Northern Border Regional Commission

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.

Contents

Updated 2/7/2025

Reviewing Available Funding Opportunities

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

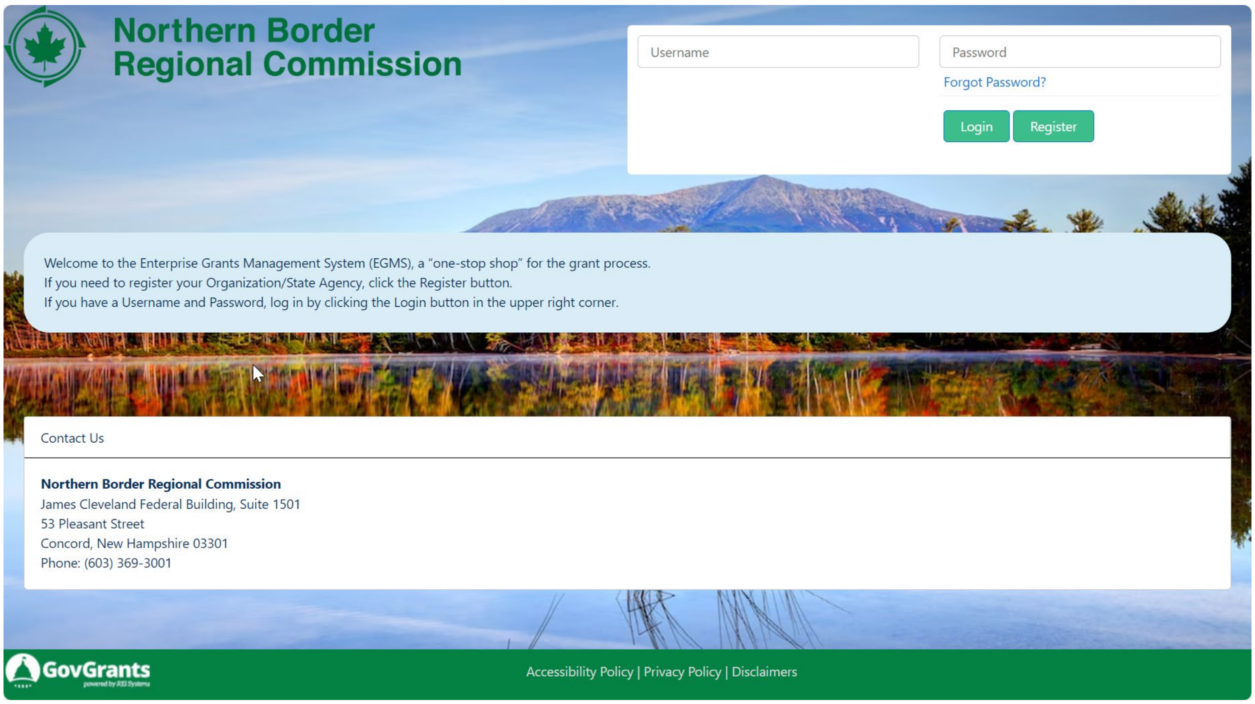


Figure 1:Accessing the External Portal

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

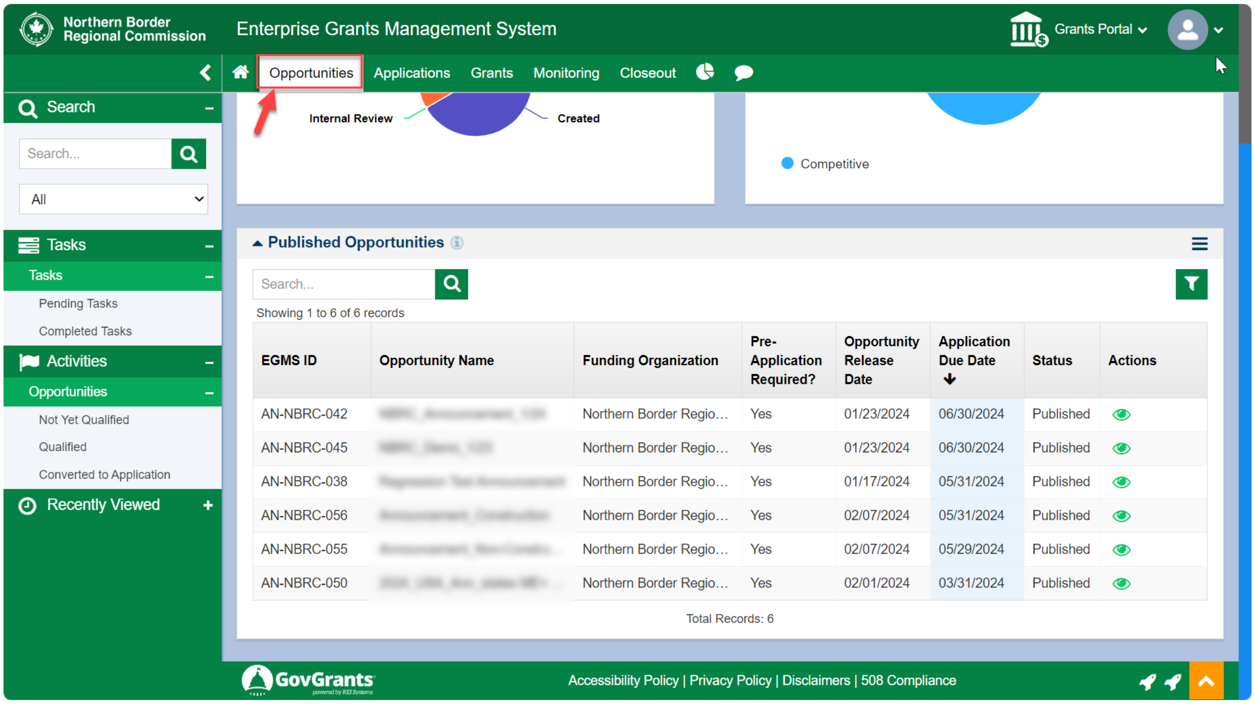


Figure 2: Opportunities Module

- 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.

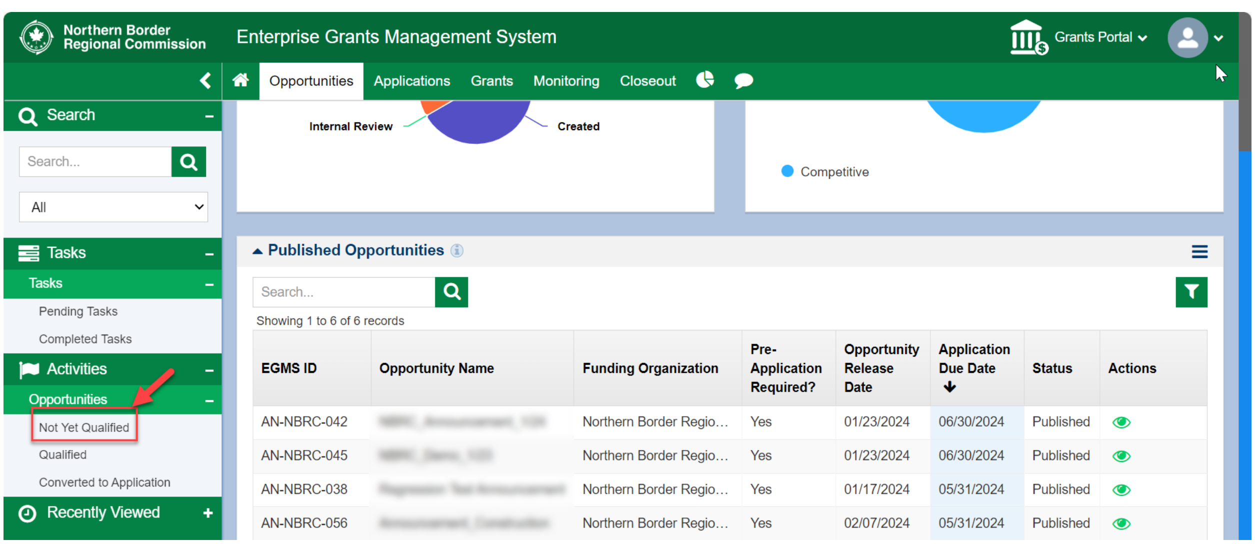


Figure 3: View Available Opportunities

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

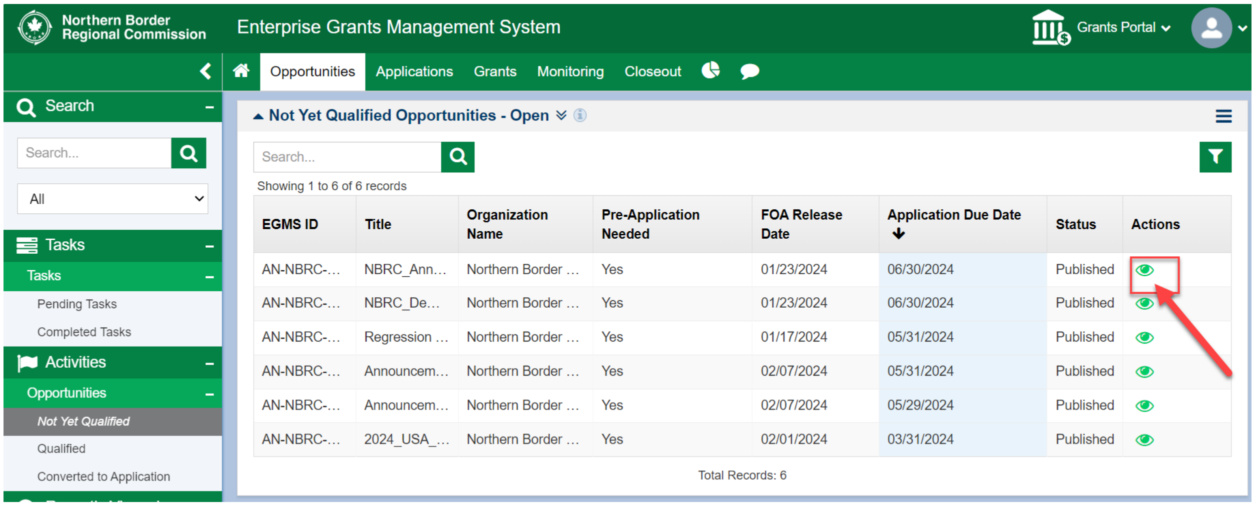


Figure 4: View Open Opportunities

- 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.

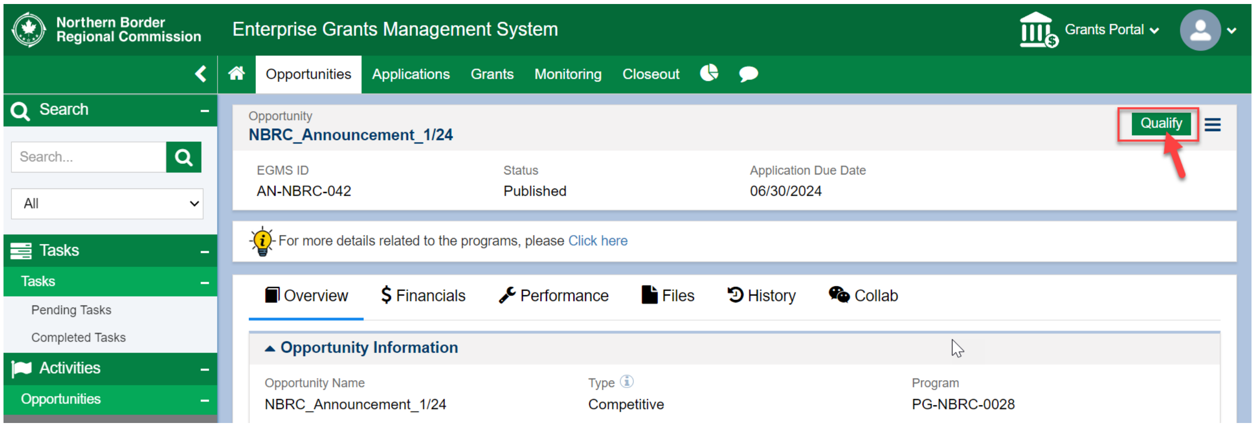


Figure 5: Qualifying the Opportunity

Initiating the Pre-Application Creation

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

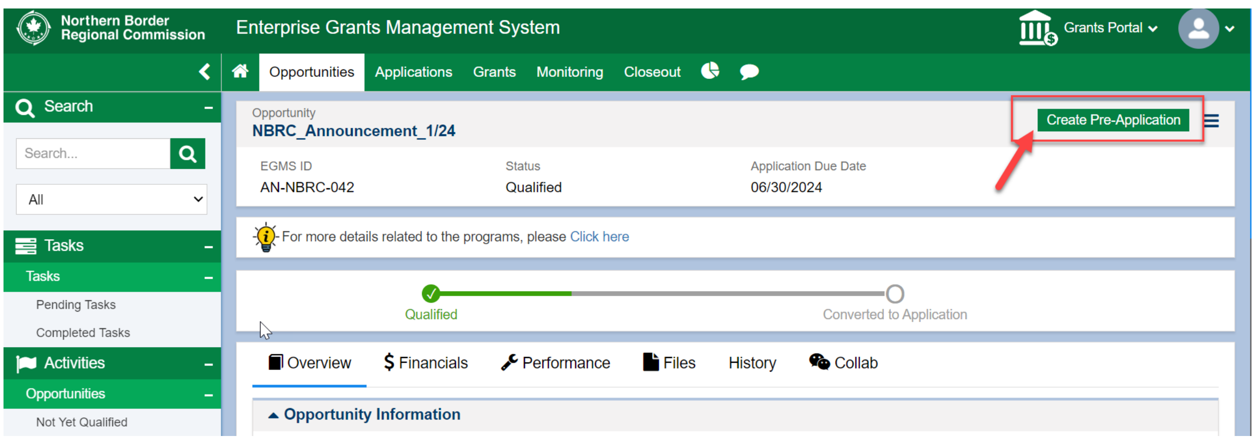


Figure 6: Create Pre-Application from Qualified Opportunity

- 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.

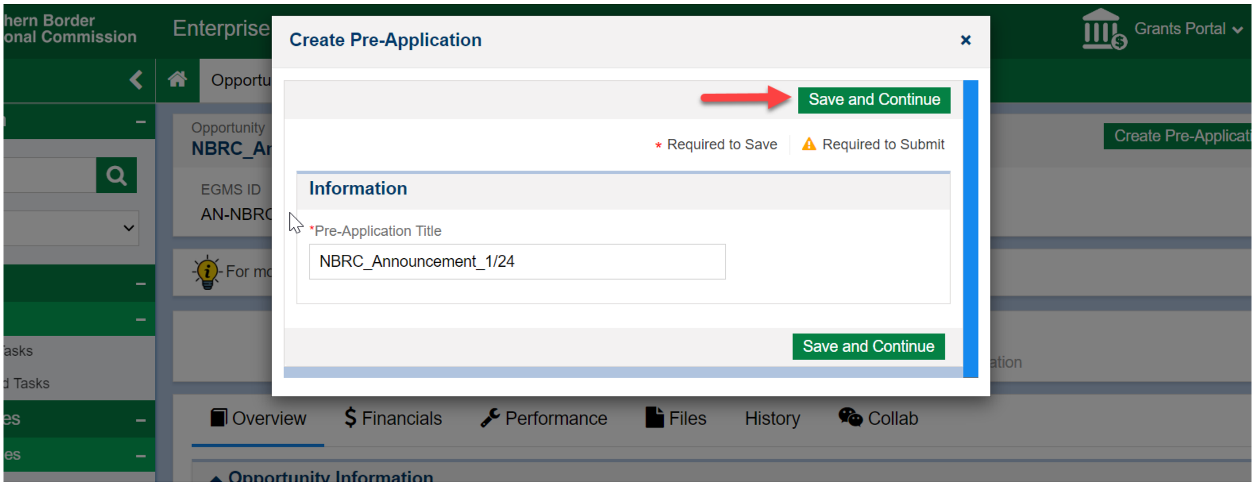


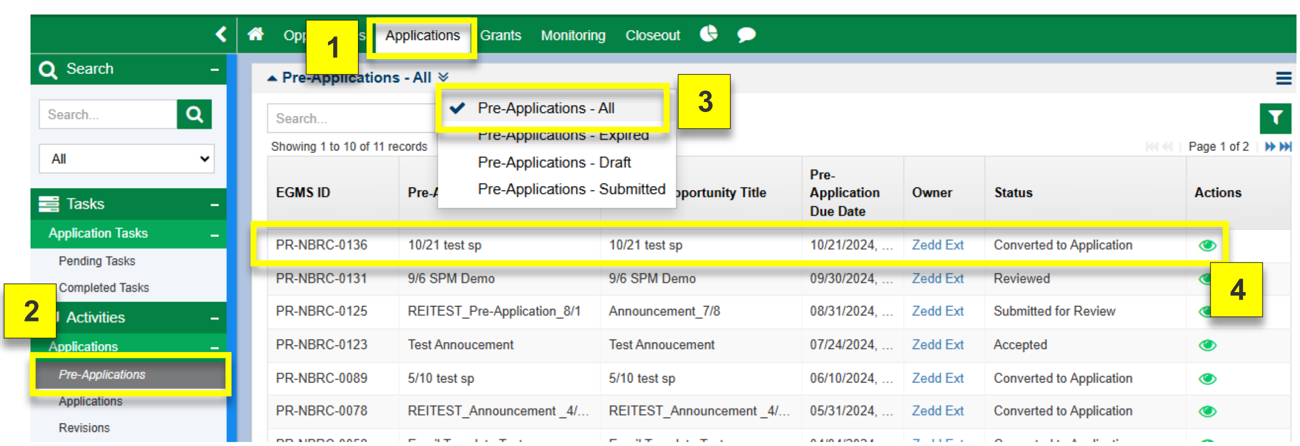
Figure 7: Create Pre-Application – Pop-up Window

- 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

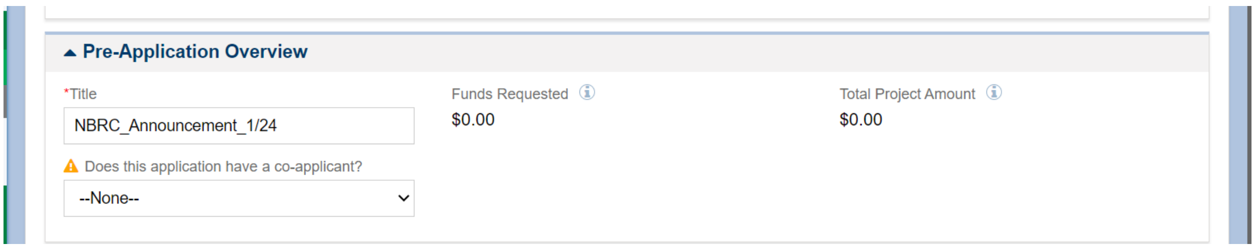
→ This will show you your full list of pre-application records. Take note of the Status column to see whether it is Created (not yet submitted to NBRC) or Submitted to Grantor (we've got it!)



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



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?**

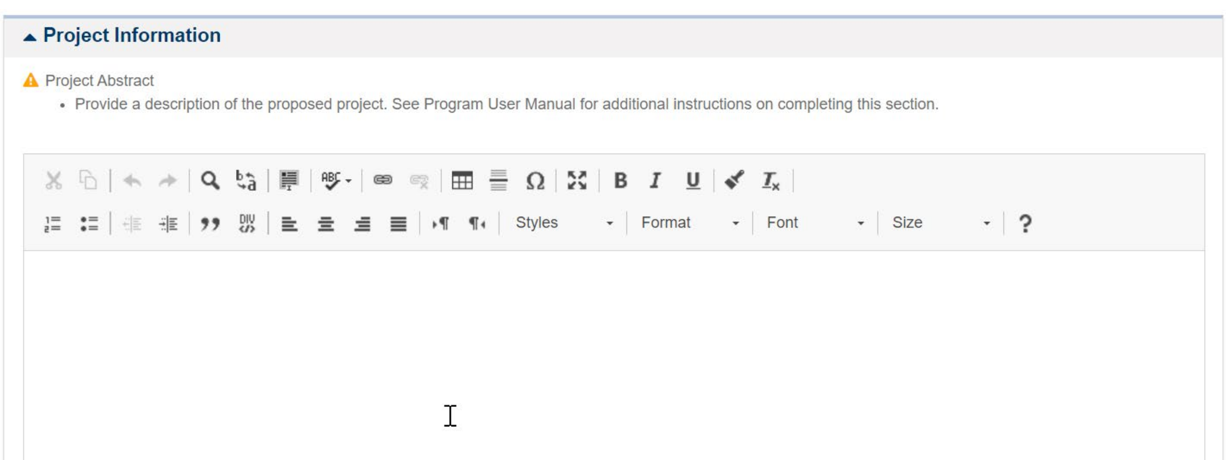
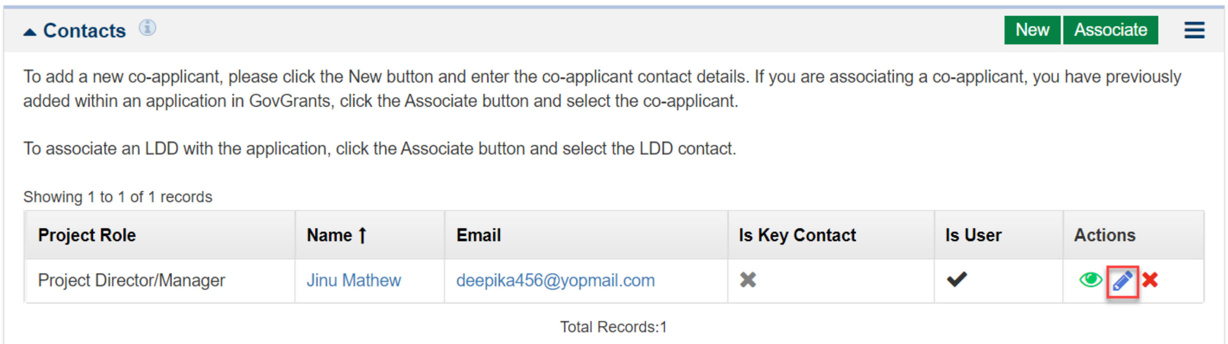


Figure 8: Pre-Application – Overview Tab – Project Information

- 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.



- 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.

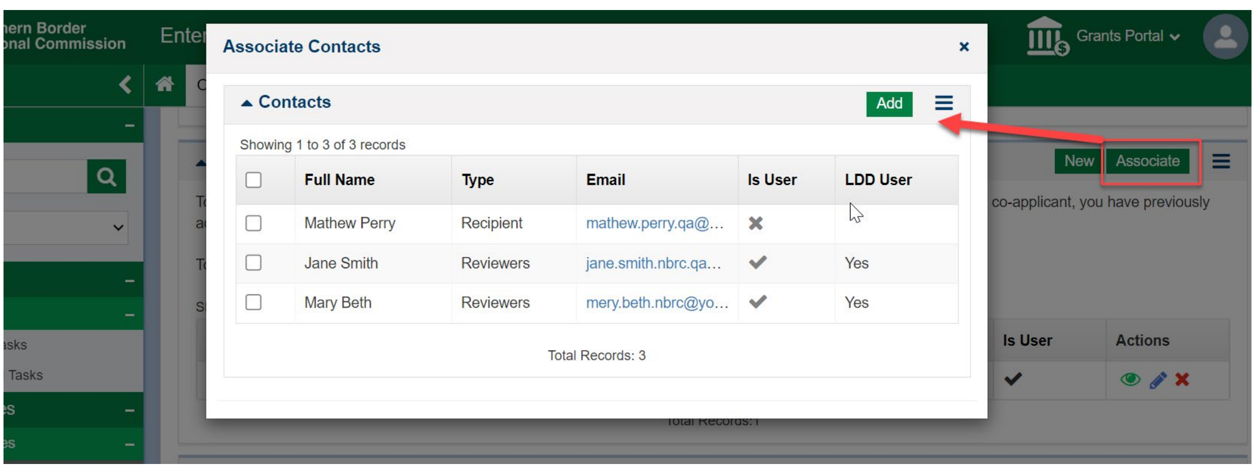
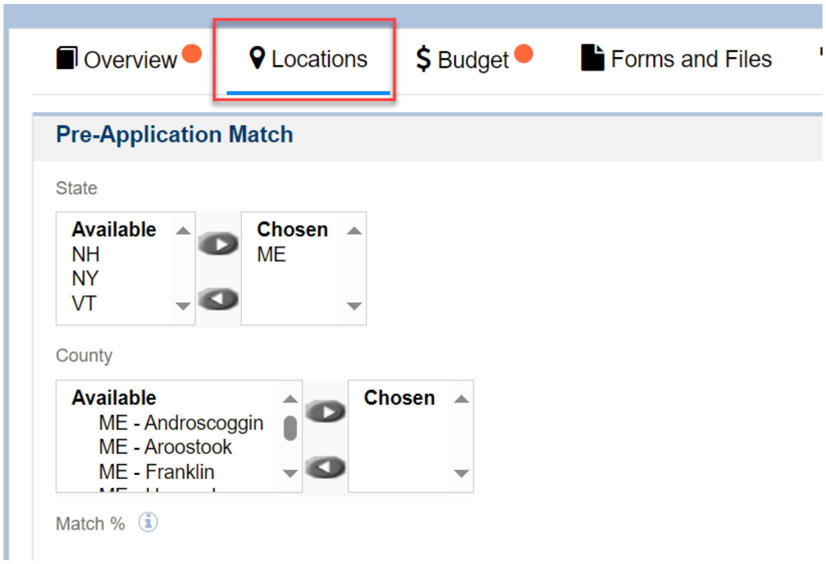


Figure 9: Pre-Application – Overview Tab – Contacts

- 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



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.

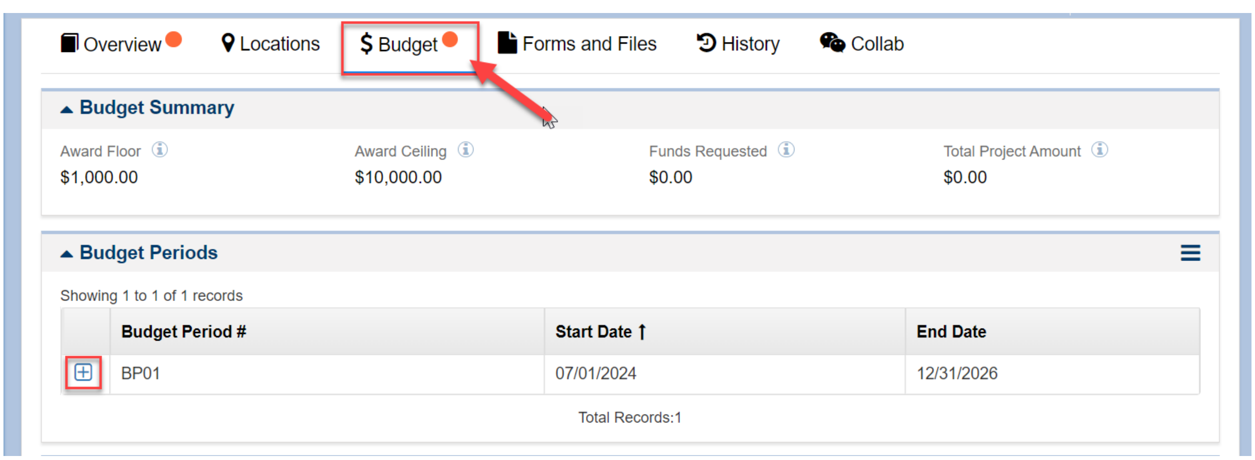


Figure 10: Pre-Application – Budget Tab

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.

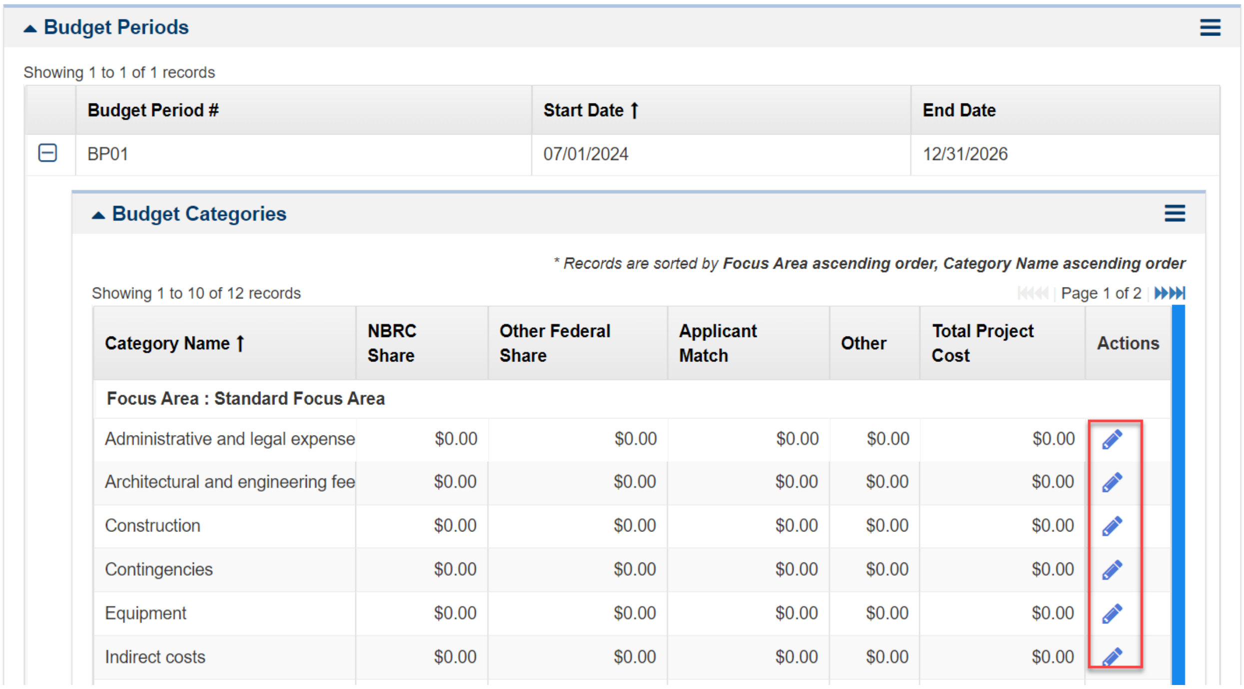


Figure 11: Pre-Application – Budget Tab - Budget Categories Section

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**

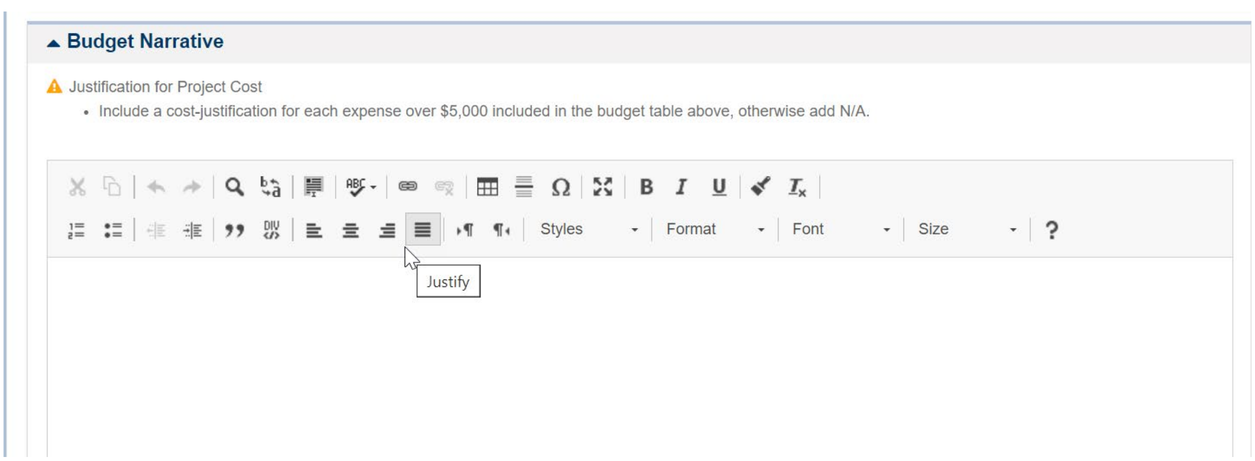


Figure 12: Pre-Application – Budget Tab – Budget Narrative

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?**

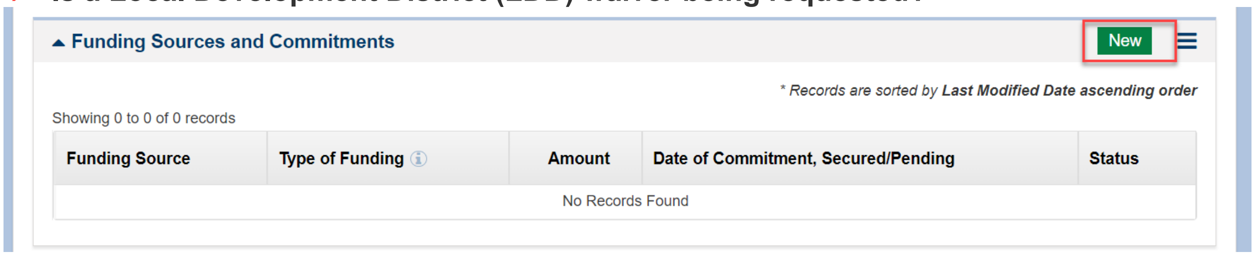


Figure 13: Pre-Application – Budget Tab – Funding Sources

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

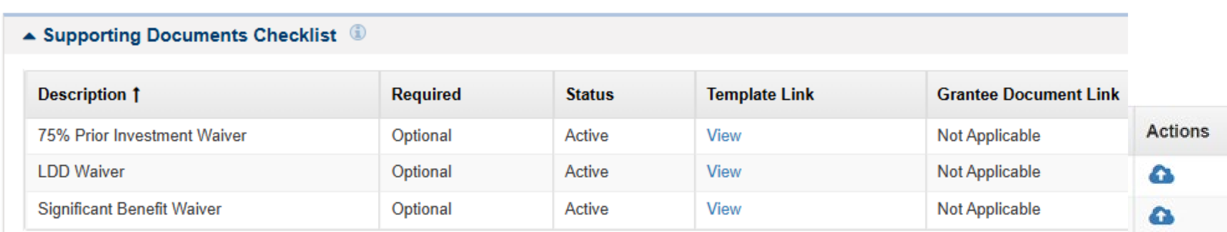


Figure 14: Pre-Application – Files and Files Tab – Supporting Documents

- 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.

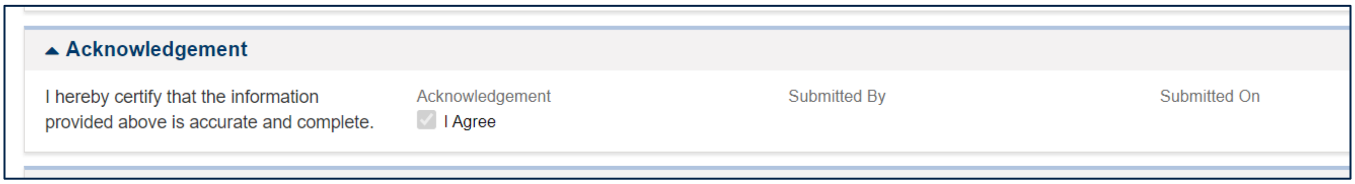


Figure 15: Pre-Application – Acknowledgement

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

Submitting the Pre-Application

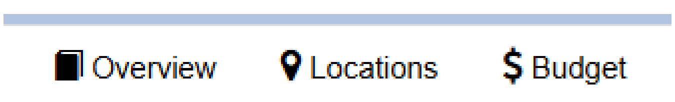
- Note: Once you submit the application, you will no longer have edit access to the application.

- → 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.

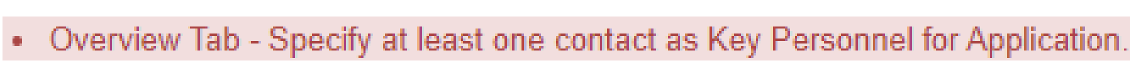
- Note: If you have entered all information correctly, you will receive a message indicating your application has been successfully submitted. If not, you will need to correct the errors before you can submit

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 Tab



“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
   a. 

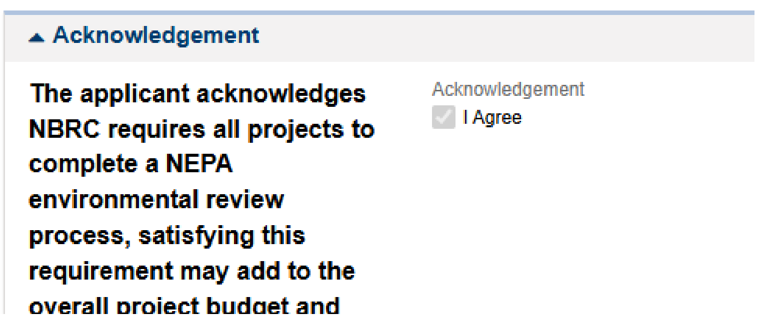
4. Click “Save”

“Enter an Acknowledgement for project cost before submitting this Application”

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

Resolution:

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



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

   ▲ Application Match

   State
   - VT

   County
   - VT - Windham

   Match %

   50%

   a. For example: 50%
2. Return to your budget (Budget tab > Budget Periods section > Click ⊞ to open your budget table

	Budget Period #
⊞	BP01

)
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:

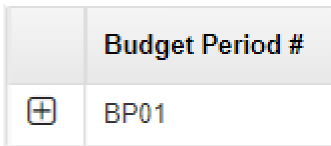
1. Scroll down to Funding Source and Commitments section
2. Make sure that the total under Amount equals the total of the non-NBRC columns in your budget
   a. **NBRC share should not be included in the Funding Sources and Commitments table**

- 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 table 

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