings, grantee site visits and other necessary contact with the grantee.
- Grantees are responsible for operating NBRC funded RLF's in accordance with the terms of the NBRC's statutory provisions (40 USC, Subtitle V), NBRC RLF Guidelines, the grant agreement and the grantee's RLF operating plan. RLF grants are held by the grantee as trustee for the benefit of borrowers and potential borrowers.
- Grantees may be required to repay NBRC the amount of NBRC RLF funds used in violation of the code, these guidelines, the grant agreement, or the grantee's operating plan.
- A grantee's failure to comply with these guidelines or the terms of the grant, including reporting requirements, may be cause for terminating the grant. When grants are terminated for cause, NBRC has the right to recover grant funds and/or the assets of the RLF project, in accordance with the legal rights of the grantee and the Commission.

## APPENDIX H – GLOSSARY OF TERMS

**Administrative Requirements:** The general practices that are common to the administration of grants, such as financial accountability, reporting, equipment management, and retention of records.

**Allocable Cost:** A cost that is allocable to a particular cost objective (i.e., a specific function, grant project, service, department, or other activity) in accordance with the relative benefits received. A cost is allocable to a federal award where it is treated consistently with other costs incurred for the same purpose in like circumstances and (1) is incurred specifically for the award, (2) benefits both the award and other work and can be distributed in reasonable proportion to the benefits received, or (3) is necessary for the overall operation of the organization.

**Allowable Cost:** A cost incurred by a recipient that is: (1) reasonable for the performance of the award; (2) allocable; (3) in conformance with any limitations or exclusions set forth in the Federal cost principles applicable to the organization incurring the cost as to the type or amount of cost; (4) consistent with regulations, policies, and procedures of the recipient that are applied uniformly to both federally supported and other activities of the organization; (5) accorded consistent treatment as a direct or indirect cost; (6) determined in accordance with generally accepted accounting principles; and (7) not included as a cost in any other federally supported award (unless specifically authorized by statute).

**Approved Budget:** The financial expenditure plan for a grant-supported project, program, or activity, including revisions approved by the NBRC and permissible revisions made by the recipient. The approved budget consists of Federal (grant) funds. The approved project consists of an SF424cbw, Budget Narrative and a SF424a and SF424c for non-infrastructure projects or a SF424cbw, Budget Narrative and a SF424c and SF424d for construction projects. The approved budget is a contractual obligation that can only be changed by NBRC in writing through a Grant Agreement Amendment.

**Closeout:** The process by which NBRC determines whether all applicable administrative actions and all work required under the award have been completed by the recipient and the awarding office.

**Construction:** “Construction” means construction in support of infrastructure, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property. For purposes of this definition, the terms “buildings, structures, or other real property” include, but are not limited to, improvements of all types, such as bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, cemeteries, pumping stations, railways, airport facilities, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, canals, and channels. A project that includes planning and engineering when part of a larger construction implementation will be considered ‘construction’; a project solely made up of planning and/or engineering will not be considered ‘construction’.

**Cooperative Agreement:** A financial assistance support mechanism used when there will be substantial Federal programmatic involvement. Substantial involvement means that NBRC program staff will collaborate or participate in project or program activities as specified in the Notice of Award.

**Cost Share:** All other funds (other than NBRC award) that are necessary to complete the project.

**Direct Costs:** Costs that can be identified specifically with a particular project, an instructional activity, or any other institutional activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

**Ecotourism:** Focused on environmental protection, ecological conservation, poverty alleviation and educating on local environments and natural surroundings, creating minimal impact on people and the environment.

**Entity Identification Number (EIN):** A three-part coding scheme of 12 characters used to identify organizations and individuals. The first character identifies the recipient as an organization or an individual. The next 9 characters are the Internal Revenue Service tax number identification (TIN) for organizations or the social security number (SSN) for individuals. The last 2 characters are a suffix to provide distinction between organizational entities that are assigned a single EIN and those that have more than one EIN. The entities could be subsidiaries, divisions, branches, subdivisions, or other organizational groupings of a major organizational entity.

**Equipment:** An article of tangible nonexpendable personal property that has a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit or the capitalization threshold established by the recipient, whichever is less.

**Federal Funds Authorized:** The total amount of Federal funds obligated by the NBRC for use by the recipient.

**Federal Share:** The amount, generally expressed as a percentage of total project costs, of financial, property, and other direct assistance provided by the NBRC.

**Funding Opportunity Announcement:** NBRC's formally issued announcement of the availability of funding through its website and outreach efforts.

**Indirect Costs:** Costs that are incurred by a recipient for common or joint objectives and cannot be identified specifically with a particular project or program. These costs also are known as "facilities and administrative costs." The federally approved indirect cost rate, in place at time of application, will be the indirect cost rate for the entirety of the project. A range of indirect cost rates is not allowed, nor will the indirect cost rate be adjusted, up or down, during the lifecycle of the project.

**Local Development District (LDDs):** LDDs are either an already existing federally designated Economic Development District, as certified by the U.S. Economic Development Administration, or an established regional development organization, often established as a not-for-profit 501(c)(3) entity that is organized and operated in a manner that ensures broad-based community participation to contribute to the development and implementation of programs in the region. LDDs are utilized in the administration of NBRC investments for grantees.

**Match:** The minimum amount of funds or contributions that needs to come from other sources to complete the NBRC funded project.

**Non Federal Share:** The portion of allowable project costs not borne by the NBRC.

**Obligations:** The amounts of orders placed, contracts and subawards, goods and services received, and similar transactions by a recipient during a budget period that will require payment during the same or a future budget period.

**Outlays or Expenditures:** The charges made to the federally sponsored project or program.

**Program Income:** Gross income earned by a recipient that is directly generated by the grant-supported project, program, or activity or earned as a result of the award **and must be authorized by the grant agreement. Grantees must keep complete records to document program income.**

**Project Period:** The total time for which support of a project has been programmatically approved. The total project period comprises the initial competitive segment, any subsequent competitive segments resulting from a competing continuation award, and any non-competing extensions.

**Real Property:** Land, including land improvements, structures, and appurtenances, but not movable machinery and equipment.

**Reasonable Cost:** A cost whose nature or amount does not exceed that which would be incurred by a prudent person under the circumstances prevailing when the decision was made to incur the cost.

**Recipient:** The organization or individual that receives a grant or cooperative agreement award from NBRC and is responsible and accountable for the use of the funds provided and for the performance of the grant-supported project or activity. The recipient is the entire legal entity even if a particular component is designated in the Grant Agreement. The term includes “**grantee**.”

**Significant Rebudgeting:** A threshold that is reached when expenditures in a single direct cost budget category deviate (increase or decrease) from the approved budget amount for that budget category for that budget period by a specified amount. Significant rebudgeting is one indicator of change in scope.

**Subaward:** Financial assistance in the form of money or property in lieu of money provided under an award by a recipient to an eligible subrecipient (or by an eligible subrecipient to a lower tier subrecipient). The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include either procurement of goods or services or, for purposes of this policy statement, any form of assistance other than grants and cooperative agreements. The term includes consortium agreements.

**Subrecipient:** An entity that receives a subaward from a recipient or another subrecipient under an award of financial assistance and is accountable to the recipient or other subrecipient for the use of the Federal funds provided by the subaward.

**Supplies:** Personal property other than equipment, intangible property, and debt instruments. The category of “supplies” includes items that could be considered equipment, but do not meet the threshold definition.

**Sustainable Tourism:** The aim of sustainable tourism is to increase the benefits while also minimizing negative impacts on the environmental and local communities caused by tourism for destinations. This can be achieved by: Protecting natural environments, wildlife and natural resources when developing and managing tourism activities.

**Terms and Conditions:** All legal requirements imposed on a grant by the NBRC, whether based on statute, regulation, policy, or other document referenced. In addition to general terms and conditions, the grant agreement may include other conditions that are considered necessary to attain the award’s objectives, facilitate post-award administration, conserve grant funds, or otherwise protect the Federal government’s interests.

**Unallowable Cost:** A cost specified by law or regulation, Federal cost principles, or term and condition of award that may not be reimbursed under a grant and may not be counted as cost share.