



**Northern Border
Regional Commission**

GMS Best Practices and Application Review Considerations

LDD Training: October 2024



www.nbrc.gov

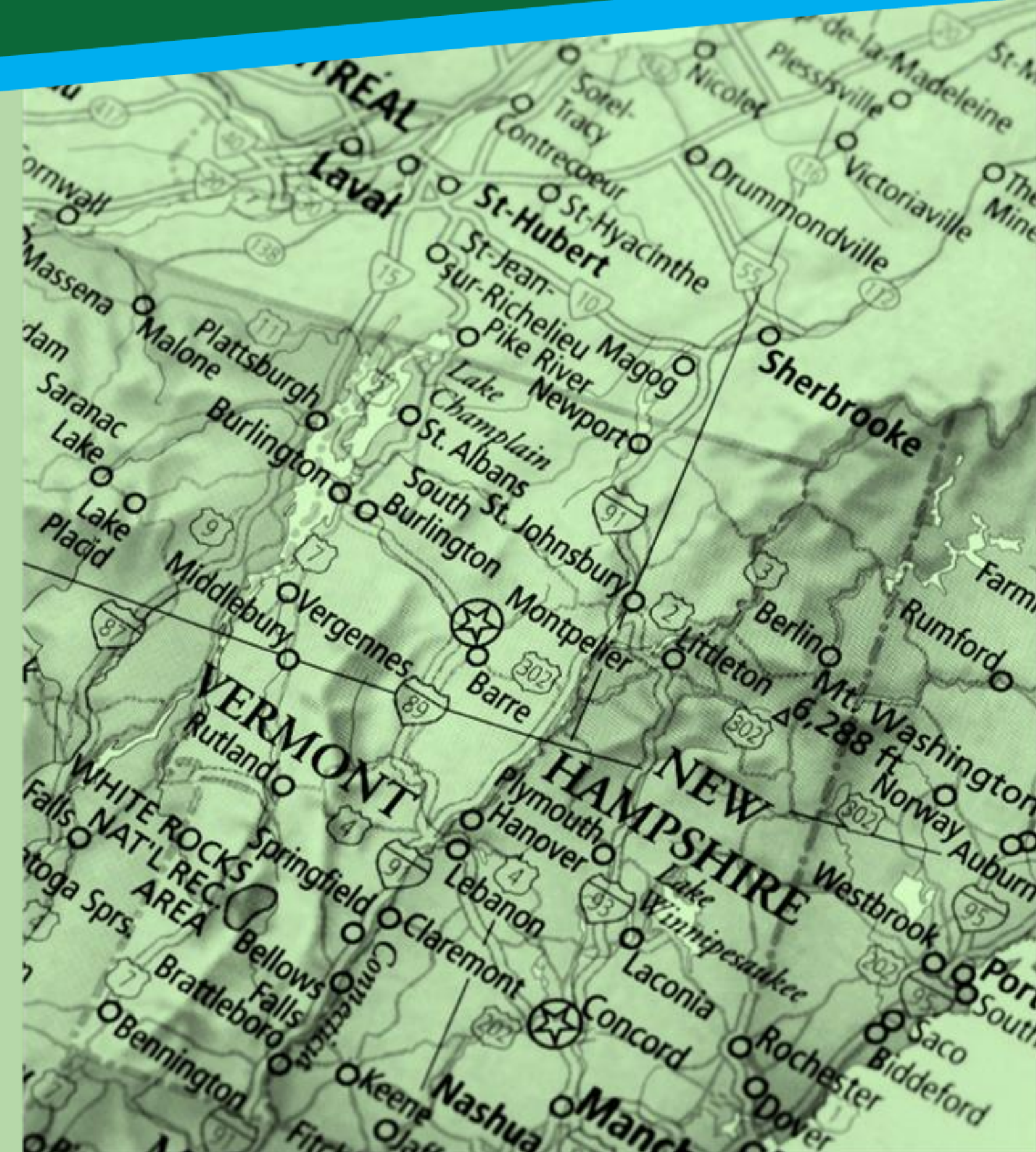


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Agenda

Welcome!

- Introductions
- LDD Network- LinkedIn Group
- Pre-Application List
- GMS walk through of application review
- GMS best practices
- Application review considerations
- Questions





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LDD Network

- A private group for NBRC's Local Development Districts to connect, share resources, and ask questions of their peers.
- This group is meant for currently opted in LDDs as well as LDDs that are currently administering NBRC grants.
- Request to join group:
<https://www.linkedin.com/groups/13030411/>





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Pre-App List

- LDDs received a list of all preapplications for Fall 2024 round
 - NEW ADDITION: feedback from both State and NBRC on pre-apps
- List consisted of both invited applicants and not invited applicants
- Use this list to contact projects in your service area who are working on applications for NBRC Fall 2024
- Projects not invited- if you have the capacity, reach out to these projects to see if they want any assistance in identifying other funding sources



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GMS Walkthrough

1. Grantee perspective when requesting review
 - Where pre-application feedback letter can be found
2. LDD perspective when receiving the review request
 - Walkthrough of tabs and identification of important sections
 - How to review uploaded files
 - Completing the LDD review
3. Grantee perspective when marking the review complete and submitting the application



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Application Review

Here are some suggestions if you are contacted by an applicant to NBRC programs for an application review:

- Applicants should inquire with an LDD if they have time and ability to support a review before submitting a review request through the GMS. Review of applications is optional.
 1. LDD support for addressing pre-application feedback from NBRC and State programs. Applicants should share the invitation to apply with LDD before the review.
 2. LDD support for budget alignment across Budget Table, Funding Sources Table, and SF424cbw
 3. LDD support for ensuring NEPA and LDD costs are in budget
 4. LDD support for confirming LDD Contact is associated as a project role in the Contacts section

By focusing review in these 4 areas, the LDD will help applicants and NBRC reduce the time it takes to move selected projects from an approved application to obligation and grant agreement



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App Review- Feedback

Common pre-application feedback from NBRC and State programs:

- Budget Narrative Inadequate
- No Funding Sources listed
- Other Federal Funds
- Exceed Maximum Award Size
- No Construction Costs



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Good day,

On behalf of the Northern Border Regional Commission (NBRC) and the State of [State], we are pleased to inform you that your organization has been invited to submit a full [Forest Economy Program] application, through NBRC's Grants Management System (GMS), no later than 5:00 pm on October 18, 2024. Please retain this e-mail as it contains important information you will need to application portion of the process.

Detailed information on the [2024 Forest Economy Program], including manual, which will walk you through the application questions, is available on our website at www.nbrc.gov/content/FEP. In addition to the resources on our website, NBRC is hosting three application workshops during the next window to support development of high-quality applications. Please visit our website for workshop details and register on NBRC's Events page, here: www.nbrc.gov/content/events.

NBRC's GMS can be accessed at nbrcgrants.my.site.com/ApplicantLanding?username=null. The [2024 Forest Economy Program] application and required support documents are required to be submitted through NBRC's GMS to be eligible for funding consideration.

In addition to the application resources listed above, NBRC and program partners offer the following feedback and recommendations, meant to strengthen your proposal at time of application. Please consider this feedback and where applicable(*), review the corresponding application manual section for more information and instructions.

NBRC Feedback (no additional feedback if blank):
[]

State Feedback (no additional feedback if blank):
[]

All the best,

Andrea K. Smith
Program Director

JC Cleveland Federal Bldg., Suite 1501 | 53 Pleasant Street, Concord, New Hampshire 03301 | www.nbrc.gov

Appendix: Additional Application Considerations

Authorized Official and Authorized Official Resolution Required. The (AO) must be a single person who is named in your AOR. You may not have more than one AO. This name must also match the Authorized Official on file in the Grants Management System. If this is not the case, you will need to designate a single AO and adjust your AO in the GMS. The AO designated in the GMS must align with the Authorized Resolution (AOR) you are required to submit as an application support document. The Authorized Official Resolution must conform to the specifics required by NBRC. A sample Authorized Official Resolution can be found on the NBRC Resources webpage: <https://www.nbrc.gov/content/administration>.

LDD Required. All Catalyst applicants are required to designate a Local Development District to provide grant administration services, unless your organization is a state agency or has an approved LDD waiver. Forest Economy and Timber for Transit applicants have the option to utilize LDD assistance. Here are the LDD requirements for your application:

1. Designate the appropriate LDD for your award.
2. Add an "LDD Contact" to the Contacts section of the application and associate as an "LDD Partner" under Contact Role.
3. Add LDD Grant Administration costs as a line item in the SF424cbw detailed budget document. These costs should be clearly identified in Category 6 Consultants. The costs should be equal to 2% of the NBRC requested amount.

NEPA Required. NEPA applies to all NBRC funded projects. Here are the NEPA requirements for your application:

1. Review NBRC's website on the NEPA process and requirements: <https://www.nbrc.gov/content/NEPA>
2. Add NEPA to your project timeline. Clearly demonstrate that your project has considered the impacts of environmental review on your project timeline. The time to complete NEPA should range from 1-2 months for Categorical Exclusion, 1-6 months for Categorical Exclusion with a section 106 consultation, or 6-12+ months for an Environmental Assessment.
3. Add NEPA costs as a line item in the SF424cbw detailed budget document. These costs should be clearly identified in Category 6 Consultants. The costs should range from \$500-\$10,000+ depending on the expected level of review or actions to complete the environmental review process.
4. Include a completed NEPA Intake form in the Supporting Documents Checklist.



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App Review- Budget

LDD support for budget alignment across Budget Table, Funding Sources Table, and SF424cbw

- SF-424cbw is not validated against the Budget Table or Funding Sources Table in the GMS
- SF-424cbw is available in the Supporting Documents Checklist
- Alignment is required to request obligation for awards and Grant Agreement issued
- LDD support to confirm budget information is consistent can reduce the number of revisions requested for an approved application
- If LDD sees issues with budget information, recommend applicant views Application Workshop #1 on Budgets
- If Applicant receives errors associated with budget when submitting application, recommend using the Common GMS errors guidance document or to contact admin@nbrc.gov



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App Review- Budget

Budget table totals align with SF-424cbw totals

- NBRC Share/ HUD Share, Other Federal Share, Applicant Match, total of all Other shares
- Total Project Costs by category and Total

Budget Summary

Award Floor: \$1.00 Award Ceiling: \$3,000,000.00 Budgeted Amount: \$1,000,000.00 Total Project Amount: \$7,770,000.00

Budget Periods

Showing 1 to 1 of 1 records

Budget Period #	Start Date	End Date
BFO1	08/01/2024	09/30/2027

Budget Categories

Showing 1 to 10 of 10 records

Category Name	NBRC Share	Other Federal Share	Applicant Match	Other	Total Project Cost
Construction	\$1,000,000.00	\$3,645,000.00	\$3,125,000.00	\$0.00	\$7,770,000.00
Consultants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contracts and Sub-Grantees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personnel (Direct Labor)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$1,000,000.00	\$3,645,000.00	\$3,125,000.00	\$0.00	\$7,770,000.00

Total Records: 10

Grant Application Detailed Budget Worksheet

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

Category	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
1. Personnel (Direct Labor)											
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						

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.

Labor costs associated with grant, including those for in-kind/volunteer serving as match/cost share.



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App Review- NEPA/LDD Costs

LDD support for ensuring NEPA and LDD costs are in budget

- LDD costs are not always included or calculated correctly
- LDD support to confirm LDD costs are labeled in budget and equal 2% of NBRC requested amount can reduce the number of revisions requested for an approved application
- NEPA costs are not always included and applicants often need help estimating costs
- LDD support to confirm NEPA costs are labeled and have used NBRC guidance to estimate can reduce the number of revisions requested for an approved application
- NBRC has NEPA webpage to help applicants understand process and expected review category for project
- Tip: NBRC suggests LDD and NEPA costs go in Category 6, Consultants



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App Review- NEPA/LDD Costs

CATEX	CATEX + Section 106	Environmental Assessment
Brief review, no public comment period	Required Section 106 review for historic or eligible structures	Robust review
<1 month to develop	2-6 months depending on consultation	6-12+ months
\$0-\$500+	~\$500-\$1,500	~\$5,000-\$10,000+

The costs should range from \$500-\$10,000+ depending on the expected level of review or actions to complete the environmental review process.



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App Review- LDD Contact

LDD support for confirming LDD Contact is associated as a project role in the Contacts section

- LDD contact should be listed in Contacts section of Overview tab
- "LDD Contact" needs to be the role associated with the designated contact
- This information will feed into the Grant Agreement
- The contact will be cc'd in future communications about the application and if selected the award
- LDD support to confirm LDD Contact is correct can reduce the number of revisions requested for an approved application

The screenshot shows the 'Overview' tab of an application review page. The application is 'Catalyst Fall 24 Test CLH' with EGMS ID 'AP-NBRC-091' and a status of 'Created'. A progress bar shows the application is in the 'Created' stage. The 'Contacts' section is expanded, showing a table with one contact: Casey Haynes, Project Director/Manager, with email caseytestorg@yopmail.com. A green callout box highlights the 'Associate' button and the 'LDD Contact' role in the table. A second screenshot below shows the 'Associate' dialog box with a dropdown menu for roles. The 'LDD Contact' role is selected, and a green callout box says 'For your LDD contact, make sure to set the Project Role accordingly'. The 'Save' button is highlighted in yellow.

1-3 Opportunities Applications Grants Monitoring Closeout

Application: Catalyst Fall 24 Test CLH [Edit] [Submit Application] [Withdraw]

EGMS ID: AP-NBRC-091 Status: Created Application Due Date: 10/18/2024 5:00 PM

Created Submitted Converted to Award

Overview Locations Budget Proposal LDD Support Forms and Files History Collab

Information

Opportunity Overview

Application Overview

Project Information

Contacts [Associate]

To add a new co-applicant, please click the New button and enter the co-applicant contact details. If you are associating a co-applicant, you have previously added within an application in GovGrants, click the Associate button and select the co-applicant.

To associate an LDD with the application, click the Associate button and select the LDD contact.

Showing 1 to 1 of 1 records

Project Role	Name ↑	Email	Is Key Contact	Is User	Actions
Project Director/Manager	Casey Haynes	caseytestorg@yopmail.com	✓	✓	👁️ ✎️ ✖️

5. When the page refreshes, you can click the blue pencil icon(✎️) to edit the Project Role for each contact and click Save.

a. Be sure to set your LDD contact's role to "LDD Contact"

5 Principal Investigator [Associate] [Save]

Program Manager

Project Director/Manager

Other

Vermont State Contact

New York State Contact

Maine State Contact

New Hampshire State Contact

Program Director

LDD Contact

For your LDD contact, make sure to set the Project Role accordingly

Name ↑	Email	Is Key Contact	Is User	Actions
John Dolittle	catsndogs@yopmail.com	✗	✗	👁️ ✎️ ✖️
Deepika Vanamala	deepikasma2@yopmail.com	☐	✓	👁️ ✎️ ✖️



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Applications Due- October 18, 2024 @ 5pm



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East Millinocket ME – 2020 SEID Project Photo

Wrap Up and Questions



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**Save me for
reference!**

Reimbursement Reminder!

- NBRC will no longer require grantees to submit supporting documentation alongside each request for reimbursement. However, **grantees will still be responsible for tracking their expenses and maintaining financial records** and should be prepared to report on these when asked.
- NBRC will now **conduct periodic reviews** throughout the period of performance of your project similar in scope and detail to our current requests for reimbursement.

In support of the new policy, the following documents have been updated on our website, located on our [Forms & Other Grant Administration Materials](#) page:

- [Grant Administration Compliance Manual](#) (Updated 9/06/2024)
- [Reimbursement Tracker](#) (for pre-2024 grantees)
- [Expense Tracker](#) (for 2024 grantees and forward)



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**Save me for
reference!**

Resources!

www.nbrc.gov

- 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 2024)

- 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](#)



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Taproot Farm and Environmental Center NH 2019 SEID Project

Thank you for all you do!