



Northern Border Regional Commission
2024 Spring Catalyst Program (SEID & IJJA)
Grant Opportunity **NOW OPEN**
SEE PAGE 3 for Guidance on Outlining your Pre-Application

ONE-ON-ONE PROJECT COACHING SESSION
WITH
NORTH COUNTRY COUNCIL

The 2024 Spring NBRC Catalyst Grant materials are now available at www.nbrc.gov.

Book a Project Coaching Session with the North Country Council.

Sessions provide an opportunity to review your entity eligibility, pre-application questions, application components, and project eligibility, discuss budget development, answer questions, and more!

North Country Council Project Development & Coaching
Book a session through the link below or
contact Michelle Moren-Grey at mmoren@nccouncil.org.

[Book a Session Today Click Here!](#)

Sessions are held on Zoom. Please remember to add the meeting to your calendar when prompted through the schedule.

Pre-Application for the Spring Round (**Required**) Due **March 22, 2024, by 5 p.m.**
Applications by Invite Due May 3, 2024, by 5 p.m.

- 2024 Catalyst **Program Manual** found [here](#).
- The NBRC hosted information session recording can be found [here](#).
- North Country Council hosted **Tips and Tricks** Number 1 Navigating NBRC's website found [here](#)
- **North Country Council hosted Tips and Tricks Number 2 Developing Your Pre-Application** found [here](#).
- NBRC 2024 Distress Criteria, for Towns in Grafton Country, take a look at page 12 to see if your community is identified as an **Isolated Area of Distress**. Criteria can be downloaded from [here](#).
- Measuring and Tracking Local Evaluation Metrics 2022 – By ConsultEcon, Inc. and ADG-Arnett Development Group can be found [here](#).
- Economic Strategies & Priorities
 - Northern Border Regional Commission Catalyst Investment Priorities found in the [program manual](#).
 - State of NH Economic Expansion & Recovery Strategy found [here](#).
 - North Country Comprehensive Economic Development Strategy (CEDS) [found here](#).

161 Main Street, Littleton NH 03561 | www.nccouncil.org

Copy and paste the following link into your browser.

https://scheduler.zoom.us/project_coaching_with_north_country_council/nbrc-project-coaching-with-north-country-council

ONE-ON-ONE PROJECT DEVELOPMENT COACHING AVAILABLE

Develop the Pre-Application Now!



Project Development Coaching Sessions offered by the North Country Council are intended to enhance your municipality's or organization's capacity to advance projects in the region.

PROJECT DEVELOPMENT COACHING SESSIONS AVAILABLE

How Can the North Country Council Help?

Idea brainstorming	Project support & development	Funding stack or match identification
Guidance on the application process	Review of grant requirements	Assistance with budget development
Assistance with budget development	Connection to data resources	Review of draft application material

If you would like assistance in developing a pre-application or have specific questions as you complete the pre-application.

Book a One-on-One Session Today!

NBRC SPRING Catalyst Grant Program is Now Open!

[NBRC Latest New!](#)
[Click Here](#)

Reminder that while NBRC's **Grant's Management System** or GMS is not quite open yet **do not delay** in starting your pre-application.

Steps you can take to ready your pre-application for the opening of NBRC GMS:

- Read the program manual front to back.
- Identify if your entity is eligible to apply, if the location of your project is in an eligible area, and if your project is an eligible use of funds.
- Determine how your project aligns with NBRC Priorities, State of NH Economic Expansion & Recovery Strategy, and North Country CEDS.
- Take a look at the Application Support Documents located here - <https://www.nbrc.gov/content/administration>.

If you have questions about aspects of a project you are developing, you need a brainstorming partner or information about funding sources.

Book a Session Today Click Here!

Contact Michelle Moren-Grey at mmoren@nccouncil.org



DEVELOPING YOUR PRE-APPLICATION

As NBRC is finalizing onboarding their new Grants Management System (GMS) it is currently not yet available to access.

Use the following guidance to work outside of the GMS system to develop waiver documentation, budget details, and responses to narrative questions. All information will still need to be entered/uploaded into NBRC's GMS when it comes online.

NBRC will announce when the GMS is available and post any updated resources on the Catalyst Program [here](#).

WHERE TO START?



Now that you have **determined the following**:

- Your entity is eligible applicant & co-applicant 2024 Program Manual Part I. Section B, I to II.
 - reminder you will need and EIN & UEI number
- Your project is in an eligible location see 2024 Program Manual Part I. Section A. VI to IX.
- Your project is an eligible purpose.

The **next steps** for developing pre-application materials outside of the online GMS system to be later entered into NBRC's GMS, before the March 22nd deadline are:

1. **Review the Waivers** (*Local Development District, Significant Benefit or 75% Prior NBRC Investment*)
 - Evaluate if one or more waivers are required for your project. Guidance is available in the Program User Manual (*Appendix D, E and F*).
 - Prepare the required waiver narrative and documentation for applicable waivers. Waivers can be found here (<https://www.nbrc.gov/content/administration>)

Approval of Waiver Documentation (if applicable)

Local Development District (LDD) Waiver – Catalyst Program Only
75% NBRC Prior Investment Expenditure Waiver
Significant Benefit Waiver

Budget Narrative

Found Here <https://www.nbrc.gov/content/administration>

Sample Pre-application and Application Templates:

[Authorized Official Resolution Info. & Samples](#)

Budget Narrative-

[Budget Narrative with Instructions](#)

[Budget Narrative with Instructions SAMPLE](#)

[SF-424cbw Sample](#)

[SF424cbw Instructions Only](#)

[SF-LLL Sample](#)

Workplan Sample

[SF-424 Sample](#)

Determine if any of these waivers will be required for your project.

DEVELOPING YOUR PRE-APPLICATION

- Review budget requirements:**
 - Budget information requirements are described in information sessions. See recorded webinar or slides linked from the relevant program pages.
 - Template Budget Narrative is available on the NBRC resources website to support pre-application development.

Sample Pre-application and Application Templates:

[Authorized Official Resolution Info. & Samples](#)

Budget Narrative-

[Budget Narrative with Instructions](#)

[Budget Narrative with Instructions SAMPLE](#)

[SF-424cbw Sample](#)

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[SF-LLL Sample](#)

[Workplan Sample](#)

[SF-424 Sample](#)

Budget Narrative
<https://www.nbrc.gov/content/administration>

This is a Word document use this to draft your budget narrative.

Take a look here to see an example of a budget narrative.

NEW 2024 For the **Pre-Application** the SF424cbw is not needed!

- Review** the five (5) **Narrative questions:**
 - Narrative questions and guidance are described in the information sessions. See recorded webinar or slides linked from the relevant program pages.
 - Prepare responses in word processing document to then copy and paste into pre-application.

New Hampshire: February 6, 2024:

Webinar Recording
<https://www.nbrc.gov/content/Catalyst>

- Recorded webinar: <https://nbrc.box.com/s/2gztbyil9qj06qogwhj5b96if56t341m>
- Slides: <https://nbrc.box.com/s/kkbezy5tt87yjl6gy6v12jq8cjiemk9k>
- Chat Q&A: <https://nbrc.box.com/s/w2qjdznbq71werf47s58sb6ds44dnzu>

Review the Recorded Webinar, Slides & Chat

PRE- APPLICATION REQUIREMENTS FOR REGISTRATION

Use the following guidance to work outside of the GMS system to develop your pre-application materials. All information will still need to be entered/uploaded into NBRC's GMS when it comes online.

Applicant & Co-Applicant Information

- Applicant Organization
- Organization Type
- Address
- EIN
- Unique Entity ID – Enter the UEI if one is available. The UEI is not required to submit a pre-application but will be required to receive an award. [How to apply for an UEI can be found here.](#)

The above information will be requested as part of the registration process & transferred to the pre-application.

PRE-APPLICATION REQUIREMENTS

Applicant Characteristics

- Are you a previous award recipient – **YES** you will need the NBRC award Number.
- Will your project provide and can you demonstrate direct benefits to rural communities (defined as a total population less than 5,000). Links to resources to determine population, environmental and socioeconomic data can be found in [Appendix H of the 2024 Program Manual](#).
- Will your project provide and demonstrate direct benefits to underserved communities as defined in the [2024 Catalyst Program User Manual Section E](#).

Primary Place of Performance – Where will your project take place?

- Address, Postal Code and County

Project Title

- There is no specific format for the project title, but it is recommended that you include the applying entity name *i.e.* *Town of Sunshine Water Treatment Improvements*.

Budget Narrative

- Navigate to this page <https://www.nbr.gov/content/administration> and use the example [here](#) to complete the budget narrative outline found [here](#). Remember, when the NBRC GMS system is live, this information will need to be uploaded/transferred over to the system.
- Description of expenses over \$5,000 by category.
- Table describing match sources: source, federal vs. non-federal, and status of match, *i.e.*, secured, pending.

Budget Details

- Requested NBRC funds
- Match and Cost Share Funds (for more information on Match and Cost Share. [See Section D of the 2024 Program Manual](#).)
- Total Project Cost

Pre-Application Budget Categories

- These can be found in the Budget Narrative with Instructions (personnel, fringe benefits, travel & transportation, equipment, supplies & materials, consultants, contracts sub-grantees, construction, other direct costs, and indirect costs).

NEW!! Pre-Applications DO NOT require the SF-424cbw form, but the full applications by invitation only will.

See
Screen
Shots
Above

PRE- APPLICATION REQUIREMENTS FOR REGISTRATION

Use the following guidance to work outside of the GMS system to develop your pre-application materials.
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NARRATIVE QUESTIONS

Project Abstract

- Provide a summary of the proposed project.
- What NBRC eligible purpose and project category does this project address?
- Describe the status of the project – ready for implementation, planning tasks ongoing, early stages.
- What is the project scope? Over what period of time will this project be completed?

Project Goals, Outcomes and Outputs

- What are the expected economic outcomes (e.g. impacts on jobs, employment and wage growth) of this project? *See Appendix G of the 2024 Program Manual for examples.*
- Describe the scale of the expected economic impacts on the community, county, or region?

Program Investment Priorities

- Which NBRC Agency Investment Priorities best apply to this project? *See 2024 Program Manual Appendix K NBRC and State Scoring Criteria.*
- Which state program priorities best apply to this project? *See 2024 Program Manual Appendix K NBRC and State Scoring Criteria.*
 - State of NH ERES can be found [here](#).
 - North Country CEDS can be found [here](#).

Project beneficiaries and Community Context

- Who will benefit?
- Why does this project matter to the community?
- If applicable, how does this project serve or benefit rural communities with populations of less than 5,000 or disadvantaged communities?
- If applicable, how does this project help communities prevent, reduce, withstand, and/or improve recovery from climate related impacts and disasters?

Statement of Need

- What is the challenge or problem the project seeks to address?
- What is the proposed solution?
- Why is this project important?
- Describe the opportunity gained by funding this project now.
- Why is NBRC funding important for this project?

If applicable, Higher Maximum Infrastructure Request

- If applicable, describe how the project meets the criteria for a higher maximum infrastructure award.
- Include a description of how funds will be allocated to 2 or more infrastructure categories or to 2 or more jurisdictions.

North Country Council is here to assist you.

Book a Session Today Click Here!

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