



Creating and Submitting a Pre-Application in NBRC's Grants Management System

This resource is a technical guide to creating and submitting a pre-application to the Northern Border Regional Commission through the Grants Management System. This resource should be utilized in combination with the relevant Program User Manual (Catalyst, Timber for Transit, or Forest Economy). Reference the pre-application section of the Program User Manual for substantive guidance related to the content of the pre-application.

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Reviewing Available Funding Opportunities

- 1) Navigate to <https://nbrcgrants.my.site.com/ApplicantLanding?username=null> to access the external portal.
- 2) Enter your **Username** and **Password** and click the **Login** button to access GovGrants.

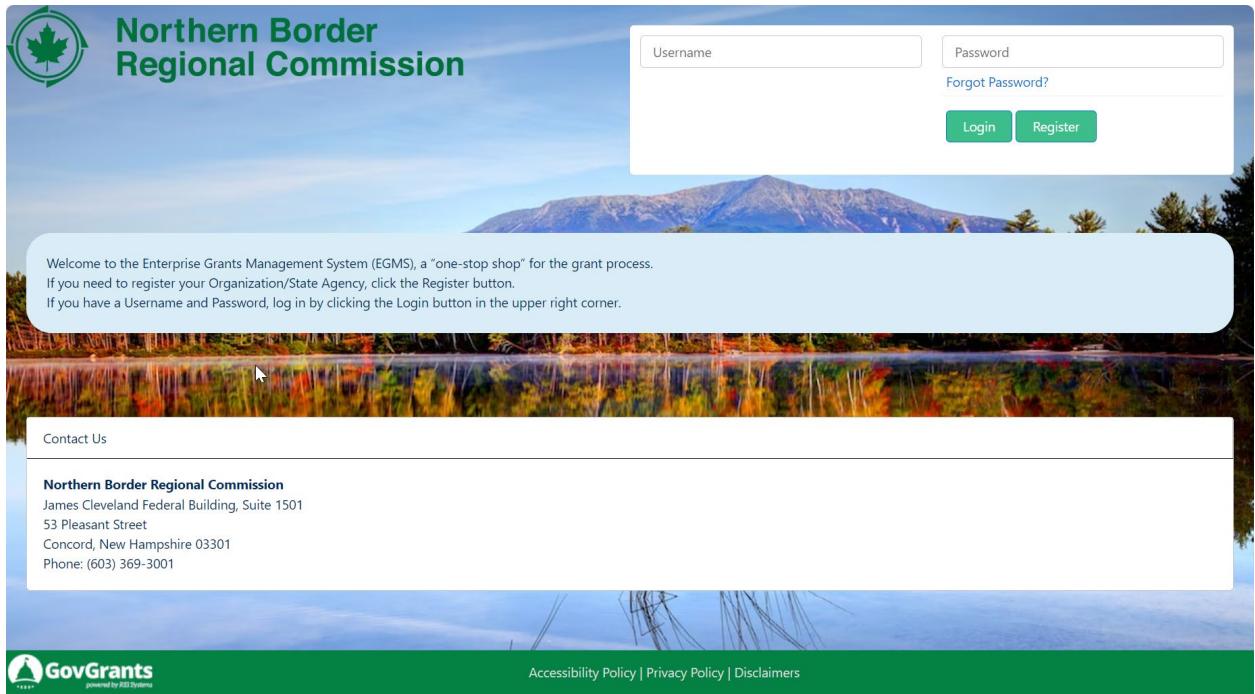


Figure 1: Accessing the External Portal

- 3) Click the **Opportunities** module within the top navigation panel to access the available funding opportunities.

Enterprise Grants Management System

Opportunities Applications Grants Monitoring Closeout Internal Review Created Competitive

EGMS ID	Opportunity Name	Funding Organization	Pre-Application Required?	Opportunity Release Date	Application Due Date	Status	Actions
AN-NBRC-042	AN-NBRC-042	Northern Border Regio...	Yes	01/23/2024	06/30/2024	Published	
AN-NBRC-045	AN-NBRC-045	Northern Border Regio...	Yes	01/23/2024	06/30/2024	Published	
AN-NBRC-038	AN-NBRC-038	Northern Border Regio...	Yes	01/17/2024	05/31/2024	Published	
AN-NBRC-056	AN-NBRC-056	Northern Border Regio...	Yes	02/07/2024	05/31/2024	Published	
AN-NBRC-055	AN-NBRC-055	Northern Border Regio...	Yes	02/07/2024	05/29/2024	Published	
AN-NBRC-050	AN-NBRC-050	Northern Border Regio...	Yes	02/01/2024	03/31/2024	Published	

Total Records: 6

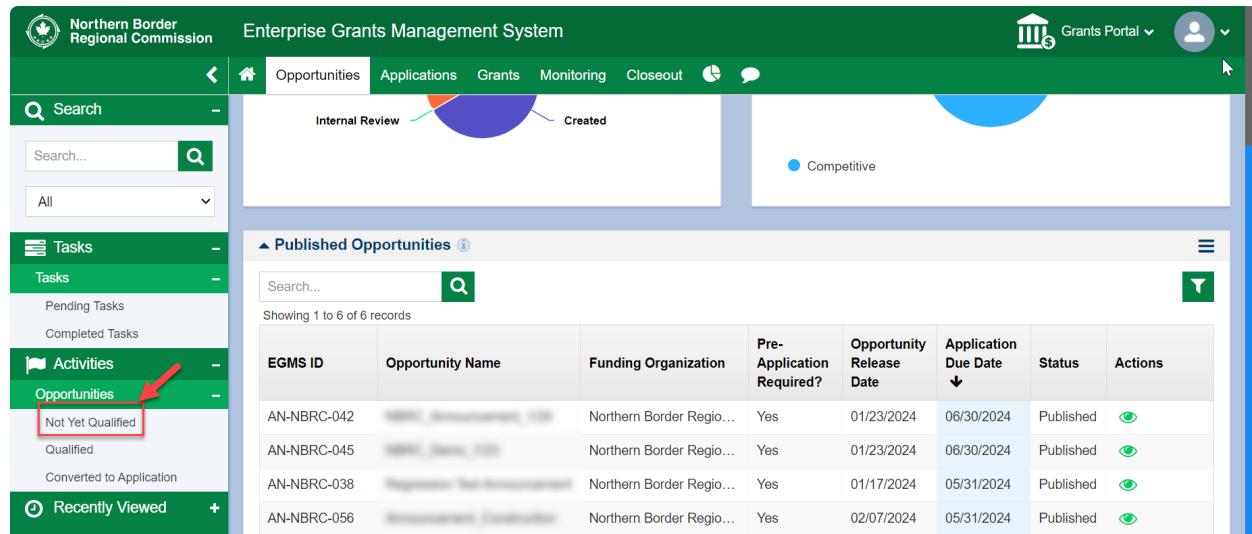
GovGrants powered by EG Systems

Accessibility Policy | Privacy Policy | Disclaimers | 508 Compliance

Figure 2: Opportunities Module

- Note: After clicking the **Opportunities** module, you will be routed to the page to view the Published Opportunities.

- 4) Click the Not Yet Qualified link in the left-hand navigation menu within the Opportunities module.

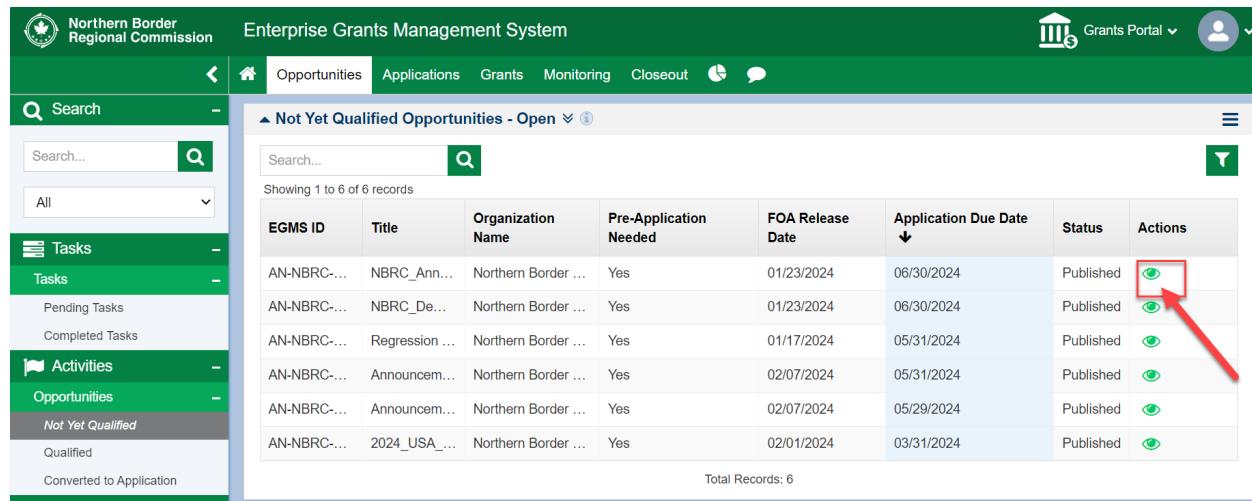


The screenshot shows the Northern Border Regional Commission's Enterprise Grants Management System. The main menu includes Opportunities, Applications, Grants, Monitoring, Closeout, and a Grants Portal. The Opportunities section is active. A sidebar on the left lists Tasks, Activities, and Opportunities. The Opportunities section is expanded, showing 'Not Yet Qualified' (highlighted with a red box and arrow), 'Qualified', and 'Converted to Application'. The main content area displays a table titled 'Published Opportunities' with columns: EGMS ID, Opportunity Name, Funding Organization, Pre-Application Required?, Opportunity Release Date, Application Due Date, Status, and Actions. The table shows six records, all marked as 'Published'.

EGMS ID	Opportunity Name	Funding Organization	Pre-Application Required?	Opportunity Release Date	Application Due Date	Status	Actions
AN-NBRC-042	AN-NBRC-042	Northern Border Regio...	Yes	01/23/2024	06/30/2024	Published	
AN-NBRC-045	AN-NBRC-045	Northern Border Regio...	Yes	01/23/2024	06/30/2024	Published	
AN-NBRC-038	AN-NBRC-038	Northern Border Regio...	Yes	01/17/2024	05/31/2024	Published	
AN-NBRC-056	AN-NBRC-056	Northern Border Regio...	Yes	02/07/2024	05/31/2024	Published	

Figure 3: View Available Opportunities

- 5) Locate the funding opportunity within the Not Yet Qualified Opportunities – Open table. To view additional details for a Funding Opportunity, click the View () icon under the Actions column.



The screenshot shows the Northern Border Regional Commission's Enterprise Grants Management System. The main menu includes Opportunities, Applications, Grants, Monitoring, Closeout, and a Grants Portal. The Opportunities section is active. A sidebar on the left lists Tasks, Activities, and Opportunities. The Opportunities section is expanded, showing 'Not Yet Qualified' (highlighted with a red box and arrow), 'Qualified', and 'Converted to Application'. The main content area displays a table titled 'Not Yet Qualified Opportunities - Open' with columns: EGMS ID, Title, Organization Name, Pre-Application Needed, FOA Release Date, Application Due Date, Status, and Actions. The table shows six records, all marked as 'Published'. A red arrow points to the 'View' icon in the Actions column of the first row.

EGMS ID	Title	Organization Name	Pre-Application Needed	FOA Release Date	Application Due Date	Status	Actions
AN-NBRC-...	NBRC_Ann...	Northern Border ...	Yes	01/23/2024	06/30/2024	Published	
AN-NBRC-...	NBRC_De...	Northern Border ...	Yes	01/23/2024	06/30/2024	Published	
AN-NBRC-...	Regression ...	Northern Border ...	Yes	01/17/2024	05/31/2024	Published	
AN-NBRC-...	Announcem...	Northern Border ...	Yes	02/07/2024	05/31/2024	Published	
AN-NBRC-...	Announcem...	Northern Border ...	Yes	02/07/2024	05/29/2024	Published	
AN-NBRC-...	2024_USA_...	Northern Border ...	Yes	02/01/2024	03/31/2024	Published	

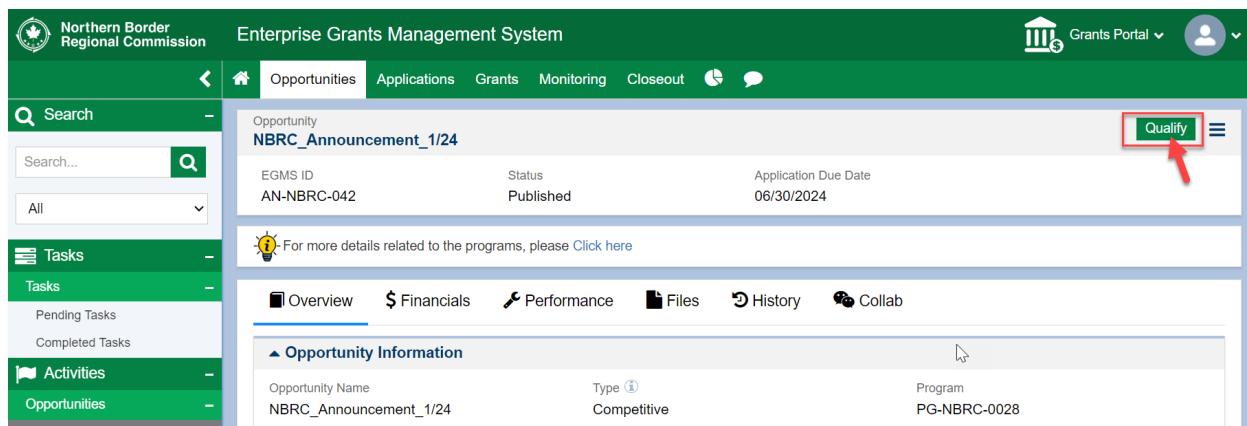
Figure 4: View Open Opportunities

- Note: After clicking the View icon, you will be navigated to View additional details.

Funding Opportunity Details

6) Review the Funding Opportunity details within the tabs to determine if your organization will apply. If your organization would like to apply for the Funding Opportunity, click the **Qualify** button at the top right of the page.

- Note: The Opportunity is now in a Qualified status, and your organization can now proceed with creating the application.

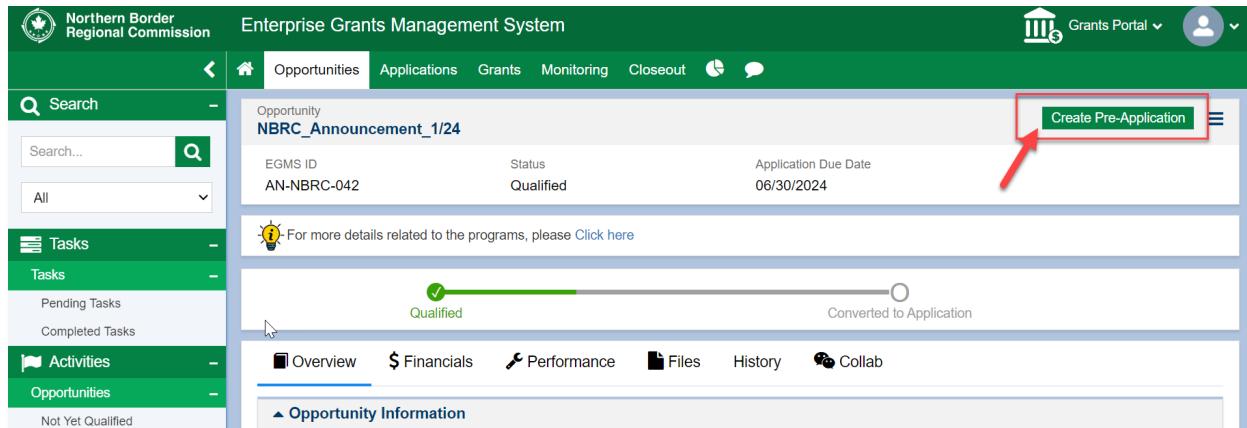


The screenshot shows the Northern Border Regional Commission's Enterprise Grants Management System. The main content area displays a funding opportunity titled 'NBRC_Announcement_1/24'. The opportunity details include EGMS ID: AN-NBRC-042, Status: Published, and Application Due Date: 06/30/2024. A 'Qualify' button is highlighted with a red box and an arrow. The sidebar on the left shows sections for Search, Tasks, and Activities, with 'Opportunities' currently selected. The 'Activities' section shows 'Not Yet Qualified'.

Figure 5: Qualifying the Opportunity

Initiating the Pre-Application Creation

7) After qualifying the opportunity, click the **Create Pre-Application** button to initiate the application creation process.



The screenshot shows the same Enterprise Grants Management System interface as Figure 5. The opportunity 'NBRC_Announcement_1/24' is now in a 'Qualified' status, indicated by a green checkmark icon. The 'Create Pre-Application' button is highlighted with a red box and an arrow. The sidebar shows 'Not Yet Qualified' under the Activities section.

Figure 6: Create Pre-Application from Qualified Opportunity

- Note: The Create Pre-Application pop-up window will open.

8) On the Create Pre-Application pop-up window, enter the pre-application title and click the **Save and Continue** button when you are ready to proceed with the pre-application creation process.

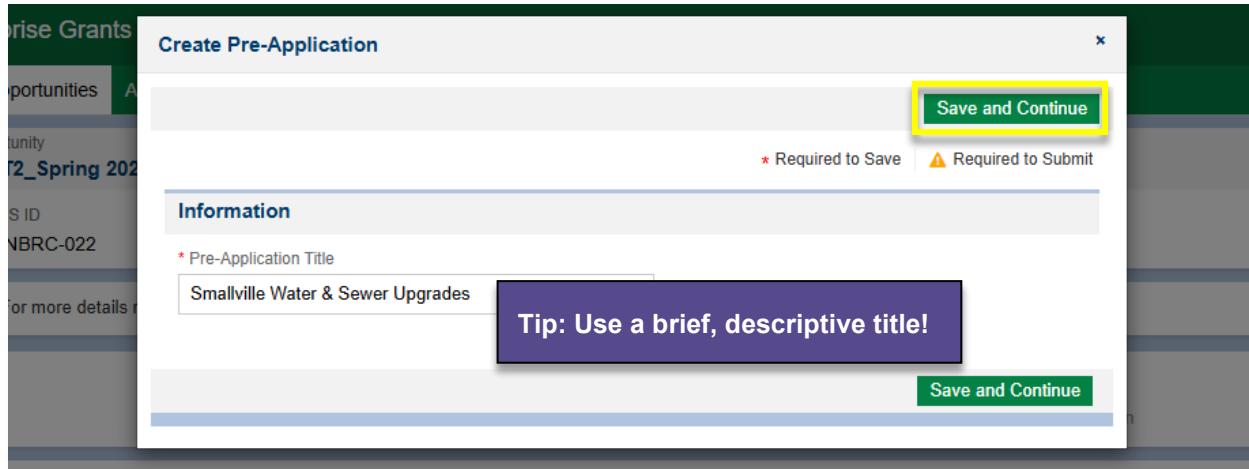


Figure 7: Create Pre-Application – Pop-up Window

- Note: After clicking **Save and Continue**, the pre-application record will be created. Please take note of the application's EGMS ID (formatted PR-NBRC-####)
- Note: Now that the pre-application is created, the pre-application is always accessible. See How to View/Resume my Pre-Applications below

How to View/Resume my Pre-Application

1. Click Applications in the top navigation panel
2. Click Pre-Applications in the lefthand navigation menu
3. Click on the downward arrows to the right of Pre-Applications and make sure you have Pre-Applications – All checked

→ This will show you your full list of pre-application records. Take note of the Status column to see whether it is Created (not yet submitted to NBRC) or Submitted to Grantor (we've got it!)

1 Applications

2 Applications

3 Pre-Applications - All

4 PR-NBRC-0136

EGMS ID	Pre-Application ID	Opportunity Title	Pre-Application Due Date	Owner	Status	Actions
PR-NBRC-0136	10/21 test sp	10/21 test sp	10/21/2024, ...	Zedd Ext	Converted to Application	
PR-NBRC-0131	9/6 SPM Demo	9/6 SPM Demo	09/30/2024, ...	Zedd Ext	Reviewed	
PR-NBRC-0125	REITEST_Pre-Application_8/1	Announcement_7/8	08/31/2024, ...	Zedd Ext	Submitted for Review	
PR-NBRC-0123	Test Announcement	Test Announcement	07/24/2024, ...	Zedd Ext	Accepted	
PR-NBRC-0089	5/10 test sp	5/10 test sp	06/10/2024, ...	Zedd Ext	Converted to Application	
PR-NBRC-0078	REITEST_Announcement_4/...	REITEST_Announcement_4/...	05/31/2024, ...	Zedd Ext	Converted to Application	
PR-NBRC-0060						

Completing the Pre-Application*

*Open the appropriate Program User Manual associated with the funding opportunity. The pre-application section of the Program User Manual provides guidance related to the content of your pre-application responses.

This guide is structured to walk you through each of the following “tabs” in your pre-application: Overview, Locations, Budget, Forms and Files

Overview

Locations

Budget

Forms and Files

History

Collab

Overview Tab – Project Narrative and Contacts

Pre-Application Overview

Title: Smallville Water & Sewer Upgrades

Funds Requested: \$0.00

Total Project Amount: \$0.00

Does this application have a co-applicant? --None--

- 9) Scroll down to the **Pre-Application Overview** section and answer the following question
 - Does this application have a co-applicant? (Yes/No)
 - Once you have entered the Information within the Pre-Application Overview section, scroll down to the **Project Information** section and enter the following Information.
 - a. Enter the **Project Abstract**.
 - b. Enter the **Project Goals & Outcomes**.
 - c. Enter the **Project Beneficiaries & Community Context**.
 - d. Enter the **Statement of Need**.
 - e. Enter the **Program Investment Priorities**.

- f. Enter text describing if you **Have you previously received NBRC funds? If yes, please provide NBRC grant number.**
- g. Select a response for **Does this project serve a rural community with a population of less than 5,000?**

→ Provide a response for **Does this project benefit an underserved community?**

→ Select a response for **Which of these is most applicable to the applicant organization?**

▲ Project Information

⚠ Project Abstract

- Provide a description of the proposed project. See Program User Manual for additional instructions on completing this section.

Rich text editor toolbar with various formatting options like bold, italic, underline, and alignment.

Figure 8: Pre-Application – Overview Tab – Project Information

→ Once you have entered the Information within the Project Information section, scroll down to the **Contacts** section and enter the following Information.

- a. The system will populate the Project Director/Manager with your organization's Authorized Representative. Next, click the Edit () icon under the Actions column and click the checkbox under the Key Contact column.

▲ Contacts

To add a new co-applicant, please click the New button and enter the co-applicant contact details. If you are associating a co-applicant, you have previously added within an application in GovGrants, click the Associate button and select the co-applicant.

To associate an LDD with the application, click the Associate button and select the LDD contact.

Showing 1 to 1 of 1 records

Project Role	Name	Email	Is Key Contact	Is User	Actions
Project Director/Manager	Jinu Mathew	deepika456@yopmail.com			

Total Records:1

→ Next you may need to associate the Local Development District (LDD) supporting your organization. Click the **Associate** button to open the Associate Contacts pop-up window and locate the LDD. Note – Some NBRC programs do not require applicants to utilize LDD assistance. See the relevant Program User Manual for LDD requirements. For more information about LDDs, visit NBRC's [Local Development District webpage](#).

Figure 9: Pre-Application – Overview Tab – Contacts

- Once you locate the LDD's name, click the checkbox to the left of the 'First Name' column. Once complete, click the **Add** button.
- Edit the Project Role to "LD Contact"
- Click Save

10) Navigate to the **Locations** tab.

Locations Tab – Project Location for Distress Criteria

The screenshot shows the 'Locations' tab selected in a software interface. The tab bar includes 'Overview', 'Locations' (highlighted in red), 'Budget', 'Forms and Files', 'History', and 'Collab'. A red dot is present on the 'Locations' tab, and a red dot is also present on the top right of the screen. The 'Pre-Application Match' section contains a 'Match %' field with the value '35' and a 'Match Justification' rich text editor. Below the editor is a text area containing the text '5002507900;5002570750'.

11) Navigate to the Pre-Applications Match section.

- a. Enter your project's **Match %**
 - i. Click the link below for more information about determining your project's match rate.
- b. Enter the **Match Justification**
 - i. Enter the GEOID(s) for your project location separated by semicolons and without spaces. Example: 5002507900;5002570750. Click the link below for more information and to generate your GEOID(s).

12) Click Save

- Please refer to <https://www.nbrc.gov/content/project-match> for more information about determining your Match % and instructions for inputting the Match Justification.

13) Once complete, click the **Budget** tab.

Budget Tab – Budget Summary, Narrative, and Funding Sources

14) Navigate to the Budget Periods section. Click the plus (+) icon to expand the table and view the budget categories.

Figure 10: Pre-Application – Budget Tab

15) Within the Budget Periods section, navigate to the **Budget Categories** table and click the **Edit** icon under the Actions column for each budget category to populate the requested budget.

Figure 11: Pre-Application – Budget Tab - Budget Categories Section

16) Once you have entered the requested budget for the project, navigate to the **Budget Narrative** section and enter the following Information.
 → Enter the **Justification for Project Costs**

Figure 12: Pre-Application – Budget Tab – Budget Narrative

17) Once you have entered the budget narrative for the project, navigate to the **Waiver Information** section and enter the following Information.

- Select the response for **Is the applicant and/or co-applicant a prior NBRC award recipient who has *not* expended 75% of project funds?** If yes, a **75% Expenditure Waiver** may be required. For additional waiver requirements refer to the **Program User Manual**.
- Enter the **Please list all current NBRC awards utilizing the NBRC project number**.
- Select the response for **Catalyst program applicants are required to utilize a Local Development District (LDD) for grant administration unless they are a department of State government or receive an approved LDD waiver**.
- **Is a Local Development District (LDD) waiver being requested?**

Funding Source	Type of Funding	Amount	Date of Commitment, Secured/Pending	Status
No Records Found				

Figure 13: Pre-Application – Budget Tab – Funding Sources

18) Once you have entered the Waiver Information, navigate to the **Funding Sources and Commitments** section, and enter the funding sources.

- a. Click the **New** button to add a row to the table.

19) Once you have entered all the targets, navigate to the **Forms and Files** tab.

Forms and Files Tab – Uploading Applicable Waivers

20) Once you have returned to the main application, navigate to the Forms and Files Tab, and scroll down to the Supporting Documents Checklist section.

- a. Click View under the Template Link column to download the waiver template
- b. Fill out the waiver
- c. Click the Upload icon (cloud with a plus) under the Actions column to upload the completed waiver

▲ Supporting Documents Checklist ⓘ					
Description ↑	Required	Status	Template Link	Grantee Document Link	Actions
75% Prior Investment Waiver	Optional	Active	View	Not Applicable	
LDL Waiver	Optional	Active	View	Not Applicable	
Significant Benefit Waiver	Optional	Active	View	Not Applicable	

Figure 14: Pre-Application – Files and Files Tab – Supporting Documents

- Note: You can view your uploaded document under the Grantee Document Link column. You can make edits by uploading an updated file, which will overwrite the existing file.

Overview Tab – Acknowledgement

Once you are ready to submit the pre-application, navigate to the Overview tab.

Completing the Attestation

- On the Overview tab, navigate to the **Acknowledgement** section, review the text and click the "I Agree" check box.

▲ Acknowledgement

I hereby certify that the information provided above is accurate and complete. I Agree

Submitted By Submitted On

Figure 15: Pre-Application – Acknowledgement

- 21) Click the **Save** button on the top right-hand side of the page.

Submitting the Pre-Application

- Note: Once you submit the application, you will no longer have edit access to the application.
- Once your organization is ready to submit, click the **Submit Pre-Application** button. You will receive a confirmation message. Click **Yes** to complete the pre-application submission process.
- Note: If you have entered all information correctly, you will receive a message indicating your application has been successfully submitted. If not, you will need to correct the errors before you can submit

Common Error Messages – Pre-Application

Each error message will direct you to the tab in your pre-application where the error can be addressed. The most common error messages and their resolutions can be found below, organized by Tab.

 Overview  Locations  Budget

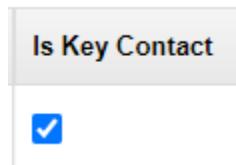
Overview Tab

“Specify at least one contact as Key Personnel for Application”

- Overview Tab - Specify at least one contact as Key Personnel for Application.

Resolution:

1. Scroll down to Contacts section
2. Click the blue Edit icon ()
3. Make sure one or more contacts is checked



4. Click “Save”

“Enter an Acknowledgement for project cost before submitting this Application”

- Overview Tab - Enter an Acknowledgement for project cost before submitting this Application.

Resolution:

1. Scroll down to Acknowledgement section
2. In Edit mode (), check the box shown below

▲ Acknowledgement	
The applicant acknowledges NBRC requires all projects to complete a NEPA environmental review process, satisfying this requirement may add to the overall project budget and	Acknowledgement <input checked="" type="checkbox"/> I Agree

Budget Tab

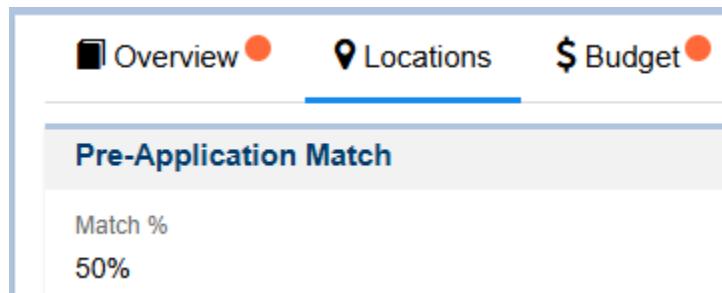
“Budget Tab - Budget Periods Section: The total of your listed match and cost share funds (Sum of the “Other Federal Share”, “Applicant Match”, “Other” columns) does not meet the minimum required amount...”

- 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 established by the 'Match %' listed on the Locations tab. You must reduce the “NBRC Share” or increase the amounts from other sources to clear this error.

Issue: Your budget isn't showing the minimum required match amount and you need to tweak either your NBRC request amount or your other sources of funding

Resolution:

1. Go to Locations tab, look under Application Match and note your match rate
 - a. For example: 50%



2. Return to your budget (Budget tab > Budget Periods section > Click  to open your

Budget Period #	
	BP01

budget table

)

3. Review the Grand Total line of your budget and check that the following is true: *(Other Federal Share + Applicant Match + Other) is greater than or equal to (Total Project Cost x Match percentage)*

▲ Budget Categories

* 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	Actions
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	
Fringe Benefits	\$0.00				\$0.00	
Indirect Costs	\$0.00				\$0.00	
Other Direct Costs	\$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	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$20,000.00	
	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$20,000.00	
Grand Total	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$20,000.00	

In this example, the Grand Total of "Other Federal Share" + "Applicant Match" + "Other" is at least 50% of \$20,000. The error would now be resolved!

“Budget Tab: Please ensure that the total funding sources and commitments listed matches total amount of match listed in the budget table...”

- **Budget Tab - Please ensure that the total funding sources and commitments listed matches total amount of match listed in the budget table (Other Federal + Applicant Match + Other)**

Resolution:

1. Scroll down to Funding Source and Commitments section
2. Make sure that the total under Amount equals the total of the non-NBRC columns in your budget
 - a. **NBRC share should not be included in the Funding Sources and Commitments table**

Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$20,000.00	\$0.00	
	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$20,000.00	\$0.00	
Grand Total	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$20,000.00	\$0.00	

Total Records:1

Budget Narrative

Waiver Information

Funding Sources and Commitments

Do not include NBRC funds in this section

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

Showing 1 to 2 of 2 records

Funding Source	Type of Funding	Amount	Date of Commitment, Secured/Pending	Status	Actions
NBRC	Federal	\$10,000.00	06/26/2026	Pending Award	
Town RLF	Revolving Loan Fund	\$10,000.00	01/23/2026	Secured	

Total Records:2

“Budget Tab - Budget Periods Section: The Total Federal Share (“NBRC Share” + “Other Federal Share”) is greater than 80% of the total project costs...”

- Budget Tab - Budget Periods Section: The Total Federal Share (“NBRC Share” + “Other Federal Share”) is greater than 80% of the total project costs (see 40 USC 11506 (e)). You must reduce “NBRC Share” or “Other Federal Share”, OR you must increase the amount(s) in “Applicant Match” or “Other” columns to clear this error.**

Issue: Your project is currently over 80% federally funded and you need to tweak either your NBRC request amount or your other sources of funding

Resolution:

1. Return to your budget (Budget tab > Budget Periods section > Click to open your

Budget Period #	
	BP01

budget table)

2. Review the Grand Total line of your budget and check that the following is true: *(NBRC Share + Other Federal Share) is less than or equal to (Project Total x 80%)*