GovGrants: Creating and Submitting an Application



Table of Contents

Table of Contents
APPLICATION PROCESS
Reviewing Available Funding Opportunities in GovGrants3
Initiating the Application Creation4
Requesting LDD Support (Optional)5
Completing the Application – Overview Tab6
Entering Project Locations within the Application – Locations Tab
Completing the Application – Budget Tab10
Completing the Application - Proposal Tab13
Completing the Application – Forms and Files Tab
Completing the Application – Files Tab – Supporting Documents and Attachments 13
Completing the Application – Overview Tab – Acknowledgement



APPLICATION PROCESS

NOTE: Before beginning your application, we strongly encourage you to review any feedback in your **invitation to apply, the Program User's Manual** (located at the bottom of the Program page) and your **State and Regional Economic Development Strategies** (located on the Resources page). The **Program Areas** and **Resources** pages on the NBRC website have loads of resources to help you out!

Reviewing Available Funding Opportunities in GovGrants

- 1) Navigate to <u>https://nbrcgrants.my.site.com/ApplicantLanding?username=null</u> to access the grantee portal.
- 2) Enter your **Username** and **Password** and click the **Login** button to access GovGrants.

Northern Border Regional Commission	Username Password Forgot Password? Login Register
and the second sec	A A A A A A A A A A A A A A A A A A A
Welcome to the Enterprise Grants Management System (EGMS), a "one-stop shop" for the grant proc If you need to register your Organization/State Agency, click the Register button. If you have a Username and Password, log in by clicking the Login button in the upper right corner.	ress.
Contact Us	
Northern Border Regional Commission James Cleveland Federal Building, Suite 1501 53 Pleasant Street Concord, New Hampshire 03301 Phone: (603) 369-3001	
	AR MAN
GovGrants Accessibility Polic	y Privacy Policy Disclaimers

Figure 1:Accessing the External Portal



Initiating the Application Creation

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

Northern Border Regional Commission	Enterpri	ise Grants	Management Syst	em					Grants Portal 🗸	· 🕘 •
<	🕋 Орр	ortunities A	pplications							
Q Search -	A Pen	ding Tasks	Assigned To Me)							=
Search Q	Search	h	Q	٢						T
All	Showing	g 1 to 1 of 1 rec	ords							
All	EGMS	ID	Task Type		Subject	Created By	Due Date	Status	Actions	
📑 Tasks –	PR-NE	3RC-0095	Create Application	n	Create Application for F	Adrianne Harrison	05/03/2024	Not Started		
Application Tasks						Total Records: 1			3	
Pending Tasks	_								-	_
Completed Tasks	A Pen	ding Tasks	Assigned By Me) 🕕							_
📁 Activities –	Search	h	Q	(i)						~
Applications –										_
Pre-Applications	EGMS	D .	Task Type	Subject	t		Assig	ned To	Due Date St	atus
Applications						No records found				
Revisions										_
Recently Viewed -										
Catalvst Program Spring 2										

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

Northern Border Regional Commission	Enterprise Grants Management System	Grants Portal 👻 🔔 🗸
<	Applications	
Q Search -	Pre-Application Catalyst Program Spring 2024	Create Application
Search Q	EGMS ID Status PR-NBRC-0095 Accepted	Pre-Application Due Date 03/22/2024
📑 Tasks –	For more details related to the programs, please Click here	
Application Tasks – Pending Tasks Completed Tasks	Created Submitted Accepted	Converted to Application
Activities -	Overview QLocations Sudget Forms and Files DHistory Collab	
Applications – Pre-Applications	Applicant Information	

Figure 2: Create Application from Accepted Pre-Application

Note: The Create Application pop-up window will open.

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

Northern Border Regional Commission	Enterprise	Create Application		×	Grants Portal 🗸 😦 🗸
earch –	Opportu Pre-Applicati			Save and Continue	Create Application
ch Q	EGMS ID	Application Information *Application Title			Application Due Date i0/2024 4:03 PM
asks – ^j asks –	- 🏹 - Fior ma	MERC 20002 1217700-01. (2.4			
nding Tasks – mpleted Tasks	Please not profile. If y		Sa	ave and Continue	a UEI please update your organization
ctivities –					
anization –		Created Submitted	Accepted		Converted to Application

Figure 3: Create Application – Pop-up Window

- Note: After clicking Save and Continue, the application will be created. Please take note of the application GovGrants 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.
- **Note:** Now that the Application is created, the Application is always accessible from the Applications module in the top navigation panel.

Northern Border Regional Commission	En	Enterprise Grants Management System								
<		Opportunition Applications	Grants	Monitoring	Closeout					

Requesting LDD Support for Your Application (Optional)

				* Rec	quired to Save	A Required	to Submit
Overview	Locations	\$ Budget	O LDD Support	Forms and Files	History	+	
▲ Local Develo	oment District S	upport				New	≡



- → 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 8 for further guidance.
 - a. More information about LDDs and how to find yours: https://www.nbrc.gov/content/local-development-districts

Note: Forest Economy and Timber for Transit applicants have the option to utilize LDD assistance, but are not required to utilize an LDD unless otherwise specified by NBRC within the invitation to apply.

- 6) Click the **New** button to add a row to the table.
- 7) Under the **Reviewer** name column, enter your LDD's name (the system will filter the list for the available LDDs).
- 8) Enter the Description and Due Date for the support.
- 9) Once complete click the section Save button.

Ove	ervie	ew Cocations	\$ Budget	Proposal	I OLDD Support Sorms and Fi		D History	+
Loc	al D	Development District	Support					New
	#	Reviewer Name †	Organization	Description	Due Date	Allow Record Editing	Status	Actions
Ð	1	Stacey Austin	NBRC	test	04/16/2024	Yes	Created	/ C û

10) Once complete click the **send for review** (^C) icon.

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

		hile the LDD is accessing the applic u can override their LDD task by clic		
J TESTING ALL_CLH			Edit Complete Review	=
32	Status Submitted for LDD Review	Application Due Date 05/31/2024 4:04 PM		

Completing the Application – Overview Tab

→ Review the "Information" section to confirm the information, including the Organization Type and UEI number are listed and correct. Hint: Check the Invite to Apply letter you received from NBRC. It may contain specific items you need to address.



ote: Information in th	e sections below will	be pre-populated from	the pre-application.	
Application Overview	V			
*Application Title		ds Requested (1),000.00	Total Project Amount (1) \$25,000.00	
A Does this application have a	a co-applicant?			
No	~			

- **11)** Scroll down to the **Application Overview** section and answer the following question a. Does this application have a co-applicant? (Yes/No)
- 12) Once you have entered the Information within the **Application Overview** section, scroll down to the **Project Information** section, and enter the following Information. **Be sure to reference the Program User Manual for detailed instructions on the information to be collected here.**
 - a. Enter the **Project Abstract**. This should be a <u>brief</u> description of your project
 - b. Enter the Project Goals & Outcomes.
 - c. Enter the Project Beneficiaries & Community Context.
 - d. Enter the Statement of Need.
 - e. Enter the Program Investment Priorities.
 - f. Enter text describing if you Have you previously received NBRC funds? If yes, please provide all NBRC grant number(s).
 - g. Select a response for **Does this project serve a rural community with a population of less than 5,000**?
 - h. Provide a response for Does this project benefit an underserved community?
 - i. Select a response for Which of these is most applicable to the applicant organization?



Figure 4: Application – Overview Tab – Project Information



- **13)** Once you have entered the Information within the **Project Information** section, scroll down to the **Contacts** section and enter the following Information.
 - a. The system will populate the Project Director/Manager with your organization's Authorized Representative. Next, click the Edit () icon under the Actions column and click the checkbox under the Key Contact column.

▲ Contacts ⓐ				Ne	ew Associate						
o add a new co-applicant, please click the New button and enter the co-applicant contact details. If you are associating a co-applicant, you have previously added within an application in GovGrants, click the Associate button and select the co-applicant.											
	plication, click the Ass	ociate button and select the LDD co	ntact.								
Showing 1 to 1 of 1 records											
Project Role	Name †	Email	Is Key Contact	Is User	Actions						
Project Director/Manager	Project Director/Manager Jinu Mathew deepika456@yopmail.com X ✓										
		Total Records:1									

→ All Catalyst applications that are not a state agency or do not have an approved LDD waiver need to add an "LDD Contact" to the Contacts section. Likewise, Forest Economy and Timber for Transit program applicants choosing to utilize LDD assistance must associate an LDD Contact under the Contacts section. To associate the LDD supporting your organization, click the Associate button to open the Associate Contacts pop-up window and locate the LDD.

ern Border nal Commission	Enter	Associa	ate Contacts					×	Grants Portal 🗸
•	: 🕋 c	▲ Co	ntacts				Add	=	
		Showin	ig 1 to 3 of 3 records						
Q			Full Name	Туре	Email	Is User	LDD User		w Associate
~	a		Mathew Perry	Recipient	mathew.perry.qa@	×	5	co-applicant,	you have previously
	Te		Jane Smith	Reviewers	jane.smith.nbrc.qa	×	Yes		
	_ S		Mary Beth	Reviewers	mery.beth.nbrc@yo	×	Yes		
S				Is User	Actions				
asks								~	۹ 🏈 🔍
	100	_	_	_	Iotal Recor	as:1	_	_	
		_	_	_	iotai Recor	as:1	_	~	

Figure 5: Application – Overview Tab – Contacts

→ Once you locate the LDD's name, click the checkbox to the left of the 'Full Name' column. Once complete, click the Add button. Under "Project Role" make sure the contact is listed as an "LDD Contact".

14) Navigate to the Locations tab.



Entering Project Locations within the Application – Locations Tab

Overview 🗕	♥ Locations	\$ Budget ●	Forms and Files
Pre-Application	Match		
State			
Available NH NY VT County	Chosen ME		
Available ME - Androsco ME - Aroostoo ME - Franklin	oggin 📲 💌 🗖	osen 🔺	

15) Navigate to the Applications Match section.

→ Select the State(s) And Counties. Only select states and counties where the project physically takes place. This will impact the required match rate. Do not select states and counties that will be indirectly served by your project.

Note: Once complete, scroll to the top of the page and click the **Save** button. After clicking save, the system will calculate your match percentage. Scroll up to the top of the page and click the **Edit** button.

Entering the Investment Locations – Locations Tab

Investment Lo	cations			New
	nsus tool, and include "invali		alid" and "invalid" locations may be u	ist all projects locations and attempt to sed when associating KPIs. e sorted by Last Modified Date ascending ord
Showing 0 to 0 of 0 re	cords			
Showing 0 to 0 of 0 ree Street	City	State	Zip Code	Status

16) Click the New button to add rows to the investment locations table.



* Records are sorted by Last Modified Date ascending order

Street	Cit	ty	State	Zip Code	Status	Actions
Field is required	Fiel	ld is required	Field is required	Field is required	Created	×
		1	No Records Found			

17) 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.

Showing 1 to 1 of 1 records

Street	City	State	Zip Code	Status	Actions
45335 Vintage Park Plaza	Sterling	NH	60065	Created	o 🔊 🛍

18) After entering the address, click the Verify icon under the actions column.19) Once verified, scroll down to the Key Performance Indicators section.

Note: If your location cannot be verified, it is ok, and you can move to the next step.

Showing 1 to 2	of 2 records						
EGMS ID	Domain	Title †	Unit of Measurement	Measure	Orientation	Target 🚺	Actions
KPI-0002	Economic Development	NBRC_KPI	Dollar (\$)	Dollars	Increase		۷ 🎻 🔍
KPI-0001	Building	Test	Distance (Miles)	esdszx	Increase		۷ 🎻 👁

- 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.
- **20)** Click the associate location (\square) icon under the actions column.
- 21) When the window opens, click the **checkbox** to the left of the location and click the **Associate** button.

Completing the Application – Budget Tab

Note: Information in the sections below will be pre-populated from the pre-application. Your budget information in steps 26-30 must line up with what is detailed in the SF-424cbw you will upload as part of step 34.

22) Navigate to the Budget Periods section. Click the plus (¹⁾) icon to expand the table and view the budget categories.



Budget Summary		us-	
ward Floor 🕕	Award Ceiling 🧊	Funds Requested	Total Project Amount 🕕
\$1,000.00	\$10,000.00	\$0.00	\$0.00
-	s		
Budget Periods Showing 1 to 1 of 1 record Budget Period		Start Date †	End Date

Figure 6: Application – Budget Tab

→ Within the Budget Periods section, navigate to the Budget Categories table and click the Edit icon under the Actions column for each budget category to populate the requested budget. The Budget Categories table must align with the SF-424cbw detailed budget (which you will upload to the Supporting Documents Checklist), the Funding Sources table (for non-NBRC share only), and the SF-424 Application for Federal Assistance. If the total match and cost share provided in the Budget Categories table do not align with the amount provided as match and cost share sources in the funding table, you will receive a common error message when you try to submit your application. Hint: NBRC share column is referred to as the "HUD Share" in the SF-424cbw.

 ng 1 to 1 of 1 records						
Budget Period #		Start Date 1			End Date	
BP01		07/01/2024			12/31/2026	
Budget Categories						Ξ
Showing 1 to 10 of 12 records		* Records are so	orted by Focus Area as	cending ord	ler, Category Name asc	
Showing 1 to 10 of 12 records						e 1 of 2 🍽
- · · ·	NBRC	Other Federal	Applicant			
Category Name †	Share	Share	Match	Other	Total Project Cost	Actions
Category Name T Focus Area : Standard Focus A	Share			Other		Actions
	Share			Other \$0.00		Actions
Focus Area : Standard Focus A	Share rea \$0.00	Share	Match		Cost	Actions
Focus Area : Standard Focus A Administrative and legal expense	Share rea \$0.00	Share \$0.00	Match \$0.00	\$0.00	Cost \$0.00	•
Focus Area : Standard Focus A Administrative and legal expense Architectural and engineering fee	Share rea \$0.00 \$0.00	Share \$0.00 \$0.00	Match \$0.00 \$0.00	\$0.00 \$0.00	Cost \$0.00 \$0.00	# #

Figure 7: Application – Budget Tab - Budget Categories Section



- 23) Once you have entered the requested budget for the project, navigate to the **Budget Narrative** section and enter the following Information.
 - a. Enter 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.

Note: Keep your formatting simple – tables and graphics are not well supported in the text boxes.

▲ Budge	et Narra	ative		
A Justifica Incl 		1		expense over \$5,000 included in the budget table above, otherwise add N/A.
* 6	-	* Q	¢a ፼ f	₩,-) == = Ω Σ B I <u>U</u> 🖋 I _x
	+: =:	·E 99		E = N ¶ (Styles - Format - Font - Size - ?
				Justify

Figure 8: Application – Budget Tab – Budget Narrative

→ Once you have entered the budget narrative for the project, navigate to the Waiver Information section. All waivers were required at the preapplication stage – you may not request a waiver during the application stage. Waiver approvals were sent by e mail to your Authorized Official and may also be found under the Collab Tab in the Messages section where you can download a copy. If you received an LDD waiver, please upload a copy to your application in the Files Tab section as a Supporting Document.

 Funding Sources 	and Commitments			New
			* Records are sorted by Last Modifie	d Date ascending or
Showing 0 to 0 of 0 record	S			
Funding Source	Type of Funding 🕦	Amount	Date of Commitment, Secured/Pending	Status

Figure 9: Application – Budget Tab – Funding Sources

- → Once you have entered the Waiver Information, navigate to the Funding Sources and Commitments section, and enter the funding sources (non-NBRC share only). This section is required for submitting your application. Note: if NBRC share is included in the Funding Sources and Commitments table, the applicant will receive an error message upon attempting to submit the application.
 - a. Click the **New** button to add a row to the table.
 - b. Populate the information and click the section **Save** button.



> Once you have entered all of your funding sources, navigate to the **Proposal** tab.

Completing the Application - Proposal Tab

The information in each of these questions is populated from your preapplication. Please review your responses, make any necessary updates and address the feedback you received in your preapplication response letter which was sent to your Authorized Official. Please limit your responses to plain text – tables and complicated formatting can result in error messages.

Overview 🖲	♥ Locations	\$ Budget	E Proposal	★ Responsibilities	Forms and Files	3 History	+ - ^{[h}
Technical Propos	sal						
	lanation of the appr		ology that will be used on completing this se		and the expected outcomes ar	d outputs.	
Economic Impacts Economic Impa state, or region 		not limited to impa	acts on: jobs, employi	nent, entrepreneurial activi	ty, and wage growth. Economi	c impacts should be o	consistent and, where possible, supported by feasibility studies, and/or local,
					rovide a detailed milestone sc ructions on completing this se		n of the project, along with an explanation of the applicant's ability to complete the

Completing the Application – Forms and Files Tab

24) Once you have completed the **Proposal** tab, navigate to the Forms and Files tab. **25)** Complete each form within the **All Forms** section.

Note: If your project is an Infrastructure project, please attach <u>SF424D</u>- Assurances for Construction. If your project is Non-Infrastructure, please attach <u>SF424B</u> – Assurances for Non-Construction

All Forms					
nowing 1 to 2 of 2 records					
Form Name †	Mandatory	Percentage	Last Modified By	Last Modified Date	Actions
Assurances for Construction Programs	✓	0.00%		04/08/2024 11:59 AM	🔎 👁 🖋
Assurances for Non-Construction Prog	~	0.00%		04/08/2024 11:59 AM	🔎 👁 🖉

Completing the Application – Files Tab – Supporting Documents and Attachments

Adding Supporting Documents

26) Once you have returned to the main application, navigate to the Files Tab, and scroll down to the Supporting Document section. Here you can add any supporting documents specified for the funding opportunity. Refer to the program user manual, "Part III. Application Requirements" for additional information, including a list of required supporting documents.



Search Q					
				* Records are sorted by Last Mod	dified Date ascending
Showing 1 to 2 of 2 records	Pequired	Statua	Tomplata Link	Subracipient Decument Link	Actions
-	Required	Status	Template Link	Subrecipient Document Link	Actions
Showing 1 to 2 of 2 records Description Certification for Local nonprofit organization	Required Mandatory	Status Active	Template Link Not Applicable	Subrecipient Document Link Not Applicable	Actions



• Note: If the funding opportunity specifies supporting documents, this section will be populated with mandatory or optional documents. If NBRC provides a template, a link will be under the **Template Link** column to download the template.

Adding Attachments

- **27)** If there are additional attachments required or support the application, navigate to the Application **Files** section to add the attachments.
- 28) Click the Add Files button to open the Add File pop-up window and add an attachment.
 - d. Within the window
 - i. Select the Classification
 - ii. Choose a file from your computer
 - iii. Enter a description
 - e. Click the Upload button



Add File		x Grants Portal ∽
Upload File from Computer	Upload File from Library	
Classification		
Select file classification		÷
* Upload File		
	Choose a File OR Drag it here	
Upload single file up to 2 GB		ad Date ascending o
Description		
		Actions
		Upload Cancel
▲ Application Files		Add Files
		* Records are sorted by Last Modified Date ascending of
Showing 0 to 0 of 0 recor	ds	

Figure 11: Application – Files Tab – Application Files

Completing the Application – Overview Tab – Acknowledgement

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

Completing the Attestation

29) On the Overview tab, navigate to the **Acknowledgement** section, review the text and click the "I Agree" check box.

▲ Acknowledgement			
I hereby certify that the information provided above is accurate and complete.	Acknowledgement	Submitted By	Submitted On

Figure 12: Application – Acknowledgement

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

Submitting the Application

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

- 31) 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: 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					
*	Opportunities	Applications			
-	▲ Applications - All ⊗				