



2021 Northern Border Regional Commission (NBRC) State Economic and Infrastructure Grant Program Application Portal Frequently Asked Questions

1. Q: If I have any eligibility questions about the program or need technical assistance within the application portal who do I talk to?

A: NBRC 603-369-3001 or via e-mail admin@nbrc.gov

2. Q: Where can I access all NBRC SEID materials and application forms?

A: www.nbrc.gov/content/eid

3. Q: What is NBRC's CFDA #?

A: The Catalog of Federal Domestic Assistance number is 90.601. The Title is: Northern Border Regional Development.

4. Q: It is unclear how I apply. Can you be more specific?

A: Go to the www.nbrc.gov website and follow the instructions which will take you to a link that will go to the online application portal.

5. Q: Do I submit the investment application online via Grant.gov?

A: No. The application only needs to be submitted through NBRC's application portal.

6. Q: Can we submit our 2021 application via e-mail or in hard copy vs through the NBRC application portal?

A: No. Applications that are not submitted through NBRC's application portal will not be eligible for review and scoring.

7. Q: What is the difference between the primary contact and the authorized official?

A: The primary contact often fills out the application and once it is "Submitted" it goes to the Authorizing Official for sign off. The Authorizing Official receives an e-mail **and must log in to the portal to sign off on the application and then submit it. *The application is not considered submitted until the authorized official has signed off on it.*** The Authorized Official is the person who has been formally authorized by the applicant entity to apply for entity to apply for, receive and spend funding on behalf of the applicant entity.

8. Q: I am trying to register for an account as the primary contact and am not receiving an e-mail to reset my password?
A: *If the Primary Contact is a new user, **the Authorized Official must also be a new user.** A new user as the primary contact where the authorized official is an existing user, is not currently allowed in the portal. If the authorized official on the new application already has an existing account in our system, you will need to contact NBRC to have an account manually set up for the primary contact or you can utilize a different e-mail address for the authorized official.*
9. Q: I am the primary contact on a project and have an existing account within the NBRC application portal. The authorized official does not have an existing account. Can I create a new application or does the authorized official first have to set up their account?
A: *The Primary Contact is the person who completes the application. When the application is complete, the Primary Contact would submit the application for approval by the Authorized Official. When the Authorized Official receives the email with the link to approve the application, this is typically the first time that the Authorized Official sees the application. The Authorized Official doesn't access the grant application until it's time to review and sign for approval at the very end. Until then, the Authorized Official cannot access the application.*
10. Q: What if I am already registered in the system, I forget my password and when I request a new password I don't receive an e-mail with a temporary password?
A: *Check your spam folder, make sure your e-mail inbox is not full, and confirm your workplace server is not blocking the e-mail from reaching you. It is very common for an entities firewall, primarily municipalities, to block e-mails coming from NBRC's application portion. Even if you allow NBRC's e-mail address, every time you ask for a new password it is sent from a different IP address so it still may end up being blocked. While NBRC has made significant upgrades to the portal the "not receiving a password" issue has typically been found to be a result of the applicant's firewall not allowing the e-mails from the portal to come through. **Please check with your IT department to determine if that is the cause for not receiving an e-mail.** If none of those are the issue, contact NBRC at 603-369-3001 or via e-mail at admin@nbrc.gov for assistance. **Also see Questions 8 and 9 above.***
11. Q: *(For Prior SEID Applicants only) When I log into my account why am I seeing an SEID application from another year on the Grant Application display screen in the portal?*
A: *Any existing user who created a grant application within the application portal, since 2017, will see those prior year applications. Once the user clicks on the Apply for Grant button, that will create an application for the currently open 2021 grant season and will not affect previous years applications/grants.*
12. Q: *(For Prior SEID Applicants only) When I click the "Apply for Grant" button I see the application page with the demographic information in Questions 1-4 pre-populated with*

information from a prior year application? What if the pre-populated information is not correct?

A: As indicated in Question #11, any existing user who created a grant application within the application portal, since 2017, will see those applications. Once the user clicks on the Apply for Grant button, that will create an application for the currently open 2021 grant season. Questions 1-4 are pre-populated with data from the previous year application. This is done when an existing user creates a new application to reduce the amount of data entry the user is required to perform. If any of the pre-populated information needs to change for 2021, click the "edit general information" button at the end of Question 4.

13. Q: On the Federal SF424 form, what should I enter as the Funding Opportunity and Title (Question 12)?

A: Leave the Funding Opportunity # blank. The title should be "Economic and Infrastructure Development Investment Program"

14. Q: On the Federal SF 424, for Question 17, what is the earliest start date I can enter for my proposed project?

A: October 1, 2021, unless you have permission from NBRC staff to begin earlier. The proposed project start date cannot be before NBRC funds can be committed/obligated at the federal level.

15. Q: What is the maximum timeframe for an NBRC funded project?

A: The investment period (time that the project shall be completed) shall be October 1, 2021, to September 30, 2024, unless permission has been given to begin the project prior to October 1, 2021.

16. Q: On the Federal SF424, for Question 19, is the application subject to Review by State Under Executive Order 12372 Process?

A: For projects located solely located in ME, NY, or VT the answer is No. Currently NH is the only state in the NBRC Service Area for which this applies to. If your project is located in NH, in whole or in part, please review <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/eo12372spoc.pdf> for additional information.

17. Q: I am unclear how to answer some of the questions, is there a resource to assist me?

A: Yes, please refer to the SEID Application Manual, as it contains information that matches up with question in the application portal. The application manual can be downloaded from www.nbrc.gov/content/eid.

18. Q: Where can I find a list of all the supporting documents that must be included with my application?

A: A checklist of all required documents can be found within the SEID Application Manual on Page 29. Please visit the SEID program page on NBRC's website www.nbrc.gov/content/eid for available templates, including a sample SF424.

19. Q: If I am including letters of support for my project proposal, who should they be addressed to?

A: The letters should be addressed to Office of the Federal Co-Chair of the Northern Border Regional Commission, 53 Pleasant Street, Suite 1501, Concord, NH 03301 and cc: the appropriate State Governor's Alternate. **Please combine all letters of support as one pdf and upload them as part of the supporting documentation submitted with your 2021 SEID application.**

REMINDER: Due to COVID-19 NBRC employees are currently working remotely. If the letter is mailed to the NBRC office, there is a chance it will not be received in time to be included with the application.

20. Q: Am I able to print a copy of my application from the portal?

A: Yes. The database allows both the applicant and authorized official to generate and download a PDF of the application that can be printed. After logging into the database, the user would View the application they are interested in. The PDF will be downloaded to the user's computer. They can open it and print it from there. See screenshots below for additional guidance.

My Grant Application

All 2021 EID Applications are due by **5:00 PM on May 14, 2021.**

To access the Application Manual, for questions, or for any additional information, please refer to www.nbrc.gov/content/EID.

Apply for Grant

Application Name	Application Status	Due Date	Funds	Messages	View	Edit
NBRC-2021-Economic and Infrastructure Development Investment Program	Not Started ⓘ	Friday, May 14, 2021, 5:00 PM EDT				
NBRC-2017-Economic and Infrastructure Development Investment Program	Submitted	Friday, June 2, 2017, 5:00 PM EDT				

Then click the Generate PDF button:



The screenshot shows the Northern Border Regional Commission logo and name on the left. On the right, it says "Logged in as: Tracy Zschau" with links for "Delete Account", "Change Password", and "Log Out". Below the logo is a link "< Go back to Dashboard". The main heading is "Grant Application — Submitted Application View". A blue button labeled "Generate PDF" is highlighted with a red box.

NBRC-17-0002 : Vermont Land Trust, Vermont : June 02, 2017

Eligible

Resources:

www.nbrc.gov for information about NBRC, including contact information for staff, Governor's Alternates and State Program Managers

www.nbrc.gov/content/eid for 2021 Application materials, including the 2021 SEID Application Manual, Program Overview and Program Timeline.