Northern Border Regional Commission

NBRC APPLICATION WORKSHOP SERIES

The Technical Proposal

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Topics for today's session:

Northern Border Regional Commission

1. **How to Create an Application**

2. **Information that carries into the application**

3. **Key Performance Indicators**

4. **Technical Proposal Elements + Program Tips**
   - **Approach and Methodology**
   - **Economic Impacts**
   - **Project Readiness**
   - **Capacity and Qualifications**

5. **LDD Support**

6. **Common GMS Errors**

Creating an Application

RESOURCES:

- Grants Management System Resources
    - Creating and Submitting an Application Guidance Document
    - Recorded Application Office Hours
- Program User Manuals
    - Catalyst
    - Forest Economy
    - Timber for Transit

Grants Management System - Creating and Submitting an Application Guidance Document
Recording of Application Office Hours

- Watch: April 16, 2024 Recorded Webinar | View the Q&A Chat
- Watch: April 23, 2024 Recorded Webinar | View the Q&A Chat
- Watch: April 30, 2024 Recorded Webinar | View the Q&A Chat

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

GO TO THE GRANTS
MANAGEMENT SYSTEM

Application Support Documents:
Required application support documents consist of both templates provided within NBRC's Grants Manageme
complete and upload to the GMS.

Application Workshop Series

All application workshop recordings and slides will be 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

Information from Pre-Application

📖 Overview 🔴   📍 Locations $ Budget   ☰ Proposal   ❓ LDD Support   📎 Forms and Files   🕙 History   💬 Collab

Overview Project Information that was created in the pre-application will carry forward to the application:

- Project Abstract
- Goals and Outcomes
- Beneficiaries and Community Context
- Statement of Need
- Program Investment Priorities
- Contacts

If applicable, don't forget to associate your LDD partner in Contacts!

Pro Tip: View response email for feedback and requested revisions to address in the Application.

Common Pre-Application Feedback

- Authorized Official and AO Resolution requirements
- LDD requirement
- NEPA requirement

Some letters may have additional feedback:
- Common budget feedback is covered in the Application Workshop #1 - Budgets
- Notice to Proceed
- Questions to admin@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.

**Northern Border
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Investment Locations

- Within the Locations tab, you will be asked to enter investment locations.

- Location(s) chosen should represent where work funded by NBRC will occur and the area(s) associated with direct impacts of NBRC investments.

- Leave in all locations, including those determined "invalid" by Census, as you will be asked to associate locations with key performance indicators in the next section.

- If the investment location entered returns an "Invalid" Status, enter the latitude/longitude coordinates in the address bar.

Examples - Investment Locations

Workforce Development Program

- Enter locations of where program will take place such as locations a training or networking event

- If program has expected direct impact area for the entire town, enter the Town Office address as a proxy

- If program expected direct impact area for neighboring towns, enter the Town Office addresses for those towns as a proxy

Construction or renovation of facility

- Enter the address of the facility

Examples - Investment Locations

Water or sewer line installation project

- Enter the latitude/longitude of the mid point along the road where the installation occurs.

- If water/sewer lines have expected direct impact on a facility such as hospital, housing development, or industrial park, enter the addresses for those facilities.

- If water/sewer lines have expected direct impact on the entire town or neighboring towns, enter the Town Office addresses for those towns as a proxy.

**If Investment Locations are not clear for your project, email
admin@nbrc.gov for guidance.**

Key Performance Indicators (KPIs)

Overview **Locations** Budget Proposal Responsibilities Revisions Forms and Files +

- KPIs are in the Locations Tab
- KPIs connect investment locations with project goals and outcomes

Important!

- Not all KPIs are relevant to every project
- At project close out, you will be asked to report against the KPIs set at time of application
- Provide detailed written justification and support for the KPIs selected in the Proposal Tab of the application.

Quality over Quantity!

Key Performance Indicators (KPIs)

KPI fields to complete:
- Target Value (# or $)
- Enter 0 if the KPI does not apply to your project
- Refer to Program Manual Appendix G description of Outcomes and Outputs used in KPIs

▲ Key Performance Indicators ⓘ

Showing 1 to 10 of 14 records   Page 1 of 2

EGMS ID	Domain	Title ↑	Unit of Measurement	Measure	Orientation	Target ⓘ	Actions
KPI-0003	Economic Development	Businesses Created	Number(#)	Businesses created and/or retained, jobs created and/or retained, priv	Increase		👁
KPI-0004	Economic Development	Communities Improved	Number(#)	The number of communities with a measurable improvement as a resu	Increase		👁
KPI-0005	Economic Development	Costs Reduced	Dollar ($)	Costs reduced as a result of project activities, within one year of proje	Decrease		👁
KPI-0006	Economic Development	Households Improved	Number(#)	The number of households with measurable improvement as a result o	Increase		👁
KPI-0007	Economic Development	Jobs Created	Number(#)	The number of jobs (direct hires, excluding construction jobs) resulting	Increase		👁
KPI-0008	Economic Development	Jobs Retained	Number(#)	The number of jobs that would be lost or relocated without the NBRC	Decrease		👁
KPI-0009	Economic Development	Leveraged Private Investment (LPI)	Dollar ($)	The dollar amount of private sector financial commitments, outside of	Increase		👁
KPI-0010	Economic Development	Organizations Improved	Number(#)	The number of organizations with a measurable improvement as a res	Increase		👁
KPI-0011	Citizen	Participants Improved	Number(#)	The number of participants with a measurable improvement as a resul	Increase		👁
KPI-0012	Economic Development	Programs Implemented	Number(#)	The number of new programs, or the number of ongoing activities rela	Increase		👁

Save often!

Technical Proposal

You are limited to 5,000 characters!

📍 Locations $ Budget   ☰ Proposal   ❓ LDD Support   📎 Forms and Files   🕘 History   💬 Collab

Technical Proposal section
- Review the information you submitted for the pre-application 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.

Approach & Methodology

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📕 Overview 🔴   📍 Locations   💲 Budget   ☰ Proposal   ❓ LDD Support   📎 Forms and Files   🕓 History   💬 Collab

Technical Proposal section - Approach & Methodology

- Provide a detailed explanation of the approach and methodology that will be used to implement the proposed project.

- Identify and explain how the project addresses State and program objectives and investment priorities.

Northern Border Regional Commission

Program Tips: Approach & Methodology

Catalyst:
- NBRC Scoring Criteria #3 for Approach and Methodology
- State Scoring Criteria for state priorities

Forest Economy:
- See the scoring criteria available in the Program User Manuals

Timber for Transit:
- See the scoring criteria available in the Program User Manuals

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.
- Provide a robust but realistic description of the expected <u>direct</u> economic outcomes
- Highly competitive proposals will include supporting documentation such as letters of support, relevant studies or plans that support your claims.

For all programs, see Appendix G of the Program User Manual for examples of outcomes and outputs.

Program Tips: Economic Impacts

Catalyst:

- NBRC Scoring Criteria #4, specific attention to points allocation for jobs and employment impacts, scale of impact, and documentation of impacts
- State Scoring Criteria for evaluation of state economic impacts

Forest Economy:

- Refer to Scoring Criteria #4, "Forest Economy Sector Impact"
- Review the invitation to apply for specific feedback and requests for information regarding the forest sector economic impact.

Timber for Transit:

- Refer to Scoring Criteria #4, "Economic Impacts"

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 the project
- Provide an explanation of the applicant's ability to complete the proposed work within the 3-year period of performance and begin to draw down funds within 12 months of award

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

Program Tips: Project Readiness

All Programs:

•   NBRC Scoring Criteria #5: Project Readiness

Catalyst:

• State Scoring Criteria for additional evaluation of project readiness
• Specific attention to NBRC Scoring Criteria points allocation for planning and design, timeline and milestone schedule, project need and opportunity, and project immediacy

Forest Economy:

• See the scoring criteria available in the Program User Manuals

Timber for Transit:

• See the scoring criteria available in the Program User Manuals

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 activities.

Program Tips: Capacity & Qualifications

All Programs:

- Refer to NBRC Scoring Criteria #6

Catalyst:

- Organization Capacity (5 points)
- See State Scoring Criteria for additional evaluation of capacity and qualifications.

Forest Economy:

- "Collaboration and Organizational Capacity" (15 points)

Timber for Transit:

- "Organizational Capacity" (15 points)

Example – Capacity & Qualifications

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. See Program User Manual for additional instructions on completing this section.

The Beth C. Wright Cancer Resource Center (BCWCRC) offers support for people on their cancer journey. With their main office situated in Ellsworth, and a second office in Baileyville, serving Washington and Hancock County residents, the Center offers programming such as Reflections: Reimagining Beauty, Transportation and Lodging Assistance, Home Cooked Healing, and educational resources that improve access to treatment and increase support services to improve one's quality of life. The Center offers a robust, patient-centered cancer patient navigation system that serves community members across the continuum of care, in collaboration with other partners in the region and includes coordination of cancer prevention efforts, early detection, and treatment. The Center partners with community practitioners to offer weekly Reiki, Yoga, meditation, Mindfulness, Qigong, exercise classes and support groups. BCWRC works on a broad range of collaborative cancer initiatives, with seven "pillars" or "domains" for self-care: Health Literacy, Mental Well-being, Physical Activity, Healthy Eating, Risk Avoidance or Mitigation, Good Hygiene, Rational and Responsible use of products, services, diagnostics, and Medicines. Focusing on these seven pillars of self-care helps prevent cancer.

Experience: Through the support of foundations and private donors, BWC has been open and providing cancer support services through its Hancock County office for 24 years. The WC BWC programming will be replicated from implementation plans currently successful at the Ellsworth office. Medical and social services partners, along with other healthcare agencies, technology experts, and various other collaborative relationships are secure and thriving. The current staff are trained, driven, empathetic, strategic, and dedicated to the mission of BWC.

Our staff and board work together to accomplish our mission and strategic goals. BWC currently has twelve Board of Directors, and they are diverse in their experiences and have in one way or the other, have been touched by cancer. We currently have three staff positions our Ex. Director has an extraordinary record of serving cancer patients, increasing navigation efficiencies, building, and retaining community relations, by dedication and collaboration of our partners in working to reduce the burden of cancer throughout a continuum of care. She has over 35 years of experience in nonprofit and for-profit management. She is proficient at managing a number of tasks at once with superior organizational skills and has a solid understanding of budgetary fundamentals, grant seeking, and other financial matters.

Angela Fochesato, Executive Director, Beth C. Wright Cancer Resource Center

Angela has worked to support and improve community health through various roles at Healthy Acadia, and Washington County: One Community; and prior to that with Down East Community Hospital in executive management roles but is most recently known for her amazing work and dedication as a Certified Cancer Patient Navigator. The Downeast Cancer Patient Navigation Program was established, and continues in collaboration with, Beth C. Wright Cancer Resource Center.

In addition to her cancer patient navigation work, Angela has training in cancer patient analytical terminology, data collection and management through the George Washington University Cancer Institute. She has served as Board Chair of the Downeast Public Health Council, Board Trustee for Northern Light-Eastern Maine Medical Center, Board Trustee for Maine Public Health Association, president, and board member of the Machias Bay Chamber of Commerce, is a member of the Maine Cancer Foundation, and has over 30 years of combined experience in nonprofit and for-profit management.

Program/Volunteer Coordinator: Beth C. Wright Cancer Resource Center employs two Program/Volunteer Coordinators. One who covers full-time for the Hancock County service area, and one half-time who covers the Washington County service area.

The Program Coordinator develops and oversees new programs and services, as well as provides active support for daily activities and operations. We are passionate about providing programs and services that benefit our community, the program coordinator works with other local organizations as well as our in-house staff to ensure our offerings are of the highest quality and make a positive impact on our communities we serve.

The Program Coordinator supports the implementation of the programs, communications, and marketing strategies, with emphasis on social media, digital marketing, press releases, announcements, advertising, and administrative support.

The primary function of this position is to coordinate, collaborate, strengthen, design, and deliver a thoughtful, strategic, and compelling programs that advances the priorities of the Beth C. Wright Cancer Resource Center and creates a greater awareness and deeper understanding of how the Center benefits communities within the Center's footprint.

Our mission is: To offer hope, knowledge, and support to cancer patients, their families, caregivers, and friends by providing a source of information, social services, and compassion through all stages of the cancer journey.

Beth C. Wright Cancer Resource Center (BWC) collaborates consistently and successfully with organizations and health systems in the communities we serve.

Beth C. Wright Cancer Resource Center (BWC) has worked with Healthy Acadia and worked together as partners since 2016 on the implementation of the Downeast Cancer Patient Navigation Program. Through our collaborations, and in partnership with others across the region, and the generous support of the Maine Cancer Foundation, we are making important strides in reducing cancer incidence and mortality in Washington County and look forward to continuing the development of this critical work.

BWC is a member of the Association of Maine Cancer Support Centers (AMCSC), a statewide Cancer Resource Center Collaborative comprised of organizations providing cancer related supports and services to cancer patients, survivors, and caregivers. Association goals are to increase communication among its members, increase awareness of cancer support services, and identify and address unmet needs of cancer survivors, caregivers, and their families. We will share best practices and implementation tools developed through this project with AMCSC in order to expand this work across the state.

The Downeast Cancer Patient Navigation Steering Committee and the Downeast Public Health Council Cancer Committee will be key partners. Partners include staff from the eight WC health centers, including both Tribal Health Centers, two WC hospitals and affiliated providers, as well as social service agencies, media partners, and others. Partners will engage with this initiative through education and awareness efforts, participation in referral processes to connect patients with social supports, access to treatment services, screening resources and as partners in implementing best practices. We will also look at experiences of and collaboration of health care providers and stakeholders created to improve the outcomes for the WC cancer community. Some of the coalition members are engaged in our committees.

BWC works with Sunrise County Economic Council as our Local Development Districts (LDD) for the Catalyst Program NBRC grant.

Example – Capacity & Qualifications

FBRI has a strong record of accomplishment in conducting funded grant work at this scale, including a $3M grant from the US Department of Energy to perform biomass feedstock pretreatment at pilot-scale and $30M in funding over the last 10 years from the Defense Logistics Agency to perform scale-up and demonstration of the FBRI-developed Thermal Deoxygenation process for producing jet fuel from biomass. The team of co-PIs have received extensive funding from USDA, NSF, DOE, and DOD for biomass-upgrading projects ranging from lab- to pilot-scale.

Designated Staff

The FBRI will lead this project, and FBRI faculty and staff have experience in engineering, design, and installation of both analytical instrumentation and large, pilot-scale equipment. The FBRI also has a full-time grants Administration Manager who will monitor procurement and spending on this project.

Prof. M. Clayton Wheeler, Ph.D., P.E., is the Director of FBRI and will serve as the project lead. His expertise is in biofuel production processes and catalytic upgrading of biofuels to transportation fuel blendstocks. He has experience in managing multi-million-dollar grants as principal investigator and co-principal investigator.

Prof. Thomas J. Schwartz, Ph.D., P.E., is the Associate Director of FBRI and will serve as a co-project lead and has over 15 years of experience with biomass conversion research and development, including in catalytic upgrading, reaction engineering, and small pilot-plant design and commissioning.

Prof. Ling Li, Ph.D., is an Assistant Professor (will be promoted to Associate professor effective Sept. 1, 2024) of Sustainable Bioenergy Systems at UMaine and will serve as co-project lead. She has over 10 years of experience in forest biomass processing, manufacturing, and characterization for solid biofuel products, as well as about 4 years of experience in biochar post-processing and applications in agricultural systems and environmental remediation.

Prof. Sampath Gunukula, Ph.D., is an Assistant Research Professor in FBRI and will serve as co-project lead. He has experience with biochar surface modification using thermal and chemical methods for enhancing its adsorption capacity of heavy metals.

Amy Luce is the Technology Research Center manager at FBRI and will serve as co-project lead. She has over 30 years of experience as a chemical engineer in the pulp and paper industry and biomass conversion research, including managing the FBRI Technology Research Center for the last 12 years.

LDD Support (Optional)

📕 Overview 🔴   📍 Locations   💲 Budget   ☰ Proposal   ❓ LDD Support   ✎ Forms and Files   🕘 History   💬 Collab
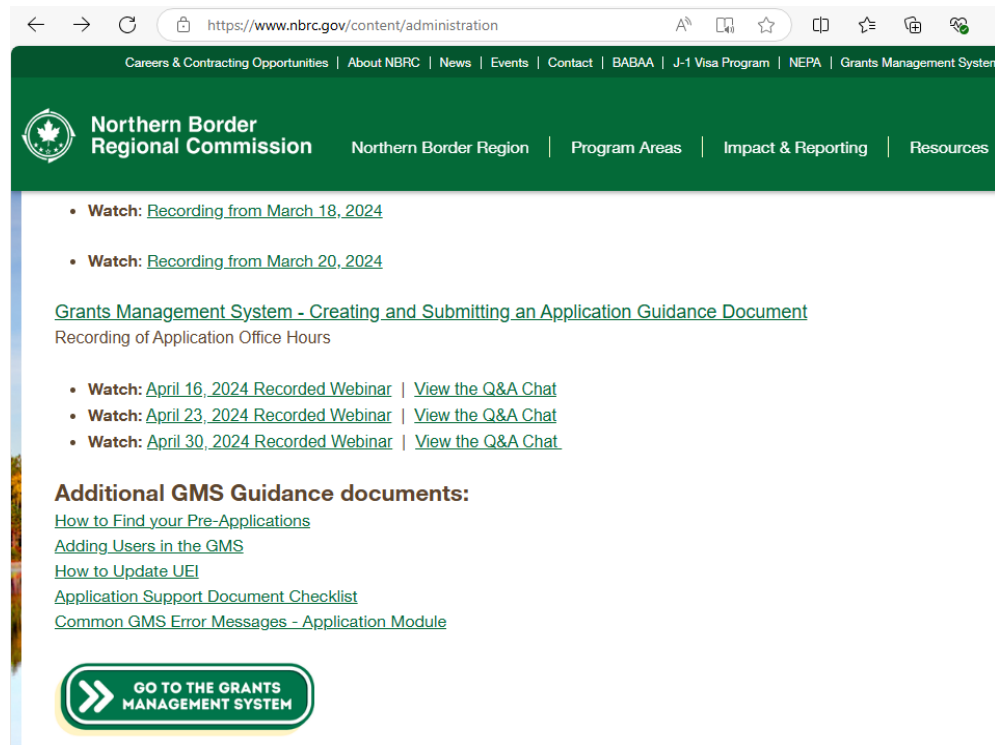
For applicants planning to contract with an LDD, ask them if they are willing to review a draft application. Reviewing applications takes a lot of time and LDDs are not directly compensated for this request.

- Designate LDD in Contacts, reach out to see if they can take on a review
- Budget enough time for LDD to complete review
- Share Invitation to Apply by email or using "Collab tab" to support review
- LDD will focus on NBRC and state feedback in invitation, budget tab including NEPA/LDD costs, and LDD info is correct in Contacts section
- LDD will not review/comment on all narrative text
- Use the "Complete Review" button to resume work on or submit application

LDD assistance is *optional* for Forest Economy and Timber for Transit unless otherwise specified by NBRC within invitation to apply.

Common Technical Proposal Errors

Common GMS Error Messages

Each error message will direct you to the tab in your application where the error can be addressed. The most common error messages and their resolutions can be found below, organized by Tab.

📖 Overview 🔴   📍 Locations $ Budget   ☰ Proposal   ❓ LDD Support   ✎ Forms and Files

Contents

- If you encounter an error when submitting your application, you can find the answer to common errors in our GMS errors resource

Common Technical Proposal Errors

- <u>Formatting and Character Count.</u> If you choose to develop your application in a Word document outside of the Grants Management System you may receive an error when pasting the information into the GMS:

[any text field] "Data value too large. (max length=10000)"

Issue: If you have copy/pasted content from a Word document, that content will have additional 'invisible' formatting characters—describing bullet points, bold text, hyperlinks, etc.—that is being counted by the system.

Resolution:

1. Copy your content and right-click "paste as plain text" into Notepad, a similar app, or wordcounter.net, which will strip the invisible formatting characters.
2. Copy/paste the unformatted content back into your application
3. Re-format your content as needed using the tools within the GMS

a.

Technical Proposal Evaluation

Refer to the Scoring Criteria within the Program User Manuals as you develop your proposal!

Catalyst: Refer to NBRC and your State's Scoring Criteria

Forest Economy: Refer to NBRC Scoring Criteria

Timber For Transit: Refer to NBRC Scoring Criteria

QUESTIONS?

- **Program FAQs will continue to be updated**

- **Send questions to admin@nbrc.gov with the GMS ID in the subject line**