# Fall 2025 Application Office Hours

Q&A Chat (9/30/2025 – 10/1/2025)

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## General Questions

**Q: Can we simply re-submit the same application we submitted in the spring with budget adjustments. Is there an easy way to do this without just cutting and pasting?**

A: There is not a way to resubmit the spring application. The fall application is a new and distinct application process.

**Q: Confirming the 5,000 character limit; I am not in the GMS at the moment but when our grants administrator was walking me through it yesterday I recall seeing a 10,000 max in the narrative boxes.**

A: All of the narrative boxes have a 5000 character limit but reiterating you don't need to use all of those--refer to the program user manual for suggested response lengths (less is sometimes more!)

**Q: Regarding the potential for redundancy between the pre-app/overview content and that of the tech proposal, is it the case that NO text can be copied into the proposal, or just not the large sections? There is good text in the overview that would be useful in our proposal.**

A: You can enter any text you would like to in the Proposal section. NBRC and State programs will review the entire application including the Overview tab and the Proposal tab, so repetitive text is generally not helpful to the reviewer.

**Q: Can we apply? Our population is 9000?**

A: Yes, you can still apply. This is a data point for NBRC.

**Q: Will the recording of this session be available? Where can we find it? And will the chat be available as well?**

A: Yes, the recording, slides and chat will be available for this session on the Application Support webpage: NBRC Program Application Support | Northern Border Regional Commission

**Q: Should we *not* make any edits to the overview tab of the application? I have a project timeline in the overview section that ultimately belongs in the proposal. Should I remove it from the overview tab or just build on it in the proposal session?**

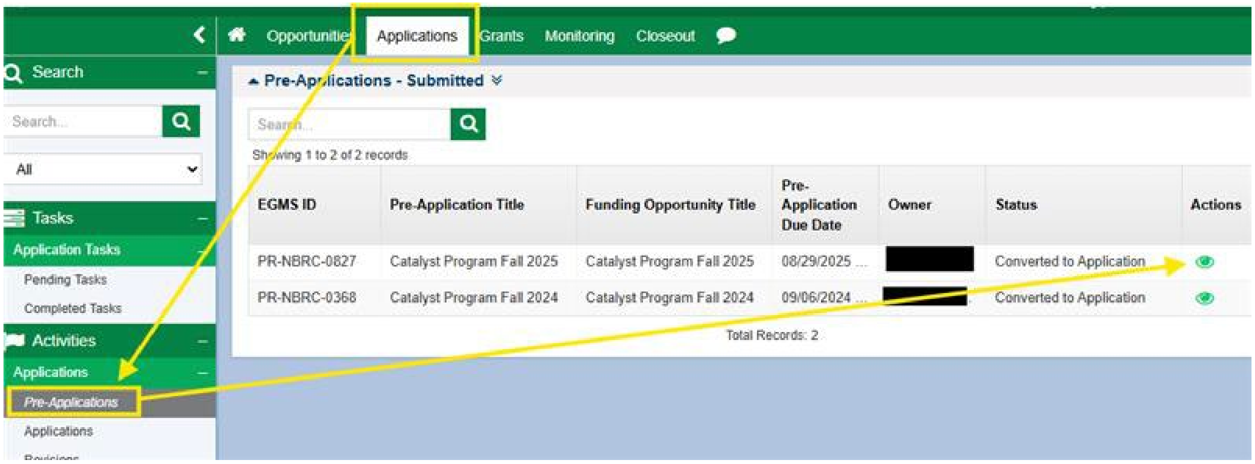
A: You can make edits to all sections of the Overview. If information needs updating or is better in another section, that is perfectly ok to edit and revise. All information will be reviewed as part of the application.

## Pre-application Feedback

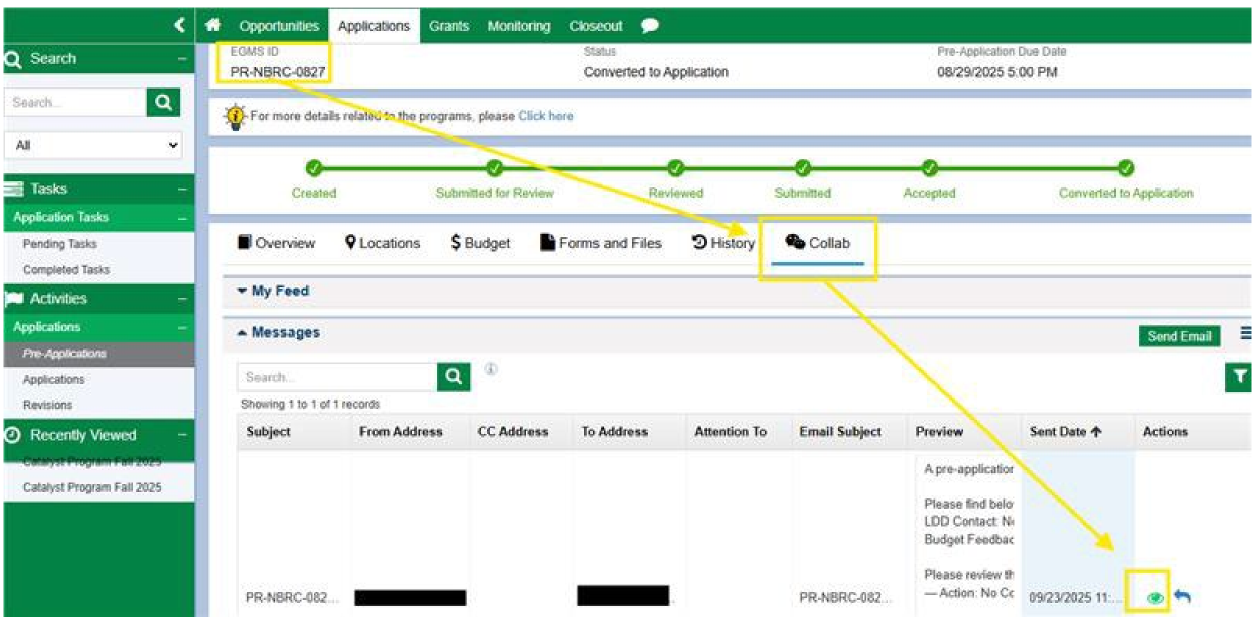
**Q: How do I access my pre-application feedback?**

A: You can find pre-application feedback in the “Collab” tab of your pre-application record. After creating your application, you’ll be redirected to the application record—so be sure to return to the correct pre-application record by verifying the “PR-NBRC-####” identifier under the EGMS ID in the top left corner (as shown below). Once confirmed, navigate to the Collab tab to review your feedback.

A: Step 1:




Step 2:




**Q: Regarding addressing the feedback about maximum size award/project classification, is there a particular narrative section in which you'd like to see this or just in general, it should be there?**

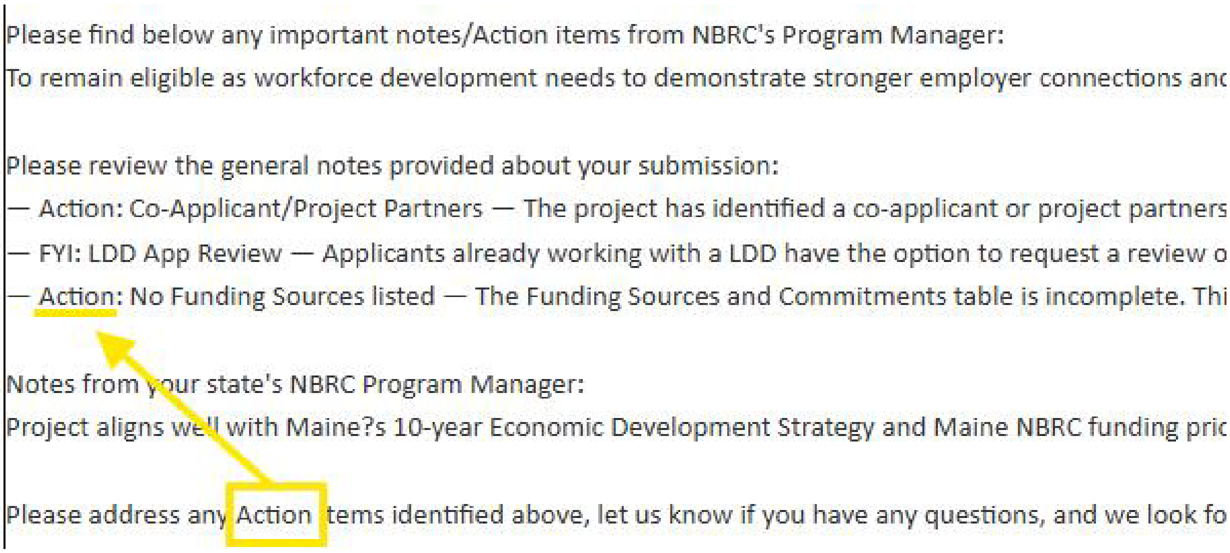
A: Maximum award size should be addressed in the project budget information. Project classification should generally be addressed in the application narrative responses.

**Q: We didn't receive feedback. How should we take that?**

A: If you did not receive a feedback email, that simply means there were no critical changes that needed to be made to the pre-application materials.

**Q: Where are the action items referenced in the feedback email?**

A: Example of what the Action items would look like in the feedback:



Please find below any important notes/Action items from NBRC's Program Manager:
To remain eligible as workforce development needs to demonstrate stronger employer connections anc

Please review the general notes provided about your submission:
— Action: Co-Applicant/Project Partners — The project has identified a co-applicant or project partners
— FYI: LDD App Review — Applicants already working with a LDD have the option to request a review o
— Action: No Funding Sources listed — The Funding Sources and Commitments table is incomplete. Thi

Notes from your state's NBRC Program Manager:
Project aligns well with Maine?s 10-year Economic Development Strategy and Maine NBRC funding pric

Please address any Action items identified above, let us know if you have any questions, and we look fo

**Q: Our project has been reclassified to a single infrastructure, max award of $1 million. Since we included elements of our project to build a budget to meet the match requirement for a $3 million award can we reduce parts of our SOW to reflect the lower award maximum without hurting our proposals competitiveness? The core SOW would include getting water, wastewater, and electrical over to the building site. Total project is over $30 million**

A: You can adjust the scope of the project for a reduced award size. If you have a specific question about a project that was reclassified to a different award size, please email admin@nbrc.gov for additional details.

**Q: If we had no feedback on the pre-application budget narrative and nothing changes in the budget can we assume it has everything that it needs?**

A: If you did not receive feedback on the pre-application budget narrative, it means we did not see any glaring deficiencies or problems. We still encourage applicants to review all portions of the application prior to submission.

## LDDs and Waivers

**Q: Is it possible to appeal a denial of the LDD waiver? How do we appeal the LLD denial decision?**

A: There is not a waiver appeal process. NBRC and state programs review information provided in the waiver along with information from a series of staff consultations about previous NBRC award experience and previous NBRC Grants Management System experience. The waiver determinations are considered final. Applicants with extenuating circumstances can send an email to admin@nbrc.gov.

**Q: Do we need to let the LDD know we putting their name on the application?**

A: That would be good practice--it doesn't obligate the LDD to provide services and can be edited if awarded, but it is helpful for them to get an early understanding of the proposals that are being submitted.

**Q: Are we able to edit the LDD? We're split between 2 counties and I think the 'wrong' one was copied on the feedback e-mails.**

A: You should be able to edit the LDD that's associated on your application.

**Q: How do we find an LDD?**

A: Find your LDD by clicking at the bottom of the LDD resources webpage: https://www.nbrc.gov/content/about-local-development-districts

**Q: Are applications scored more favorably with the optional LDD support to request review of application?**

A: No, this is an option for the application. LDDs with the capacity to support application reviews may be able to make suggestions on effective narrative, budget documentation, etc that is helpful to an application but the review is not part of the evaluation process. Catalyst Program applications are asked to include the LDD contact if applicable and describe the use of the LDD in the capacity and qualifications narrative.

**Q: I had submitted the waiver, but do have a lot more information if that would help. We are happy to work with folks, but when we had spoken to our NY contact they suggested the waiver due to our experience with grants management and federal funding.**

A: There is not a waiver appeal process. NBRC and state programs review information provided in the waiver along with information from a series of staff consultations about previous NBRC award experience and previous NBRC Grants Management System experience. The waiver determinations are considered final. Applicants with extenuating circumstances can send an email to admin@nbrc.gov.

**Q: Should we leave that section blank if we are not planning to do supplemental application review with the LDD**

A: You will still need to associate an LDD with your project for the application, but it's not required that they review the application prior to submission.

## Contacts

**Q: I am helping to write the grant for an organization and the primary contact has tried to give me access to the grant portal, but she has not been successful with this. Will you be covering how to do this today?**

A: Take a look at this info and reach out to admin@nbrc.gov with any questions on this! For managing system access, project contacts, and updating your UEI: Manage Your Organization's Account and Contacts

## Forms and Files

**Q: Can I use Letters of Support from our spring/previous application? As it is essentially the same with budget adjustment.**

A: While previously submitted Letters of Support (LOS) may be reused, it is considered best practice to reconfirm each partner's endorsement and update the letter dates to reflect current support.

**Q: Are those SF forms required in the application or after acceptance?**

A: All forms are required to be submitted with the application.

**Q: Can we make any changes to the information that carried over from the pre-application?**

A: Yes, all info submitted with the pre-application is available to edit as you develop your application.

**Q: Is there a fillable form SF-424?**

A: The SF424 is embedded in the GMS under "All Forms"

**Q: What is the difference between Funding Source and Commitments table and the form 1002? Does the 1002 form need to be part of the application?**

A: Form 1002 will be requested only if your application is awarded funding. This form confirms to NBRC that all matching funds are officially committed to the project. While the funding sources and commitments table should be fully completed at the time of application, it is not required that all matching funds be secured at submission. Form 1002 is not part of the initial application package.

**Q: Is there more info on the Project Map included somewhere? Project Maps are Mandatory but listed as N/A.**

A: The map must include a property address or coordinates if an address is not available. The Not Applicable refers to either the Template Link or the Grantee Document Link. All documents marked mandatory need to be submitted, but they may not have a template or you have not yet uploaded a document yet.

**Q: The guidance says either SF-424D or SF-424B but they are both x'd out under Mandatory on my application?**

A: You just need to submit one of those based on whether your project is construction or not construction.

**Q: Does the Authorized Official Resolution need to be uploaded with the application or when awarded?**

A: The resolution should be submitted with the application, in the Forms and Files tab >Supporting Documents Checklist.

**Q: How current does the Certificate of Good Standing need to be?**

A: Your certificate of good standing must be current through the year of your application.

**Q: Does the resolution for the authorized official need to be recent/new? Or can it be from the approval that occurred over a year ago for that individual by our Board of Directors?**

A: The authorized official resolution should be specific to this application. The authorized official named in the resolution should match the authorized official named in the GMS.

**Q: I am going to be the official signatory for the grant.  I mentioned that I would upload the board approval of this from our last board meeting-we wanted it to be clear.  Should I upload this document from the board resolution in the application or submit in our preapplication?**

A: The Authorized Official Resolution should be uploaded to your application.

**Q: We do not have a Board meeting before the due date but have built in executive approvals within the Bylaws- will this suffice?**

A: The Authorized Official Resolution will need to say that the individual is authorized to sign NBRC forms specifically. Are you able to do a vote with your board via email? That would suffice.

## NEPA

**Q: Is a feasilbility project exempt from NEPA since no implementation is happening?**

A: NEPA is required for all NBRC awards. Please include NEPA in your budget - section 6 of the SF-424cbw. You may budget $0 for it, but as Adrianne mentioned, this tells us you've considered NEPA.

**Q: If we've already completed our NEPA assessment and it's been approved by our USDA CDS is it safe to assume that it will lower costs and shorten timing?**

A: NBRC will work with another federal agency to adopt the NEPA findings.  Please include the contact information for the other federal agency and a description of what NEPA work has been completed in the NBRC NEPA Intake Form. This is critical information to streamlining the NEPA process if the project scope is the same.

**Q: If we are applying for a new construction project is $5,000 reasonable for NEPA Costs or should it be closer to the upper end of your range of $10,000. We have already completed a phase 1.**

A: It sounds reasonable for a lower budget if you have completed some analysis already.

## Budgets

**Q: Is there a recording available of the Budget workshop?**

A: There are recordings available on the application support webpage.

**Q: How exactly are we referencing sources for cost estimates since there will be no mention of contractors obviously.**

A: If you have sources for estimates, please include them. Otherwise you can reference recent similar work, conversations, etc - essentially communicate how you were able to come up with the cost estimate.

**Q: We are applying for the first phase of our construction project. Should we focus the budget just on that first phase and talk about the full project in the budget narrative, or do you suggest we do it a different way? Match can come just from phase 1.**

A: The application narrative should focus only on the portions of the project covered by NBRC funding and NBRC required match. It is okay to include the context for the project especially if this project is a result of earlier investments or will lead to additional planned investments.

**Q: What level of budget detail is required for a feasibility study. Should budget other than personnel be under consultants? What is expected in the budget narrative?**

A: All costs required to make the project happen should be included in the budget documentation. If the project has personnel costs, those costs should go under personnel. If the project will require support from a consultant, those costs and a description should be included in the budget under consultants. The budget narrative is meant to further describe costs above $5,000 including how the costs have been estimated, any sources for those estimates, and why the costs are necessary.

**Q: What about internal grants management costs? I know the LDD will support quarterly reports and amendmets etc..but what about internal grants processes? Will these be eligible for grant funds as well?**

A Yes, internal administrative costs are eligible.

## Locations/KPIs

**Q: Where are the KPIs indicated in the application? I can't find that section.**

A: Locations tab!

**Q: We won't have street addresses to put in location on our map but we will be serving organizations throughout 13 counties. Will we be able to indicate that in locations tab?**

A: Utilize a proxy location for each county, such as a county courthouse.