NBRC Application Supporting Document Checklist

Catalyst Program, Forest Economy Program & Timber for Transit Program

Applicants for all NBRC Programs are required to submit various application support documents. *If an applicant does not submit the required documentation, the application may be deemed ineligible.*

Some forms are mandatory, while other forms are only required if applicable to the applicant or project. Mandatory documents must be completed and uploaded to the application within the online grants management system (GMS). Sample forms are located on the NBRC website and provide detailed guidance on how to complete the form. **Use this checklist to access templates, sample forms, and to confirm your application is complete.**

Application Files: ✓

Submitted	Form Name	Form Location	Sample Form (click link to access)	Applicability	Notes
	Be sure to give your file a descriptive name to help the reviewer quickly understand what it is.	N/A	N/A	Optional - All Grantees	*The Application Files section is a place to upload any documentation in addition to those documents listed in the Supporting Documents Checklist and All Forms sections (below)*

Supporting Documents Checklist: ✓

Submitted	Form Name	Form Location	Sample Form (click link to access)	Applicability	Notes
	Authorized Official Resolution	TEMPLATE	N/A	All Grantees	*Template NOT required to be used. Upload to GMS. Name the individual authorized. If you choose to name the individual by their position, provide supporting documentation naming the individual employed and their position/title.*
	Certificate of Good Standing	Applicant Provides	N/A	Mandatory for non-profit entities only	*This is a certification documenting that your organization is in good standing with the State where you are located. This is a document you must request, typically from a governmental entity located in your State. Upload a copy to the GMS.*
	Form 1001: Debarment Suspension Certification	TEMPLATE	N/A	All Grantees	*This certifies that the applicant entity is not suspended, debarred, or ineligible from entering into contract with the NBRC. Download from website, complete, save, upload to GMS.*
	Negotiated Indirect Cost Rate Agreement	Applicant Provides	N/A	Applicants with Indirect Rate Cost Agreement with a federal agency	*If an applicant is utilizing NBRC funds for indirect costs and wants to use their own indirect cost rate, their Negotiated Indirect Rate Cost Agreement with a cognizant federal agency must be uploaded as a support document within the GMS. Otherwise, the de minimis rate of 15% applies.*
	IRS Determination Letter	Applicant Provides	N/A	Non-Profit entities	*This is a letter your organization received from the IRS documenting your non-profit status. Upload a copy to the GMS.*

Supporting Documents Checklist (continued): ✓

Submitted	Form Name	Form Location	Sample Form (click link to access)	Applicability	Notes
	Letters of Support	Applicant Provides	N/A	Optional	*Letters of support should be combined into one PDF and uploaded to the GMS.*
	NEPA Intake Form	TEMPLATE	N/A	All Grantees	*Completion of this form does not satisfy NEPA, but it does help NBRC to determine what NEPA analysis will be required. If your project is funded, the NEPA process must be complete before NBRC will issue a Notice to Proceed. Download from website, complete, save, upload to GMS.*
	Project Map	Applicant Provides	N/A	All Grantees	*This can be a FEMA flood map AND/OR map of project. Upload to GMS*
	Revolving Loan Fund Documentation	Applicant Provides	N/A	Revolving Loan Fund Applicants only	*See NBRC RLF Policy and required documentation in the Appendix of the relevant **Program User Manual**. This additional RLF documentation must be developed by the applicant in response to Appendix instructions and must be uploaded to the GMS.*
	SF-424cbw: Budget	TEMPLATE	SAMPLE FORM	All Grantees	*Download from website, complete, save, upload to GMS. NEPA and LDD costs should be included in section 6, as indicated in the Sample Form.*

All Forms: ✔

Submitted	Form Name	Form Location	Sample Form	Applicability ✔ = Mandatory X = If applicable	Notes
	SF-424: Application for Federal Assistance	GMS	SAMPLE FORM	✔ All grantees	*To be completed within the GMS. Confirm the request amount, match, and total project costs are consistent with the application.*
	SF-424B(non-construction) **OR** SF-424D(construction)	GMS	SAMPLE FORM	X All Grantees	*An applicant submits one or the other, NOT both. The required form to complete and submit is dependent on the scope of the project. Projects with primarily programmatic activities or minimal construction complete SF-424B, while project with primarily construction activities complete SF-424D. The GMS indicates these forms as not mandatory, with an "X" under the "Mandatory" column, however applicants must submit one or the other.*
	SF-LLL: Disclosure of Lobbying Activities	GMS	SAMPLE FORM	✔ All grantees	*Complete this form to disclose lobbying activities. To be completed within the GMS*

Additional support documents that are OK to upload to an application in the GMS (upload within the "Application Files" section):

- Letters of Support – please combine all letters into a single file

Documents that should NOT be submitted with an application in the GMS:

- Architect & Engineering plans
- Annual Reports
- Studies & Academic papers

For additional information or questions, please email admin@nbrc.gov.