2025 APPLICATION INFORMATION SESSION

ALL PROGRAMS

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Welcome

AGENDA

- Application Key Dates
- Pre-application Feedback
- Application Process and Requirements
- Application Review and Selection
- Questions
- NBRC Contacts

Application Key Dates

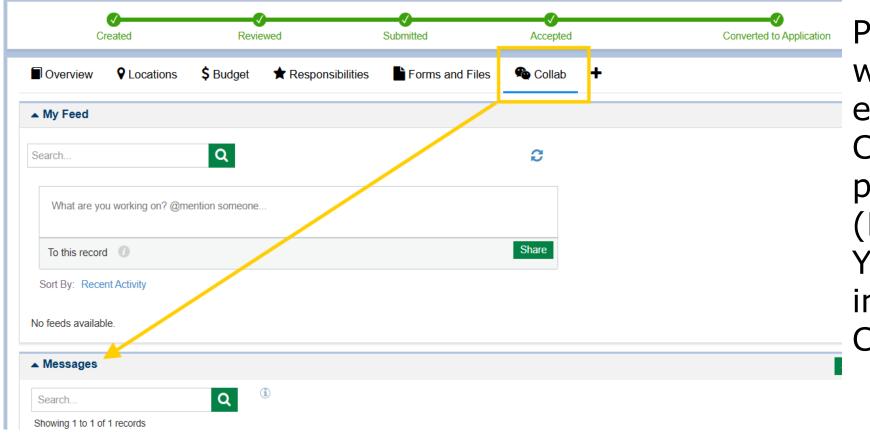
SPRING 2025 Application Timeline:

- March 31, 2025 Grants Management System opens for applications
- April 18, 2025 Applications (by invitation) due before 5:00pm EST
- By July 1, 2025 NBRC spring round awards announced

FALL 2025 Application Timeline:

- August 29, 2025 Pre-application (required) due 5:00 pm EST
- October 10, 2025 Applications (by invitation) due before 5:00pm EST
- By December 16, 2024 NBRC fall round awards announced

Pre-application Feedback



Pre-application feedback was provided using the email feature of the Collab Tab located in the pre-application record (PR-NBRC-0000). You can view this email in the pre-application Collab tab.

Pre-application Feedback

If the pre-application feedback you received is not covered here and you have questions, please reach out to admin@nbrc.gov

GENERAL FEEDBACK

- Co-Applicant/Project Partner(s) identified
- Economic Relevance
- Letters of Support
- Notice of Federal Interest (NFI)
- LDD Support

GENERAL FEEDBACK – Program Specific

- Infrastructure (Forest Economy)
- Workforce Development (Forest Economy)
- Materials Detail (Timber for Transit)

Pre-application Feedback

BUDGET FEEDBACK

- Exceed Maximum Award
- Higher Maximum Request (T4T, CAT)
- Budget Narrative Inadequate
- No Construction Costs
- Ineligible Costs
- Ineligible Pass-through
- Procurement
- Exceeds Federal Funding Ceiling

- Other Federal Funds
- No Funding Sources Listed
- NEPA Costs for NEPA should be included in the revised budget.

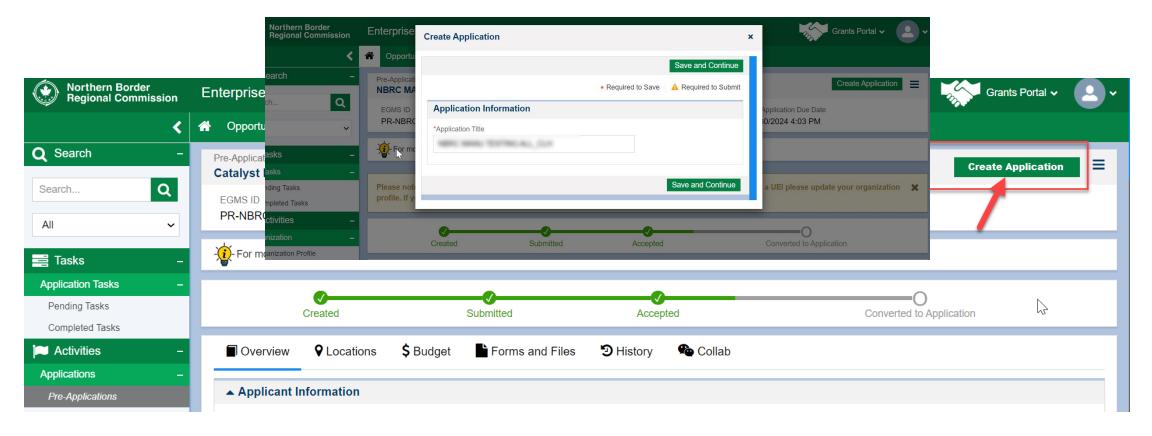


Application Process and Requirements

- Organization Profile
- Create Your Application
- Materials To Reference
- Application Information Requirements, including:
 - o Overview
 - o <u>Budget</u>
 - o <u>Technical Proposal</u>

- Approach and Methodology
- Economic Impacts
- o <u>Project Readiness</u>
- Capacity and Qualifications
- LDD Support
- Forms and Files

Create Your Application!



Organization Profile

After you select "create application" you can review your **Organization Profile** for updates that may be needed:

Home > Organization Profile

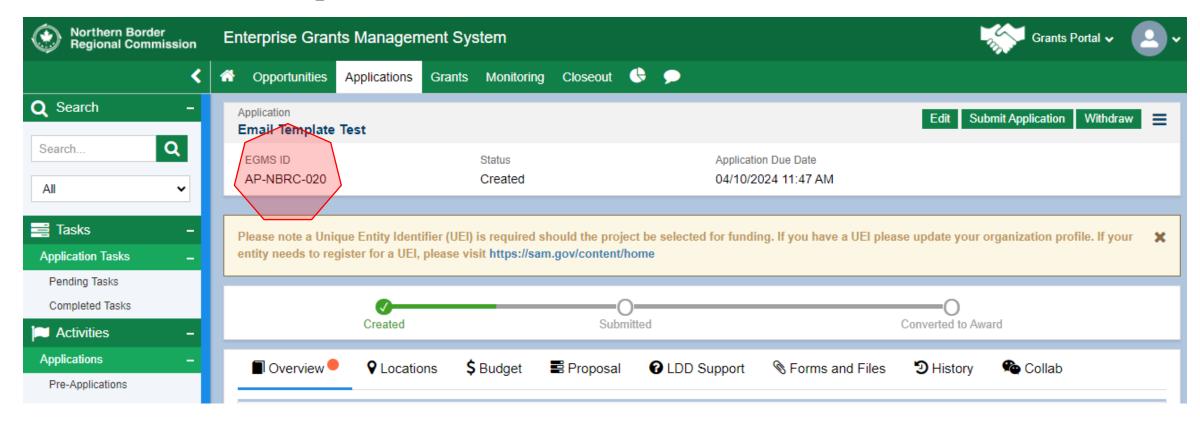
Review or Enter **UEI** # and validate it with Sam.gov

- See Sam.gov if your organization does not have a UEI #
- Need help updating your UEI in the GMS? See the <u>NBRC Resources</u> <u>page</u> for guidance.
- Note you will not be able to update your UEI until you create your application.

Materials To Reference As You Develop Your Application

- Application Support info session recordings, workshops, office hours
- Program User Manual Refer to Part II: Applying for NBRC funds, and Appendix K: Scoring Criteria
- NBRC GMS pre-application feedback
 refer to the feedback provided in Collab tab email
- NBRC Resources > Grant Administration Documents and Forms page: https://www.nbrc.gov/content/administration. Here, you'll find:
 - ➤ GMS Application Guidance
 - Required application support documents including Standard Forms (SF), and the NEPA intake form

Application Information, Requirements & Submission





Overview



Primary Place of Performance:

Select State

Project Information section:

- Responses will carry forward from the pre-application
 - Review Pre-application Narrative response guidance
- Responses can be edited
- Review each question to address feedback or strengthen details

Overview



Contacts section:

- Authorized representative will be populated as Project
 Director/Manager role. This contact also needs to be designated
 as a Key Contact.
- Associate your LDD in the Contacts section and assign the LDD Contact role.

Acknowledgement section:

Check "I Agree"

Locations



Application Match section:

Confirm correct match. Contact NBRC if there is a discrepancy.

Investment Locations section:

- Enter street, city, state and zip code of location(s) where the project will have investments
- If a location cannot be validated by system, that is ok.

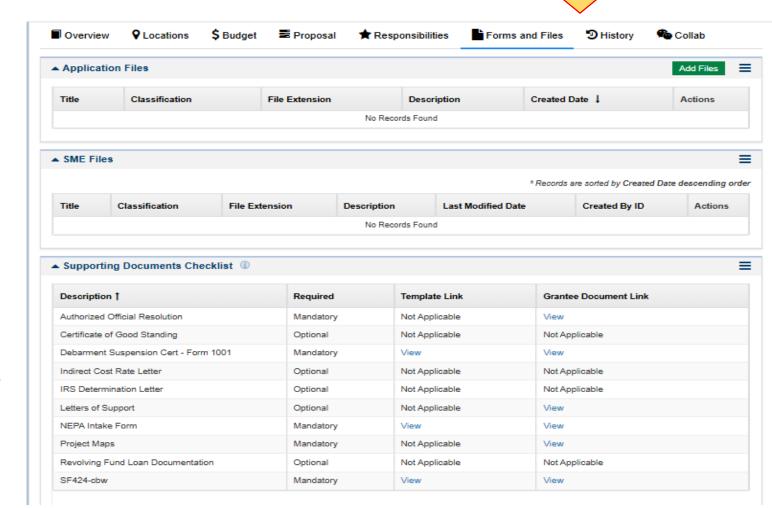
Key Performance Indicators:

- Edit and enter the Target value for each KPI.
- If the KPI does not apply to your project, enter 0.

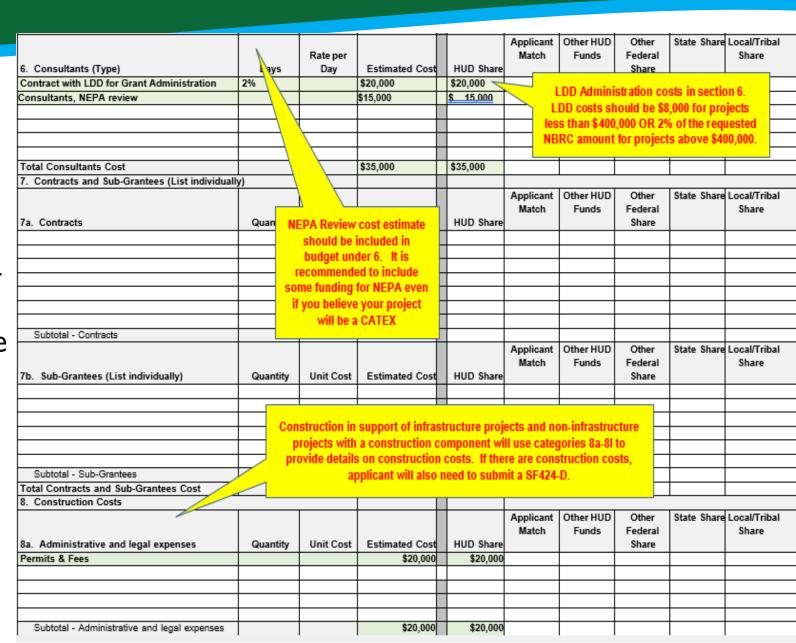
Budgets Workshop Slides

Budget

- Complete the SF-424cbw detailed project budget
- Available in the Supporting Documents Checklist
- Download, complete, and upload back to the Supporting Documents Checklist
- A sample SF 424-cbw is available NBRC's resources page, <u>here</u>.



- 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



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:

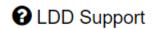
https://www.nbrc.gov/content/NEPA





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Proposal



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Budget Periods Table section:

- Values carried forward from pre-application edit as needed
- Revise budget categories based on new estimates, more detailed data, or corrections requested in the pre-application.
- Totals should match SF-424cbw detailed budget attachment
 - Review the column totals and category (row) totals for alignment between the Budget Periods Table and the SF-424cbw

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



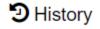


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Budget Table Reminders:

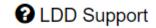
- 80% Federal Funding Ceiling calculated on total project costs
- Applicant minimum required match calculated on NBRC requested amount
- ARPA funds considered federal source
- CDBG and federal loans are not considered a federal source





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Budget Narrative section:

- Carried forward from pre-application edit as needed
- Populate the justification for requested project costs over \$5,000

Funding Sources and Commitments table section:

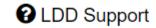
- Carried over from pre-application edit as needed
- Do not include the NBRC request in the funding sources and commitments table.
- Funding sources table total must equate to sum of "Other Federal Share", "Applicant Match", and "Other" from the budget table.

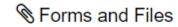
















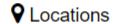
Budget Evaluation:

- <u>Catalyst</u>: See NBRC Scoring Criteria #2 Project Budget (10 points).
- Forest Economy and Timber for Transit: See Scoring Criteria #2: Project Budget (15 points)

Technical Proposal







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Technical Proposal section

- Review the information you submitted for the preapplication and build on it here.
- Have the detailed Scoring Criteria open and available to reference.
- Prepare in a Word document, then copy and paste into GMS.
- Keep the formatting simple, e.g. bullet points rather than tables and cells to avoid potential errors when saving complicated formatting.



Approach & Methodology

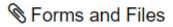












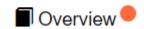




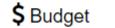
Technical Proposal section - Approach & Methodology

- Provide an explanation of the approach and methodology that will be used to meet the project objectives.
- Identify and explain how the project addresses program objectives and investment priorities.

Approach & Methodology

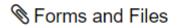
















Approach & Methodology Evaluation

- NBRC Agency/Program Investment Priorities
- <u>Catalyst</u>: See NBRC Scoring Criteria #3 for Approach and Methodology and applicable State Scoring Criteria for state priorities (5 points).
- Forest Economy and Timber for Transit: See Scoring Criteria #3: Approach and Methodology (10 points)

Economic Impacts

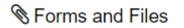




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Technical Proposal section – Economic Impacts

Explain the anticipated economic outcomes and outputs of the project.
 Refer to the program user manual.

Economic Impacts

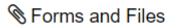




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Economic Impacts Evaluation

- NBRC Economic Impacts
- <u>Catalyst</u>: See NBRC Scoring Criteria #4 <u>and</u> State Scoring Criteria for evaluation of state economic impacts.
- Forest Economy: Refer to Scoring Criteria #4, Forest Economy Sector Impacts (25 points).
- <u>Timber for Transit</u>: Refer to Scoring Criteria #4, Economic Impacts (25 points).

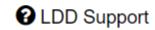
Project Readiness

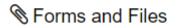
















Technical Proposal section – Project Readiness

- Describe whether the project is ready for implementation or will require additional planning tasks to begin.
- Provide a detailed milestone schedule for completing of the project, along with an explanation of the applicant's ability to complete the proposed work within the 3-year period of performance.

Pro Tip: Don't forget to account for NEPA!

Project Readiness

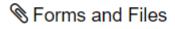




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Project Readiness Evaluation

- <u>Catalyst</u>: NBRC Scoring Criteria #5 Project Readiness (5 points). See State Scoring Criteria for additional evaluation of project readiness.
- Forest Economy, and Timber for Transit, refer to NBRC Scoring Criteria #5: Project Readiness (10 points)

Capacity & Qualifications













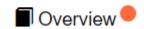




Technical Proposal section – Capacity & Qualifications

- Provide an explanation of the capacity of the organization to meet the project objectives, including any partnerships with other entities to support project.
- Provide an explanation of the qualifications of the personnel as they relate to project objectives.

Capacity & Qualifications

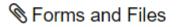




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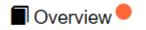


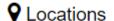


Capacity & Qualifications Scoring Criteria

- Catalyst: Scoring Criteria #6: Capacity and Qualifications (5 points)
- <u>Catalyst</u>: See State Scoring Criteria for additional evaluation of capacity and qualifications.
- Forest Economy and Timber for Transit: Refer to Program Scoring Criteria #6, Capacity and Qualifications (15 points)

LDD Support

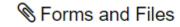




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LDD Support tab of the Application

- Designate an LDD and send the draft application to the LDD for review.
- LDD review is not required prior to submission, however, they may be able to provide valuable feedback before your final submission to NBRC.
- Applicant can use the "Complete Review" option at any point to resume working on or to submit their application

LDD assistance is optional for Forest Economy and Timber for Transit applicants unless otherwise specified by NBRC within pre-application feedback.





Q Locations

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LDD Support

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3 History

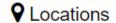
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Supporting documents checklist contains the mandatory documents all applicants must complete and upload for application submission

- SF-424cbw (details tab of spreadsheet only)
- NEPA Intake Form
- Authorized Official Resolution
- Form 1001: Debarment suspension certification
- Project Map

Resource: Application Supporting Documents Checklist

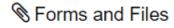




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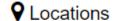




Non-profit applicants have additional **mandatory documents** which must be completed and uploaded or attached to that application system:

- Certificate of Good Standing dated within 12 months of application
- IRS Determination Letter (original) or Letter of Affirmation dated within 12 months of application

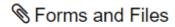




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LDD Support



History



The "All Forms" section contains the **mandatory forms all applicants** must complete for application submission

- SF-424 Application for Federal Assistance
- **Assurances form** (*select applicable Assurance form*)
 - SF-424B Assurances for Non-construction <u>OR</u>
 - SF-424D Assurances for Construction
- SF-LLL: Disclosure of Lobbying Activities



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LDD Support

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3 History

Collab 掩

Indirect Cost Rate:

• The de minimis rate of 15% will be applied unless you upload your negotiated indirect cost rate agreement with a cognizant agency.

Revolving Loan Fund:

 Applicants applying for a Revolving Loan Fund project are required to complete additional RLF documentation, which must be developed by the applicant in response to Program Manual Appendix I instructions, and must be uploaded to the GMS. A template is available in the GMS.

Summary of Application Requirements

Review or Enter UEI#

✓ See Sam.gov if organization needs to register for a UEI #

Project Narrative:

- ✓ Carries over from pre-application
- ✓ Review and update as needed to address feedback

Technical Proposal Narrative:

✓ See Program User Manual to review how narrative corresponds with NBRC scoring criteria.

Summary of Application Requirements

Budget:

- ✓ SF-424cbw attached as a supporting document.
- ✓ SF-424cbw totals by numbered category (row totals) and share (column totals) should match the details entered in the Budget table section of the application. It is important the Budget table matches the SF-424cbw because NBRC will use the GMS budget in the reimbursement process.
- ✓ If you did not have an LDD waiver (Catalyst), LDD costs go in the SF-424cbw on line 7a, "Contracts"
- ✓ NEPA costs entered as separate line items in 7a, "Contracts".
- ✓ All budget documentation contributes to NBRC Project Costs & Match scoring criteria.

Summary of Application Requirements

- Review and confirm required supporting documentation is in the GMS
 - ✓ SF-424cbw (details tab of spreadsheet only)
 - ✓ NEPA Intake Form
 - ✓ Authorized Official Resolution
 - ✓ SF-424B or SF-424D (Assurances for Non-construction or Construction)
 - ✓ Indirect Cost Rate Agreement (if applicable)
 - ✓ Non-profit applicants confirm the Certificate of Good Standing and IRS Determination (or Affirmation) Letter are uploaded.

NBRC Office Hours and Resources

Office Hours:

Thursday, April 17 at 10:00am focused on GMS issues

Resources:

- GMS Step by Step guidance for developing and submitting the application
- Program User Manual Part III. Application Requirements, Appendix K: Scoring Criteria
- NBRC Grant Administration Documents and Forms Application
 Supporting Documents Checklist, sample LDD contract, required forms

Application Review and Scoring

Catalyst Application Review & Selection

NBRC and State Program each review and score applications using Scoring Criteria found in the Program Manual.

NBRC and the States will consider the following when selecting projects for funding awards at the application phase:

- Project's alignment with program priorities (score)
- Balanced geographic distribution of investments
- Well-documented community or regionally supported need for the project
- Projects deemed a priority by the State where the project is located

Forest Economy and Timber for Transit Application Review

Review & Scoring Process:

- (Forest Economy Program only) Advisory Board members review projects and provide sector expertise to NBRC and States
- NBRC and State Program Managers review and score applications using NBRC Scoring Criteria found in the Program Manual

When selecting projects for funding at the application phase, NBRC and the States will also consider a balanced geographic distribution of investments, state prioritization, as well as state, community, or regionally supported need for the project.

Project Selection Timeline (all programs)

2025 Project Selection Timeline:

- Selected projects are approved by governor's alternates and NBRC Federal co-chair at Commission meeting.
- NBRC notification of awards and notice to unsuccessful applicants by July 1, 2025 (Spring round) and by December 16, 2025 (Fall round)

QUESTIONS?

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

NBRC Programs – Points of Contact

All questions related to eligibility, timelines, NBRC policies and funding requirements should be directed to Admin@NBRC.gov

NBRC Staff:

- Andrea Smith, NBRC Program Director: <u>asmith@nbrc.gov</u>
- Casey Haynes, Program Coordinator: chaynes@nbrc.gov
- Marina Caceres, Program Manager, Forest Economy and Timber for Transit: <u>mcaceres@nbrc.gov</u>
- Adrianne Harrison, Program Manager, Catalyst: <u>aharrison@nbrc.gov</u>

State Program Managers:

- Maine: Charlotte Mace, <u>charlotte.mace@maine.gov</u>
- New Hampshire: Ian Carmichael, ian.m.carmichael@livefree.nh.gov
- Vermont: Kristie Farnham, <u>Kristie.Farnham@vermont.gov</u>
- New York: Kyle Wilber, <u>kyle.wilber@dos.ny.gov</u>