00:12:48   Sarah Demers: Good morning everyone, thanks for joining us! All of the resources we talk about today are located on our Resources webpage: https://www.nbrc.gov/content/resources   You may want to book mark this site if you haven't already.
00:14:28   Sarah Demers: Our Program Areas webpage has links to each of the Program Manuals which contain everything you need to know about what should be included in your application. https://www.nbrc.gov/content/program-areas
00:18:48   Heidi Ames: Do we need to specifically add LDD contacts already in the system to our individual applications?
00:19:51   JOEY HORTON: Under the LDD Support tab. If we add our local reviewer and a due date, do they have to review the application to be submitted? Or this just is optional for them?
00:20:05   Devin O'Brien: With an "invalid" investment location response, in a "valid" location, I tried putting in the latitude and longitude as described in the guidance and still am having issues getting validated - any guidance here?
00:20:06   Julie Aldrich: Is it ok to list intersections vs. addresses since this is a water development project with connections at intersections.
00:20:25   Julie Aldrich: Yes, I too tried using latitude and longitude.
00:20:33   Katen Peters: My address of the project is still validating?
00:20:59   Kyla Meltzer: Hi! Will this presentation go over the specifics of the SF-424, workplan, etc or just navigation of the system? I've been wondering what the expectation is for the outcomes/outputs in the workplan. For example- do we need to include outcomes AND outputs for ALL tasks, including NEPA, construction bids, etc?
00:21:02   James Siragusa: Where on Form SF424 do we put in the LDD? Are they consultants or does that go under contracts and sub-grantees?
00:21:09   Julie Aldrich: I could not add figures in those fields.
00:21:10   Sarah Demers: Replying to "Do we need to specif..."

If you want your LDD to review your application prior to submission, then yes, you will need to add the person listed in our system. You can also invite people from within and outside your organization to review and work on your application by setting them up as a contact and inviting them.
00:21:11   Aimee Green: Do the KPI's need to total 100% for all or per KPI?
00:21:43   Ilen Oppenheim: What if your project is in a single location but its impact is broad and affects many surrounding areas?
00:21:57   Devin O'Brien: So what if my location comes back as invalid and I can't associate a KPI with it?
00:22:33   Marina Bowie | NBRC Team: Replying to "Under the LDD Suppor..."

They do not need to review the application in order for you to submit. It's an optional review step, which does not inhibit you from moving forward with submission.
00:23:13   Mary Thill: Replying to "What if your project..."

Similar question: what is the definition of community in number of "communities improved"
00:24:22   Kyla Meltzer: In the SF-LLL: is N/A an acceptable answer for the lobbying contact if we are not going to be lobbying? And for the SF-424, what is the appropriate answer for the EO 12372?
00:24:47   Sarah Demers: Replying to "Do the KPI's need to..."

No. The KPIs all have different measurements and you need to fill in the correct measurement. You can refer to the program manual for a description of each of the KPIs. In the manual they are called Outcomes and Outputs.
00:24:59   JOEY HORTON: Same sort of question as Kyla. Disclosure of Lobbying Activities (SF-LLL) – States it is mandatory on the application yet we do not conduct lobbying so how do we complete?
00:25:16   Adrianne Harrison | NBRC Team: Replying to "In the SF-LLL: is N/..."

For the SF-LLL, yes, you can enter N/A for the fields that do not apply. There is a sample on the NBRC resources page as well.
00:25:35   Sarah Demers: Replying to "What if your project..."

We understand projects have far reaching impacts, however we are interested in the actual location of where the work will occur.
00:25:40   Diana Cihak: We are in Niagara County and there is no LDD assigned. We submitted a waiver anyway. Will we be able to submit without LDD review information - if not what should we do?
00:26:14   Susan Repplier: Hi, I uploaded our IRS Determination Letter but there is no way to View it…. How do I make sure it is there?
00:26:30   Sarah Demers: Replying to "Same sort of questio..."

There is a sample located on our Resources website. PLease review that form.
00:26:32   llen Oppenheim: JOEY, I had same issue, Fill it out and out "N/A "In all the boxes; you add text saying "No Lobbying action taken" in one of the address boxes.
00:27:17   Sarah Demers: Replying to "We are in Niagara Co..."

LDD review is NOT required. Please remember to upload your LDD waiver approval as a supporting document to your application.
00:27:18   Amy Catania: Is it possible to delete files that were previously uploaded?
00:27:52   James Siragusa: In the technical proposal section, is it okay to repeat what we already have in our Project Information section in the Overview?
00:28:17   Jesse Moriarity: Replying to "In the technical pro..."

Same question! Or do we move it over to the technical proposal section.
00:28:47   Marina Bowie | NBRC Team: Replying to "Is it possible to de..."

You can upload a new file, which will overwrite the original.
00:29:07   Diana Cihak: Replying to "We are in Niagara Co..."

Thank you
00:29:52   Amy Catania: Replying to "Is it possible to de..."

OK, the old ones still show up in the library though. Just want to make sure the right one gets reviewed
00:29:53   Brian Bell: Any advice on non responsive LDD reviewers. We understand that early contact is favorable in the points system.
00:30:04   Sarah Demers: Replying to "In the technical pro..."

Part III of the Program Manual provides guidance on this.
00:30:48   Diana Cihak: Replying to "In the technical pro..."

I'm gonna push back a little on that... I felt like it was pretty vague....
00:31:02   Amy Catania: We were told to include NEPA costs in the budget, but these would be incurred before we have order to proceed, so isn't this expense ineligible?
00:31:07   Sarah Demers: Replying to "Any advice on non re..."

You should feel free to contact them directly, however, you will not be penalized if the LDD does not complete the review.
00:31:11   James Jutras: Where do letters of support go? Forms and Files / Application Files?
00:32:32   Sarah Demers: Replying to "We were told to incl..."

NEPA typically doesn't start before you receive a Notice to Proceed. If you are planning to start it prior to that, please reach out to admin@nbrc.gov so we can advise you on the [ros and cons of that approach.
00:32:36   Marina Bowie | NBRC Team: Replying to "In the technical pro..."

Please do not repeat the text already in the overview of your proposal. The technical proposal should expound upon the information already provided. We touched on this briefly during the application information session, which is recorded and online. Some applicants provided a lot of great content in the overview which does answer some of the questions in the technical proposal. You're welcome to reorganize, but please do not repeat information.
00:33:11   Diana Cihak: The sample Resolution states that the funds have been awarded. I am getting

push back on passing that Resolution in that format. So I am confused - do we offer what will be passed? Or do we edit it to add language that it is dependent on an award?
00:33:23   Amy Catania: Do we need to have an authorized signatory entered as a contract? and is that the person who needs to sign the SF-424?
00:33:23   Adrianne Harrison | NBRC Team: Replying to "In the SF-LLL: is N/..."

For the SF-424, the answer for EO 12372 is no.
00:33:37   Kyla Meltzer: Replying to "In the SF-LLL: is N/..."

Thank you!
00:33:51   Julie Aldrich: USDA RD Loan would be considered Applicant Match not Other Federal correct?
00:34:17   Adrianne Harrison | NBRC Team: Replying to "Do we need to have a..."

Yes, the Authorized Official/Representative should be the sign the SF-424. These signatures must match or a revision will be requested.
00:35:15   Katen Peters: Can a State grant serve as matching? Where to put it on the form?
00:35:24   Kyla Meltzer: Silly question but on SF-424 and SF-LLL, should the name of federal agency be NBRC or HUD?
00:35:39   Adrianne Harrison | NBRC Team: Replying to "USDA RD Loan would b..."

Yes, a federal loan would be considered Other. Not applicant match because the funds are not coming directly from the applicant. Not Other Federal because it is not considered federal funding.
00:36:01   Adrianne Harrison | NBRC Team: Replying to "Can a State grant se..."

Yes, a state grant can serve as match. It can go under the Other column.
00:36:18   Sarah Demers: Replying to "Can a State grant se..."

Yes, State funds are a great source of match. Applicant Match is the appropriate place to list them.
00:37:02   Amy Catania: Replying to "Do we need to have a..."

Thank you. Is there any other place where the authorized Official representative should be signing as opposed to me, the project director?
00:37:08   Katen Peters: Replying to "Can a State grant se..."

Thank you!
00:37:14   Brian Bell: Reacted to "You should feel free..." with
00:37:42   Adrianne Harrison | NBRC Team: Replying to "Silly question but o..."

For the SF-LLL, the agency should be Northern Border Regional Commission. You can view the sample available on the NBRC resource page.
00:38:17   Julie Aldrich: if target is annual increase in revenue, but unknown what increase will be, what should we list (e.g., increase in revenue from tourism but we cannot yet quantify)
00:38:30   Christina DeLorenzo: If our Supporting Documents checklist is showing all optional, are we able to still upload LOS?
00:38:48   Adrianne Harrison | NBRC Team: Replying to "Silly question but o..."

For the SF-424, the agency is also Northern Border Regional Commission.
00:38:55   James Jutras: Where do letters of support go? Forms and Files / Application Files?
00:39:03   Mary Thill: On Forms tab, what is Notes field for?
00:39:10   Sarah Demers: Replying to "If our Supporting Do..."

Yes, you can upload additional documents not on the list. Please combine all LOS into a single file before uploading.
00:39:10   Julie Aldrich: Do you want copy of environmental reviews and resolutions that have already passed in support of the project uploaded?
00:39:18   Christina DeLorenzo: Replying to "If our Supporting Do..."

Thank you!
00:40:28   Kyla Meltzer: We are a nonprofit. We requested a Certificate of Status weeks ago but have not received it. Is it possible to send it in via email after Friday if it does not arrive in time?
00:40:30   Marina Bowie | NBRC Team: Replying to "Do we need to have a..."

The authorized official should sign all documentation for the project.
00:40:38   Sarah Demers: Replying to "Do you want copy of ..."

Please document those in your NEPA form. Please do not upload lengthy reports, but if you have a letter from another funder accepting a NEPA review, that would be useful.
00:41:33   Julie Aldrich: I just got my locations to work this morning. It didn't work last night. but ok now.
00:41:47   Marina Bowie | NBRC Team: Reacted to "I just got my locati..." with
00:41:53   Jesse Moriarity: Replying to "Hi! Will this presen..."

I have the same question about the outcomes and outputs for the workplace.
00:42:29   Mary Thill: Clarifying question: Work Plan Template. Where upload? Or don't upload and translate to text under "Project Readiness" under "Technical Proposal" tab?
00:42:50   Sarah Demers: Replying to "We are a nonprofit. ..."

This must be submitted with your application. Please contact admin@nbrc.gov with this question and we will try to help.
00:42:55   Katen Peters: If the location does not validate, I cannot associate the kpi
00:43:05   Jesse Moriarity: Replying to "Where on Form SF424 ..."

What I'm remembering from the last webinar was they go under contractors. Please correct me if I'm wrong.
00:43:09   Aimee Green: clarifying question re mandatory forms - if there is an X next to the form does that mean it is not required?
00:43:30   Sarah Demers: Replying to "clarifying question ..."

We are going to talk about forms next.
00:43:40   Aimee Green: Reacted to "We are going to talk..." with
00:43:49   Julie Aldrich: For Communities Improved - if two Counties, with 2 towns and one village within those 2 counties - is community improved 2 or 5?
00:44:46   Sarah Demers: Replying to "Clarifying question:..."

Your workplan does not get uploaded, it goes right into the GMS.
00:45:12   Emily McBath McBath: It was not explicit in the Manual that the Authorized Official Resolution would be Mandatory for the application. The Board approved the application but did not complete a resolution, will this be a problem?
00:45:18   Jesse Moriarity: Reacted to "Please do not repeat..." with
00:45:41   Sarah Demers: Replying to "It was not explicit ..."

The AO resolution is required at the time of application.
00:46:34   Emily McBath McBath: I think the manual should be updated to indicate that this is Mandatory for the Application.
00:46:44   Marina Bowie | NBRC Team: Replying to "Hi! Will this presen..."

Outcomes and outputs are for the project as a whole, and are not associated with individual budget line items like NEPA, etc.
00:47:15   Kyla Meltzer: Replying to "Hi! Will this presen..."

Thank you!
00:48:53   Diana Cihak: Replying to "It was not explicit ..."

Sarah, I had a question above about the format. Could you please offer guidance? Thank you!
00:49:24   Katen Peters: Can a grant manager be added into the grant?

00:49:43   Mary Thill: Replying to "What if your project..."

Thanks. This was just contradicted a little by Adrianne saying we should try to reflect broader reach. But she may be saying we do that in narrative section not in KPI for "communities improved" which requires a figure.
00:49:58   Ron Hickman: In the Disclosure of Lobbying Activities form it is showing 43% complete. Do I need to put N/A in Block 5 and 10 blanks to make it 100%?
00:50:08   Sarah Demers: Replying to "Can a grant manager ..."

Yes, you are able to add contacts. There is a how-to guide on our Resources webpage.
00:50:25   Marina Bowie | NBRC Team: Replying to "It was not explicit ..."

Diana, you do not have to use the AO resolution template we provide, but we will need an AO resolution. The sample is provided as guidance for applicants.
00:50:42   Sarah Demers: Replying to "In the Disclosure of..."

Please review the sample document on our Resources webpage.
00:51:05   Danielle Salisbury: Replying to "I think the manual..."

Agreed, we are running into this problem as well, our local legislative schedule did not align with the short application window.
00:51:36   shahong lee: Could you link this to the chat?
00:51:55   Ron Hickman: Replying to "In the Disclosure of..."

Ok, thanks
00:52:23   Diana Cihak: Replying to "I think the manual s..."

To Danielle's point, the salesforce generic email that said we moved on meant that the email was lost and we just discovered it after much digging through spam. So we are way behind....and the resolution is not going to get passed in time.
00:52:33   Aimee Green: Reacted to "Could you link this ..." with
00:53:57   Marina Bowie | NBRC Team: Replying to "Could you link this ..."

https://www.nbrc.gov/content/administration

Scroll down to "Additional GMS Guidance Documents"
00:54:24   Sarah Demers: Replying to "Could you link this ..."

You can find this on the Resources page of our website - link is at the top of the chat. The pdf link does not work as a standalone link.
00:55:54   Reeva Murphy: Logistical question. I am completing the application as the project manager. Do I download and upload all forms so that I can have the appropriate signatory sign them or should she come into the site and sign completed forms in the site?
00:56:21   Sarah Demers: Replying to "I think the manual s..."

Thanks for this feedback. We have definitely covered this in our information sessions, but can also make it clear in the Manual, The good news is that we will have a fall application round with pre-applications due September 6th.
00:56:59   Julie Aldrich: If our engineering firm is paid out of our funding, do we need to submit BID information? We do not Bid for the Town Engineer. We utilize one that is used regionally for these projects.
00:57:15   Brian Bell: When uploading to the files. How do we determine "Templates for Application" or "Others"
00:58:06   Aimee Green: Clarifying question - what if the Form is not seen in our list on the GMS as Mandatory or Optional?
00:58:16   Shannon Barsotti: Does a municipality need to include an IRS determination letter and certificate of good standing?
00:58:26   Julie Aldrich: On SF-424cbw if construction costs provided through contract do we list on contract line or all supplies in supplies, all other construction in construction?

00:58:32   Amy Catania: The 10% indirect cost rate is 10% of the total project budget, correct?
00:58:38   Marina Bowie | NBRC Team: Replying to "Does a municipality ..."

These are required for non-profits only.
00:58:49   Shannon Barsotti: Replying to "Does a municipality ..."

Thank you
00:59:33   Aimee Green: Regarding KPI's - when we hit "complete review" what does that do?
01:00:49   Emily McBath: SAM.gov is having issues and we have not been able to obtain a UEI, is this required for the application or can we provide it later?
01:01:08   Tiia Libin: Will this office hours discussion be uploaded on your webpage so I can review the first 20 min that I missed? Thanks!
01:01:10   Julie Aldrich: If SF424 has changed from pre-app now that we have to include LDD costs do we update that?
01:01:23   Elaine (Eli) Toohey: Reacted to "If SF424 has changed..." with
01:01:58   Marina Bowie | NBRC Team: Replying to "If our engineering f..."

You do not need to submit bid information with your application. Please note any contractors will need to be procured according to Federal Procurement Guidelines if the project is awarded funding.
01:02:07   Julie Aldrich: Reacted to "If SF424 has changed..." with
01:03:21   Jay Hardy: Where do we access the application checklist?
01:03:41   Sarah Demers: Replying to "Where do we access t..."

The Resources tab of our webpage. A link is at the top of this chat.
01:03:53   Reeva Murphy: If there's an X by the file name in the mandatory column - does that mean we do not have to submit it?
01:05:03   Jay Hardy: Replying to "Where do we access t..."

Got it — Thanks.
01:05:47   Reeva Murphy: @Aimee - same - not all of these documents are included in my GMS application. Do we just go with whats required on OUR screens
01:05:55   Reeva Murphy: YES
01:08:30   Isaac Wagner: Having trouble finding the application checklist you referenced earlier
01:09:38   Susan Repplier: Repeating question: For Communities Improved - if two Counties, with 2 towns and one village within those 2 counties - is community improved 2 or 5?
01:09:39   Sarah Demers: Replying to "Having trouble findi..."

At the top of the Resources page is a link to jump toGMS. It is in that section.
01:09:58   Marina Bowie | NBRC Team: Replying to "Having trouble findi..."

https://www.nbrc.gov/content/administration

Scroll down to "Additional GMS Guidance Documents"
01:10:31   Jesse Moriarity: Where do we go to calculate those inkind rate?
01:10:48   Jesse Moriarity: I'm in the inkind spreadsheet but I'm not seeing it
01:11:32   Malana Tamer-NBRC: Note that if your match rate is 50%, not every budget line item needs to show 50% match. The project total should reflect this rate.
01:12:25   Marina Bowie | NBRC Team: Reacted to "Note that if your ma..." with
01:15:32   Marina Bowie | NBRC Team: Replying to "Where do we go to ca..."

please email us at admin@nbrc.gov and we can provide this resource via email. We'll be sure it's made available on the website as well.
01:15:32   Heidi Ames: Thank you!!
01:15:39   Elaine (Eli) Toohey: Thank You, this has been great!!
01:15:39   Amy Catania: Thanks so much!
01:15:45   Mary Thill: Thanks!
01:15:52   Ruth Marquette: Thank you.