GovGrants: Creating and Submitting an Application

Updated 09/25/2024

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APPLICATION PROCESS

NOTE: Before beginning your application, we strongly encourage you to review any feedback in your **invitation to apply, the Program User's Manual** (located at the bottom of the Program page) and your **State and Regional Economic Development Strategies** (located on the Resources page). The **Program Areas** and **Resources** pages on the NBRC website have loads of resources to help you out!

Reviewing Available Funding Opportunities in GovGrants

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

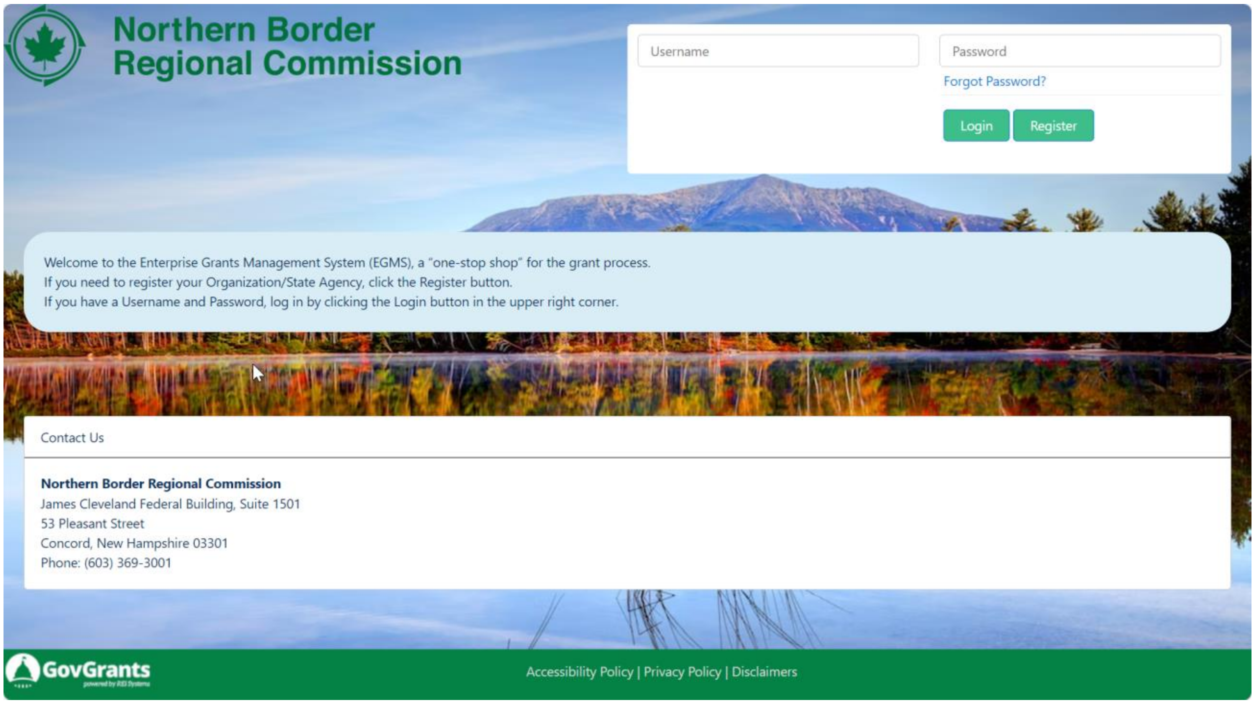
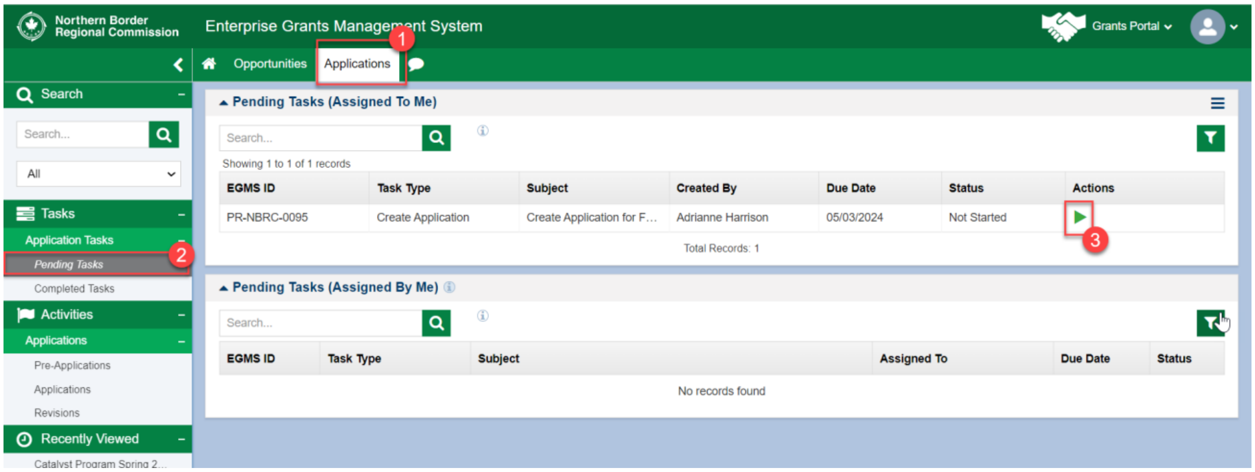


Figure 1:Accessing the External Portal

Initiating the Application Creation

3) After the pre-application is accepted by NBRC, click the **Pending Tasks link** in the left-hand navigation menu.

→ Locate the **Create Application task** and click the **start icon** under the Actions column.



4) Click the **Create Application** button to initiate the application creation process.

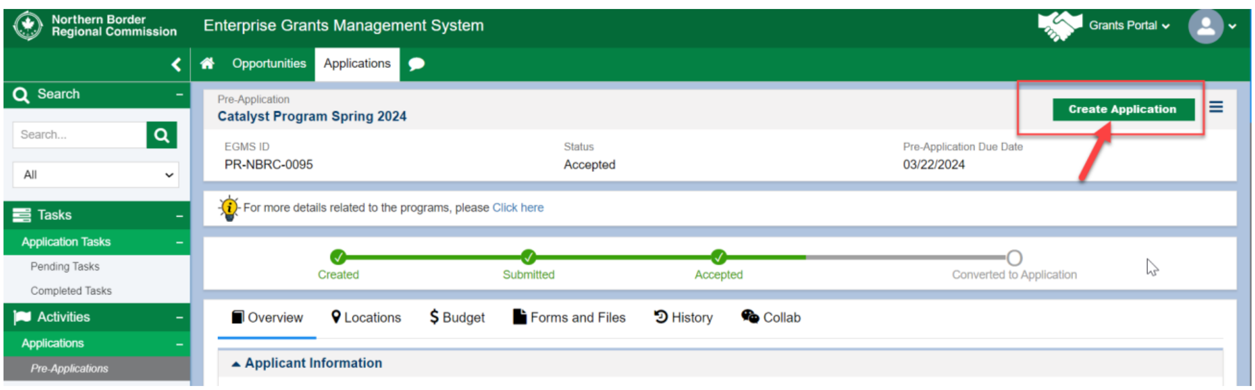


Figure 2: Create Application from Accepted Pre-Application

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

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

Note: When naming your application, make sure the name you choose reflects your project. For instance, Town of Washington Wastewater and Transportation upgrades

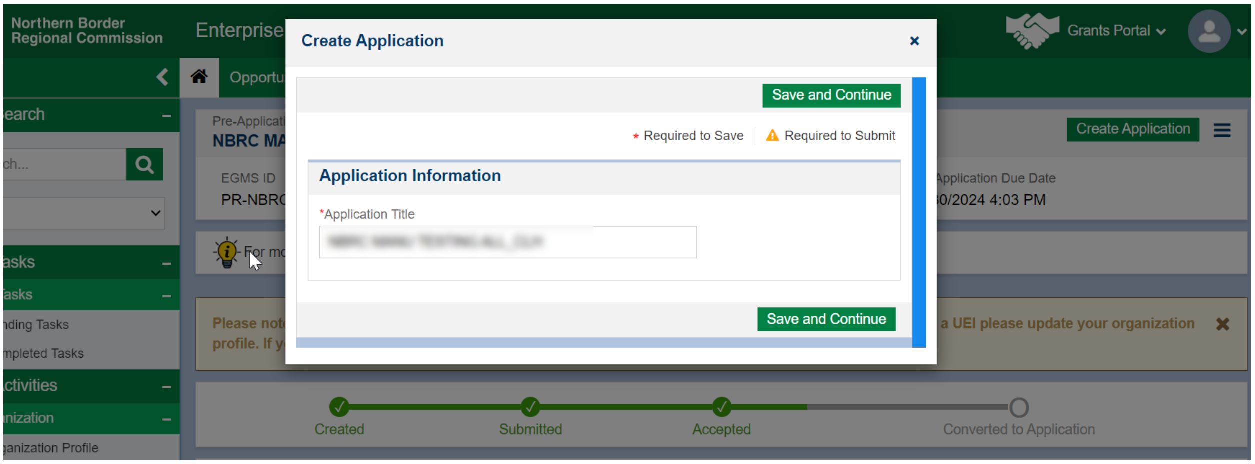
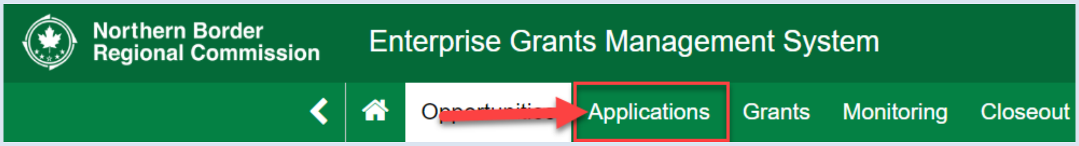
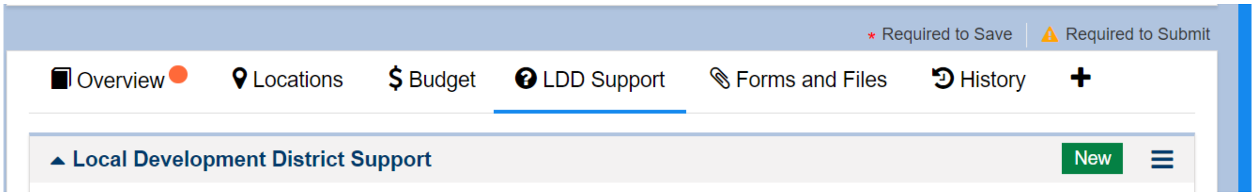


Figure 3: Create Application – Pop-up Window

- **Note:** After clicking **Save and Continue**, the application will be created. Please take note of the application GovGrants ID. It will show up under **EGMS ID** as **AP-NBRC-xxxx**. You can communicate with NBRC directly through the grants portal, but **for any direct emails to admin@nbrc.gov, please be sure to include that ID in the subject line of your email**.
- **Note:** Now that the Application is created, the Application is always accessible from the Applications module in the top navigation panel.



Requesting LDD Support for Your Application (Optional)



- If you would like LDD assistance in reviewing your application, click the **LDD Support** tab and navigate to the **Local Development District Support** section. Applicants required to use a LDD will also need to associate the LDD Contact in the Contacts section of the Overview tab. See page 8 for further guidance.
    a. More information about LDDs and how to find yours: https://www.nbrc.gov/content/local-development-districts

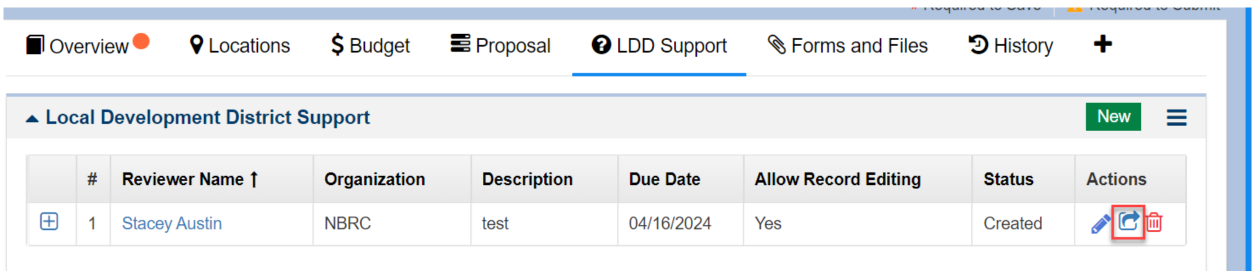
Note: Forest Economy and Timber for Transit applicants have the option to utilize LDD assistance, but are not required to utilize an LDD unless otherwise specified by NBRC within the invitation to apply.

6) Click the **New** button to add a row to the table.

7) Under the **Reviewer** name column, enter your LDD's name (the system will filter the list for the available LDDs).

8) Enter the Description and Due Date for the support.

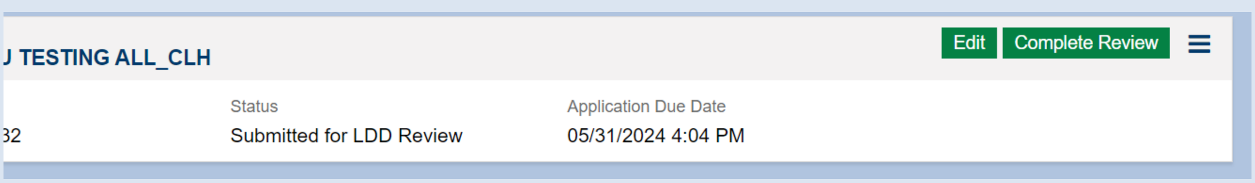
9) Once complete click the section **Save** button.



10) Once complete click the **send for review** ( ) icon.

Note: LDDs cannot view, provide feedback, or edit your application in the system unless you submit a request for review

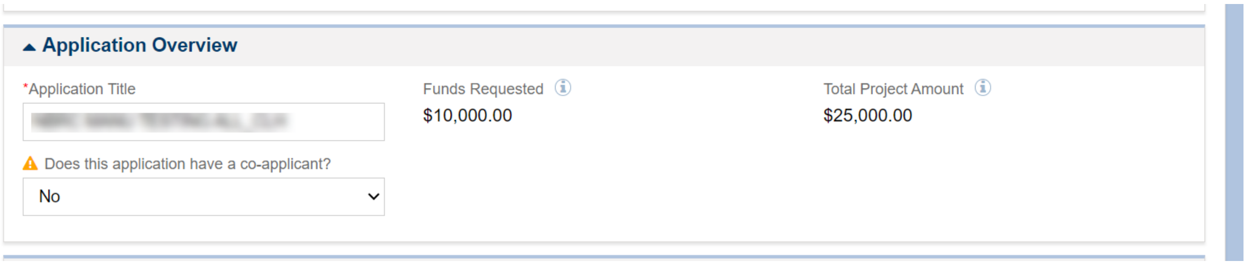
Note; You can continue to work on the application while the LDD is accessing the application. If you are ready to submit and the LDD has not completed their task you can override their LDD task by clicking the **Complete Review** button



Completing the Application – Overview Tab

- Review the "Information" section to confirm the information, including the Organization Type and UEI number are listed and correct. Hint: Check the Invite to Apply letter you received from NBRC. It may contain specific items you need to address.

Note: Information in the sections below will be pre-populated from the pre-application.



11) Scroll down to the **Application Overview** section and answer the following question
   a. Does this application have a co-applicant? (Yes/No)

12) Once you have entered the Information within the **Application Overview** section, scroll down to the **Project Information** section, and enter the following Information. **Be sure to reference the Program User Manual for detailed instructions on the information to be collected here.**
   a. Enter the **Project Abstract**. This should be a **brief** description of your project
   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 all NBRC grant number(s).**
   g. Select a response for **Does this project serve a rural community with a population of less than 5,000?**
   h. Provide a response for **Does this project benefit an underserved community?**
   i. Select a response for **Which of these is most applicable to the applicant organization?**

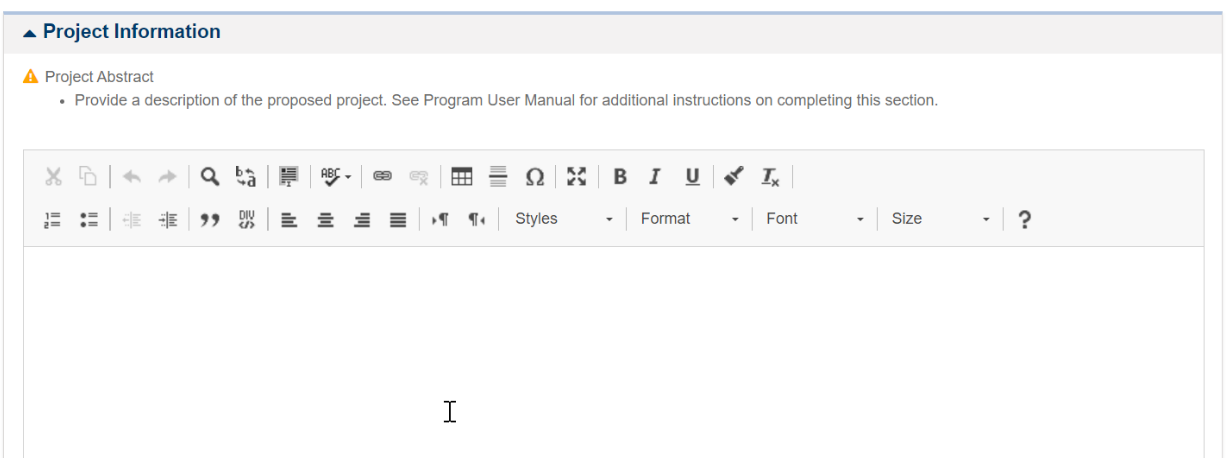
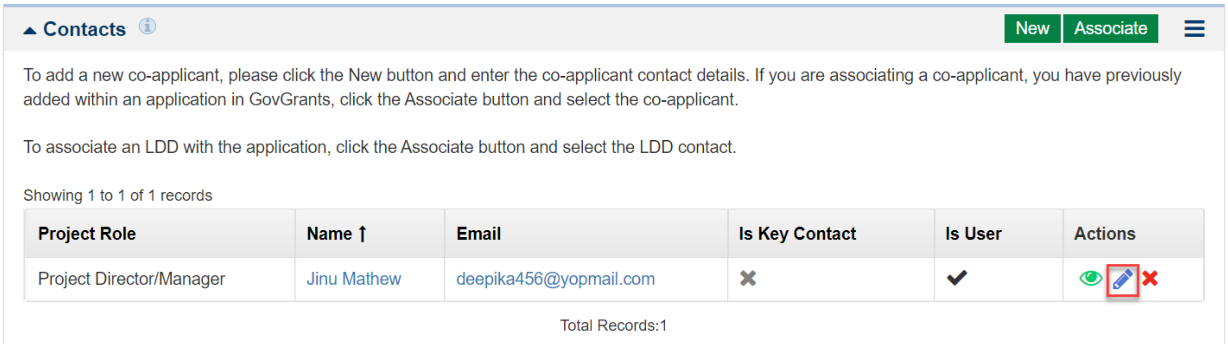


Figure 4: Application – Overview Tab – Project Information

13) 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.



→ All Catalyst applications that are not a state agency or do not have an approved LDD waiver need to add an “LDD Contact” to the Contacts section. Likewise, Forest Economy and Timber for Transit program applicants choosing to utilize LDD assistance must associate an LDD Contact under the Contacts section. To associate the LDD supporting your organization, click the **Associate** button to open the **Associate Contacts** pop-up window and locate the LDD.

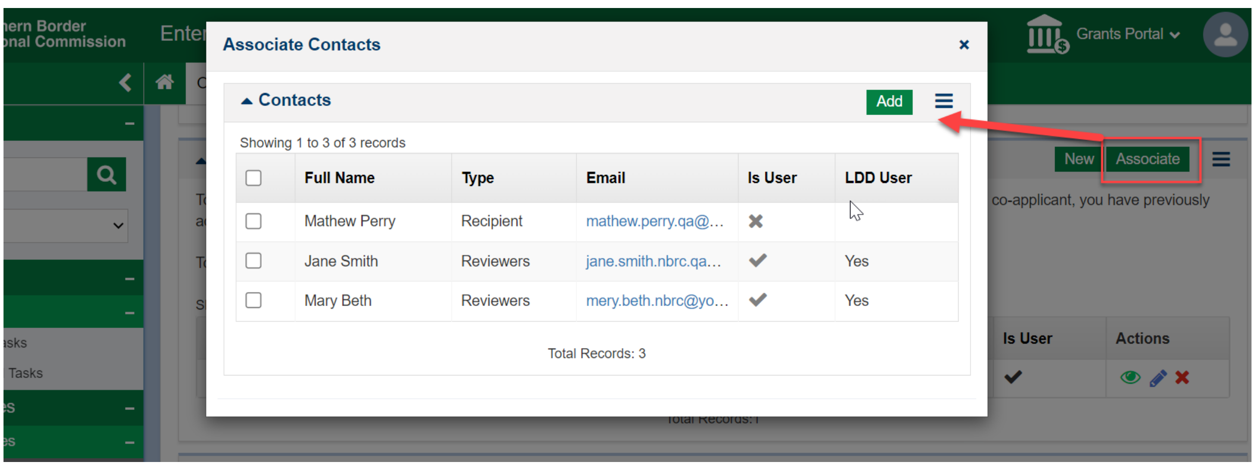
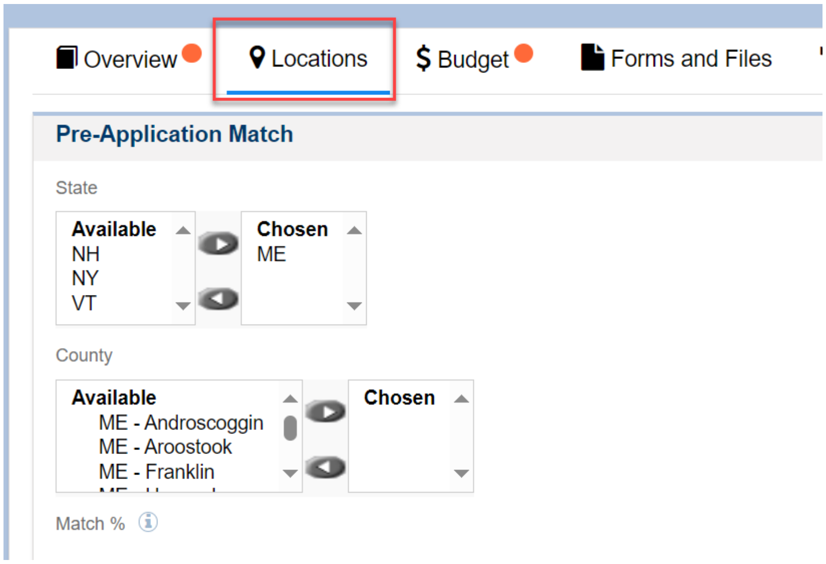


Figure 5: Application – Overview Tab – Contacts

→ Once you locate the LDD’s name, click the checkbox to the left of the ‘Full Name’ column. Once complete, click the **Add** button. Under “Project Role” make sure the contact is listed as an “LDD Contact”.

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

Entering Project Locations within the Application – Locations Tab

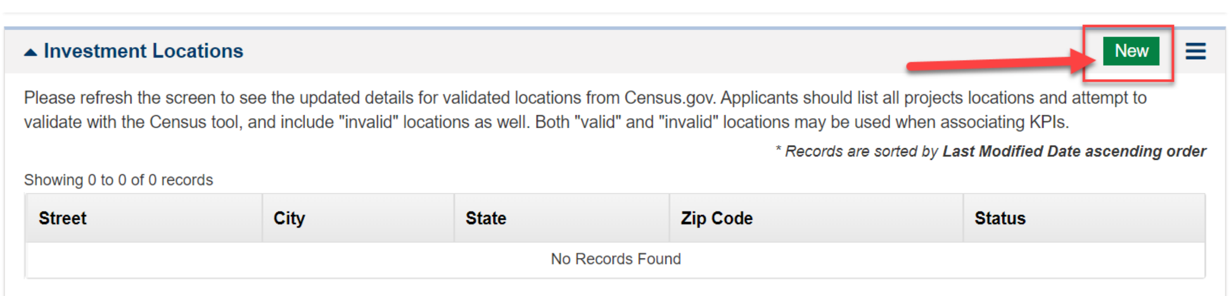


15) Navigate to the Applications Match section.

→ Select the **State(s)** And **Counties.** Only select states and counties where the project physically takes place. This will impact the required match rate. Do not select states and counties that will be indirectly served by your project.

> Note: Once complete, scroll to the top of the page and click the **Save** button. After clicking save, the system will calculate your match percentage. Scroll up to the top of the page and click the **Edit** button.

Entering the Investment Locations – Locations Tab



16) Click the **New** button to add rows to the investment locations table.

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

Showing 0 to 0 of 0 records

Street	City	State	Zip Code	Status	Actions
Field is required	Field is required	Field is required	Field is required	Created	✖
No Records Found					

17) Enter the Street, City, State and Zip Code of the location(s) where your project will take place. This is the location where the work will take place.

Showing 1 to 1 of 1 records

Street	City	State	Zip Code	Status	Actions
45335 Vintage Park Plaza	Sterling	NH	60065	Created	

18) After entering the address, click the Verify icon under the actions column.
19) Once verified, scroll down to the Key Performance Indicators section.
Note: If your location cannot be verified, it is ok, and you can move to the next step.

Key Performance Indicators

Showing 1 to 2 of 2 records

EGMS ID	Domain	Title ↑	Unit of Measurement	Measure	Orientation	Target	Actions
KPI-0002	Economic Development	NBRC_KPI	Dollar ($)	Dollars	Increase		
KPI-0001	Building	Test	Distance (Miles)	esdszx	Increase		

Total Records:2

→ Within the Key Performance Indicators section, enter the Target for each KPI by clicking the edit icon under the Actions column. **If the KPI is not applicable to your project please enter 0.**

20) Click the associate location ( ) icon under the actions column.
21) When the window opens, click the **checkbox** to the left of the location and click the **Associate** button.

Completing the Application – Budget Tab

Note: Information in the sections below will be pre-populated from the pre-application. Your budget information in steps 26-30 must line up with what is detailed in the SF-424cbw you will upload as part of step 34.

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

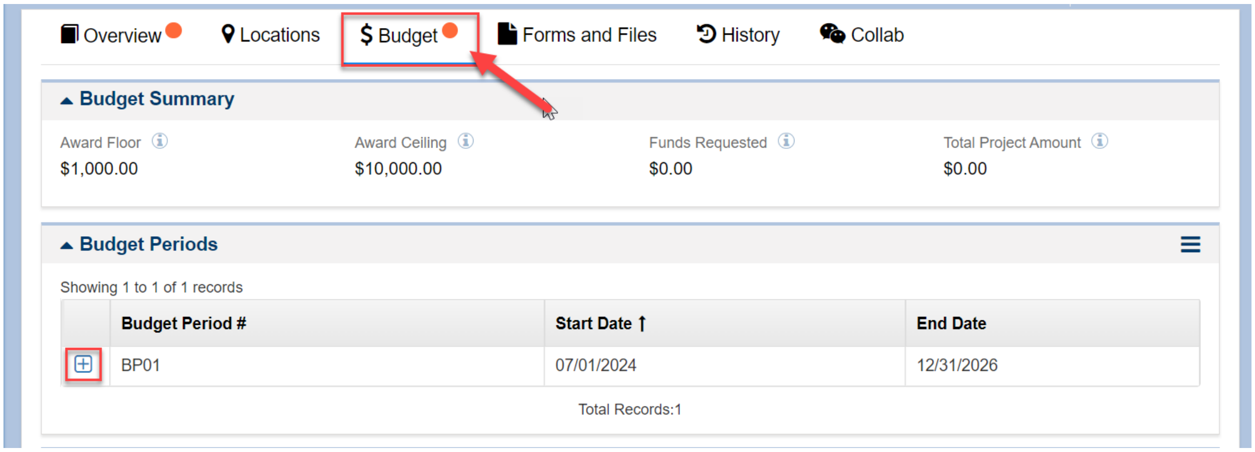


Figure 6: Application – Budget Tab

→ 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. The Budget Categories table must align with the SF-424cbw detailed budget (which you will upload to the Supporting Documents Checklist), the Funding Sources table (for non-NBRC share only), and the SF-424 Application for Federal Assistance. If the total match and cost share provided in the Budget Categories table do not align with the amount provided as match and cost share sources in the funding table, you will receive a common error message when you try to submit your application. Hint: NBRC share column is referred to as the "HUD Share" in the SF-424cbw.

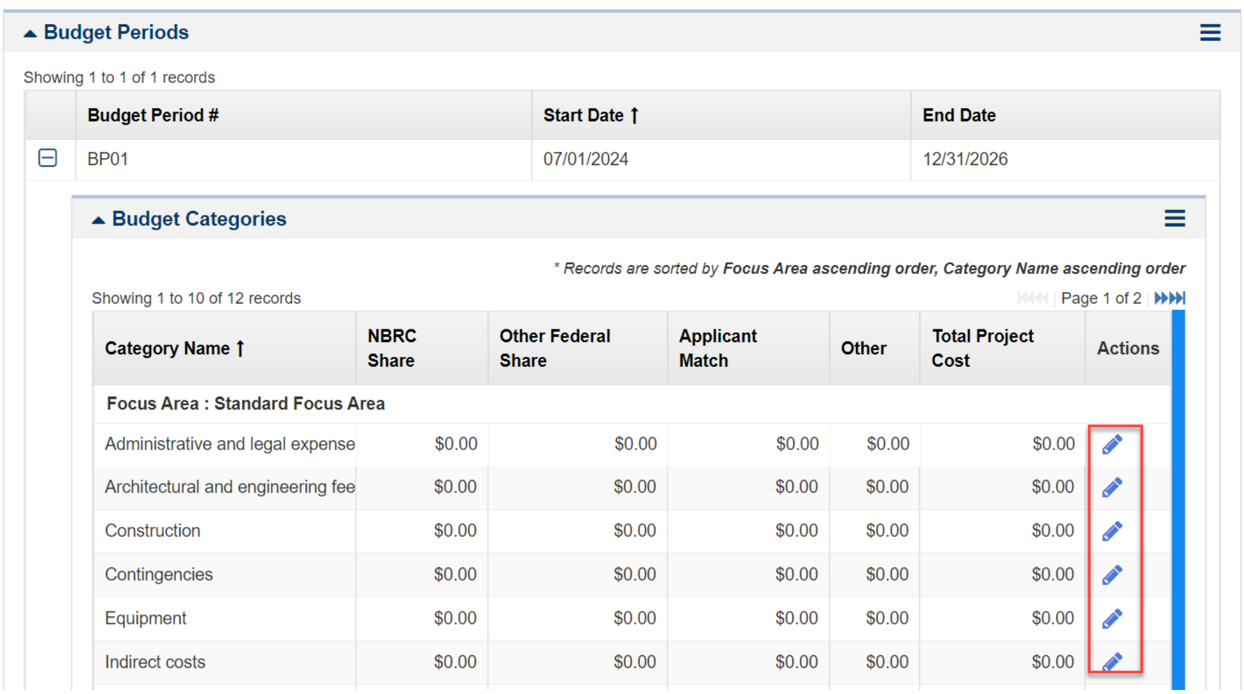


Figure 7: Application – Budget Tab - Budget Categories Section

23) Once you have entered the requested budget for the project, navigate to the **Budget Narrative** section and enter the following Information.

a. Enter the justification and description for project costs over $5,000
b. List the amount and funding sources of all leveraged funds for this project including the minimum required NBRC match <u>and</u> any additional "cost share" required to complete the project.
c. List the amount and funding sources of all match funds for this project.

Note: Keep your formatting simple – tables and graphics are not well supported in the text boxes.

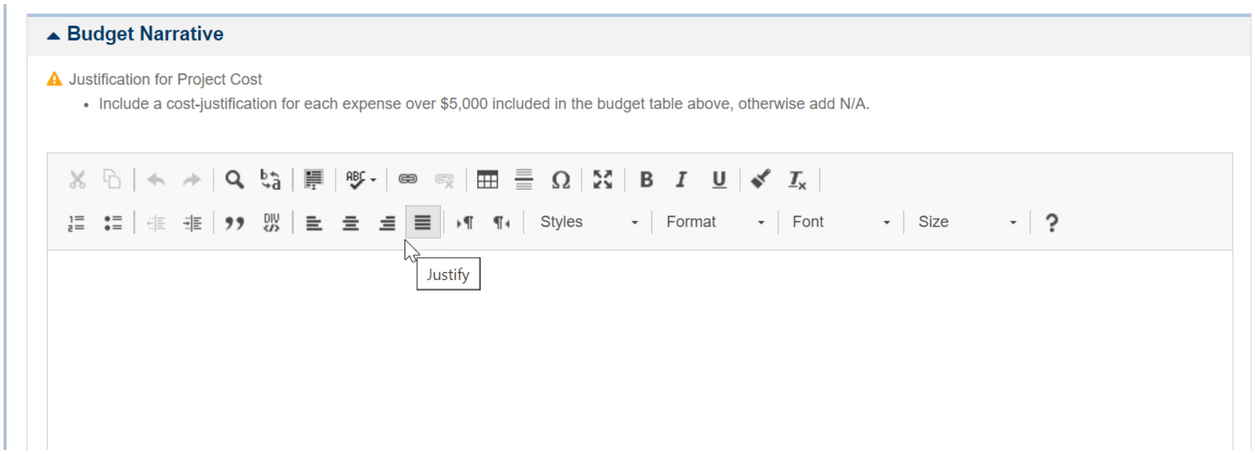


Figure 8: Application – Budget Tab – Budget Narrative

→ Once you have entered the budget narrative for the project, navigate to the Waiver Information section. **All waivers were required at the preapplication stage – you may not request a waiver during the application stage.** Waiver approvals were sent by e mail to your Authorized Official and may also be found under the Collab Tab in the Messages section where you can download a copy. **If you received an LDD waiver, please upload a copy to your application in the Files Tab section as a Supporting Document.**

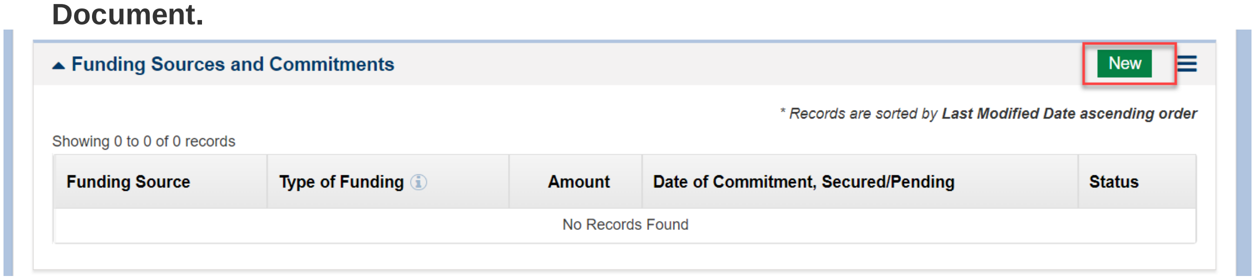


Figure 9: Application – Budget Tab – Funding Sources

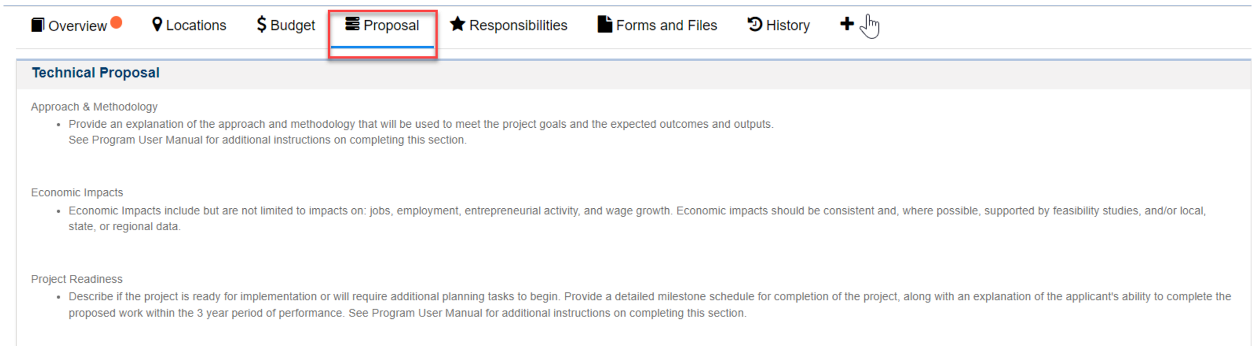
→ Once you have entered the Waiver Information, navigate to the **Funding Sources and Commitments** section, and enter the funding sources (*non-NBRC share only*). This section is required for submitting your application. Note: if NBRC share is included in the Funding Sources and Commitments table, the applicant will receive an error message upon attempting to submit the application.

a. Click the **New** button to add a row to the table.
b. Populate the information and click the section **Save** button.

- Once you have entered all of your funding sources, navigate to the **Proposal** tab.

Completing the Application - Proposal Tab

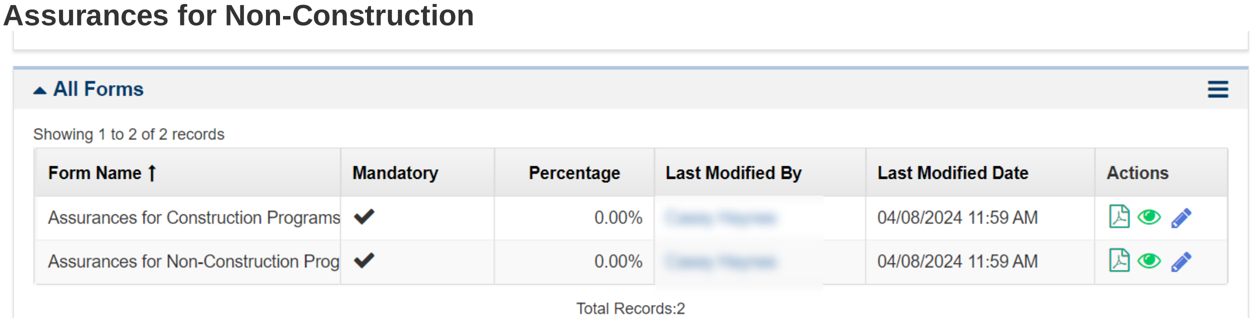
The information in each of these questions is populated from your preapplication. Please review your responses, make any necessary updates and address the feedback you received in your preapplication response letter which was sent to your Authorized Official. Please limit your responses to plain text – tables and complicated formatting can result in error messages.



Completing the Application – Forms and Files Tab

24) Once you have completed the **Proposal** tab, navigate to the Forms and Files tab.
25) Complete each form within the **All Forms** section.

Note: If your project is an Infrastructure project, please attach <u>SF424D</u>- Assurances for Construction. If your project is Non-Infrastructure, please attach <u>SF424B</u> – Assurances for Non-Construction



All Forms

Showing 1 to 2 of 2 records

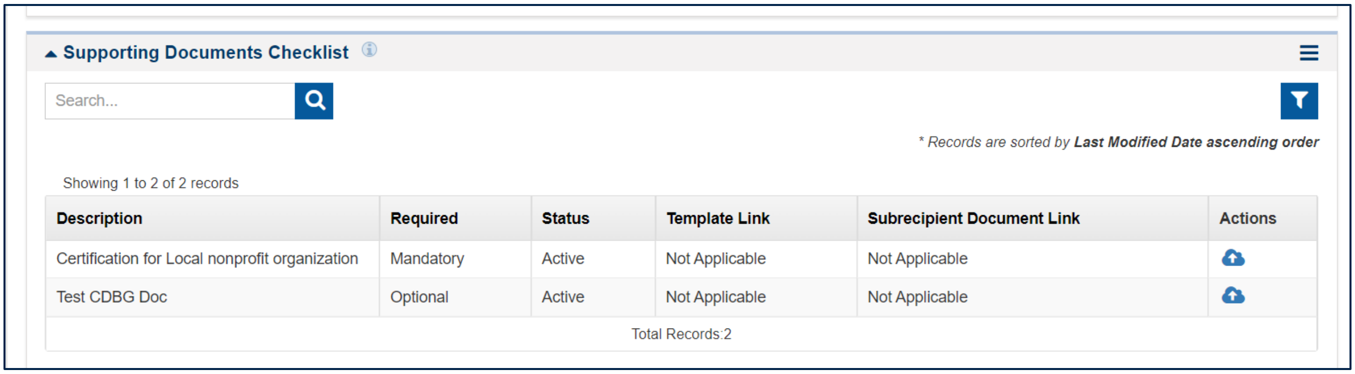
Form Name	Mandatory	Percentage	Last Modified By	Last Modified Date	Actions
Assurances for Construction Programs	✔	0.00%	[redacted]	04/08/2024 11:59 AM	
Assurances for Non-Construction Prog	✔	0.00%	[redacted]	04/08/2024 11:59 AM	

Total Records:2

Completing the Application – Files Tab – Supporting Documents and Attachments

Adding Supporting Documents

26) Once you have returned to the main application, navigate to the **Files Tab**, and scroll down to the Supporting Document section. Here you can add any supporting documents specified for the funding opportunity. **Refer to the program user manual, "Part III. Application Requirements" for additional information, including a list of required supporting documents.**



Supporting Documents Checklist

Search...

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

Showing 1 to 2 of 2 records

Description	Required	Status	Template Link	Subrecipient Document Link	Actions
Certification for Local nonprofit organization	Mandatory	Active	Not Applicable	Not Applicable	
Test CDBG Doc	Optional	Active	Not Applicable	Not Applicable	

Total Records:2

Figure 10: Application – Files Tab – Supporting Documents

- Note: If the funding opportunity specifies supporting documents, this section will be populated with mandatory or optional documents. If NBRC provides a template, a link will be under the **Template Link** column to download the template.

Adding Attachments

27) If there are additional attachments required or support the application, navigate to the Application **Files** section to add the attachments.

28) Click the **Add Files** button to open the Add File pop-up window and add an attachment.

   d. Within the window
      i. Select the Classification
      ii. Choose a file from your computer
      iii. Enter a description
   e. Click the **Upload** button

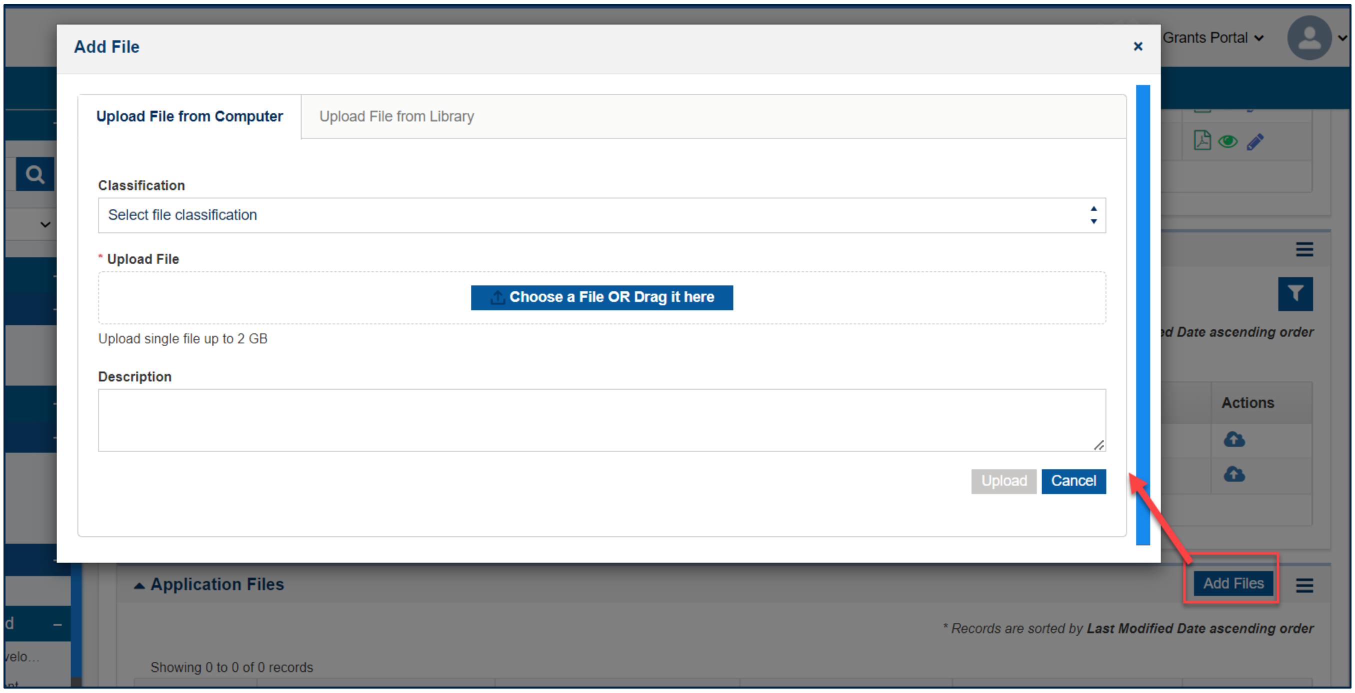


Figure 11: Application – Files Tab – Application Files

Completing the Application – Overview Tab – Acknowledgement

Once you are ready to submit the Application, navigate to the Overview tab.

Completing the Attestation

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

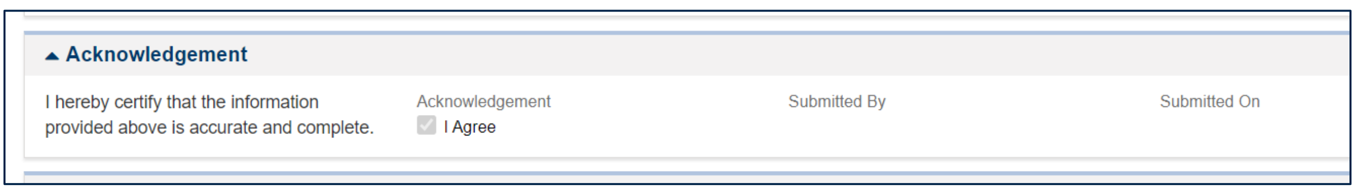


Figure 12: Application – Acknowledgement

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

Submitting the Application

- Note: Once you submit the application, you will no longer have edit access to the application.

31) Once your organization is ready to submit, click the **Submit Application** button. You will receive a confirmation message. Click **Yes** to complete the 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. **You won't receive an email confirmation, but you can check the status of your application any time by going to the Applications tab and selecting Applications – All**

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