



Northern Border
Regional Commission

2024 NBRC APPLICATION WORKSHOP SERIES

Forms, Files and Checklists

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Application Workshop Series

Application workshop recordings and slides available on **NBRC's Program Applications** webpage

- Application Workshop #1: Budgets, Budgets, Budgets!
- Application Workshop #2: The Technical Proposal
- Application Workshop #3: Forms, Files and Checklists

The screenshot shows the Northern Border Regional Commission's website for program applications. The header includes the logo and navigation links for Northern Border Region, Program Areas, Impact & Reporting, and Resources. The main content area is titled "NBRC Program Applications" and includes a congratulatory message, a due date for Fall 2024 applications (October 18, 2024), and a section for application workshop resources. A prominent green circular graphic on the right says "Application Workshops". Below, there are details for the "Fall 2024 Application Workshop Series", including a specific workshop for "Budgets, Budgets, Budgets!" on Thursday, September 26, 2024, from 1-2:30 p.m. The page also mentions pre-requisites and provides links to watch recordings and view PDFs.



Topics for today's session:

- 1. Components of the Forms and Files Tab**
- 2. Helpful Resources for the Forms and Files Tab**
- 3. Forms within the GMS**
- 4. The Supporting Documents Checklist**
 - **Required forms and where to find them**
 - **Form Purpose, Samples (if applicable), and Common Errors**
- 5. Optional Support Documents**



The Forms and Files Tab

The Forms and Files tab has three sections, in the following order:

- 1. Application Files:** This is where you'll upload any optional documentation you would like to include, separate from the documentation provided in the following two sections.
- 2. Supporting Documents Checklist:** This section is complete with the required documentation for the project and includes links to the various forms required to be completed and uploaded.
- 3. All Forms:** Exist within the GMS and must be completed by the project's Authorized Official



Resources for the Forms & Files Tab:

- [Application Support Document Checklist](#)
- Forms
- Required documents

Additional GMS Guidance documents:

[How to Find your Pre-Applications](#)

[Adding Users in the GMS](#)

[How to Update UEI](#)

[Application Support Document Checklist](#)

[Common GMS Error Messages - Application Module](#)



Application Support Documents:

Required application support documents consist of both templates provided within NBRC's Grants Management System (GMS) and documents an entity must complete and upload to the GMS.

Forms provided within the GMS:

[Debarment Suspension Certification Form 1001](#)

[SF-424- Application for federal assistance](#)

[SF-424 SAMPLE with Instructions](#)

[SF424B - Assurances for Non-Construction](#)

[SF424D- Assurances for Construction](#)

[SF-LLL - Disclosure of Lobbying Activities](#)

[SF-LLL SAMPLE](#)

Documents grantees are required to complete and upload to the GMS:

Authorized Official Resolution

[SF-424cbw- Grant Application Detailed Budget Worksheet](#)

Current Certificate of Good Standing (Required for Non-Profit Organizations)

IRS Determination Letter (Required for Non-Profit Organizations)

Indirect Cost Rate Documentation (if applicable)

Revolving Fund Loan Documentation (if applicable)



Application Supporting Document Checklist:

[Download](#) and fill it out!

Provides applicant with information about requirements, location of forms, location of samples, applicability details, and other notes from NBRC.

NBRC Application Supporting Document Checklist

Catalyst Program, Forest Economy Program & Timber for Transit Program

Applicants for all NBRC Programs are required to submit various application support documents. *If an applicant does not submit the required documentation, the application may be deemed ineligible.*

Some forms are mandatory, while other forms are only required if applicable to the applicant or project. Mandatory documents must be completed and uploaded to the application within the online grants management system (GMS). Sample forms are located on the NBRC website and provide detailed guidance on how to complete the form. **Use this checklist to access templates, sample forms, and to confirm your application is complete.**

Application Files: ✓

Submitted	Form Name	Form Location	Sample Form (click link to access)	Applicability	Notes
<input type="checkbox"/>	Be sure to give your file a descriptive name to help the reviewer quickly understand what it is.	N/A	N/A	Optional - All Grantees	The Application Files section is a place to upload any documentation in addition to those documents listed in the Supporting Documents Checklist and All Forms sections (below)



NBRC Application Supporting Document Checklist

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Application Files: ✓

Submitted	Form Name	Form Location	Sample Form (click link to access)	Applicability	Notes
	Be sure to give your file a descriptive name to help the reviewer quickly understand what it is.	N/A	N/A	Optional - All Grantees	The Application Files section is a place to upload any documentation in addition to those documents listed in the Supporting Documents Checklist and All Forms sections (below)

Application Files:

This section is for any additional documentation you would like to submit with your application



Supporting Documents Checklist:

This section is complete with the required documentation for the project and includes links to the various forms required to be completed and uploaded.

Supporting Documents Checklist: ✓

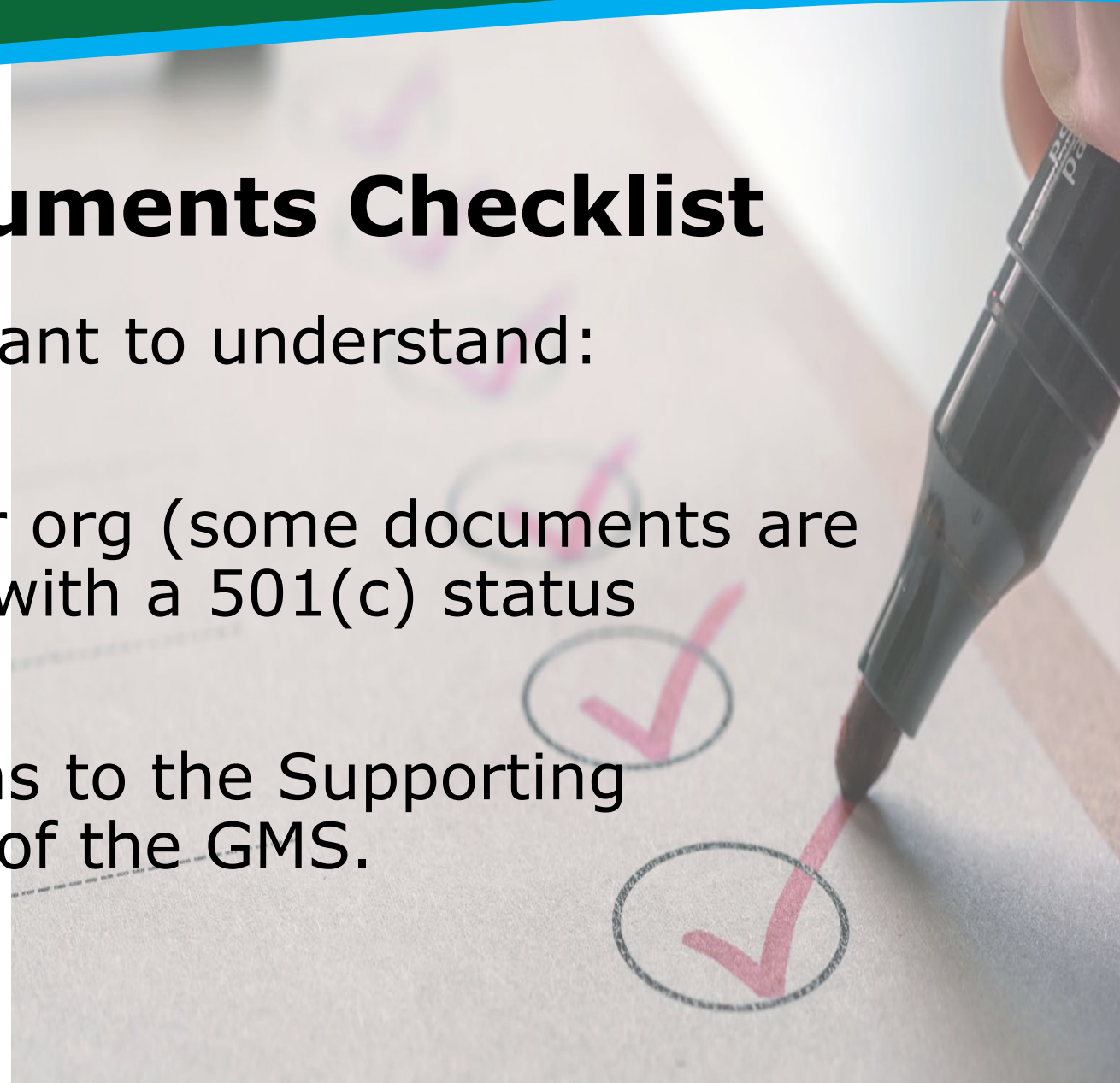
Submitted	Form Name	Form Location	Sample Form (click link to access)	Applicability	Notes
<input type="checkbox"/>	Authorized Official Resolution	TEMPLATE	N/A	All Grantees	<i>Template NOT required to be used. Upload to GMS. Name the individual authorized. If you choose to name the individual by their position, provide supporting documentation naming the individual employed and their position/title.</i>
<input type="checkbox"/>	Certificate of Good Standing	Applicant Provides	N/A	Mandatory for non-profit entities only	<i>This is a certification documenting that your organization is in good standing with the State where you are located. This is a document you must request, typically from a governmental entity located in your State. Upload a copy to the GMS.</i>
<input type="checkbox"/>	Form 1001: Debarment Suspension Certification	TEMPLATE	N/A	All Grantees	<i>This certifies that the applicant entity is not suspended, debarred, or ineligible from entering into contract with the NBRC. Download from website, complete, save, upload to GMS.</i>
<input type="checkbox"/>	Negotiated Indirect Cost Rate Agreement	Applicant Provides	N/A	Applicants with Indirect Rate Cost Agreement with a federal agency	<i>If an applicant is utilizing NBRC funds for indirect costs and wants to use their own indirect cost rate, their Negotiated Indirect Rate Cost Agreement with a cognizant federal agency must be uploaded as a support document within the GMS. Otherwise, the de minimis rate of 15% applies.</i>
<input type="checkbox"/>	IRS Determination Letter	Applicant Provides	N/A	Non-Profit entities	<i>This is a letter your organization received from the IRS documenting your non-profit status. Upload a copy to the GMS.</i>



Supporting Documents Checklist

For each document, it's important to understand:

- The purpose
- Whether it's required for your org (some documents are only required for non-profits with a 501(c) status)
- Where to locate the form
- You should upload these forms to the Supporting Documents Checklist section of the GMS.
- Common errors





**Mandatory
for all!**

Supporting Documents Checklist The Authorized Official Resolution

- This is the single individual authorized to sign all binding agreements with NBRC
- [NBRC template available](#), but not required to be used
- Upload completed form to the GMS
- Name one individual as the Authorized Official
- Common Errors: More than one individual identified, inconsistent AO and document signatory



**Mandatory
for
501(c)!**

Supporting Documents Checklist Certificate of Good Standing

- Mandatory for non-profits only
- Certification that documents that your organization is in good standing with the State where you are located.
- This is a document you must request, typically from a governmental entity located in your State. Request in advance!
- Upload completed form to the GMS

Pro-Tip: Request this form early!



**Mandatory
for all!**

Supporting Documents Checklist Debarment Suspension Certification

- Form 1001: Debarment suspension certification
- Certifies that the applicant is not suspended, debarred, or ineligible from entering into contract with NBRC.
- Download template from the [NBRC resources page](#)
- Upload completed form to the GMS



Optional!

Supporting Documents Checklist Indirect Cost Rate

- Negotiated Indirect Cost Rate Agreement (NICRA)- Optional
- If an applicant is utilizing NBRC funds for indirect costs and wants to use their own indirect cost rate, their Negotiated Indirect Rate Cost Agreement with a cognizant federal agency must be uploaded as a support document within the GMS. Otherwise, the de minimis rate of 15% applies
- Common errors: listing more than one rate

Pro Tip: Use the Budget Narrative to indicate there is a Negotiated Indirect Cost Rate that will be used for the award



**Mandatory
for
501(c)!**

Supporting Documents Checklist IRS Determination Letter

- This is a letter your organization received from the IRS documenting your non-profit status.
- Upload a copy to the GMS

Pro Tip: Locate this form early!



Optional

Supporting Documents Checklist Letters of Support

- Review Invitation to Apply as some invitations included a suggestion to include of Letters of Support
- Letters of support may come from businesses, project partners, government officials, etc.
- Combine all letters and upload as one PDF to the GMS



**Mandatory
for all!**

Supporting Documents Checklist NEPA Intake Form

- Completion of this form does not satisfy NEPA, but it does help NBRC to determine what NEPA analysis will be required.
- If your project is funded, the NEPA process must be complete before NBRC will issue a Notice to Proceed.
- If NEPA review for your project has already been conducted by another agency, please submit the completed review with the NEPA intake form
- Download from [NBRC resources](#)
- Upload completed form to GMS



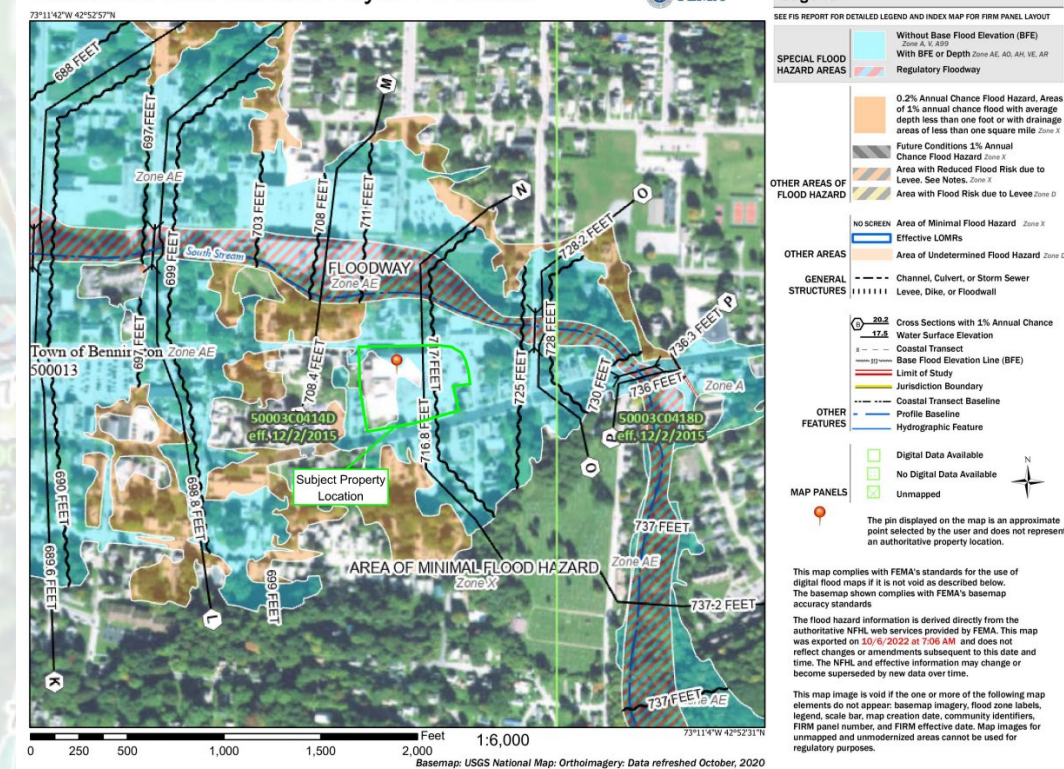
**Mandatory
for all!**

Supporting Documents Checklist Project Maps

- This can be a [FEMA flood map](#) AND/OR map of project.
- Catalyst projects may receive up to one additional point if project is not located within a FEMA Flood Hazard Zone, or, if project is in a FEMA Flood Hazard Zone, project has described mitigation measures to protect from 1-percent-annual-chance flood.
- Upload to GMS



National Flood Hazard Layer FIRMette





**RLF
applicants
only**

Supporting Documents Checklist Revolving Loan Fund Documentation

- See NBRC RLF Policy and required documentation in the Appendix I of the relevant Program User Manual.
- This additional RLF documentation must be developed by the applicant in response to Appendix I instructions
- Work plan that demonstrates the need and capacity for a NBRC RLF grant
- Upload responses as one file to the GMS



**Mandatory
for all!**

Supporting Documents Checklist SF424-cbw

- This is the detailed budget form, which should include all costs associated with the project, including a breakdown of NBRC and match allocations.
- Upload completed form to the GMS
- Common Errors:
 - Incomplete applicant information
 - inconsistency across application budget documentation
 - NEPA and LDD costs listed in section 6
- Resources – review [Application Workshop #1: Budgets, Budgets, Budgets!](#)

Pro Tip: Complete the SF424-cbw Budget Details before completing the GMS budget section or SF424 Application for Federal Assistance.



All Forms

- Forms in this section will be completed within the GMS.
- Sample forms located on the [NBRC resources page](#)

▲ All Forms	
Showing 1 to 4 of 4 records	
Form Name ↑	Mandatory
Application for Federal Assis...	✓
Assurances for Construction...	✗
Assurances for Non-Constru...	✗
Disclosure of Lobbying Activ...	✓

Submitted	Form Name	Form Location	Sample Form	Applicability ✓ = Mandatory X = If applicable	Notes
	SF-424: Application for Federal Assistance	GMS	SAMPLE FORM	✓ All grantees	<i>To be completed within the GMS. Confirm the request amount, match, and total project costs are consistent with the application.</i>
	SF-424B(non- construction) OR SF- 424D(construction)	GMS	SAMPLE FORM	X All Grantees	<i>An applicant submits one or the other, NOT both. The required form to complete and submit is dependent on the scope of the project. Projects with primarily programmatic activities or minimal construction complete SF-424B, while project with primarily construction activities complete SF-424D. The GMS indicates these forms as not mandatory, with an "X" under the "Mandatory" column, however applicants must submit one or the other.</i>
	SF-LLL: Disclosure of Lobbying Activities	GMS	SAMPLE FORM	✓ All grantees	<i>Complete this form to disclose lobbying activities. To be completed within the GMS</i>



**Mandatory
for all!**

All Forms

SF424 Application for Federal Assistance

- Complete within the GMS
- Common errors: incomplete or inconsistent budget information, not signed by identified Authorized Official
- Resources
 - Review [Application Workshop #1: Budgets, Budgets, Budgets!](#)
 - Sample SF424 with instructions located on the [NBRC Resources page](#).

Pro Tip: Complete the SF424-cbw Budget Details before completing the SF424 Application for Federal Assistance.



**Only one
required!**

All Forms Assurances for Construction

- Complete within the GMS **either** SF424B or SF424D. The required form to complete and submit is dependent on the scope of the project. Projects with primarily programmatic activities or minimal construction complete SF-424B, while project with primarily construction activities complete SF-424D.
- The GMS indicates these forms as not mandatory, with an "X" under the "Mandatory" column, however applicants must submit one or the other.
- Common errors:
 - An applicant submits both forms.



**Mandatory
for all!**

All Forms Disclosure of Lobbying Activities

- "SF-LLL"
- Complete this form to disclose lobbying activities.
- Complete within the GMS
 - The form requires that all fields be completed
- Common errors:
 - The form is not signed by the identified Authorized Official
- Resources
 - Sample SF-LLL available on the [NBRC Resources page](#)



Do Not Include:

Documents that should not be submitted in the GMS include:

- Architect and Engineering plans
- Annual reports
- Studies and academic reports*

*You may reference reports in the narrative and provide a link or citation, but it is not necessary to include the reports.



QUESTIONS?

- **Program FAQs will continue to be updated**
- **Send questions to admin@nbrc.gov with the GMS ID in the subject line**