



Northern Border
Regional Commission

NBRC GRANT PROGRAMS APPLICATION WORKSHOP SERIES

Budgets, Budgets, Budgets!

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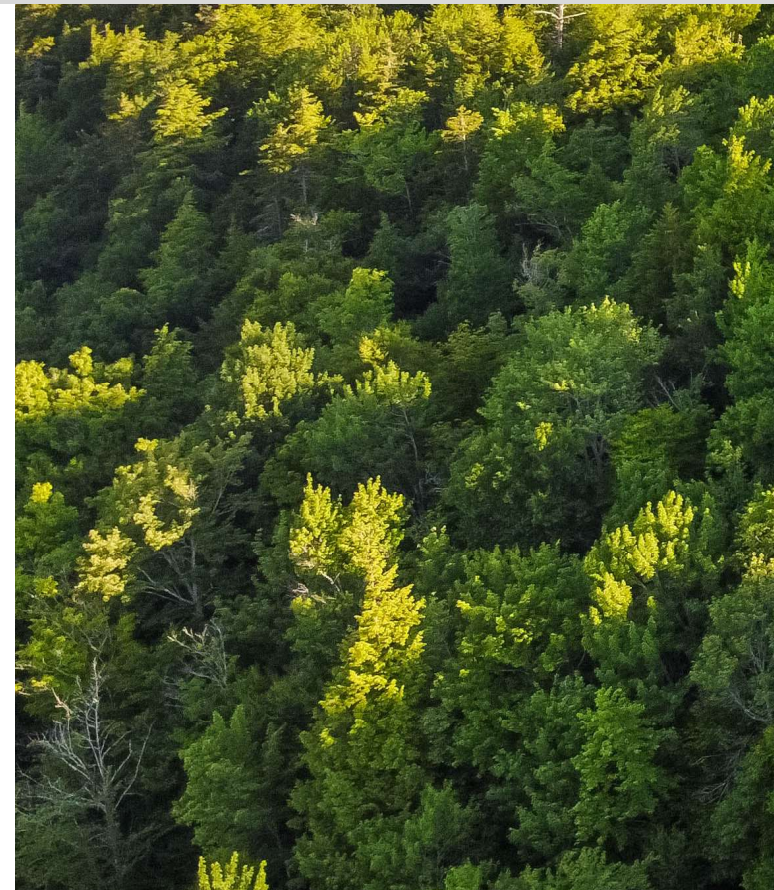
Topics for today's session:

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

Creating an Application

RESOURCES:

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



Application Workshop Series

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

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

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

NBRC Program Applications

Congratulations on your invitation to submit an NBRC program application! The application process is open to prospective grantees who have successfully completed their **pre-application** requirements and have been invited to advance to the application round. The following resources and workshops are designed to provide you with the assistance you need when applying for the NBRC's Catalyst, Forest Economy, or Timber for Transit programs.

The due date for Fall 2024 applications is:
October 18, 2024: Application (By Invitation) due by 5:00 pm EST

Application Workshop Resources

Program Information Sessions: [Maine Recording](#) | [New Hampshire Recording](#) | [Vermont Recording](#) | [Maine Recording](#)

Fall 2024 Application Workshop Series
Worried about budgets and projects KPIs? Don't fret - attend one of our Application Workshops where we'll tackle specific topics and help invited applicants navigate the NBRC Program Application process.

NBRC Application Workshop #1: Budgets, Budgets, Budgets!
Thursday September 26, 2024
1 - 2:30 p.m.

Application Workshop #1: Budgets, Budgets, Budgets!
Virtual - Open only to entities invited to submit a full application

Thursday September 26, 2024 | 1-2:30 p.m.


Pre-Requisite: Interested applicants are encouraged to view pre-recorded Program Information Sessions before attending this Workshop Session.

In this workshop, NBRC staff will cover all budget related pre-application and application requirements, from calculating match to developing a budget narrative to completing the detailed SF424cbw budget, and more!

[Watch the Recording](#) | [View the PDF](#)

Application Workshop #2: The Technical Proposal - Approach and Methodology, Economic Impacts, Project Readiness, Capacity and Qualifications
Virtual - Open only to entities invited to submit a full application

Budget Information from Pre-Application

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

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

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

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

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

Common Budget Feedback

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

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

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

Completing the SF-424cbw

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

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Overview, Locations, Budget, Proposal, Responsibilities, Forms and Files (highlighted with an orange box), History, and Collab. Below the navigation bar are three main sections:

- Application Files:** A table with columns: Title, Classification, File Extension, Description, Created Date (sorted descending), and Actions. It displays "No Records Found".
- SME Files:** A table with columns: Title, Classification, File Extension, Description, Last Modified Date, Created By ID, and Actions. It displays "No Records Found". A note above the table states: "* Records are sorted by Created Date descending order".
- Supporting Documents Checklist:** A table with columns: Description, Required, Template Link, and Grantee Document Link. It lists various documents and their requirements.

Description ↑	Required	Template Link	Grantee Document Link
Authorized Official Resolution	Mandatory	Not Applicable	View
Certificate of Good Standing	Optional	Not Applicable	Not Applicable
Debarment Suspension Cert - Form 1001	Mandatory	View	View
Indirect Cost Rate Letter	Optional	Not Applicable	Not Applicable
IRS Determination Letter	Optional	Not Applicable	Not Applicable
Letters of Support	Optional	Not Applicable	View
NEPA Intake Form	Mandatory	View	View
Project Maps	Mandatory	Not Applicable	View
Revolving Fund Loan Documentation	Optional	Not Applicable	Not Applicable
SF424-cbw	Mandatory	View	View

Completing the SF-424cbw

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

Grant Application Detailed Budget Worksheet												
See Instructions tab for Category Details.		Applicant Name:		City of Achieve								OMB Exp
		Applicant Address:		City Hall								
				500 Main Street								
				Achieve, XO 01234								
Category	Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
1. Personnel (Direct Labor)												
Position or Individual												
City Engineer	3,120	\$ 65.00	\$202,800		\$202,800							
City Economic Development Staff and Treasure	500	\$ 35.00	\$17,500		\$17,500							

NBRC Share should be noted in the HUD Share.

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

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

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

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

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

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

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

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

Completing the SF-424cbw

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

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

Questions about NEPA? Refer to NBRC's NEPA resources page:

<https://www.nbrc.gov/content/NEPA>

Reviewing the SF-424cbw

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

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

Budget Table

▲ Budget Summary

Award Floor ⓘ
\$1.00

Award Ceiling ⓘ
\$3,000,000.00

Budgeted Amount ⓘ
\$1,000,000.00

Total Project Amount ⓘ
\$7,770,000.00

▲ Budget Periods

Showing 1 to 1 of 1 records

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

▲ Budget Categories

Search...



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

Showing 1 to 10 of 10 records

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

Total Records: 10


Budget Table

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

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

Carried forward from preapplication – edit as needed

Budget Table

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

Budget Table Reminders:

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

Budget Narrative

You are limited to 5,000 characters!

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

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

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

You are limited to 5,000 characters!

Budget Narrative

8a. Administration & Legal expenses

Permits & Fees – estimated to cost \$18,000

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

Land – 0.04 acre lot, improved as described below

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

8d. Architectural and engineering fees

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

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

8e. Other architectural and engineering fees

Appraisal – estimated to cost \$2,000

Environmental report – estimated cost \$2,700

Section 106 Review – estimated to cost \$500

Hazardous materials survey – estimated cost \$4,670

8i. Construction

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

Construction period insurance – estimated to be \$8,000

8k. Contingencies

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

Soft cost – estimated to be 10,000

CONSTRUCTION EXAMPLE:

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

Budget Narrative

You are limited to 5,000 characters!

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

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

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

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

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

PROGRAM EXAMPLE:

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

Funding Sources Table

▲ Funding Sources and Commitments



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

Showing 1 to 8 of 8 records

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

Total Records:8

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

Funding Sources Table

This table is only for sources of match

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

Completing the Funding Sources Table

For each source:

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

Budget Evaluation

Budget Evaluation:

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

Common Error Messages

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

Common Error Messages 12

- “Overview Tab - Specify at least one contact as Key Personnel for Application.” 13
- “Overview Tab - Enter an Acknowledgement for project cost before submitting this Application” 13
- “Locations Tab - Provide Target Values for all Key Performance Indicators.” 13
- “Budget Tab - Budget Periods Section: The total of your listed match and cost share funds (Sum of the “Other Federal Share”, “Applicant Match”, “Other” columns) does not meet the minimum required amount...” 14
- “Budget Tab: Please ensure that the total funding sources and commitments listed matches total amount of match listed in the budget table...” 15
- “Budget Tab - Budget Periods Section: The Total Federal Share (“NBRC Share” + “Other Federal Share”) is greater than 80% of the total project costs...” 16
- “Proposal Tab - [any text field] - Data value too large. (max length=5000)” 16
- “Forms and Files - All mandatory forms must be 100% completed.” 17



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QUESTIONS?

RESOURCES:

Program User Manuals, GMS Application Guidance, GMS Application office hours, SF-424cbw sample, SF-424 Sample, NBRC NEPA page, Program FAQs,
Other questions? Email admin@nbr.gov