Northern Border Regional Commission

# Local Development District Training

## Winter Session: December 2023

# Northern Border Regional Commission

Agenda

## *Welcome!*

- **Introductions** - NBRC Staff
- **NBRC's LDD Capacity Work** – Sarah Lang
- **NBRC's 2024 Updates** – Andrea Smith
  - New grant management system and training
  - New program
  - New timelines
- **There's a form for that!**
  - Preapplication submission requirements
  - Application submission requirements
  - Grant administration forms utilized throughout performance period
- **Listening Session**
- **Helpful Hints, Resources, and Q&A**

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## LDD Capacity Work

### WHAT?

**LDD Partnership Program.**

- Intentional relationship building with our partners in the region to ensure local capacity and equitable access
- NBRC & LDDs will be held accountable to a higher standard of service to applicants of our programs, with special attention for our historically underserved communities

### HOW?

**Quarterly Trainings**

Required quarterly trainings on specific topics and "sticky points" will help you better serve your communities! In 2024, we'll be bringing in subject experts! If you have any suggestions on topics, don't hesitate to reach out to slang@nbrc.gov

**Opting-In as an LDD**

- Opt-in process will be conducted annually every Dec/January
- LDD's who opt in are required to:
  1. Attend mandatory trainings hosted or co-hosted by NBRC
  2. Continue to be listed as a grant resource on nbrc.gov
  3. Maintain capacity

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# LDD Capacity Work

## Opt-in or out now!

**Be sure to coordinate with other staff from your LDD on this call.**
**Only one response per LDD is needed.**

If you want to opt-in or opt-out now for 2024, please fill out this very quick form:

## LDD OPT-IN/OUT FORM

If not, you will be contacted by NBRC in the following weeks to inquire about your opt-in/opt-out status.

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## LDD Capacity Work

# 2024 Trainings

Spring 2023

***Grants Management System***

***Overview of Programmatic Preapplication and Application Requirements***

Summer 2023

***TBD- What would you like to see?***

***Questions?***

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## LDD Partnership Program

### 2023 Achievements

**We've made some small but important steps!**

- 40 LDDs opted in
- Sharing LOI submissions with LDDs
- Adding LDDs on email communications if not present already
- 4 trainings, over 260 attendees
- 187 applications with 77 awards made- 69% of 2023 Catalyst grantees in distressed areas (required min of 50%)

### 2024 Goals

**Event more support for LDDs coming soon!**

- Funding for project development support through sources such as State's Capacity Grant funds etc.
- In person meetings, sessions
- 4 or more new trainings
- LDD Resource Library
- Grant Management System

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## NBRC Programmatic Updates

- **NBRC is deploying a new Grants Management System**
  - Preapplications (fka Letters of Interest) and Applications will be submitted through this system
  - GMS trainings will occur in early CY2024
    - NBRC Staff
    - State Partners
    - LDD Partnership Participants
    - Applicants

- **NBRC is currently operating under a Continuing Resolution**

- **NBRC competitive programs will have the same preapplication and application deadlines**

  - Catalyst Program
  - Forest Economy Program
  - Timber for Transit Program (NEW)

On December 5th, NBRC launched a **J-1 Visa Expansion Program**

- Improve access to affordable quality health care in our service area
- Address the national healthcare provider shortage
- Modeled after the Appalachian Regional Commission's Program
- Waivers must be sponsored by a state within NBRC's region

For more information, visit **www.nbrc.gov/content/J1Visa**

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## NBRC Programmatic Preview

### *2024 Catalyst Program**

- Timeline and Overview on NBRC website by December 22, 2023
- Programmatic Materials on website January 2024
- Information Sessions – January/February 2024
- **Two funding rounds/Spring & Fall**
    - Preapplications March & September
    - Applications May & October
    - Awards announced June and November

(Preapplication is the same as the LOI stage of application, just with a new name!)

Water Line Construction
Photo Credit Cindy Reid

**Program will initially be launched with IIJA/BIL Funding ($50MM) as NBRC is currently operating under a continuing resolution (CR)**

# Northern Border Regional Commission

## NBRC Programmatic Updates

### *2024 Forest Economy Program (FEP)**

- Timeline and Overview on NBRC website by December 22, 2023
- Programmatic Materials on website January 2024
- Information Sessions – January/February 2024
- **Two funding rounds/Spring & Fall**
  - Preapplications March & September
  - Applications May & October
  - Awards announced June and November

***2024 Funding availability requires approved budget as funded from our core appropriation***

*Paul Smiths School of Logging Interns 2020-21*

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# NBRC Programmatic Updates

## 2024 Timber for Transit Program (NEW)*

- Advance the use of wood-based materials and composites that showcase the suitability of such materials to transportation and transportation adjacent infrastructure

- Demonstrate the capabilities of wood in transportation infrastructure

- Funding from Federal Highway Administration
  - Up to $25MM in FY2024 (FY22 and FY23 allocations)
  - Feasibility (planning, state or regional inventory assessments) to address needed transportation infrastructure improvements up to $1MM
  - Implementation (must include construction) up to $5MM
  - Preapplication and application dates intended to align with FEP and Catalyst

**Eligibility is consistent across all competitive NBRC programs**

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# QUESTIONS

Photo by Towfiqu barbhuiya on Unsplash

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# There's a Form for That…

## Training Session: December 2023

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# LDD Roles Regarding Forms

Reminder: as an LDD, you are committing to providing grant administration to grantees. When it comes to the forms the grantees must submit to NBRC, such as a quarterly progress report (SFPPR) or requests for reimbursement (SF270), the following are your roles as an LDD:

- **Reviewing forms** filled out by the grantee for **accuracy**
- Checking to see if they are **providing correct documentation**
- Making sure grantees are filling out forms and reports in a **timely manner**
- Set up a clear process with grantee: **send forms to you, the LDD, first** for review prior to sending it to NBRC. Often grantees send forms directly to NBRC, only CCing LDDs, skipping the crucial step of review!

Full list of LDD responsibilities can be found at www.nbrc.gov/content/local-development-districts

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# Forms for All Stages

**Preapplication/Application Stage:**

- SF-424cbw
- Budget Narrative
- SF-424

**Grant Administration Stage:**

- SF-270 and Supporting Document Spreadsheet
- SF-425
- SF-PPR (UPDATED)

**Close Out Stage:**

- Government Performance and Results Act form (GPRA)
- SF-270 FINAL
- SF-425 FINAL
- SF-PPR FINAL

**Miscellaneous Forms:**

- NEPA Intake Form
- Significant Benefit Waiver
- NBRC Form 1002- Matching Funds Form (UPDATED)
- Contract Amendment Request form (UPDATED)
- Key Contact Form/New AO (UPDATED)

ALL FORMS CAN BE FOUND AND DOWNLOADED ON OUR RESOURCES PAGE

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# Preapplication (fka Letters of Interest) Form requirements

- Project Budget (SF424cbw): form and sample
  - All project related costs (NBRC as well as match and cost share) must be reflected in this document
  - Applicants/Grantees need to have a comprehensive understanding of their project activities and associated costs to complete this form
  - Detailed to provide NBRC with a clear understanding of the various project categories and costs associated with each
  - Will need to be updated when significant project changes occur (via amendment process)
  - When reviewing the budget at time of preapplication, NBRC and the State(s) where project is funded are looking for alignment between the activities outlined in the proposal and the corresponding budget costs
  - **SF424cbw is required at preapplication and application phases**

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Extra step but drafting the budget with the summary helps applicants and or grantees think about the categories and costs related to their project

| Grant Application Detailed Budget | U.S. Department of Housing and Urban Development | | | | | | OMB Approval No. 2501-0017 (exp. 11/30/2014) | | |
|---|---|---|---|---|---|---|---|---|---|
| | Functional Categories [Year 1:__] [Year 2:__] [Year 3:__] [All Years:__] | | | | | | | | |
| Name of Project/Activity: | Column 1 HUD Share | Column 2 Applicant Match | Column 3 Other HUD Funds | Column 4 Other Fed Share | Column 5 State Share | Column 6 Local/Tribal Share | Column 7 Other | Column 8 Program Income | Column 9 Total |
| a. Personnel (Direct Labor) | | | | | | | | | |
| b. Fringe Benefits | | | | | | | | | |
| c. Travel | | | | | | | | | |
| d. Equipment (only items > $5,000 depreciated value) | | | | | | | | | |
| e. Supplies (only items w/depreciated Value < $5,000 ) | | | | | | | | | |
| f. Contractual | | | | | | | | | |
| g. Construction | | | | | | | | | |
| 1. Administration and legal expenses | | | | | | | | | |
| 2. Land, structures, rights-of way, appraisals, etc. | | | | | | | | | |
| 3. Relocation expenses and payments | | | | | | | | | |
| 4. Architectural and engineering fees | | | | | | | | | |
| 5. Other architectural and engineering fees | | | | | | | | | |
| 6. Project inspection fees | | | | | | | | | |
| 7. Site work | | | | | | | | | |
| 8. Demolition and removal | | | | | | | | | |
| 9. Construction | | | | | | | | | |
| 10. Equipment | | | | | | | | | |
| 11. Contingencies | | | | | | | | | |
| 12. Miscellaneous | | | | | | | | | |
| h. Other (Direct Costs) | | | | | | | | | |
| i. Subtotal of Direct Costs | | | | | | | | | |
| j. Indirect Costs (% Approved Indirect Cost Rate:___%) | | | | | | | | | |
| Grand Total (Year:___): | | | | | | | | | |
| Grand Total (All Years): | | | | | | | | | |

Federal grant funds must not exceed 80% of the total project amount. Good place to check math.

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Group NBRC costs into as few categories as possible. Estimated cost of each line item does not need to be divided equally based on match requirement. If rate is 50/50 each activity does not need to be 50/50 NBRC and match and cost share.

See Instructions tab for Category Details.

NBRC Share should be noted in the HUD Share.

Other Federal Share should show other Federal funds providing cost share for the project. Confirm the NBRC 80% Federal funding ceiling is not exceeded.

Other sources of funds include non-federal sources such as grant from another organization or loans.

## Grant Application Detailed Budget Worksheet

OMB
Expi

Applicant Name: City of Achieve
Applicant Address: City Hall
500 Main Street
Achieve, XO 01234

| Category | | | | D... d Description of Budget (for full grant peri... | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. Personnel (Direct Labor) | Estimated Hours | Rate per Hour | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| Position or Individual | | | | | | | | | | | |
| City Engineer | 3,120 | $ 65.00 | $202,800 | | $202,800 | | | | | | |
| City Economic Development Staff and Treasure | 500 | $ 35.00 | $17,500 | | $17,500 | | | | | | |
| Total Direct Labor Cost | | | $220,300 | | $220,300 | | | | | | |
| 2. Fringe Benefits | Rate (%) | Base | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| Total Fringe Benefits Cost | | | | | | | | | | | |
| 3. Travel | | | | | | | | | | | |
| 3a. Transportation - Local Private Vehicle | Mileage | Rate per Mile | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| Subtotal - Trans - Local Private Vehicle | | | | | | | | | | | |
| 3b. Transportation - Airfare (show destination) | Trips | Fare | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| Previous versions of HUD-424-CBW are obsolete. | | | 1 | | | | | | form HUD-4 | 4-CBW (2/20 | 3) |

Labor costs associated with grant, including those paid for by in-kind or matching funds.

Use the standard fringe rates set by your organization.

If you plan on reimbursing travel costs as part of the award, they should be separated into the appropriate category of travel.

# Northern Border Regional Commission

Once the budget has been completed, this is a good place to double-check that the total project cost and the funds allocated to NBRC as well as match and cost share sources are accurate.

**Grant Application Detailed Budget Worksheet**

OMB Approval No. 2501-0017
Expiration: 1/31/2026

| Applicant Name: | City of Achieve | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Total Other Direct Costs | | | | | | | | | | | |
| Subtotal of Direct Costs | | | $4,100,000 | $1,000,000 | $220,300 | | $1,900,000 | | | $979,700 | |
| 10. Indirect Costs | Rate | Base | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| Type | | | | | | | | | | | |
| Total Indirect Costs | | | | | | | | | | | |
| **Total Estimated Costs** | | | $4,100,000.00 | $1,000,000 | $220,300 | | $1,900,000 | | | $979,700 | |

NBRC Share total should match amount requested from NBRC.

Other Federal Share should show the total of other Federal funds providing cost share for the project. Confirm the NBRC 80% Federal funding ceiling is not exceeded.

The Total Estimated Costs should match the Total Project Costs.

Applicant Match should show the total amount in match/cost share provided by the applicant.

Other should show total of other sources of funds (not from Federal/State/Tribal/Applicant sources) providing cost share for the project.

# Northern Border Regional Commission

**REMINDER:**

LDD grant administration is 2% **of NBRC award**, not the total project. The cost should be allocated entirely to NBRC.

**Grant Application Detailed Budget Worksheet**

OMB Approval No. 2501-0017
Expiration: 1/31/2026

| Applicant Name: | City of Achieve | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Subtotal - Non-Consumable Materials | | | | | | | | | | | |
| Total Supplies and Materials Cost | | | | | | | | | | | |
| 6. Consultants (Type) | Days | Rate per Day | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| Total Consultants Cost | | | | | | | | | | | |
| 7. Contracts and Sub-Grantees (List individually) | | | | | | | | | | | |
| 7a. Contracts | Quantity | Unit Cost | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| Subtotal - Contracts | | | | | | | | | | | |
| 7b. Sub-Grantees (List individually) | Quantity | Unit Cost | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| Subtotal - Sub-Grantees | | | | | | | | | | | |
| Total Contracts and Sub-Grantees Cost | | | | | | | | | | | |
| 8. Construction Costs | | | | | | | | | | | |
| 8a. Administrative and legal expenses | Quantity | Unit Cost | Estimated Cost | HUD Share | Applicant Match | Other HUD Funds | Other Federal Share | State Share | Local/Tribal Share | Other | Program Income |
| Permits & Fees | | | $20,000 | $20,000 | | | | | | | |
| Contract with LDD for Grant Administration | 2% | | $20,000 | $20,000 | | | | | | | |
| Subtotal - Administrative and legal expenses | | | $40,000 | $40,000 | | | | | | | |

Construction in support of infrastructure projects and non-infrastructure projects with a construction component will use categories 8a-8l to provide details on construction costs. If there are construction costs, applicant will also need to submit SF424-C and SF424-D.

LDD Administration at 2% of NBRC Funds Requested.

Costs for a consultant to assist with completion of NEPA should be listed in this section

**REMINDER:** Do not execute any contract for project related activity before having authorization from NBRC to do so, either under a Partial Notice to Proceed (PNTP or a Full Notice to Proceed (NTP)

# Northern Border Regional Commission

OMB Approval No. 2501-0017

**Grant Application Detailed Budget Worksheet** (Exp. 01/31/2018)

Public reporting burden for this collection of information is estimated to average 3 hours 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Information collected will provide proposed budget data for multiple programs. HUD will use this information in the selection of applicants. Response to this request for information is required in order to receive the benefits to be derived. The information requested does not lend itself to confidentiality.

**Detailed Description of Budget**

| | Analysis of Total Estimated Costs | Estimated Cost | Percent of Total |
|---|---|---|---|
| 1 | Personnel (Direct Labor) | $ - | #DIV/0! |
| 2 | Fringe Benefits | $ - | #DIV/0! |
| 3 | Travel | $ - | #DIV/0! |
| 4 | Equipment | $ - | #DIV/0! |
| 5 | Supplies and Materials | $ - | #DIV/0! |
| 6 | Consultants | $ - | #DIV/0! |
| 7 | Contracts and Sub-Grantees | $ - | #DIV/0! |
| 8 | Construction | $ - | #DIV/0! |
| 9 | Other Direct Costs | $ - | #DIV/0! |
| 10 | Indirect Costs | $ - | #DIV/0! |
| | Total: | $ - | #DIV/0! |
| | Federal Share: | $ - | #DIV/0! |
| | Match: | $ - | #DIV/0! |
| | | $ - | |

7

The summary page of the budget auto populates from what you enter in the SF424cbw

=

Another place to make sure the federal share (grant) does not exceed 80% of the total project and that the federal share and match/cost share is in alignment with 80/20, 50/50, etc.

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# Preapplication Forms –Budget Narrative

- **Required at preapplication and application phases**
- Budget Narrative Template created in 2023, sample provided on Resources tab of website
- Form must include a cost-justification for each project expense over $5,000
- Provides opportunity for narrative in alignment with the SF424cbw

**HELPFUL HINTS:**

- Some applicants have found it easier to do the budget narrative first and then complete the SF424cbw
- Another opportunity to confirm the federal grant funds in the project do not exceed the 80% cap
- If all funds for project are pending, this will impact the project's readiness score at time of application

# Northern Border Regional Commission

## TEMPLATE

NAME OF APPLICANT

1. Personnel:

2. Fringe Benefits

3. Travel and Transportation:

4. Equipment:

5. Supplies and Materials:

6. Consultants:

## SAMPLE

**CITY OF ACHIEVE, NH**

1. Personnel:

The City of Achieve will utilize their City Engineer, 50% FTE in 2023, 2024 and 2025, totaling 3,120 hours @$65/hour to oversee day-to-day construction activities, such as reviewing pay requisitions, oversee work by contractors and subcontractors, coordination with contractors and subcontractors, to ensure work is being completed satisfactorily and on schedule.

City Economic Development Staff and Treasurer, preparation of documentation to prepare reimbursement requests, compile match documentation, prepare information for required quarterly and annual reports, estimated at 500 hours in total @$35/hour.

Personnel costs are provided in-kind, with no funding for this cost requested from NBRC.

2. Fringe Benefits

Fringe costs are provided in kind, with no funding for this cost requested from NBRC.

3. Travel and Transportation:

No travel and transportation are required for this project.

SAMPLE

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**TEMPLATE**

| Funding Sources: | | | |
|---|---|---|---|
| **Funding Source (NBRC, other federal, state, local, other)** | **Type of Funding (grant, loan, in-kind)** | **Amount** | **Date of Commitment, Secured/Pending** |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| **Total federal:** | | | |
| **Total non-federal:** | | | |
| **Grand total** | | | |

**SAMPLE**

| Funding Sources: | | | |
|---|---|---|---|
| **Funding Source (NBRC, other federal, state, local, other)** | **Type of Funding (grant, loan, in-kind)** | **Amount** | **Date of Commitment, Secured/Pending** |
| NBRC-federal | Grant | $1,000,000.00 | Pending, August 2023 |
| ARPA-federal | Grant | $1,000,000.00 | Secured January 2023 |
| City of Achieve-local | Bond | $ 500,000.00 | Secured March 2023 |
| City of Achieve-local | In-kind | $ 220,300.00 | Secured |
| ME DEP-Drinking Water Program-State | Grant | $ 500,000.00 | Pending July 2023 |
| USDA Rural Development-federal | Grant/Loan | $ 779,700.00 ($300,000 grant, $479,700 loan) | Secured |
| **Total federal:** | | **$2,300,000.00** | |
| **Total non-federal:** | | **$1,700,000.00** | |
| **Grand total** | | **$4,000,000.00** | |

**REMINDER: federal loans do not count to 80% federal cap, only grants**

SAMPLE

Northern Border Regional Commission

# Application Forms

Application for Federal Assistance (SF424)

- Required at time of Application
- May be required to be updated if amount of NBRC award is different than amount requested or if filled out incorrectly at time of application
- NBRC provides a sample on our website for guidance in completing
- NBRC utilizes this form to make certain the 80% federal grant cap is not exceeded (at time of preapplication and application)
- The most recent version of this form has presented some challenges when downloading
  - Contact NBRC via admin@nbrc.gov if unable to save and open from our website

# Northern Border Regional Commission

## TEMPLATE

**Application for Federal Assistance SF-424**

| * 1. Type of Submission: | * 2. Type of Application: | * If Revision, select appropriate letter(s): |
|---|---|---|
| Preapplication | New | |
| Application | Continuation | * Other (Specify): |
| Changed/Corrected Application | Revision | |

| * 3. Date Received: | 4. Applicant Identifier: |
|---|---|
| | |

| 5a. Federal Entity Identifier: | 5b. Federal Award Identifier: |
|---|---|
| | |

**State Use Only:**

| 6. Date Received by State: | 7. State Application Identifier: |
|---|---|
| | |

**8. APPLICANT INFORMATION:**

| * a. Legal Name: | |
|---|---|

| * b. Employer/Taxpayer Identification Number (EIN/TIN): | * c. UEI: |
|---|---|
| | |

**d. Address:**

| | |
|---|---|
| * Street1: | |
| Street2: | |
| * City: | |
| County/Parish: | |
| * State: | |
| Province: | |
| * Country: | USA: UNITED STATES |
| * Zip / Postal Code: | |

**e. Organizational Unit:**

| Department Name: | Division Name: |
|---|---|
| | |

## SAMPLE

**Application for Federal Assistance SF-424**

| * 1. Type of Submission: | * 2. Type of Application: | * If Revision, select appropriate letter(s): |
|---|---|---|
| ☐ Preapplication | ☒ New | |
| ☒ Application | ☐ Continuation | * Other (Specify): |
| ☐ Changed/Corrected Application | ☐ Revision | |

| * 3. Date Received: | 4. Applicant Identifier: |
|---|---|
| Leave Blank | Leave Blank |

| 5a. Federal Entity Identifier: | 5b. Federal Award Identifier: |
|---|---|
| Leave Blank | Leave Blank |

**State Use Only:**

| 6. Date Received by State: | 7. State Application Identifier: |
|---|---|
| Leave Blank | Leave Blank |

**8. APPLICANT INFORMATION:** *Required

| * a. Legal Name: | Legal Name of Applicant (no acronyms) |
|---|---|

| * b. Employer/Taxpayer Identification Number (EIN/TIN): | * c. UEI: |
|---|---|
| Applicant's EIN | Applicant's UEI # |

**d. Address:** *Required

| | |
|---|---|
| * Street1: | Legal address of applicant, no PO Box |
| Street2: | |
| * City: | |
| County/Parish: | |
| * State: | |
| Province: | |
| * Country: | USA: UNITED STATES |
| * Zip / Postal Code: | |

**e. Organizational Unit:**

| Department Name: | Division Name: |
|---|---|
| if applicable | if applicable |

# Northern Border Regional Commission

Pay special attention to this section – follow instructions

## TEMPLATE

**17. Proposed Project:**

* a. Start Date: * b. End Date:

**18. Estimated Funding ($):**

* a. Federal
* b. Applicant
* c. State
* d. Local
* e. Other
* f. Program Income
* g. TOTAL

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

**21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

Requires signature of Authorized Official

## SAMPLE

**17. Proposed Project:**

* a. Start Date: 10/1/23 * b. End Date: 9/30/26

**18. Estimated Funding ($):** *Required

| | |
|---|---|
| * a. Federal | NBRC Requested Amount only; should match SF424a or c |
| * b. Applicant | Match provided by applicant |
| * c. State | if applicable, Match/cost share provided by state entity, *Enter 0 if not applicable |
| * d. Local | if applicable, Match/cost share provided by local entity, *Enter 0 if not applicable |
| * e. Other | if applicable, Match/cost share provided by other entities including other Federal funds, *Enter 0 if not applicable |
| * f. Program Income | |
| * g. TOTAL | Total project costs |

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?** *Required

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*If project is in NH, select b and refer to guidance in application manual.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)** *Required

☐ Yes ☐ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

**21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:** *Required

Prefix: * First Name: Must match Authorized Official Resolution

Middle Name:

* Last Name:

Suffix:

This question stumps a lot of applicants. More details in instruction section of sample

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# QUESTIONS

Photo by Jon Tyson on Unsplash

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# Grant Admin Forms

**Ideal Naming Convention:**
**NBRCXXGXXXX_SF270_Reimb #X**
**NBRCXXGXXXX_SF270_Reimb #X FINAL**

## SF-270 Tips and Tricks:

- Period of Performance: ALWAYS WHOLE MONTHS (unless its reimbursement #1 and you are using your NTP date)
- Signature on the reimbursement request MUST be the Authorized Official (see later slide on how to update AO, if needed)
- On reimbursement #1 for a project, Box 8 FROM date must be NTP date or after.
- Check the math! (TOTAL column):
  - Line I + H = Line G
  - Line G + F = Line E (and C and A)
  - To double check payment rate (%) matches the grant agreement: Line G / Line A = Payment Rate (OK if PR is less than what is in the GA)
- Use the Supporting Documents Spreadsheet to organize backup documentation (this speeds up the time it takes for the project to receive funds)
- Backup documentation required for NBRC expended funds AND expended match

## Close Out Differences (SF-270 FINAL):

- FINAL in box 1 must be checked.
- Box 8 TO date will be the date also used on the SF-425 FINAL and SF-PPR FINAL

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## Grant Admin Forms

- SF-270: form, sample (pg 34-35 in compliance manual), video tutorial
- Supporting Document Spreadsheet

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# Grant Admin Forms

Ideal Naming Convention:
NBRCXXGXXXX FYXXXX SF245
NBRCXXGXXXX_SF425 FINAL

## SF-425 Tips and Tricks

- Due 10/30 each year
- Check the PROCESSED DATE of the last reimbursement for the year: If it is post 9/30, those will go on next years SF-425.
- Look to the last reimbursement processed prior to 9/30 and use the **total reimbursed amount** on that form, and the **total match** which has been documented.
- Refer to the most recent grant agreement to fill in box 10d (NBRC Funds Awarded), 10g and 10i (Total Match Committed).
- Don't forget box 13! Its on the second page and gets left blank frequently.
- Box 6 – Always mark ANNUAL
- Box 7 – Always mark CASH
- Box 8 is your period of performance date listed in the grant agreement
- Box 9 will always be 9/30/20XX

**Some common mistakes: Box 6, 7, 8, 9, 10 and missing grantee info from the bottom of the form **

## Close Out Differences (SF-425 FINAL):

- Numbers in box 10 will include the final reimbursement amounts, even if it has not been processed yet.
- Box 6 – Always marked Final
- Box 9 – Needs to match TO date in Box 8 in the Final SF-270
- Depending on if there is a de-obligation, line 10h will reflect that amount.

SF-425: form and sample

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## Grant Admin Forms

**Ideal Naming Convention:**
**NBRCXXGXXXX FYXXXX QX**
**NBRCXXGXXXX_SFPPR FINAL**

### SF-PPR Tips and Tricks

- We need information in box 1,2, 4, 6,7,8,9,10, 11(if more space is needed) and all the 12's. All other boxes may be left blank.
- We need either a wet signature or an official electronic signature. Typed out does not qualify.
- UPDATED: Moving forward we will be asking for a few specific pieces of information in the Narrative portion.
  - Project Status: Planned, In-progress, Completed
  - Description of Project Activities
  - Project Challenges/Successes
  - Media Coverage

### Close Out Differences (SF-PPR FINAL):

- The narrative for the Final SF-PPR will encompass the entire project, from start to finish.
- Box 7 must match TO date on Final SF-270
- Box 8 - check "Yes" for Final Report?
- Box 9 - checked "other" and then write in FINAL

SF-PPR: form (UPDATED)

and tutorial

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# Close Out Forms

**Ideal Naming Convention:**
**NBRCXXGXXXX_GPRA**

## GPRA Tips and Tricks

- Award Date- reference 2nd page of the grant agreement
- Project Costs:
  - NBRC Investment- Should match SF-425 FINAL
  - Any Other Federal Funds- Leave blank
  - All Other Funds= Total match spent and should match SF-425 FINAL
  - Total Project Costs- Should match SF-425 FINAL
- Performance Measures: Where do I find those?
  1. Check the grant agreement under performance measure
  2. If its not there, check your application, as you were asked to outline these at the time of application
     a) If you don't have your application, reach out to admin@nbrc.gov for assistance
- Required at project close out and 3 years after close out

## Background on GPRA

- Created with respect to the Government Performance and Results Act of 1993, which is one of a series of laws designed to improve government performance management
- The GPRA requires agencies to engage in performance management tasks such as setting goals, measuring results, and reporting progress to ensure NBRC is meeting our goals and objectives.
- Holds NBRC accountable for funding appropriateness and effectiveness
- Measuring success of the project and NBRC as a whole

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# Misc. Forms Tips and Tricks

- Significant Benefit Waiver
  - Required for applicants in an *attainment county*, not located in an Isolated Area of Distress, or an entity outside of NBRC's service area where all project activity will occur within our service territory
  - Due at time of **preapplication** submission
  - **High level important call outs**:
    - SBW must be supported by information clearly demonstrating the project's impact will occur in NBRC Distressed and Transitional Counties
    - SBW requires approval of the NBRC's Governing Body (Federal Co-Chair and Governor's Alternates) for project to be considered eligible to be invited to application phase
    - If project is required to submit a SBW and fails to do so, the project will be deemed ineligible at the preapplication phase of the process
    - If project submits a SBW and does not receive approval from NBRC's Governing Body, the project will be deemed ineligible at the preapplication phase of the process

- NEPA Intake Form
  - Submit during **application** phase
  - Will need to be updated if scope of project changes
  - Consider the impacts of your entire project, not just the portion of project being funded by NBRC. NEPA analysis is done on the entirety of the project
    - Factor in costs associated with completing NEPA in your budget
    - Allow sufficient time to complete NEPA process in your project's timeline
  - **High level important call outs**:
    - If the project has been awarded funding from a state or federal entity, important to note that information on the form, including POC information
    - If the NEPA process is underway for another federal funder, important to note that so NBRC can coordinate NEPA review with that funder
      - Adoption process is much faster and less costly if NEPA can be coordinated with funders

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# Misc. Forms Tips and Tricks

- NBRC Form 1002- Matching Funds Form (UPDATED)
  - Updated to clearly identify what information is needed from grantee
  - Form must be completed demonstrating all required match and cost share to complete entire project has been committed
  - Form together with documentation of committed match must be submitted together with Form 1002, combined as one PDF, and submitted to NBRC
  - Form requires signature of Authorized Official
  - **High level important call outs:**
    - The form should be completed with the NBRC award amount and the Match and Cost Share amount in alignment with the executed Grant Agreement for the project
    - Form and commitment documentation required as part of documentation needed to be issued a Notice to Proceed
    - Volunteer and In-Kind Match is eligible for NBRC award. NBRC provides a template for grantees to utilize. The spreadsheet is located on the Resources tab of NBRC's website.

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# Misc. Forms Tips and Tricks

- Contract Amendment Request form (UPDATED)
  - **Updated:** includes when a change in organization name occurs
  - The contract amendment form, together with the required documentation specific to the type of amendment request, must be submitted as one PDF to NBRC
  - **High level important call outs**:
    - Amendments are processed in the order they are received, grantees should plan accordingly
    - End of federal fiscal year (September 30th) through November is busiest time of year for NBRC to process amendment requests
    - Requests for extensions beyond one year require review and approval of state(s) where project was funded
- Key Contact Form/New AO (UPDATED PROCESS)
  - **Updated:** To change the authorized official on a project, the key contact form, AND an updated Authorized Official Resolution (AOR) is required (see page 36 of compliance manual for details)
  - **High level important call outs**:
    - Change in authorized official is considered a change to the project, follows the amendment process
    - Change in authorized official requires the issuance of an amended grant agreement
    - Sample AORs are provided on the Resources tab of NBRC's website

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# *What other forms??*

Are there any other forms you'd like us to walk through?

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# QUESTIONS

Photo by Camylla Battani on Unsplash

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East Millinocket ME – 2020 SEID Project Photo

# Listening Session

- 2024 Trainings? Funding Roundtable?
- Regional in person sessions?
- How do you manage your NBRC grant case load?
- What documents do YOU keep on file from a project?
- Ongoing challenges and opportunities?

# Northern Border Regional Commission

## LDD Helpful Hints!

- Be familiar with NBRC's Grant Administration & Compliance Manual (next edition will be released by September 1, 2023)

- Make sure all employees of LDD involved in grant administration are on NBRC's Constant Contact List

- Understand the federal interest requirements of projects utilizing NBRC funds to purchase both personal and real property
  - Personal Property (equipment over $5,000)
  - Acquisition and improvements to real property (Requires Notice of Federal Interest (NFI) to protect federal investment for a period of 20 years

    **If an NFI is required, must be recorded in the Registry of Deeds in the County where project is located before requesting a reimbursement of NBRC funds for activities other than those covered by a Partial Notice to Proceed.*

- Be aware of NBRC programmatic deadlines, as well as reporting deadlines (quarterly and annual) as these are extremely busy times for NBRC and requests for extensions, assistance, etc. may be delayed

- Familiarize yourself with NBRC's **Amendment Processes**
  - Extensions of time
  - Budget adjustments
  - Change in Project Scope
  - Refer to Amendment Checklist in Compliance Manual

- Understand NBRC's **Close-out Processes**
  - Documentation requirements
  - Refer to Closeout Checklist in Compliance Manual

- Know the various dates associated with the projects for which you are assisting and put those dates on your calendar (we encourage grantees to do the same)
  - Quarterly Report dates (commence from October 1st of the year the project is funded through close-out)
  - Annual Reporting (Federal Fiscal Year of October 1 – September 30th, due 30 days after end of fiscal year)
  - Performance Period End Date (three years following grant award, on September 30th)
  - *Helpful to know in the event a grantee will need assistance in completing their closeout documentation or need to request an extension of time (amendment)*

# Northern Border Regional Commission

***Save me for reference!***

## *Resources!*

### www.nbrc.gov

- Tutorials
  - Reimbursements (Available)
  - Quarterly Reporting (SFPPR) (Available)
  - Reimbursement documents (Coming soon)
  - Annual Reporting (SF425) (Coming soon)
- 2 CFR 200 link
- New templates and forms
  - Budget Narrative

  (FEP and Catalyst Programs LOI and Application)
  - Organizational Capacity (FEP and Catalyst Programs LOI and Application)
  - Volunteer and In-Kind Match Spreadsheet
- Updated Compliance Manual (by September 1, 2023)

- NBRC website – www.nbrc.gov
- NBRC Grant Administration and Compliance Manual available to view and download from www.nbrc.gov/content/administration
- 2 CFR 200 https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200
- 40 USC Subtitle V. Regional Economic and Infrastructure Development
- State Program Manager –ME, NH, VT, NY
- Your Local Development District
- Resources (including):
  - SF-270 and Supporting Document Summary Sheet
  - SF-PPR
  - SF-425
  - Tutorials on how to fill out the above forms

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Taproot Farm and Environmental Center NH 2019 SEID Project

# Thank you for all you do!