



Northern Border
Regional Commission

NBRC GRANT PROGRAMS APPLICATION WORKSHOP SERIES

Forms, Files and Checklists

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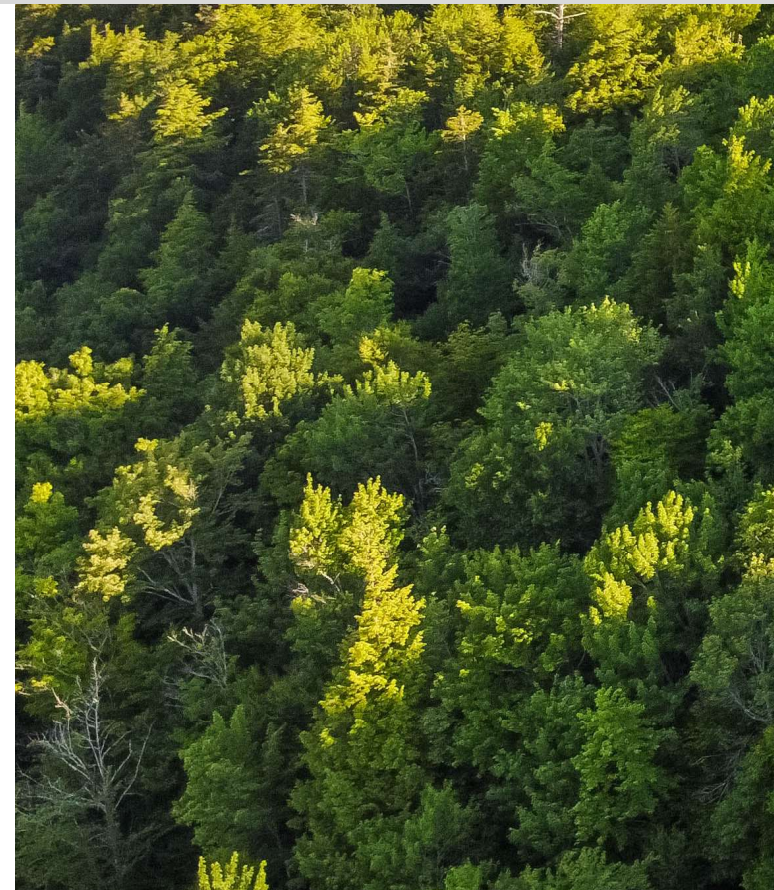
Topics for today's session:

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

Creating an Application

RESOURCES:

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



Application Workshop Series

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

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

<https://www.nbrc.gov/content/nbrc-program-applications>

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.

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-Requirement: 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

Application Workshop #3: Forms, Files and Checklists
Virtual - Open only to entities invited to submit a full application

The Forms and Files Tab

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

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

Resources for the Forms & Files Tab:

- [Application Support Document Checklist](#)
- Forms
- Required documents

Additional GMS Guidance documents:

[Application Supporting Document Checklist](#)

[Grants Management System – Registration Guidance Document](#)

Recording of Registration Office Hours

- **Watch:** [Recording from March 12, 2024](#)
- **Watch:** [Recording from March 14, 2024](#)

Recording of Preapplication Office Hours

- **Watch:** [Recording from March 18, 2024](#)
- **Watch:** [Recording from March 20, 2024](#)

Recording of Application Office Hours

Application Supporting Document Checklist

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



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NBRC Application Supporting Document Checklist

Catalyst Program, Forest Economy Program & Timber for Transit Program

Applicants for all NBRC Programs are required to submit various application support documents. *If an applicant does not submit the required documentation, the application may be deemed ineligible.*

Some forms are mandatory, while other forms are only required if applicable to the applicant or project. Mandatory documents must be completed and uploaded to the application within the online grants management system (GMS). Sample forms are located on the NBRC website and provide detailed guidance on how to complete the form. **Use this checklist to access templates, sample forms, and to confirm your application is complete.**

Application Files: ✓

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

Application Files

Overview Locations Budget Proposal Responsibilities Revisions **Forms and Files** History Collab

Application Files

Add Files

Application Files:

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

NBRC Application Supporting Document Checklist

Catalyst Program, Forest Economy Program & Timber for Transit Program

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Application Files: ✓

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

Supporting Documents Checklist

Supporting Documents Checklist:

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

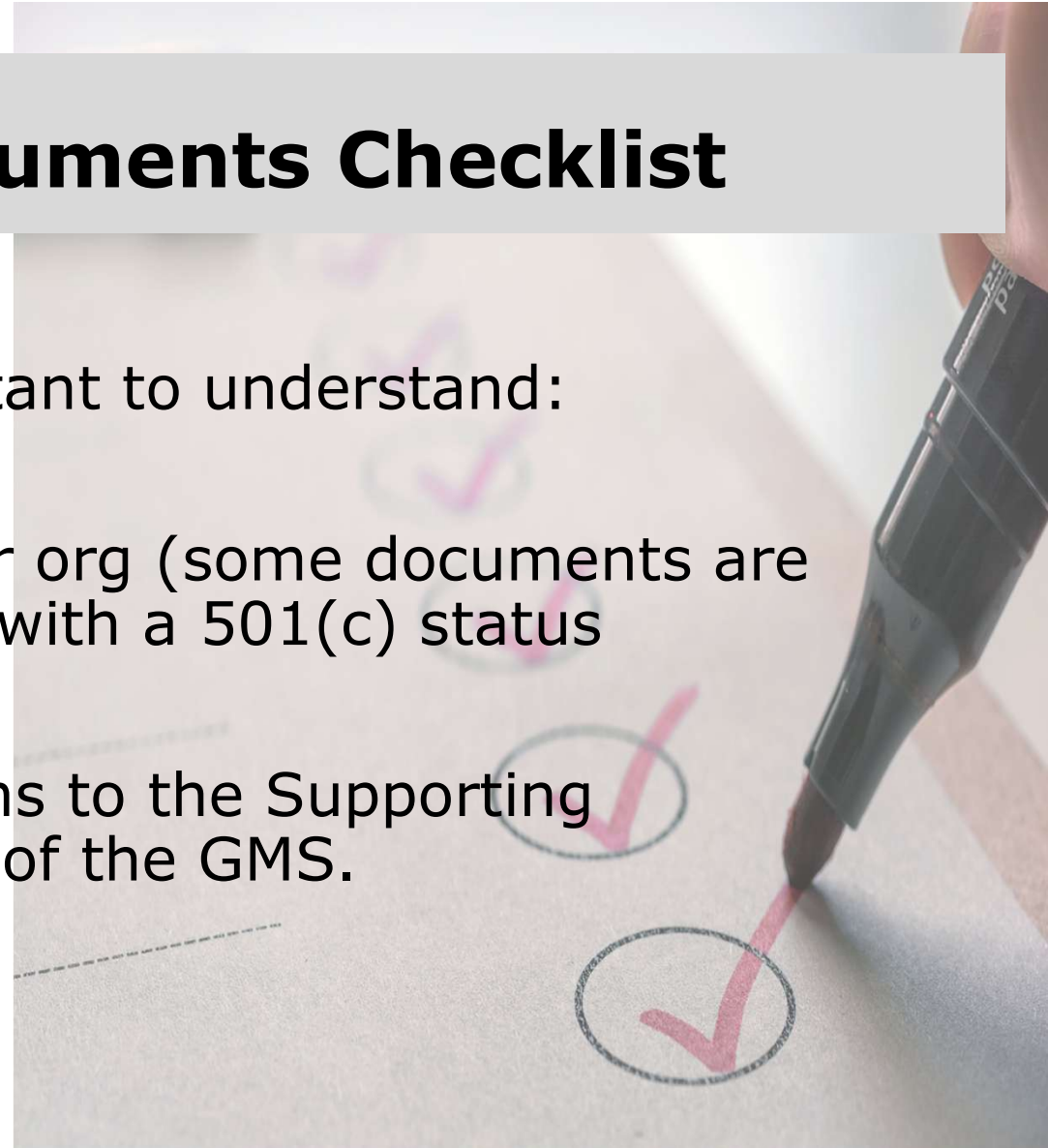
Supporting Documents Checklist:

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

Supporting Documents Checklist

For each document, it's important to understand:

- The purpose
- Whether it's required for your org (some documents are only required for non-profits with a 501(c) status)
- Where to locate the form
- You should upload these forms to the Supporting Documents Checklist section of the GMS.
- Common errors





**Mandatory
for all!**

Supporting Documents Checklist The Authorized Official Resolution

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

Supporting Documents Checklist Debarment Suspension Certification

**Mandatory
for all!**

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

Supporting Documents Checklist Indirect Cost Rate



Optional!

- Negotiated Indirect Cost Rate Agreement (NICRA)- Optional
- If an applicant is utilizing NBRC funds for indirect costs and wants to use their own indirect cost rate, their Negotiated Indirect Rate Cost Agreement with a cognizant federal agency must be uploaded as a support document within the GMS. Otherwise, the de minimis rate of 15% applies
- **Common errors:** listing more than one rate

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

Supporting Documents Checklist Letters of Support



Optional

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

Supporting Documents Checklist NEPA Intake Form



**Mandatory
for all!**

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

Pro Tip: Find more NEPA information and resources on the [NEPA webpage](#).



Legend

SEE FIS RE

FIRM PANEL LAYOUT

Supporting Documents Checklist Project Maps

**Mandatory
for all!**

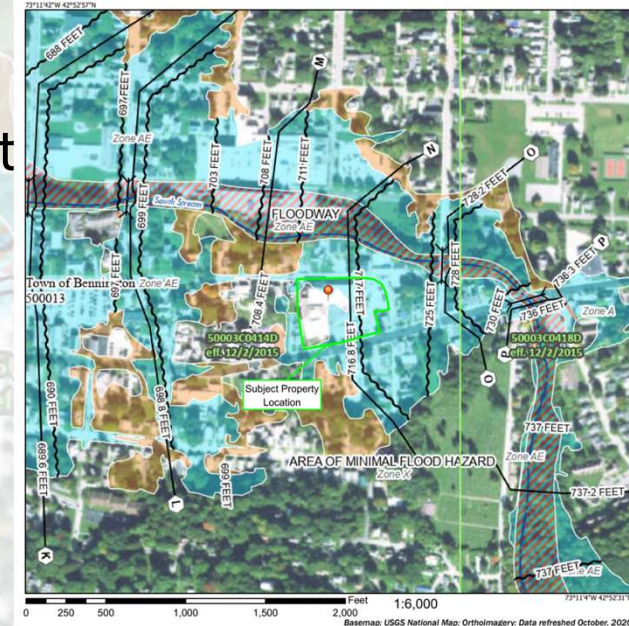
- Map of the project location using the Project Map Template as guide.
- Projects with proposed work in a floodplain should also include a FEMA flood map combined as a single document with the project map. A map can be found on the FEMA Flood Map Service Center website.
- Download project map guidance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

National Flood Hazard Layer FIRMette



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT



Without Base Flood Elevation (BFE)
Zone X, Zone D, Zone P, Zone AE, Zone AH, Zone VE, Zone AF
Regulatory Floodway

SPECIAL FLOOD HAZARD AREAS

- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
- Future Conditions 1% Annual Chance Flood Hazard Zone X
- Area with Reduced Flood Risk due to Levee, See Notes, Zone X
- Area with Flood Risk due to Levee Zone D

OTHER AREAS OF FLOOD HAZARD

- Area of Minimal Flood Hazard Zone X
- Effective LOMR
- Area of Undetermined Flood Hazard Zone D

OTHER AREAS

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

GENERAL STRUCTURES

- Cross Sections with 1% Annual Chance
- Water Surface Elevation
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

OTHER FEATURES

- Digital Data Available
- No Digital Data Available

MAP PANELS

- Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The base map shown complies with FEMA's base map accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 10/16/2022 at 7:06 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: base map imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmoderated areas cannot be used for regulatory purposes.



**RLF
applicants
only**

Supporting Documents Checklist Revolving Loan Fund Documentation

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

Supporting Documents Checklist SF424-cbw

**Mandatory
for all!**

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

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




All Forms

▲ All Forms

Showing 1 to 4 of 4 records

Form Name ↑	Mandatory
Application for Federal Assis...	✓
Assurances for Construction...	✗
Assurances for Non-Constru...	✗
Disclosure of Lobbying Activ...	✓

- Forms in this section will be completed within the **GMS**.
- Sample forms located on the [NBRC resources page](#)

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

All Forms SF424 Application for Federal Assistance



**Mandatory
for all!**

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

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



**Only one
required!**

All Forms Assurances for Construction

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

All Forms Disclosure of Lobbying Activities



**Mandatory
for all!**

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

Do Not Include:

Documents that should not be submitted in the GMS include:

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

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



QUESTIONS?

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