Creating and Submitting an Application in NBRC's Grants Management System

This resource is a technical guide to creating and submitting an application to the Northern Border Regional Commission through the Grants Management System. This resource should be utilized in combination with the relevant Program User Manual (Catalyst, Timber for Transit, or Forest Economy). Reference the application section of the Program User Manual for substantive guidance related to the content of the application.

Be sure to refer to the Common Errors section at the end of the document to resolve errors you may run into when submitting.

Contents

APPLICATION STEPS

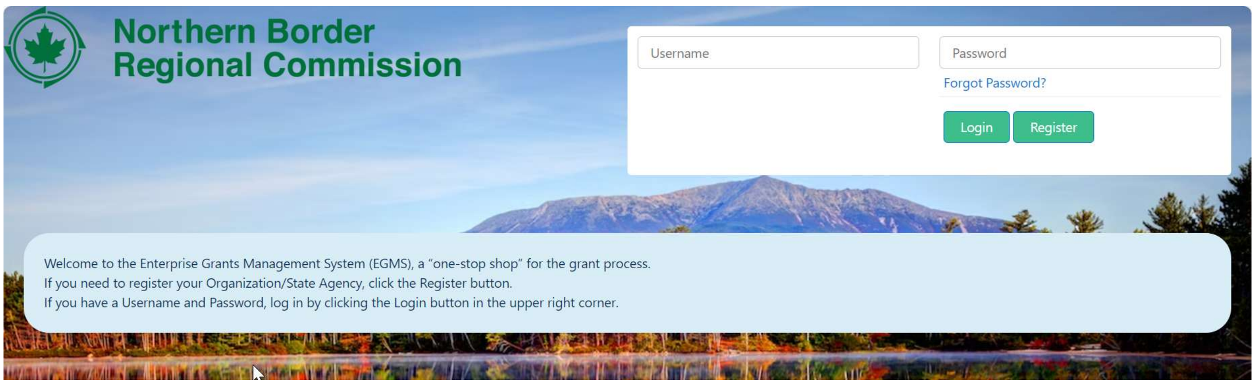
NOTE: Before beginning your application, we strongly encourage you to review

- Any **feedback** provided in the pre-application Collab tab
- The **Program User's Manual** (located at the bottom of the Program page)
- Your **State and Regional Economic Development Strategies** (located on the Resources page). The **[Program Areas]**, **[Resources]**, and **[Application Support]** pages on the NBRC website have loads of resources to help you out!

Getting Started and Requesting LDD Support

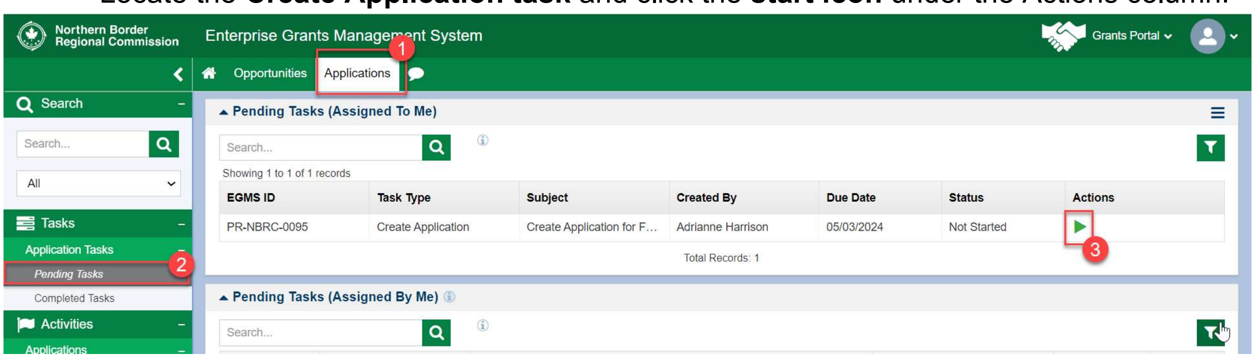
1) Navigate to https://nbrcgrants.my.site.com/ApplicantLanding?username=null to access the grantee portal.

2) Enter your **Username** and **Password** and click the **Login** button to access GovGrants.

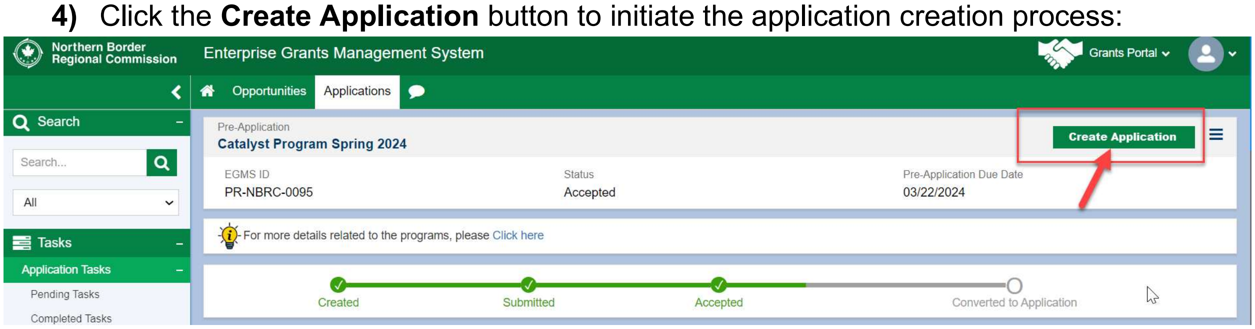


Create an Application from Your Pre-Application

3) After the pre-application is accepted by NBRC, click the **Pending Tasks link** in the left-hand navigation menu.
Locate the **Create Application task** and click the **start icon** under the Actions column.

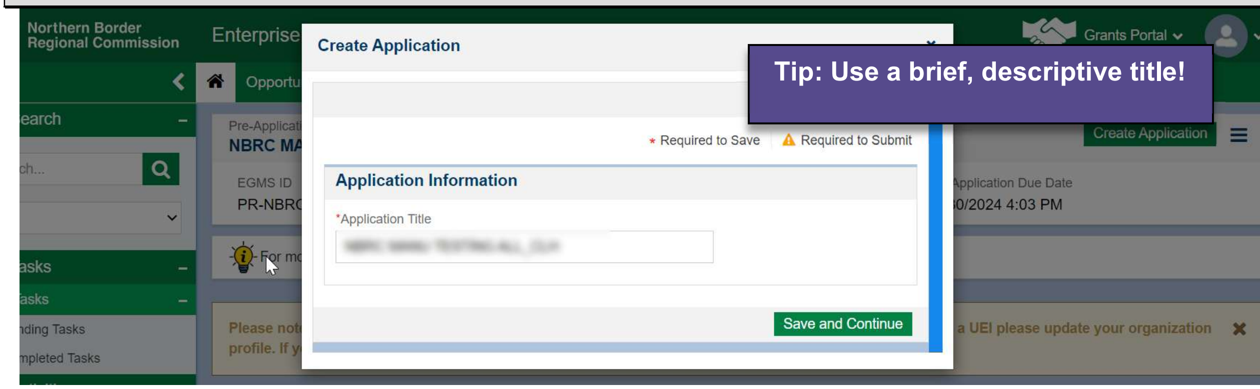


4) Click the **Create Application** button to initiate the application creation process:



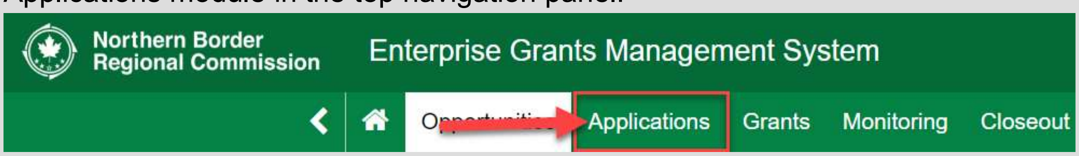
5) On the **Create Application** pop-up window, enter the Application title and click the **Save and Continue** button when you are ready to proceed with the Application creation process.

Note: When naming your application, make sure the name you choose reflects your project. For instance, “Town of Washington Wastewater and Transportation upgrades”



Note: After clicking **Save and Continue**, the application will be created. Please take note of the system-generated application ID. It will show up under **EGMS ID** as **AP-NBRC-xxxx**. You can communicate with NBRC directly through the grants portal, but **for any direct emails to admin@nbrc.gov, please be sure to include that ID in the subject line of your email**.

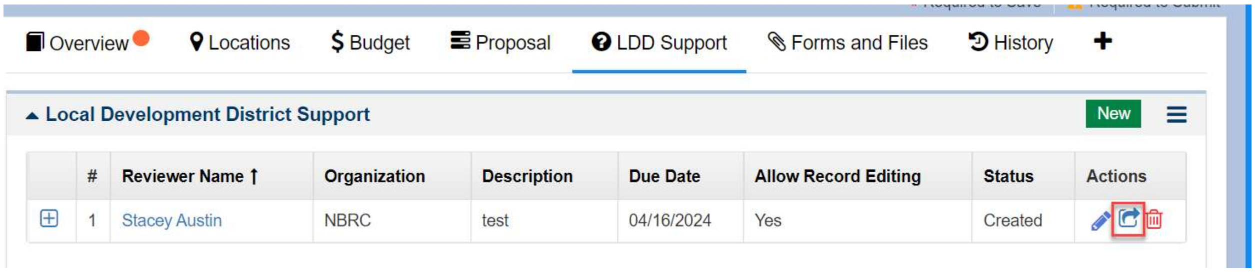
- Now that the Application is created, the Application is always accessible from the Applications module in the top navigation panel:



Requesting LDD Support for Your Application (Optional)

6) If you would like LDD assistance in reviewing your application, click the **LDD Support** tab and navigate to the **Local Development District Support** section. Applicants required to use a LDD will also need to associate the LDD Contact in the Contacts section of the Overview tab. See page 6 for further guidance.
   More information about LDDs and how to find yours: https://www.nbrc.gov/content/local-development-districts
   a. Click the **New** button to add a row to the table.
   b. Under the **Reviewer** name column, enter your LDD’s name (the system will filter the list for the available LDDs).

c. Enter the Description and Due Date for the support.
d. Once complete click the section **Save** button.Once complete click the **send for review** ( ) icon



Note: LDDs cannot view, provide feedback, or edit your application in the system unless you submit a request for review

Note: You can continue to work on the application while the LDD is accessing the application. If you are ready to submit and the LDD has not completed their task you can override their LDD task by clicking the **Complete Review** button.

Note: LDDs cannot make edits after you mark your review as Complete

Application – Overview Tab

7) "Information" Section

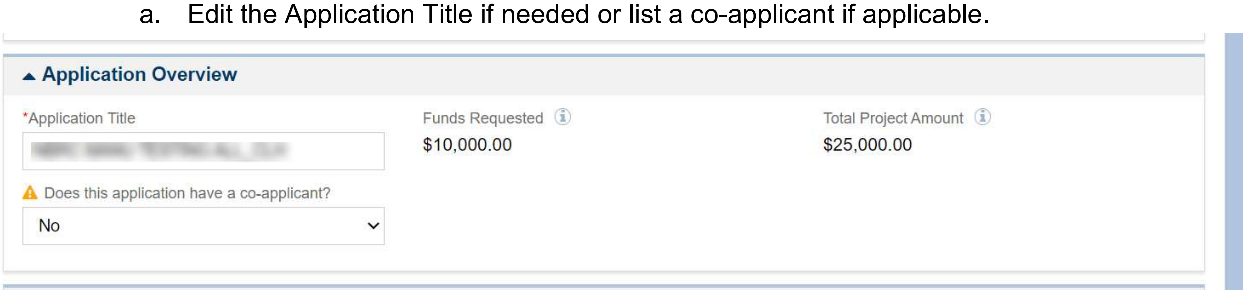
a. Confirm your UEI number is listed and correct.
b. Confirm your SAM Expiration Date is filled in and current
c. If your Organization Type is incorrect, please email admin@nbrc.gov for support

Note: The UEI can be updated and your SAM Expiration Date can be "Verified" from your organization profile. See "Manage Your Organization's Account and Contacts" guidance on NBRC's resources page for more details: https://www.nbrc.gov/content/administration

8) "Opportunity Overview" – Skip this section

9) "Application Overview" Section

a. Edit the Application Title if needed or list a co-applicant if applicable.



10) "Project Information" Section

Note: Information in this section is carried over directly from your pre-application. Please review and make any necessary edits.

a. Review the **Project Abstract**. This should be a **brief** description of your project
b. Review the **Project Goals & Outcomes.**

c. Review the **Project Beneficiaries & Community Context.**
d. Review the **Statement of Need.**
e. Review the **Program Investment Priorities.**
f. Review text describing if you **Have you previously received NBRC funds?**
    i. If yes, please provide all NBRC grant number(s).
g. Review response for **Does this project serve a rural community with a population of less than 5,000?**
h. Review response for **Does this project benefit an underserved community?**
i. Review response for **Which of these is most applicable to the applicant organization?**

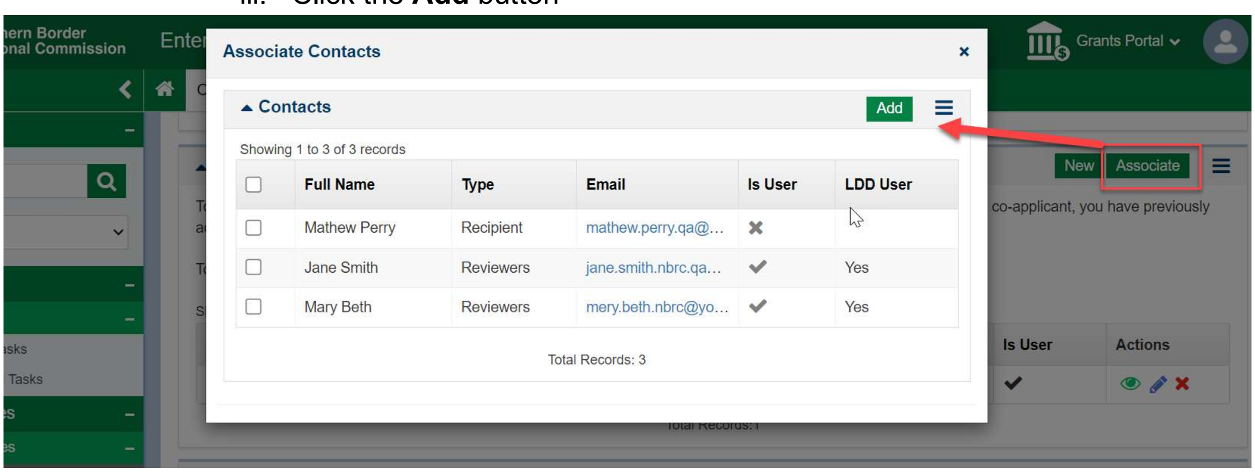
11) "Contacts" Section

> **Note**: Information in this section is carried over directly from your pre-application. Please review and make any necessary edits.

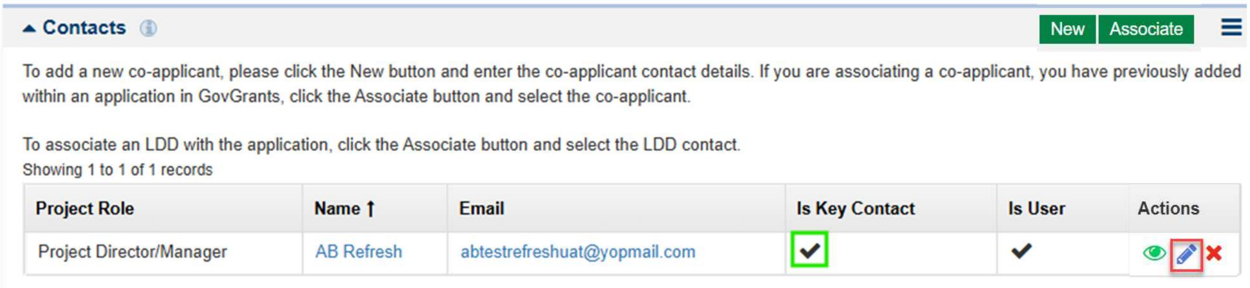
a. Add project contacts
    i. Click the **Associate** button and select contacts that have been set up for your organization profile and/or to select a LDD contact

> **Note:** All applications that are not from a state agency or do not have an approved LDD waiver need to add an "LDD Contact" to the Contacts section.

    ii. In the **Associate Contacts** pop-up window, locate any contacts that have been set up for your organization (anyone listed as "Recipient" under the Type column), then select the LDD's name, click the checkbox to the left of the 'Full Name' column.
    iii. Click the **Add** button



b. Edit Project Role
    i. Click the Edit ( ) icon under the Actions column to edit the Project Role. Be sure to set the LDD's role to "LDD Contact"
    ii. Click the checkbox under the **Is Key Contact** column.



Application – Locations Tab

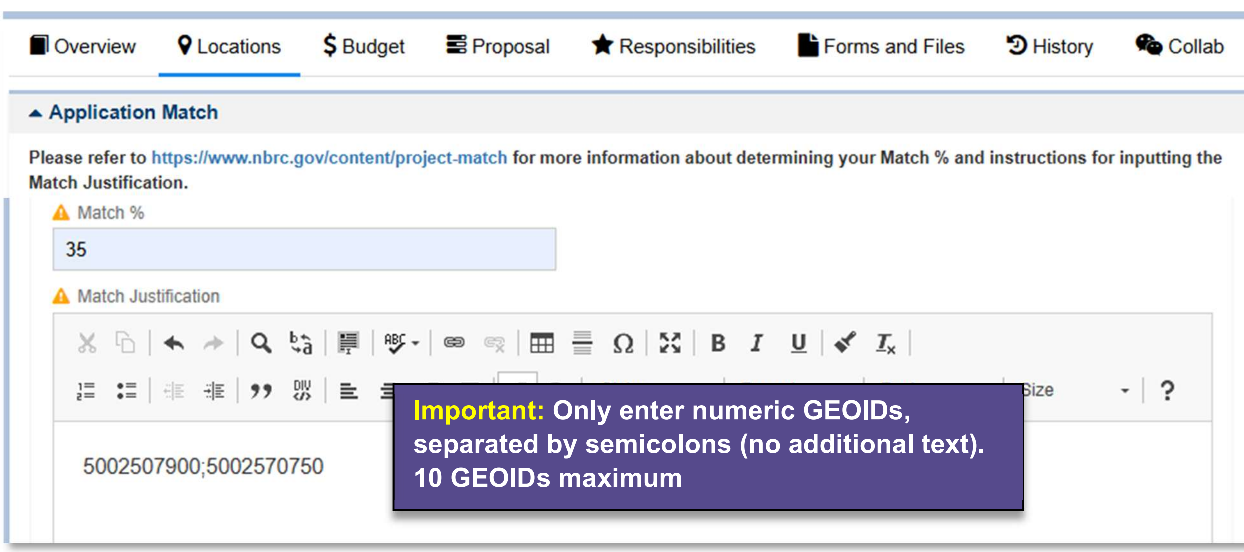
12) “Application Match” Section

> **Note**: Information in this section is carried over directly from your pre-application. Please review and make any necessary edits.
> **Note:** Please refer to https://www.nbrc.gov/content/project-match for more information about determining your Match % and instructions for inputting the Match Justification.

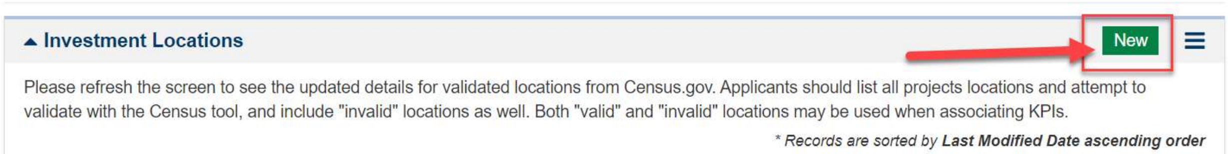
a. Review your project’s **Match %**
   i. Click the link below for more information about determining your project’s match rate.

b. Enter the **Match Justification**
   i. Enter the GEOID(s) for your project location separated by semicolons and without spaces. Example: 5002507900;5002570750. Click the link below for more information and to generate your GEOID(s).
   ii. **Important:** Only enter numeric GEOIDs, separated by semicolons (no additional text). 10 GEOIDs maximum

c. Click **Save**



13) “Investment Locations” Section



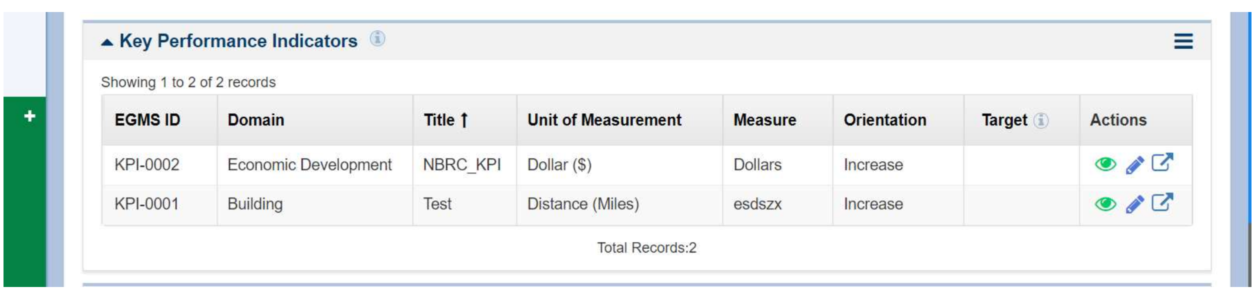
a. Click the **New** button to add rows to the investment locations table.

b. Enter the Street, City, State and Zip Code of the location(s) where your project will take place. This is the location where the work will take place.

c. After entering the address, click the Verify icon under the actions column.

Note: If your location cannot be verified, please enter the approximate coordinates in the Street field

14) "Key Performance Indicators" Section



a. Within the Key Performance Indicators section, enter the Target for each KPI by clicking the edit icon under the Actions column. **If the KPI is not applicable to your project please enter 0.**

b. Click the associate location ( ) icon under the actions column.

c. When the window opens, click the **checkbox** to the left of the location and click the **Associate** button.

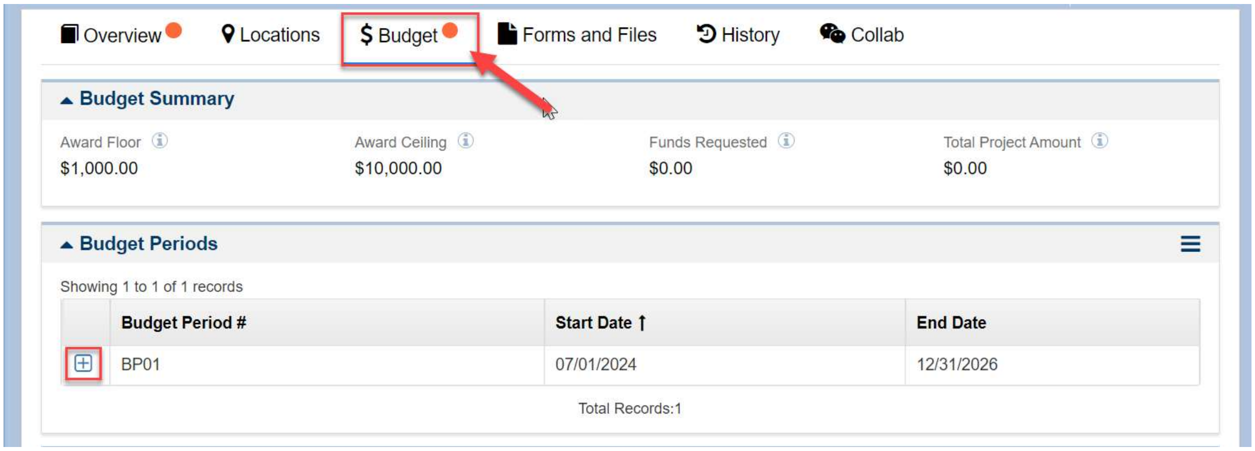
Application – Budget Tab

Note: The information in this question is populated from your preapplication. Please review and make any needed adjustments.

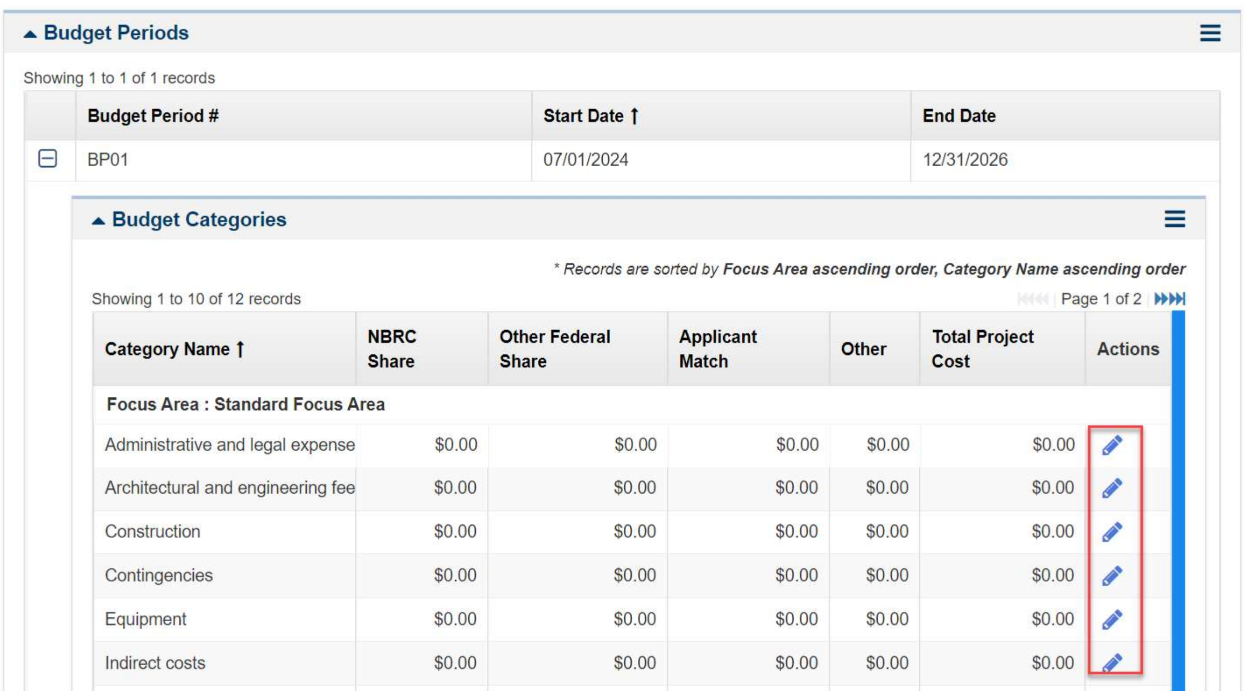
15) “Budget Summary” Section – Skip this section

16) “Budget Periods” Section

a. Click the plus (⊞) icon to expand the table and review the budget categories.



b. In the **Budget Categories** table, click the **Edit** icon under the Actions column for each budget category to edit the requested budget.


Budget Periods

Showing 1 to 1 of 1 records

Budget Period #	Start Date	End Date
BP01	07/01/2024	12/31/2026

Budget Categories

* Records are sorted by ***Focus Area* ascending order, *Category Name* ascending order**

Showing 1 to 10 of 12 records — Page 1 of 2

Category Name	NBRC Share	Other Federal Share	Applicant Match	Other	Total Project Cost	Actions
Focus Area : Standard Focus Area						
Administrative and legal expense	$0.00	$0.00	$0.00	$0.00	$0.00	
Architectural and engineering fee	$0.00	$0.00	$0.00	$0.00	$0.00	
Construction	$0.00	$0.00	$0.00	$0.00	$0.00	
Contingencies	$0.00	$0.00	$0.00	$0.00	$0.00	
Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	
Indirect costs	$0.00	$0.00	$0.00	$0.00	$0.00	

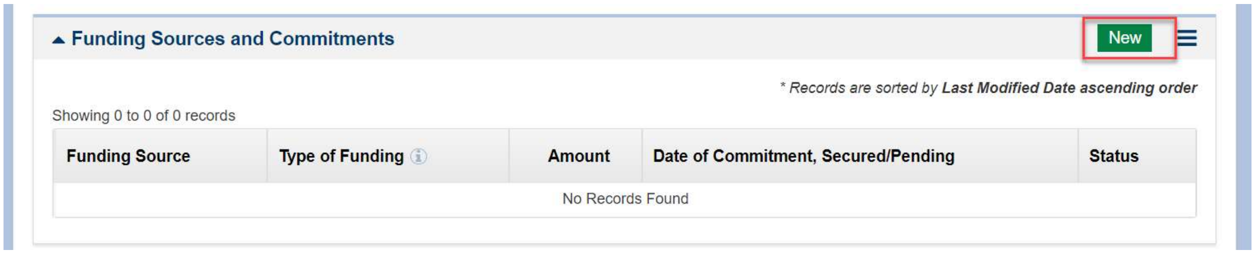
Note: The Budget Categories GMS table must align with the Funding Sources and Commitments GMS table (for non-NBRC share only) as well as the SF-424cbw detailed budget form and the SF-424 Application for Federal Assistance (both found in the Forms and Files tab). If the totals do not match, you may run into error messages when you try to submit your application.

17) “Budget Narrative” Section

a. Review the justification and description for project costs over $5,000
b. List the amount and funding sources of all leveraged funds for this project including the minimum required NBRC match <u>and</u> any additional “cost share” required to complete the project.
c. List the amount and funding sources of all match funds for this project.

18) “Funding Sources and Commitments” section

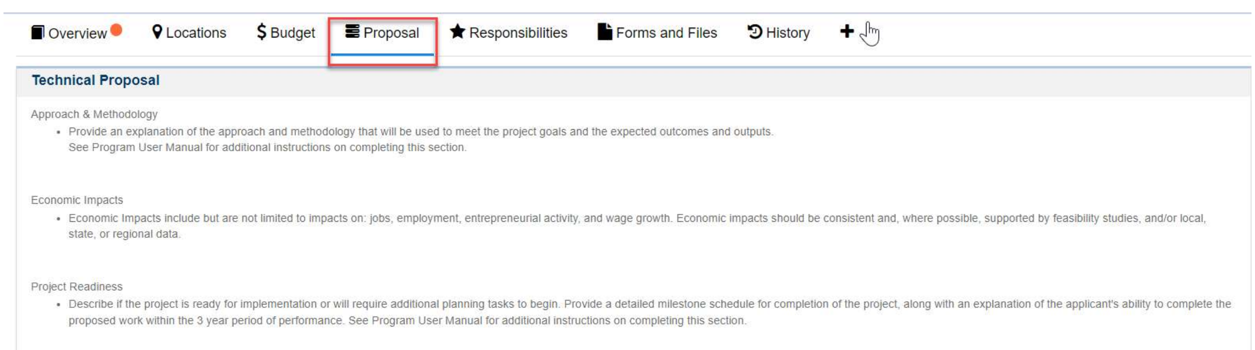
a. Review/enter the funding sources ***(non-NBRC share only***). This section is required for submitting your application.
b. Click the **New** button to add a row to the table.
c. Populate the information and click the section **Save** button.



Application - Proposal Tab

19) “Technical Proposal” Section

a. Enter brief narrative for **Approach & Methodology**
b. Enter brief narrative for **Economic Impacts**
c. Enter brief narrative for **Project Readiness**



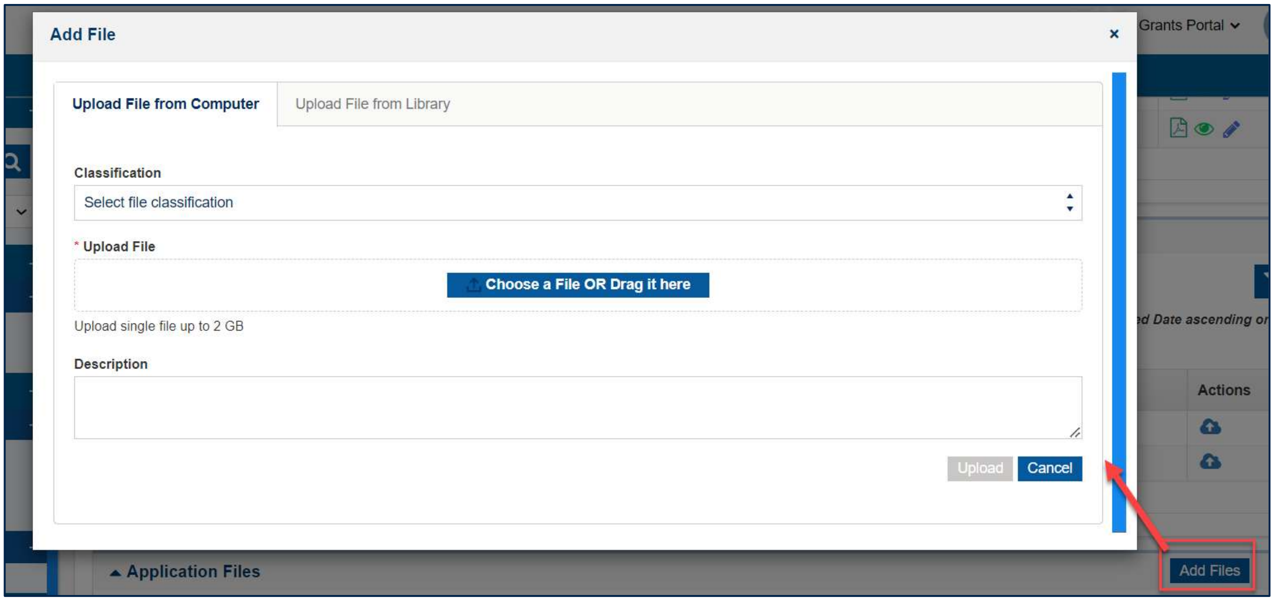
Note: Please limit your responses to plain text – tables and complicated formatting can result in error messages.

Application – Forms and Files Tab

20) “Application Files” Section – Optional except for Non-Profit applicants

a. Click the **Add Files** button to open the Add File pop-up window and add an attachment.
b. Within the window:
   i. Select the Classification
   ii. Choose a file from your computer

iii. Enter a description
iv. Click the Upload button



21) "Supporting Documents Checklist" Section

a. Upload each of the relevant Mandatory documents
   i. You can view the version you uploaded under the **Grantee Document Link** column. If you need to upload a newer version of a document, you can upload a new version, which will overwrite the previous one.

Supporting Documents Checklist

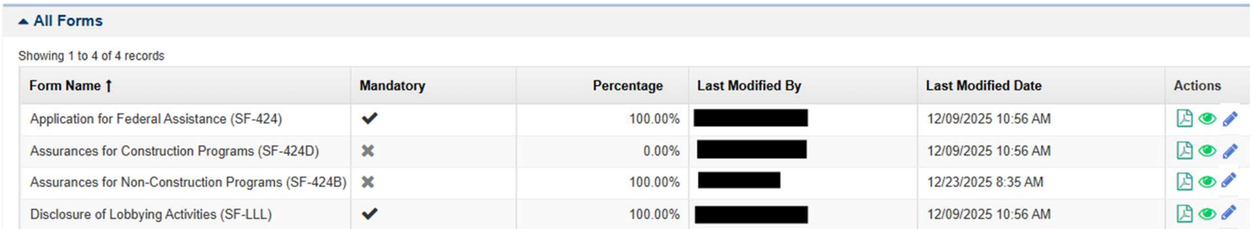
Description	Required	Template Link	Grantee Document Link
Authorized Official Resolution	Mandatory	View	Not Applicable
Debarment Suspension Cert - Form 1001	Mandatory	View	Not Applicable
Indirect Cost Rate Letter	Optional	Not Applicable	Not Applicable
Letters of Support	Optional	Not Applicable	Not Applicable
NEPA Intake Form	Mandatory	View	Not Applicable
Project Maps	Mandatory	View	Not Applicable
RLF Documentation	Optional	View	Not Applicable
SF424-cbw	Mandatory	View	Not Applicable

Note: Refer to the Program User Manual for additional information, including a list of required supporting documents.
Note: If NBRC provides a template, a link will be under the **Template Link** column to download the template.

22) "All Forms" Section

a. Fill out the two mandatory forms to 100%

b. Complete <u>one</u> of the optional "Assurances" forms.



▲ All Forms

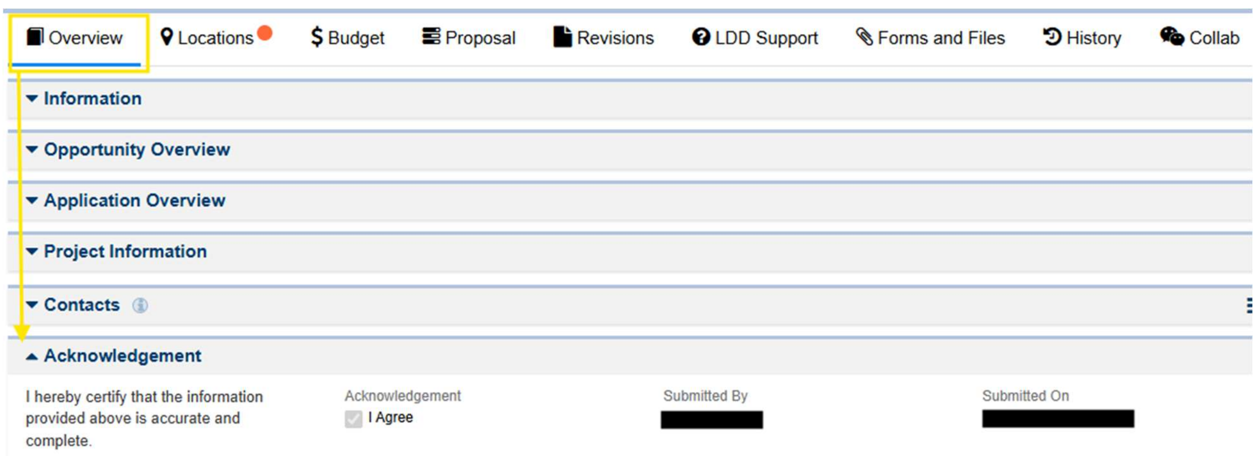
Showing 1 to 4 of 4 records

Form Name	Mandatory	Percentage	Last Modified By	Last Modified Date	Actions
Application for Federal Assistance (SF-424)	✔	100.00%	[redacted]	12/09/2025 10:56 AM	
Assurances for Construction Programs (SF-424D)	✖	0.00%	[redacted]	12/09/2025 10:56 AM	
Assurances for Non-Construction Programs (SF-424B)	✖	100.00%	[redacted]	12/23/2025 8:35 AM	
Disclosure of Lobbying Activities (SF-LLL)	✔	100.00%	[redacted]	12/09/2025 10:56 AM	

Note: If your project is an Infrastructure project, please complete the **SF424D- Assurances for Construction.** If your project is Non-Infrastructure, please complete the **SF424B – Assurances for Non-Construction.**

Completing the Application – Overview Tab – Acknowledgement

Once you are ready to submit the Application, navigate to the **Overview** tab.



23) "Acknowledgement" section

a. Click Edit button at the top or bottom of the page

b. Review the text and click the "I Agree" check box.

c. Click the **Save** button on the top right-hand side of the page.

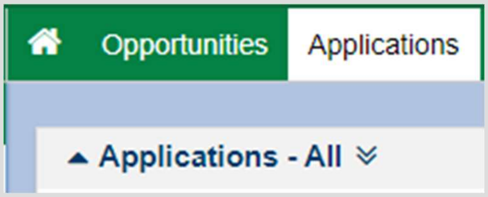
24) Click Submit Button at the top or bottom of the page

a. Once your organization is ready to submit, click the **Submit Application** button. You will receive a confirmation message. Click **Yes** to complete the Application submission process.

Note: Only Contacts marked as "Primary" on the Organization Profile will be able to see and press the Submit button. See "Manage Your Organization's Account and Contacts" guidance on NBRC's resources page for more details: https://www.nbrc.gov/content/administration

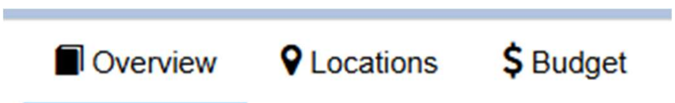
Note: Once you submit the application, you will no longer have edit access to the application.

Note: If you have entered all information correctly, you will receive a message indicating your application has been successfully submitted. If not, you will need to correct the errors before you can submit. You won't receive an email confirmation, but you can check the status of your application any time by going to the Applications tab and selecting Applications – All



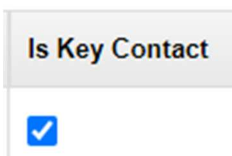
Common Error Messages

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 Tab - Specify at least one contact as Key Personnel for Application."

Resolution:

1. Scroll down to Contacts section
2. Click the blue Edit icon ()
3. Make sure one or more contacts is checked
    a. 

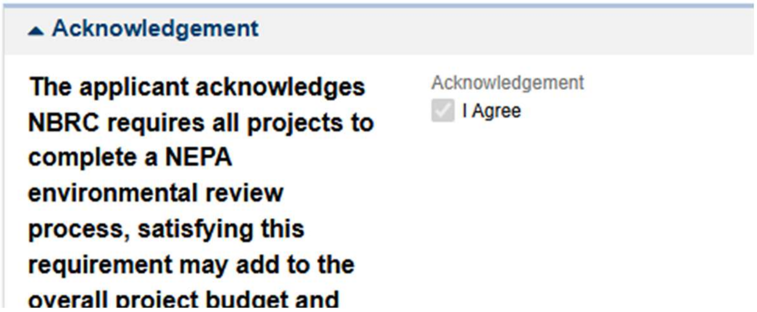
4. Click "Save"

"Overview Tab - Enter an Acknowledgement for project cost before submitting this Application"

Resolution:

1. Scroll down to Acknowledgement section
2. In Edit mode (

), check the box shown below



“Locations Tab - Provide Target Values for all Key Performance Indicators.”

- Locations Tab - Provide Target Values for all Key Performance Indicators.

Resolution:

1. Scroll down to Key Performance Indicators
2. Click the Edit icon ( )
3. Make sure each line has a number listed under the Target column (put 0 if that metric is not applicable to your project)

Target	Actions
0	
10	
0	

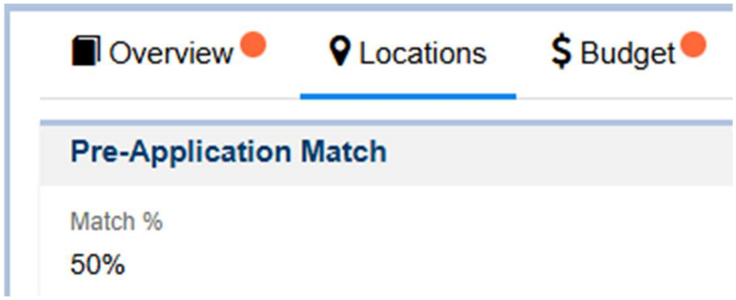
“Budget Tab - Budget Periods Section: The total of your listed match and cost share funds (Sum of the “Other Federal Share”, “Applicant Match”, “Other” columns) does not meet the minimum required amount…”

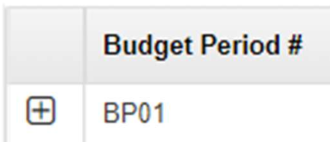
- Budget Tab - Budget Periods Section: The total of your listed match and cost share funds (Sum of the “Other Federal Share”, “Applicant Match”, “Other” columns) does not meet the minimum required amount established by the 'Match %' listed on the Locations tab. You must reduce the “NBRC Share” or increase the amounts from other sources to clear this error.

Issue: Your budget isn’t showing the minimum required match amount and you need to tweak either your NBRC request amount or your other sources of funding

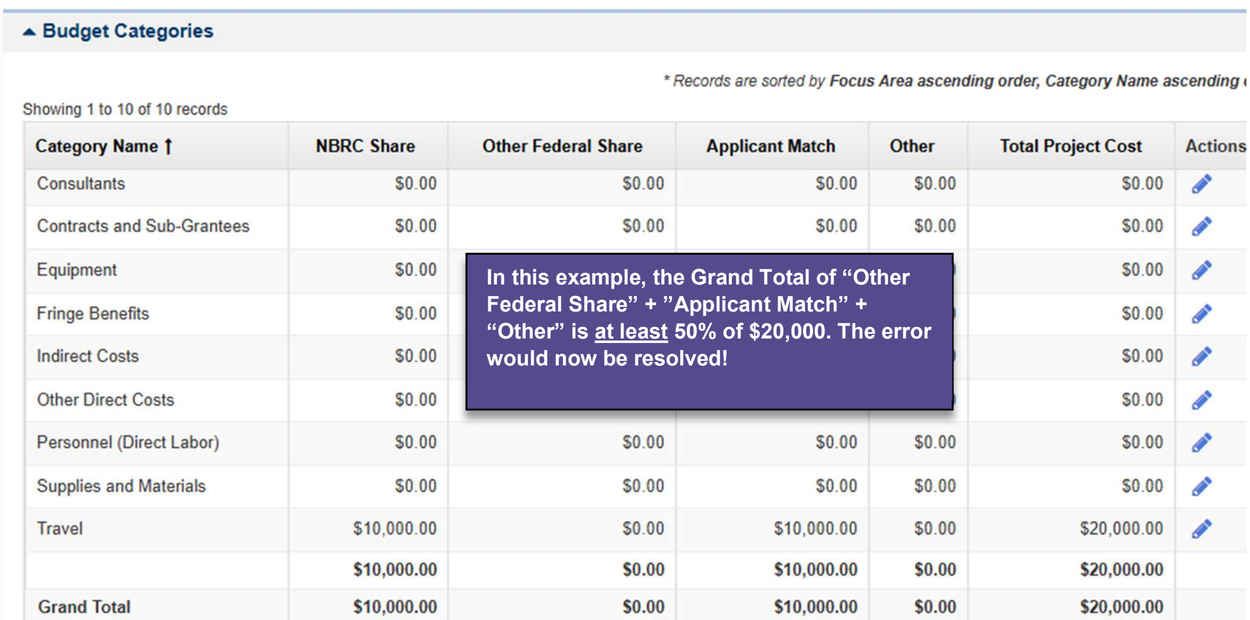
Resolution:

1. Go to Locations tab, look under Application Match and note your match rate
    a. For example: 50%



2. Return to your budget (Budget tab > Budget Periods section > Click ⊞ to open your budget table )

3. Review the Grand Total line of your budget and check that the following is true: *(Other Federal Share + Applicant Match + Other)* <u>*is greater than or equal to*</u> *(Total Project Cost x Match percentage)*



▲ Budget Categories

** Records are sorted by **Focus Area ascending order, Category Name ascending***

Showing 1 to 10 of 10 records

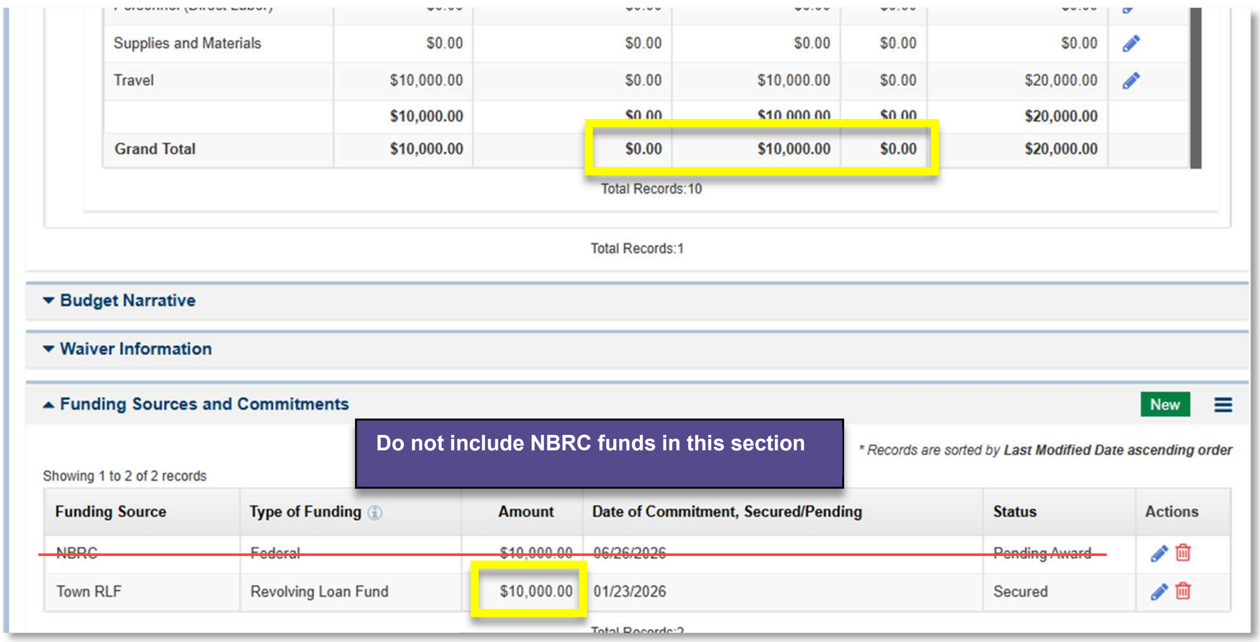
Category Name ↑	NBRC Share	Other Federal Share	Applicant Match	Other	Total Project Cost	Actions
Consultants	$0.00	$0.00	$0.00	$0.00	$0.00	
Contracts and Sub-Grantees	$0.00	$0.00	$0.00	$0.00	$0.00	
Equipment	$0.00				$0.00	
Fringe Benefits	$0.00				$0.00	
Indirect Costs	$0.00				$0.00	
Other Direct Costs	$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	$10,000.00	$0.00	$10,000.00	$0.00	$20,000.00	
	$10,000.00	**$0.00**	**$10,000.00**	**$0.00**	**$20,000.00**	
Grand Total	**$10,000.00**	**$0.00**	**$10,000.00**	**$0.00**	**$20,000.00**	

“Budget Tab: Please ensure that the total funding sources and commitments listed matches total amount of match listed in the budget table…”

- Budget Tab - Please ensure that the total funding sources and commitments listed matches total amount of match listed in the budget table (Other Federal + Applicant Match + Other)

Resolution:

1. Scroll down to Funding Source and Commitments section
2. Make sure that the total under Amount equals the total of the non-NBRC columns in your budget
    a. **NBRC share should not be included in the Funding Sources and Commitments table**



“Budget Tab - Budget Periods Section: The Total Federal Share (“NBRC Share” + “Other Federal Share”) is greater than 80% of the total project costs…”

- Budget Tab - Budget Periods Section: The Total Federal Share (“NBRC Share” + “Other Federal Share”) is greater than 80% of the total project costs (see 40 USC 11506 (e)). You must reduce “NBRC Share” or “Other Federal Share”, OR you must increase the amount(s) in “Applicant Match” or “Other” columns to clear this error.

Issue: Your project is currently over 80% federally funded and you need to tweak either your NBRC request amount or your other sources of funding

Resolution:

1. Return to your budget (Budget tab > Budget Periods section > Click to open your budget table

	Budget Period #
	BP01

)
2. Review the Grand Total line of your budget and check that the following is true: *(NBRC Share + Other Federal Share)* *<u>is less than or equal to</u>* *(Project Total x 80%)*

“Proposal Tab - [any text field] - Data value too large. (max length=5000)”

- Proposal Tab - Technical Proposal Section - Economic Impacts cannot be more than 5000 characters
- Proposal Tab - Technical Proposal Section - Capacity & Qualifications cannot be more than 5000 characters

Issue: You may have pasted content from a Word document. That content will have additional ‘invisible’ formatting characters—such as 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. Delete the content from the field in the GMS and click Save
3. Click Edit and copy/paste the unformatted content back into your application
4. Re-format your content as needed using the tools within the GMS

“Forms and Files - All mandatory forms must be 100% completed.”

- Forms and Files Tab - All mandatory forms must be 100% completed.

Resolution:

1. Scroll to All Forms section
2. Mandatory forms will have a checkmark under the Mandatory column; each field with an orange triangle ( ) must be filled out.

Form Name ↑	Mandatory
Application for Federal Assist...	✔

3. Optional forms will have an X under the Mandatory column
    a. However you must complete one of the “Assurances…” forms, whichever is relevant to your project
4. For the SF-LLL, if you are not registering as a lobbyist, you will need to fill out many of the fields with “N/A” – See our resources page for a sample form
5. You can confirm a form is 100% complete by reviewing the Percentage column

Percentage
100.00%