



Northern Border
Regional Commission

NBRC APPLICATION WORKSHOP SERIES

Budgets, Budgets, Budgets!

Adrienne Harrison, Program Manager: aharrison@nbrc.gov

Marina Caceres, Program Manager: mcaceres@nbrc.gov



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 Budget Errors**
- 7. SF-424 Application for Federal Assistance**



Creating an Application

RESOURCES:

- Grants Management System Resources
 - [Creating and Submitting an Application Guidance Document](#)
 - [Recorded Application Office Hours](#)
- Program User Manuals
 - [Catalyst](#)
 - [Forest Economy](#)
 - [Timber for Transit](#)

[Grants Management System - Creating and Submitting an Application Guidance Document](#)

Recording of Application Office Hours

- **Watch:** [April 16, 2024 Recorded Webinar](#) | [View the Q&A Chat](#)
- **Watch:** [April 23, 2024 Recorded Webinar](#) | [View the Q&A Chat](#)
- **Watch:** [April 30, 2024 Recorded Webinar](#) | [View the Q&A Chat](#)



Application Support Documents:

Required application support documents consist of both templates provided within NBRC's Grants Management System (GMS) and documents an entity must complete and upload to the GMS.

Forms provided within the GMS:

[Debarment Suspension Certification Form 1001](#)

[SF-424](#) - Application for federal assistance

[SF-424 SAMPLE with Instructions](#)

[SF424B](#) - Assurances for Non-Construction









[SF424D](#) - Assurances for Construction

[SF-LLL](#) - Disclosure of Lobbying Activities

[SF-LLL SAMPLE](#)



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](#)

Overview Locations Budget Proposal Responsibilities Forms and Files History Collab

Application Files

Add Files

Title	Classification	File Extension	Description	Created Date ↓	Actions
No Records Found					

SME Files

* Records are sorted by Created Date descending order

Title	Classification	File Extension	Description	Last Modified Date	Created By ID	Actions
No Records Found						

Supporting Documents Checklist

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



- 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

[illegible]



Northern Border Regional Commission

- 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 should be \$8,000 for projects less than \$400,000 OR 2% of the requested NBRC amount for projects above \$400,000**

	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share
6. Consultants (Type)									
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	Quantity			HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share
Subtotal - Contracts									
7b. Sub-Grantees (List individually)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share
Subtotal - Sub-Grantees									
Total Contracts and Sub-Grantees Cost									
8. Construction Costs									
8a. Administrative and legal expenses	Quantity	Unit Cost	Estimated Cost	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>



- Budget should show estimated costs for specific construction tasks.

Budget should show estimated costs for specific equipment purchases.



Reviewing the SF-424cbw

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.



SF-424

Application for Federal Assistance

18. Estimated Funding (\$):

* a. Federal
* b. Applicant
* c. State
* d. Local
* e. Other
* f. Program Income
* g. TOTAL

- Form is built into the GMS
- Must be signed by the Authorized Official (*single* individual listed in the AO Resolution)
- Common errors: federal amount should include NBRC requested amount and other federal amount; total project costs should match Budget Periods Table and SF-424cbw budget details
- SF-424 Sample with Instructions available [here](#).



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 NBRC requested amount
- ARPA funds considered federal source
- CDBG and federal loans ***are not*** considered a federal source



Budget Narrative

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 – edit as needed

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

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 – edit as needed



Funding Sources Table

This table is only for sources of match and cost share.

- 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 and cost share 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 and cost share sources



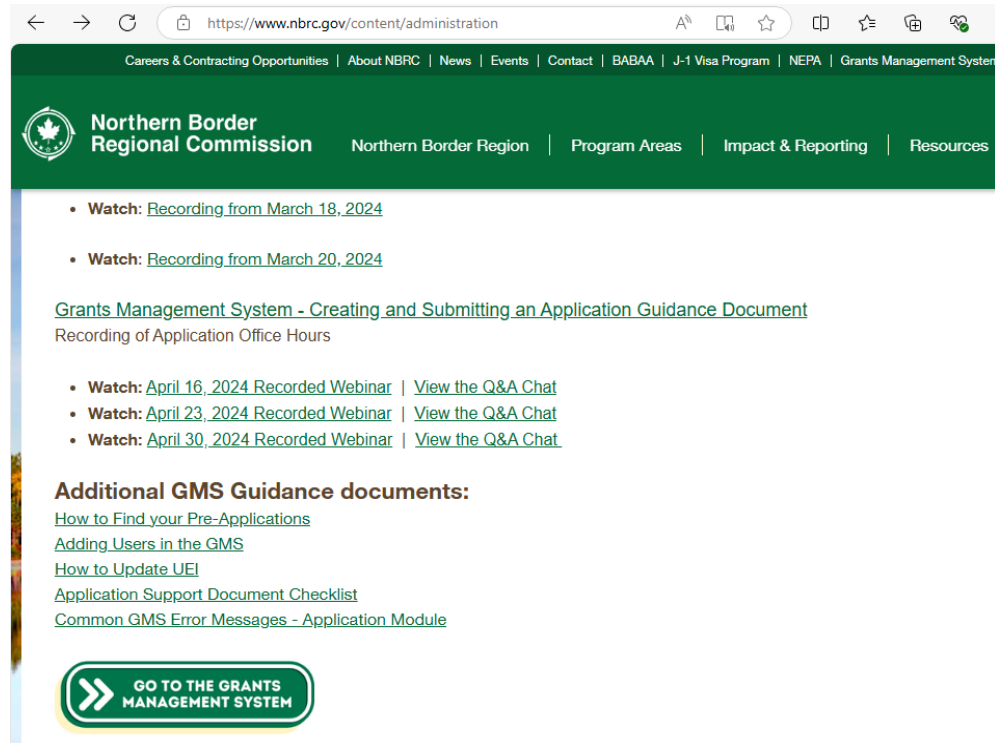
Completing the Funding Sources Table

For each source:

- Add a line for each source of match and cost share
- 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 and cost share in the Budget period table



Common Budget Errors



- If you encounter an error when submitting your application, you can find the answer to common budget errors in our [GMS errors resource](#)

Common GMS Error Messages

Each error message will direct you to the tab in your 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](#) [Proposal](#) [LDD Support](#) [Forms and Files](#)

Contents

Overview	2
"Specify at least one contact as Key Personnel for Application"	2
"Enter an Acknowledgement for project cost before submitting this Application"	2
Locations	2
"Provide Target Values for all Key Performance Indicators."	2
Budget	3
"Sum of The Other Federal Share, Applicant Match, Other cannot be less than the match on the locations tab."	3
"Please ensure that the total funding sources and commitments listed matched total amount of match listed in the budget table (Other Federal + Applicant Match + Other)"	4
"NBRC investment funds cannot be used to "supplant" existing federal programs..."	4
Proposal	5
[any text field] "Data value too large. (max length=10000)"	5
Forms and Files	5
"All mandatory forms must be 100% completed."	5



Budget Evaluation

Budget Evaluation:

- All budget components (Budget Table, Budget Narrative, SF-424cbw and Funding Sources table) contribute to NBRC Scoring Criteria #2 - Project Budget
- 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



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QUESTIONS?

RESOURCES:

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