



Northern Border  
Regional Commission

# 2025 APPLICATION INFORMATION SESSION

## ALL PROGRAMS

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# Welcome

## AGENDA

- [Application Key Dates](#)
- [Pre-application Feedback](#)
- [Application Process and Requirements](#)
- [Application Review and Selection](#)
- Questions
- [NBRC Contacts](#)



# Application Key Dates

## SPRING 2025 Application Timeline:

- **March 31, 2025** - Grants Management System opens for applications
- **April 18, 2025** - Applications (*by invitation*) due before 5:00pm EST
- **By July 1, 2025** - NBRC spring round awards announced

## FALL 2025 Application Timeline:

- **August 29, 2025** – Pre-application (required) due 5:00 pm EST
- **October 10, 2025** - Applications (*by invitation*) due before 5:00pm EST
- **By December 16, 2024** - NBRC fall round awards announced



# Pre-application Feedback

The screenshot displays a web application interface with a process flow at the top: Created (checked), Reviewed (checked), Submitted (checked), Accepted (checked), and Converted to Application (checked). Below the flow is a navigation menu with tabs: Overview, Locations, Budget, Responsibilities, Forms and Files, Collab (highlighted with a yellow box), and a plus sign. The main content area is divided into two sections: 'My Feed' and 'Messages'. The 'My Feed' section has a search bar, a text input field with the placeholder 'What are you working on? @mention someone...', a 'Share' button, and a 'Sort By: Recent Activity' dropdown. Below this, it says 'No feeds available.' The 'Messages' section also has a search bar and shows 'Showing 1 to 1 of 1 records'. A yellow arrow points from the 'Collab' tab to the 'Messages' section.

Pre-application feedback was provided using the email feature of the Collab Tab located in the pre-application record (PR-NBRC-0000). You can view this email in the pre-application Collab tab.



# Pre-application Feedback

If the pre-application feedback you received is not covered here and you have questions, please reach out to [admin@nbrc.gov](mailto:admin@nbrc.gov)

## GENERAL FEEDBACK

- Co-Applicant/Project Partner(s) identified
- Economic Relevance
- Letters of Support
- Notice of Federal Interest (NFI)
- LDD Support

## GENERAL FEEDBACK – Program Specific

- Infrastructure (Forest Economy)
- Workforce Development (Forest Economy)
- Materials Detail (Timber for Transit)



# Pre-application Feedback

## BUDGET FEEDBACK

- Exceed Maximum Award
- Higher Maximum Request (T4T, CAT)
- Budget Narrative Inadequate
- No Construction Costs
- Ineligible Costs
- Ineligible Pass-through
- Procurement
- Exceeds Federal Funding Ceiling
- Other Federal Funds
- No Funding Sources Listed
- NEPA – Costs for NEPA should be included in the revised budget.

[Budgets  
Workshop  
Slides](#)



# Application Process and Requirements

- [Organization Profile](#)
- [Create Your Application](#)
- [Materials To Reference](#)
- [Application Information Requirements, including:](#)
  - [Overview](#)
  - [Budget](#)
  - [Technical Proposal](#)
  - [Approach and Methodology](#)
  - [Economic Impacts](#)
  - [Project Readiness](#)
  - [Capacity and Qualifications](#)
  - [LDD Support](#)
  - [Forms and Files](#)



# Create Your Application!

The screenshot displays the Northern Border Regional Commission Enterprise Grants Portal interface. A central modal window titled "Create Application" is open, showing the "Application Information" section with a text input field for the "Application Title". The modal includes "Save and Continue" buttons and status indicators for "Required to Save" and "Required to Submit". Below the modal, a progress bar shows the stages: Created, Submitted, Accepted, and Converted to Application. A red box highlights the "Create Application" button in the top right corner of the main interface, with a red arrow pointing to it. The main interface also features a search bar, a left-hand navigation menu with options like "Tasks", "Activities", and "Applications", and a top navigation bar with "Grants Portal" and user profile icons.





# Organization Profile

After you select "create application" you can review your **Organization Profile** for updates that may be needed:

- Home > Organization Profile

Review or Enter **UEI #** and validate it with Sam.gov

- See Sam.gov if your organization does not have a UEI #
- Need help updating your UEI in the GMS? See the [NBRC Resources page](#) for guidance.
- Note – you will not be able to update your UEI until you create your application.



# Materials To Reference As You Develop Your Application

- [Application Support](#) – info session recordings, workshops, office hours
- [Program User Manual](#) - Refer to Part II: Applying for NBRC funds, and Appendix K: Scoring Criteria
- NBRC GMS pre-application feedback– refer to the feedback provided in Collab tab email
- NBRC Resources > Grant Administration Documents and Forms page: <https://www.nbrc.gov/content/administration>. Here, you'll find:
  - GMS Application Guidance
  - **Required** application support documents including **Standard Forms (SF)**, and the **NEPA intake form**



# Application Information, Requirements & Submission

The screenshot displays the Enterprise Grants Management System interface. The top navigation bar includes the Northern Border Regional Commission logo, the system name, and a 'Grants Portal' dropdown. The main navigation menu has tabs for Opportunities, Applications (selected), Grants, Monitoring, and Closeout. A search bar is on the left, and a sidebar lists tasks and activities. The main content area shows application details for 'Email Template Test' with buttons for Edit, Submit Application, and Withdraw. A table lists application details, with the EGMS ID 'AP-NBRC-020' highlighted. A yellow warning banner states that a Unique Entity Identifier (UEI) is required. A progress bar shows the application is in the 'Created' stage. A bottom navigation bar includes links for Overview, Locations, Budget, Proposal, LDD Support, Forms and Files, History, and Collab.

Northern Border Regional Commission Enterprise Grants Management System Grants Portal

Opportunities Applications Grants Monitoring Closeout

Search

Search... All

Tasks Application Tasks Pending Tasks Completed Tasks Activities Applications Pre-Applications

Application **Email Template Test** Edit Submit Application Withdraw

EGMS ID	Status	Application Due Date
AP-NBRC-020	Created	04/10/2024 11:47 AM









Please note a Unique Entity Identifier (UEI) is required should the project be selected for funding. If you have a UEI please update your organization profile. If your entity needs to register for a UEI, please visit <https://sam.gov/content/home>

Created Submitted Converted to Award

Overview Locations Budget Proposal LDD Support Forms and Files History Collab



# Overview

 Overview  Locations  Budget  Proposal  LDD Support  Forms and Files  History  Collab

## **Primary Place of Performance:**








- Select State

## **Project Information section:**

- Responses will carry forward from the pre-application
  - Review Pre-application Narrative response guidance
- Responses can be edited
- Review each question to address feedback or strengthen details



# Overview

Overview  Locations  Budget  Proposal  LDD Support  Forms and Files  History  Collab 

## Contacts section:

- Authorized representative will be populated as Project Director/Manager role. **This contact also needs to be designated as a Key Contact.**
- Associate your LDD in the Contacts section and assign the LDD Contact role.

## Acknowledgement section:

- Check "I Agree"



# Locations

Overview Locations Budget Proposal LDD Support Forms and Files History Collab

## **Application Match section:**

- Confirm correct match. Contact NBRC if there is a discrepancy.

## **Investment Locations section:**

- Enter street, city, state and zip code of location(s) where the project will have investments
- If a location cannot be validated by system, that is ok.

## **Key Performance Indicators:**

- Edit and enter the Target value for each KPI.
- If the KPI does not apply to your project, enter 0.



# Budgets Workshop Slides

## Budget

- Complete the SF-424cbw detailed project budget
- Available in the Supporting Documents Checklist
- Download, complete, and upload back to the Supporting Documents Checklist
- A sample SF 424-cbw is available NBRC's resources page, [here](#).

Overview Locations Budget Proposal Responsibilities Forms and Files History Collab

### Application Files

Add Files

Title	Classification	File Extension	Description	Created Date ↓	Actions
No Records Found					

### SME Files

\* Records are sorted by Created Date descending order

Title	Classification	File Extension	Description	Last Modified Date	Created By ID	Actions
No Records Found						

### Supporting Documents Checklist

Description ↑	Required	Template Link	Grantee Document Link
Authorized Official Resolution	Mandatory	Not Applicable	<a href="#">View</a>
Certificate of Good Standing	Optional	Not Applicable	Not Applicable
Debarment Suspension Cert - Form 1001	Mandatory	<a href="#">View</a>	<a href="#">View</a>
Indirect Cost Rate Letter	Optional	Not Applicable	Not Applicable
IRS Determination Letter	Optional	Not Applicable	Not Applicable
Letters of Support	Optional	Not Applicable	<a href="#">View</a>
NEPA Intake Form	Mandatory	<a href="#">View</a>	<a href="#">View</a>
Project Maps	Mandatory	Not Applicable	<a href="#">View</a>
Revolving Fund Loan Documentation	Optional	Not Applicable	Not Applicable
SF424-cbw	Mandatory	<a href="#">View</a>	<a href="#">View</a>



# Northern Border Regional Commission

- The SF-424cbw categories are the same as the GMS budget table categories.
- Include descriptions for costs in each category. Without descriptions in the category column, it's difficult for the reviewer to determine how funds will be spent. Do not leave this column blank!
- If applicable, add LDD Grant Administration costs as a line item in Category 6 Consultants. **LDD costs should be \$8,000 for projects less than \$400,000 OR 2% of the requested NBRC amount for projects above \$400,000**

6. Consultants (Type)				Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share
Contract with LDD for Grant Administration				2%		\$20,000	\$20,000					
Consultants, NEPA review						\$15,000	\$15,000					
Total Consultants Cost						\$35,000	\$35,000					
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
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
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
Permits & Fees						\$20,000	\$20,000					
Subtotal - Administrative and legal expenses						\$20,000	\$20,000					

LDD Administration costs in section 6. LDD costs should be \$8,000 for projects less than \$400,000 OR 2% of the requested NBRC amount for projects above \$400,000.

NEPA Review cost estimate should be included in budget under 6. It is recommended to include some funding for NEPA even if you believe your project will be a CATEX

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 a SF424-D.





# Completing the SF-424cbw

- Add NEPA costs as a line item in the SF-424cbw 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.

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+

Questions about NEPA? Refer to NBRC's NEPA resources page:  
<https://www.nbrc.gov/content/NEPA>



# Budget

Overview Locations  Budget Proposal LDD Support Forms and Files History Collab

## **Budget Periods Table section:**

- Values carried forward from pre-application – edit as needed
- Revise budget categories based on new estimates, more detailed data, or corrections requested in the pre-application.
- Totals should match SF-424cbw detailed budget attachment
  - Review the column totals and category (row) totals for alignment between the Budget Periods Table and the SF-424cbw

**Pro Tip:** Complete the SF-424cbw Budget Details before editing the GMS budget section. A complete and correct SF-424cbw makes updating the GMS budget information easier.



# Budget

Overview Locations  Budget Proposal LDD Support Forms and Files History Collab

## Budget Table Reminders:

- 80% Federal Funding Ceiling – calculated on total project costs
- Applicant minimum required match – calculated on NBRC requested amount
- ARPA funds considered federal source
- CDBG and federal loans **are not** considered a federal source



# Budget

Overview Locations  Budget Proposal LDD Support Forms and Files History Collab

## **Budget Narrative section:**









- Carried forward from pre-application – edit as needed
- Populate the justification for requested project costs over \$5,000

## **Funding Sources and Commitments table section:**

- Carried over from pre-application – edit as needed
- Do not include the NBRC request in the funding sources and commitments table.
- Funding sources table total must equate to sum of “Other Federal Share”, “Applicant Match”, and “Other” from the budget table.



# Budget









 Overview  Locations  Budget  Proposal  LDD Support  Forms and Files  History  Collab

## Budget Evaluation:

- Catalyst: See NBRC Scoring Criteria #2 Project Budget (10 points).
- Forest Economy and Timber for Transit: See Scoring Criteria #2: Project Budget (15 points)



# Technical Proposal

Overview  Locations  Budget  Proposal  LDD Support  Forms and Files  History  Collab 

## Technical Proposal section

- Review the information you submitted for the preapplication and build on it here.
- Have the detailed **Scoring Criteria** open and available to reference.
- Prepare in a Word document, then copy and paste into GMS.
- Keep the formatting simple, e.g. bullet points rather than tables and cells to avoid potential errors when saving complicated formatting.

**Save  
often!**



# Approach & Methodology

Overview ● Locations ● Budget ● Proposal ● LDD Support ● Forms and Files ● History ● Collab

## Technical Proposal section - Approach & Methodology

- Provide an explanation of the approach and methodology that will be used to meet the project objectives.
- Identify and explain how the project addresses program objectives and investment priorities.



# Approach & Methodology

Overview ● Locations \$ Budget Proposal LDD Support Forms and Files History Collab









## Approach & Methodology Evaluation

- NBRC Agency/Program Investment Priorities
- Catalyst: See NBRC Scoring Criteria #3 for Approach and Methodology and applicable State Scoring Criteria for state priorities (5 points).
- Forest Economy and Timber for Transit: See Scoring Criteria #3: Approach and Methodology (10 points)





# Economic Impacts

 Overview  Locations  Budget  Proposal  LDD Support  Forms and Files  History  Collab

## Technical Proposal section – Economic Impacts

- Explain the anticipated economic outcomes and outputs of the project. Refer to the program user manual.



# Economic Impacts

Overview ● Locations ● Budget ● Proposal ● LDD Support ● Forms and Files ● History ● Collab

## Economic Impacts Evaluation

- NBRC Economic Impacts
- Catalyst: See NBRC Scoring Criteria #4 and State Scoring Criteria for evaluation of state economic impacts.
- Forest Economy: Refer to Scoring Criteria #4, Forest Economy Sector Impacts (25 points).
- Timber for Transit: Refer to Scoring Criteria #4, Economic Impacts (25 points).



# Project Readiness

Overview Locations Budget Proposal LDD Support Forms and Files History Collab

## Technical Proposal section – Project Readiness

- Describe whether the project is ready for implementation or will require additional planning tasks to begin.
- Provide a detailed milestone schedule for completing of the project, along with an explanation of the applicant's ability to complete the proposed work within the 3-year period of performance.

Pro Tip: Don't forget to account for NEPA!



# Project Readiness

Overview ● Locations ● Budget ● Proposal ● LDD Support ● Forms and Files ● History ● Collab

## Project Readiness Evaluation

- Catalyst: NBRC Scoring Criteria #5 Project Readiness (5 points). See State Scoring Criteria for additional evaluation of project readiness.
- Forest Economy, and Timber for Transit, refer to NBRC Scoring Criteria #5: Project Readiness (10 points)



# Capacity & Qualifications

Overview Locations Budget Proposal LDD Support Forms and Files History Collab

## Technical Proposal section – Capacity & Qualifications

- Provide an explanation of the capacity of the organization to meet the project objectives, including any partnerships with other entities to support project.
- Provide an explanation of the qualifications of the personnel as they relate to project objectives.



# Capacity & Qualifications

Overview ● Locations ● Budget ● Proposal ● LDD Support ● Forms and Files ● History ● Collab

## Capacity & Qualifications Scoring Criteria

- Catalyst: Scoring Criteria #6: Capacity and Qualifications (5 points)
- Catalyst: See State Scoring Criteria for additional evaluation of capacity and qualifications.
- Forest Economy and Timber for Transit: Refer to Program Scoring Criteria #6, Capacity and Qualifications (15 points)



# LDD Support

Overview ● Locations ● Budget ● Proposal ● **LDD Support** ● Forms and Files ● History ● Collab ●

## **LDD Support tab** of the Application

- Designate an LDD and send the draft application to the LDD for review.
- LDD review is not required prior to submission, however, they may be able to provide valuable feedback before your final submission to NBRC.
- Applicant can use the “Complete Review” option at any point to resume working on or to submit their application

LDD assistance is optional for Forest Economy and Timber for Transit applicants unless otherwise specified by NBRC within pre-application feedback.



# Forms and Files

Overview ● Locations ● Budget ● Proposal ● LDD Support ● **Forms and Files** ● History ● Collab ●

Supporting documents checklist contains the **mandatory documents all applicants** must complete and upload for application submission

- **SF-424cbw** (*details tab of spreadsheet only*)
- **NEPA Intake Form**
- **Authorized Official Resolution**
- **Form 1001: Debarment suspension certification**
- **Project Map**

Resource: [Application Supporting Documents Checklist](#)





# Forms and Files

Overview ●

Locations

\$ Budget

Proposal

? LDD Support

Forms and Files

History

Collab

**Non-profit applicants** have additional **mandatory documents** which must be completed and uploaded or attached to that application system:

- **Certificate of Good Standing** dated within 12 months of application
- **IRS Determination Letter** (original) or Letter of Affirmation dated within 12 months of application



# Forms and Files

Overview ●

Locations

\$ Budget

Proposal

? LDD Support

Forms and Files

History

Collab

The “All Forms” section contains the **mandatory forms all applicants** must complete for application submission

- **SF-424 Application for Federal Assistance**
- **Assurances form** (*select applicable Assurance form*)
  - **SF-424B** Assurances for Non-construction **OR**
  - **SF-424D** Assurances for Construction
- **SF-LLL: Disclosure of Lobbying Activities**



# Forms and Files

Overview

Locations

Budget

Proposal

LDD Support

Forms and Files

History

Collab

## Indirect Cost Rate:

- The de minimis rate of 15% will be applied unless you upload your negotiated indirect cost rate agreement with a cognizant agency.

## Revolving Loan Fund:

- Applicants applying for a Revolving Loan Fund project are required to complete additional RLF documentation, which must be developed by the applicant in response to Program Manual Appendix I instructions, and must be uploaded to the GMS. A template is available in the GMS.



# Summary of Application Requirements

## **Review or Enter UEI#**

- ✓ See Sam.gov if organization needs to register for a UEI #

## **Project Narrative:**

- ✓ Carries over from pre-application
- ✓ Review and update as needed to address feedback

## **Technical Proposal Narrative:**

- ✓ See Program User Manual to review how narrative corresponds with NBRC scoring criteria.



# Summary of Application Requirements

## Budget:

- ✓ SF-424cbw attached as a supporting document.
- ✓ SF-424cbw totals by numbered category (row totals) and share (column totals) should match the details entered in the Budget table section of the application. **It is important the Budget table matches the SF-424cbw because NBRC will use the GMS budget in the reimbursement process.**
- ✓ If you did not have an LDD waiver (Catalyst), LDD costs go in the SF-424cbw on line 7a, "Contracts"
- ✓ NEPA costs entered as separate line items in 7a, "Contracts".
- ✓ All budget documentation contributes to NBRC Project Costs & Match scoring criteria.



# Summary of Application Requirements

- **Review and confirm required supporting documentation is in the GMS**
  - ✓ SF-424cbw (*details tab of spreadsheet only*)
  - ✓ NEPA Intake Form
  - ✓ Authorized Official Resolution
  - ✓ SF-424B **or** SF-424D (Assurances for Non-construction **or** Construction)
  - ✓ Indirect Cost Rate Agreement (if applicable)
  - ✓ Non-profit applicants confirm the **Certificate of Good Standing** and **IRS Determination (or Affirmation) Letter** are uploaded.



# NBRC Office Hours and Resources

## Office Hours:

- Thursday, April 17 at 10:00am focused on GMS issues

## Resources:

- GMS Step by Step guidance for developing and submitting the application
- Program User Manual Part III. Application Requirements, Appendix K: Scoring Criteria
- NBRC Grant Administration Documents and Forms - Application Supporting Documents Checklist, sample LDD contract, required forms



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# **Application Review and Scoring**





# Catalyst Application Review & Selection

NBRC and State Program each review and score applications using Scoring Criteria found in the Program Manual.

NBRC and the States will consider the following when selecting projects for funding awards at the application phase:

- Project's alignment with program priorities (score)
- Balanced geographic distribution of investments
- Well-documented community or regionally supported need for the project
- Projects deemed a priority by the State where the project is located



# Forest Economy and Timber for Transit Application Review

## **Review & Scoring Process:**

- (Forest Economy Program only) Advisory Board members review projects and provide sector expertise to NBRC and States
- NBRC and State Program Managers review and score applications using NBRC Scoring Criteria found in the Program Manual

When selecting projects for funding at the application phase, NBRC and the States will also consider a balanced geographic distribution of investments, state prioritization, as well as state, community, or regionally supported need for the project.



# Project Selection Timeline (all programs)

## 2025 Project Selection Timeline:

- Selected projects are approved by governor's alternates and NBRC Federal co-chair at Commission meeting.
- NBRC notification of awards and notice to unsuccessful applicants by **July 1, 2025** (Spring round) and by **December 16, 2025** (Fall round)



# QUESTIONS?

- **Program FAQs will continue to be updated**
- **Send questions to [admin@nbrc.gov](mailto:admin@nbrc.gov) with the GMS ID in the subject line**



# NBRC Programs – Points of Contact

**All questions related to eligibility, timelines, NBRC policies and funding requirements should be directed to [Admin@NBRC.gov](mailto:Admin@NBRC.gov)**

## **NBRC Staff:**

- Andrea Smith, NBRC Program Director: [asmith@nbrc.gov](mailto:asmith@nbrc.gov)
- Casey Haynes, Program Coordinator: [chaynes@nbrc.gov](mailto:chaynes@nbrc.gov)
- Marina Caceres, Program Manager, Forest Economy and Timber for Transit: [mcaceres@nbrc.gov](mailto:mcaceres@nbrc.gov)
- Adrienne Harrison, Program Manager, Catalyst: [aharrison@nbrc.gov](mailto:aharrison@nbrc.gov)

## **State Program Managers:**

- Maine: Charlotte Mace, [charlotte.mace@maine.gov](mailto:charlotte.mace@maine.gov)
- New Hampshire: Ian Carmichael, [ian.m.carmichael@livefree.nh.gov](mailto:ian.m.carmichael@livefree.nh.gov)
- Vermont: Kristie Farnham, [Kristie.Farnham@vermont.gov](mailto:Kristie.Farnham@vermont.gov)
- New York: Kyle Wilber, [kyle.wilber@dos.ny.gov](mailto:kyle.wilber@dos.ny.gov)