

# Creating and Submitting a Pre-Application in NBRC's Grants Management System

This resource is a technical guide to creating and submitting a pre-application to the Northern Border Regional Commission through the Grants Management System. This resource should be utilized in combination with the relevant Program User Manual (Catalyst, Timber for Transit, or Forest Economy). Reference the pre-application section of the Program User Manual for substantive guidance related to the content of the pre-application.

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## **Reviewing Available Funding Opportunities**

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

Northern Border Regional Commission	Username Password Forgot Password? Login Register
	Section of the sectio
Welcome to the Enterprise Grants Management System (EGMS), a "one-stop shop" for the grant proc If you need to register your Organization/State Agency, click the Register button. If you have a Username and Password, log in by clicking the Login button in the upper right corner.	ress.
Contact Us Northern Border Regional Commission James Cleveland Federal Building, Suite 1501 53 Pleasant Street Concord, New Hampshire 03301 Phone: (603) 369-3001	
GovGrants Accessibility Police	V   Privacy Policy   Disclaimers

Figure 1:Accessing the External Portal

3) Click the **Opportunities** module within the top navigation panel to access the available funding opportunities.

Northern Border Regional Commission	Enterprise Gran	ts Management System				Ĩ	Grants	Portal 🗸 🔔 🗸
<	A Opportunities	Applications Grants Moni	toring Closeout 🕓	<b>&gt;</b>				k
Q Search –	Internal Re	oview C	reated					
Search Q	· ·			Comp	petitive			
All 🗸								
📑 Tasks 🛛 🗕	▲ Published Op	portunities 🕕						≡
Tasks –	Search	Q						T
Pending Tasks	Showing 1 to 6 of 6	records						
Completed Tasks				Pre-	Opportunity	Application		
🛋 Activities 🛛 –	EGMS ID	Opportunity Name	Funding Organization	Application Required?	Release Date	Due Date	Status	Actions
Opportunities –	AN NRDC 042	-	Northern Parder Degie	Vee	01/02/2024	06/20/2024	Dublished	
Not Yet Qualified	AN-NBRC-042		Northern Border Regio	res	01/23/2024	00/30/2024	Published	•
Qualified	AN-NBRC-045	1000 (Jana, 12)	Northern Border Regio	Yes	01/23/2024	06/30/2024	Published	۲
Converted to Application	AN-NBRC-038	Represent has been converted	Northern Border Regio	Yes	01/17/2024	05/31/2024	Published	۲
Recently Viewed +	AN-NBRC-056	Annument, Controller	Northern Border Regio	Yes	02/07/2024	05/31/2024	Published	۲
	AN-NBRC-055	Americanist, New Constru-	Northern Border Regio	Yes	02/07/2024	05/29/2024	Published	۲
	AN-NBRC-050	221, 221, 84, 84, 886, 981	Northern Border Regio	Yes	02/01/2024	03/31/2024	Published	۲
			Total Rec	ords: 6				
	Acus				1500.0			
	GovGrant	S'	Accessibility Policy   Privacy	Policy   Disclaim	ers   508 Compli	ance		

Figure 2: Opportunities Module

- Note: After clicking the **Opportunities** module, you will be routed to the page to view the Published Opportunities.
- 4) Click the Not Yet Qualified link in the left-hand navigation menu within the Opportunities module.

Northern Border Regional Commission	Enterprise Grai	nts Management System				ĺ	Grants I	Portal 🗸 🔽 🗸
<	A Opportunities	Applications Grants Mon	itoring Closeout 🕓	۶				<b>⊳</b>
Q Search -	Internal F	teview	Created					
Search Q				Complete	petitive			
All 🗸								
📑 Tasks 🛛 🗕	▲ Published O	oportunities 🗈						=
Tasks –	Search	Q						
Pending Tasks	Showing 1 to 6 of 6	records						
Completed Tasks				Pre-	Opportunity	Application		
Activities –	EGMS ID	Opportunity Name	Funding Organization	Application Required?	Release Date	Due Date ↓	Status	Actions
Not Yet Qualified	AN-NBRC-042	MINL, Americani, 124	Northern Border Regio	Yes	01/23/2024	06/30/2024	Published	۲
Qualified	AN-NBRC-045	18891, Janu, 123	Northern Border Regio	Yes	01/23/2024	06/30/2024	Published	۲
Converted to Application	AN-NBRC-038	Represent Text Incommunity	Northern Border Regio	Yes	01/17/2024	05/31/2024	Published	۲
Recently Viewed +	AN-NBRC-056	Americanant, Jonatuchia	Northern Border Regio	Yes	02/07/2024	05/31/2024	Published	۲

#### Figure 3: View Available Opportunities

5) Locate the funding opportunity within the Not Yet Qualified Opportunities – Open table. To view additional details for a Funding Opportunity, click the View (<sup>(\*)</sup>) icon under the Actions column.

Northern Border Regional Commission	Enterprise Gra	ants Manage	ment System					Portal 🗸 🙁 🗸
<	Opportunities	s Applications	Grants Monitori	ng Closeout 🕓 🤉	•			
Q Search –	▲ Not Yet Qu	alified Opportu	ınities - Open					≡
Search Q	Search	(	α					T
All	Showing 1 to 6 o	f 6 records						
	EGMS ID	Title	Organization Name	Pre-Application Needed	FOA Release Date	Application Due Date	Status	Actions
Tasks –	AN-NBRC	NBRC_Ann	Northern Border	Yes	01/23/2024	06/30/2024	Published	۲
Pending Tasks	AN-NBRC	NBRC_De	Northern Border	Yes	01/23/2024	06/30/2024	Published	
Completed Tasks	AN-NBRC	Regression	Northern Border	Yes	01/17/2024	05/31/2024	Published	۲
🏳 Activities 🛛 🗕	AN-NBRC	Announcem	Northern Border	Yes	02/07/2024	05/31/2024	Published	۲
Opportunities –	AN-NBRC	Announcem	Northern Border	Yes	02/07/2024	05/29/2024	Published	٢
Not Yet Qualified Qualified	AN-NBRC	2024_USA	Northern Border	Yes	02/01/2024	03/31/2024	Published	۲
Converted to Application				Total Re	cords: 6			

Figure 4: View Open Opportunities

• Note: After clicking the View icon, you will be navigated to View additional details.

#### **Funding Opportunity Details**

- 6) Review the Funding Opportunity details within the tabs to determine if your organization will apply. If your organization would like to apply for the Funding Opportunity, click the **Qualify** button at the top right of the page.
- Note: The Opportunity is now in a Qualified status, and your organization can now proceed with creating the application.

Northern Border Regional Commission	Enterprise Grants Management System	Grants Portal 🗸 🚨 🗸
<	A Opportunities Applications Grants Monitoring Closeout 🕓 🗩	
Q Search -	Opportunity NBRC_Announcement_1/24	Qualify
Search Q	EGMS ID Status Application Due Date AN-NBRC-042 Published 06/30/2024	1
Tasks –	For more details related to the programs, please Click here	
Tasks – Pending Tasks	🖬 Overview 💲 Financials 🎤 Performance 🖺 Files 🏵 History 🎕 Collab	
Completed Tasks	▲ Opportunity Information	
<ul><li>Activities –</li><li>Opportunities –</li></ul>	Opportunity Name         Type ①         Program           NBRC_Announcement_1/24         Competitive         PG-NBRC-002	8

Figure 5: Qualifying the Opportunity

#### **Initiating the Pre-Application Creation**

7) After qualifying the opportunity, click the **Create Pre-Application** button to initiate the application creation process.

Northern Border Regional Commission	Enterprise Grants Management System	Grants Portal 🗸 🙎 🗸
<	A Opportunities Applications Grants Monitoring Closeout 🕓 🗩	
Q Search -	Opportunity NBRC_Announcement_1/24	Create Pre-Application
Search Q	EGMS ID     Status     Application Due Date       AN-NBRC-042     Qualified     06/30/2024	/
📑 Tasks 🛛 –	For more details related to the programs, please Click here	
Tasks – Pending Tasks	Qualified Converted to Application	
Completed Tasks –	🕞 🖬 Overview 💲 Financials 🎤 Performance 🖿 Files History 🇠 Collab	
Opportunities – Not Yet Qualified	▲ Opportunity Information	

Figure 6: Create Pre-Application from Qualified Opportunity

- Note: The Create Pre-Application pop-up window will open.
- 8) On the Create Pre-Application pop-up window, enter the pre-application title and click the **Save and Continue** button when you are ready to proceed with the pre-application creation process.

hern Border onal Commission	Enterprise	Create Pre-Application	×	Grants Portal 🗸
-	Opportu	Save and Continue		
Q	NBRC_Ar	Required to Save     A Required to Submit  Information		Create Pre-Applicat
~	AN-NBRC	Pre-Application Title NBRC_Announcement_1/24		
-	Tor me			
asks d Tasks		Save and Continue		ation
es –		riew <b>\$</b> Financials <b>&gt;</b> Performance <b>Files</b> History <b>Collab</b>		

Figure 7: Create Pre-Application – Pop-up Window

- Note: After clicking **Save and Continue**, the pre-application record will be created. Please take note of the application's EGMS ID (formatted PR-NBRC-#####)
- Note: Now that the pre-application is created, the pre-application is always accessible. See How to View/Resume my Pre-Applications below

#### How to View/Resume my Pre-Application

- 1. Click Applications in the top navigation panel
- 2. Click Pre-Applications in the lefthand navigation menu
- 3. Click on the downward arrows to the right of Pre-Applications and make sure you have Pre-Applications – All checked
- This will show you your full list of pre-application records. Take note of the Status column to see whether it is Created (not yet submitted to NBRC) or Submitted to Grantor (we've got it!)

Search	Pre-Applicatio	ons - All ×						
Search Q	Search	- (	<ul> <li>Pre-Applications -</li> </ul>	All 3				
All	Showing 1 to 10 of 1	1 records	Pre-Applications -					Page 1 of 2
Tasks	EGMS ID	Pre-4	Pre-Applications - Pre-Applications -	Submitted portunity Title	Pre- Application Due Date	Owner	Status	Actions
Application Tasks	PR-NBRC-0136	10/21 t	est sp	10/21 test sp	10/21/2024,	Zedd Ext	Converted to Application	۲
Pending Tasks Completed Tasks	PR-NBRC-0131	9/6 SP	M Demo	9/6 SPM Demo	09/30/2024,	Zedd Ext	Reviewed	۹ ۸
Activities	PR-NBRC-0125	REITE	ST_Pre-Application_8/1	Announcement_7/8	08/31/2024,	Zedd Ext	Submitted for Review	<b>_</b>
pplications	PR-NBRC-0123	Test Ar	noucement	Test Annoucement	07/24/2024,	Zedd Ext	Accepted	۲
Pre-Applications	PR-NBRC-0089	5/10 te	st sp	5/10 test sp	06/10/2024,	Zedd Ext	Converted to Application	۲
Applications	PR-NBRC-0078	REITE	ST_Announcement _4/	REITEST_Announcement _4/	05/31/2024,	Zedd Ext	Converted to Application	۲
Revisions				e	0.410.410.00.1		0 . I. A. P. P.	~

## **Completing the Pre-Application\***

\*Open the appropriate Program User Manual associated with the funding opportunity. The pre-application section of the Program User Manual provides guidance related to the content of your pre-application responses.

**Overview Tab – Project Narrative and Contacts** 

Pre-Application Overview				
Title		Funds Requested (1)	Total Project Amount	
NBRC_Announcement_1/24		\$0.00	\$0.00	
A Does this application have a co-applica	ant?			
None	~			

- 9) Scroll down to the **Pre-Application Overview** section and answer the following question
- → Does this application have a co-applicant? (Yes/No)
- → Once you have entered the Information within the Pre-Application Overview section, scroll down to the Project Information section and enter the following Information.
  - a. Enter the **Project Abstract**.
  - 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 NBRC grant number.
  - g. Select a response for **Does this project serve a rural community with a population of less than 5,000?**
- > Provide a response for **Does this project benefit an underserved community?**
- → Select a response for Which of these is most applicable to the applicant organization?

▲ Project Information
<ul> <li>Project Abstract</li> <li>Provide a description of the proposed project. See Program User Manual for additional instructions on completing this section.</li> </ul>
$\begin{array}{c c c c c c c c c c c c c c c c c c c $

#### Figure 8: Pre-Application – Overview Tab – Project Information

- → 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.

Contacts U				Ne	w Associate
o add a new co-applicant, pleas dded within an application in G	se click the New buttor ovGrants, click the Ass	n and enter the co-applicant contact sociate button and select the co-app	details. If you are associatir licant.	ng a co-applicant, y	you have previously
o associate an LDD with the ap	oplication, click the Ass	sociate button and select the LDD co	ntact.		
howing 1 to 1 of 1 records					
howing 1 to 1 of 1 records Project Role	Name †	Email	Is Key Contact	Is User	Actions

→ Next you may need to associate the Local Development District (LDD) supporting your organization. Click the Associate button to open the Associate Contacts pop-up window and locate the LDD. Note – Some NBRC programs do not require applicants to utilize LDD assistance. See the relevant Program User Manual for LDD requirements. For more information about LDDs, visit NBRC's Local Development District webpage.

nern Border onal Commission	Enter	Associa	ate Contacts					×	G G	rants Portal 🗸	
<	r c	▲ Co	ntacts				Add				
-		Showin	g 1 to 3 of 3 records							Anna inter	1_
Q	-		Full Name	Туре	Email	Is User	LDD User		Nev	Associate	
~	a		Mathew Perry	Recipient	mathew.perry.qa@	×	ß	c	o-applicant, y	ou nave previous	siy
_	т		Jane Smith	Reviewers	jane.smith.nbrc.qa	×	Yes				
_	S		Mary Beth	Reviewers	mery.beth.nbrc@yo	~	Yes				
isks				Т	otal Records: 3				ls User	Actions	
Tasks								_	~	👁 🧳 🗙	
es –		_			Iotal Recon	as: i		_			
es –											

Figure 9: Pre-Application – Overview Tab – Contacts

- → Once you locate the LDD's name, click the checkbox to the left of the 'First Name' column. Once complete, click the Add button.
- 10) Navigate to the **Locations** tab.

#### Locations Tab – Project Location for Distressed County Criteria

Overview 🔍	♥ Locations	\$ Budget	Forms and Files
Pre-Application	Match		
State			
Available NH NY VT County	Chosen ME		
Available ME - Androsco ME - Aroostoo ME - Franklin	oggin k J	osen	

11) Navigate to the Pre-Applications Match section.a. Select the State(s) And Counties

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.

12) Once complete, click the **Budget** tab.

#### Budget Tab – Budget Summary, Narrative, and Funding Sources

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

Overview Overview	cations \$ Budget • • • •	Forms and Files 🏾 🤁 History 🛛 📽 C	ollab					
Budget Summary	Budget Summary							
Award Floor (1)     Award Celling (1)     Funds Requested (1)     Total Project Amount (1)       \$10,000.00     \$0.00     \$0.00								
Budget Periods Showing 1 to 1 of 1 records								
Budget Period #		Start Date †	End Date					
BP01		07/01/2024	12/31/2026					
Total Records:1								

Figure 10: Pre-Application – Budget Tab

14) 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.

au	lget Periods										
win	g 1 to 1 of 1 records										
	Budget Period #		Start Date †			End Date					
Ξ	BP01		07/01/2024	07/01/2024 12/31/2026							
	Budget Categories						Ξ				
	Showing 1 to 10 of 12 records		* Records are so	orted by Focus Area as	cending ord	ler, Category Name aso	cending orde				
	Category Name †	NBRC Share	Other Federal Share	Applicant Match	Other	Total Project Cost	Actions				
	Focus Area : Standard Focus Area										
	Administrative and legal expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
	Administrative and legal expense Architectural and engineering fee	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	Ø Ø				
	Administrative and legal expense Architectural and engineering fee Construction	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	1 1 1				
	Administrative and legal expense Architectural and engineering fee Construction Contingencies	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	1 1 1 1				
	Administrative and legal expense Architectural and engineering fee Construction Contingencies Equipment	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	J           J           J           J           J           J				

Figure 11: Pre-Application – Budget Tab - Budget Categories Section

- 15) Once you have entered the requested budget for the project, navigate to the **Budget Narrative** section and enter the following Information.
- → Enter the Justification for Project Costs

•	Inclu	de a d	cost-ju	ustifica	ation fo	r each	expen	se over	\$5,000	include	ed in the	e budg	get tab	le abo	ive, oth	nerwis	e add N	/A.				
ĸ	6	*	~	Q	₽¢	<b>I</b> ₽	ABC -	8	2   -		Ω	20	в	I	U	* 1	×					
=	:=	: <u>1111</u>	: <u>†:</u>	,,	DIV	≣	± 1		۶¶	¶+	Styles		•	Forma	t	•   F	ont	•	Size	,	?	
								Ju	stify													

*Figure 12: Pre-Application – Budget Tab – Budget Narrative* 

- 16) Once you have entered the budget narrative for the project, navigate to the **Waiver Information** section and enter the following Information.
- → Select the response for Is the applicant and/or co-applicant a prior NBRC award recipient who has not expended 75% of project funds? If yes, a 75% Expenditure

Waiver may be required. For additional waiver requirements refer to the Program User Manual.

- > Enter the Please list all current NBRC awards utilizing the NBRC project number.
- → Select the response for Catalyst program applicants are required to utilize a Local Development District (LDD) for grant administration unless they are a department of State government or receive an approved LDD waiver.

→ Is a Local Development District (LDD) waiver being requested?

Funding Sources and Commitments											
* Records are sorted by Last Modified Date ascending order Showing 0 to 0 of 0 records											
Funding Source         Type of Funding ①         Amount         Date of Commitment, Secured/Pending         Status											
	No Records Found										

Figure 13: Pre-Application – Budget Tab – Funding Sources

- 17) Once you have entered the Waiver Information, navigate to the **Funding Sources and Commitments** section, and enter the funding sources.
  - a. Click the **New** button to add a row to the table.
- 18) Once you have entered all the targets, navigate to the Forms and Files tab.

#### Forms and Files Tab – Uploading Applicable Waivers

- 19) Once you have returned to the main application, navigate to the Forms and Files Tab, and scroll down to the Supporting Documents Checklist section.
  - a. Click View under the Template Link column to download the waiver template
  - b. Fill out the waiver
  - c. Click the Upload icon ( )under the Actions column to upload the completed waiver

► Supporting Documents Checklist ③								
Description †	Required	Status	Template Link	Grantee Document Link				
75% Prior Investment Waiver	Optional	Active	View	Not Applicable	Ac			
LDD Waiver	Optional	Active	View	Not Applicable	0			
Significant Benefit Waiver	Optional	Active	View	Not Applicable	0			

Figure 14: Pre-Application – Files and Files Tab – Supporting Documents

• Note: You can view your uploaded document under the Grantee Document Link column. You can make edits by uploading an updated file, which will overwrite the existing file.

#### **Overview Tab – Acknowledgement**

Once you are ready to submit the pre-application, navigate to the Overview tab.

Completing the Attestation

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

Acknowledgement			
I hereby certify that the information provided above is accurate and complete.	Acknowledgement	Submitted By	Submitted On

Figure 15: Pre-Application – Acknowledgement

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

Submitting the Pre-Application

- Note: Once you submit the application, you will no longer have edit access to the application.
- Once your organization is ready to submit, click the Submit Pre-Application button. You will receive a confirmation message. Click Yes to complete the pre-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

## **Common Error Messages – Pre-Application**

Each error message will direct you to the tab in your pre-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

#### **Overview Tab**

Overview Tab - Specify at least one contact as Key Personnel for Application.

"Specify at least one contact as Key Personnel for Application"

Resolution:

- 1. Scroll down to Contacts section
- 2. Click the blue Edit icon (
- 3. Make sure one or more contacts is checked

	Is Key Contact
а	
Click "S	ave"

"Enter an Acknowledgement for project cost before submitting this Application"

• Overview Tab - Enter an Acknowledgement for project cost before submitting this Application.

Resolution:

4.

- 1. Scroll down to Acknowledgement section
- 2. In Edit mode ( Edit ), check the box shown below

<ul> <li>Acknowledgement</li> </ul>		
The applicant acknowledges NBRC requires all projects to complete a NEPA environmental review process, satisfying this requirement may add to the overall project budget and	Acknowledgement	

#### **Budget Tab**

Budget Tab - Sum of The Other Federal Share, Applicant Match,
Other cannot be less than the match on the locations tab.

"Sum of The Other Federal Share, Applicant Match, Other cannot be less than the match on the locations tab."

Issue: Your budget isn't showing the minimum required match amount and you need to tweak either your NBRC request amount or your other sources of funding

Resolution:

1. Go to Locations tab, look under Application Match and note your match rate



2. Return to your budget (Budget tab > Budget Periods section > Click 🕀 to open your

	Budget Period #
Ð	BP01

a. For example: 50%

budget table

3. Review the Grand Total line of your budget and check that the following is true: (Other Federal Share + Applicant Match + Other) <u>is greater than or equal to</u> (NBRC Share x Match percentage)

)

 Budget Tab - Please ensure that the total funding sources and commitments listed matches total amount of match listed in the budget table (Other Federal + Applicant Match + Other)

"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)"

Resolution:

- 1. Scroll down to Funding Source and Commitments section
- 2. Make sure that the total under Amount equals the total of the non-NBRC columns in your budget
  - a. NBRC share should not be included in the Funding Sources and Commitments table
- Budget Tab NBRC investment funds cannot be used to "supplant" existing federal programs. NBRC funds may be used to match other federally funded projects (when both federal agencies allow) only when the total grant funds from NBRC and other federal funders does not exceed 80% of the total project budget. 40 USC §15506(e)

# "NBRC investment funds cannot be used to "supplant" existing federal programs..."

Issue: Your project is currently over 80% federally funded and you need to tweak either your NBRC request amount or your other sources of funding

Resolution:

1. Return to your budget (Budget tab > Budget Periods section > Click 🕀 to open your

		Budget Period #	
hudget table	Ð	BP01	)
Dudyet lable			- )

2. Review the Grand Total line of your budget and check that the following is true: (*NBRC* Share + Other Federal Share) is less than or equal to (Project Total x 80%)