

## SECTION B. - LETTER OF NOTIFICATION

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It is highly advised that all applicants submit a Letter of Notification to Apply by March 29, 2019, so that State Program Managers and Local Development Districts are aware of your project and can assist you better through the process.

Submit the following as one pdf to: [admin@nbrc.gov](mailto:admin@nbrc.gov)

- From the 2019 Economic and Infrastructure Development Investment Program Application  
Section C
  - I. General Information - all
  - II. Project Information - Sections 11,12,13
  - III. Project Financing - Section 33

NOTE: Information received as part of the Letter of Notification will not be used for your application. It must be resubmitted as part of the full application. All application materials will be required to be submitted as one package on the due date regardless if information that has been previously submitted as part of a Letter of Notification.

## **SECTION C. - APPLICATION INSTRUCTIONS**

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If you need additional information or have questions please contact [admin@nbrc.gov](mailto:admin@nbrc.gov), or (603) 369-3001.

**Application deadline is 5pm on Friday, May 10, 2019**

### **I. General Information**

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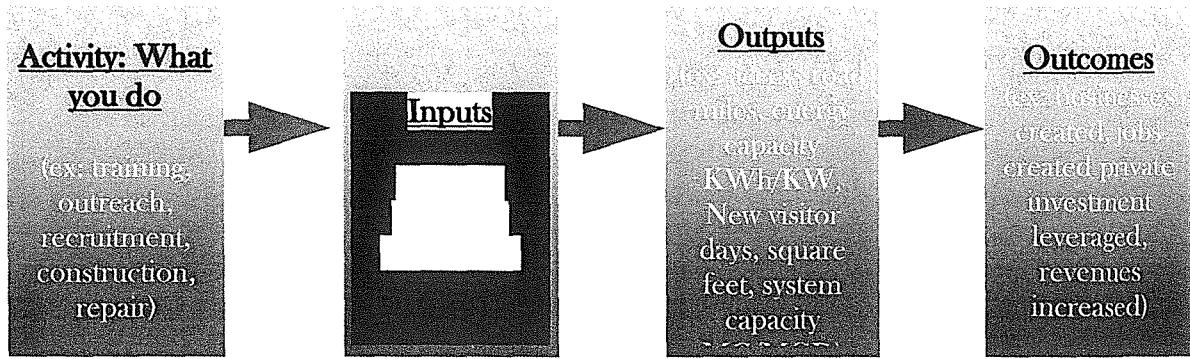
- 1. NAME OF ENTITY APPLYING: This is the name of the organization NOT the name of a person. This section simply asks for the entities name, Data Universal Number System Number (DUNS) (if you do not have a DUNS # you may apply for one at <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>)
- 2. CO-APPLICANT IF APPLICABLE: Collaboration is highly encouraged. Please note that any co-applicant is equally responsible for following federal regulations and will be considered an 'applicant,' meaning that the entity must meet all the eligibility requirements and provide all contact information. An applicant may apply for more than one project within each state, however State prioritization may only award one application within that state. If a co-applicant is not listed in the application, funds may not be passed on to the entity without proper notice, bidding and procurement procedures that invite and honor fair and open competition with public dollars
- 3. AUTHORIZED OFFICIAL: The person with authority to apply for and accept funding. If you are filing the application on behalf of another entity you are not the authorized official.
- 4. PROJECT PRIMARY CONTACT: Please provide the contact information of the person that will be responsible for the project after any award may be issued. This is not the contact information for a grant writer or consultant that may be assisting with this application but not involved in the project once funded.
- 5. STATE AND CONGRESSIONAL DISTRICT. List the State or States that the project is in or will provide service to as well as the appropriate Congressional District for these same areas.  
A List the state(s) that the project is located in; B If unknown, a good resource for Congressional Districts is:  
[https://en.wikipedia.org/wiki/List\\_of\\_United\\_States\\_congressional\\_districts](https://en.wikipedia.org/wiki/List_of_United_States_congressional_districts)  
Maine ME-02: all Counties except Knox and parts of Kennebec  
Maine ME-01: Knox County and parts of Kennebec  
New Hampshire NH-02: all Coos, Grafton and Sullivan Counties with the exception of the Town of Campton  
New Hampshire NH-01: all of Carroll County plus the Town of Campton  
New York NY-19: Sullivan, Greene, Rensselaer, parts of Montgomery  
New York NY -20: Schenectady and parts of Montgomery  
New York NY-21: Clinton, Franklin, St. Lawrence, Jefferson, Hamilton, Fulton, Warren, Saratoga, Washington and parts of Herkimer counties  
New York NY-22: Oneida, Madison and parts of Herkimer and Oswego  
New York NY-24: Cayuga, Wayne, Onondaga and parts of Oswego  
New York NY-23: Seneca, Yates  
New York NY-27: Niagara, Orleans, Genesee, Livingston  
Vermont VT-00: all counties

- 6. AMOUNT BEING REQUESTED: The maximum NBRC grant award is \$500,000 for infrastructure projects and \$250,000 for all other projects. Your request should not exceed this amount. If this is a multi-state application, list what the amount is for each State that is being proposed as the project. Select the State in which funds are being sought. If you are submitting a multi-state application indicate which state, you are seeking funds from and the amount corresponding to each state. I.E: Vermont \$200,000 and New Hampshire \$100,000. The system will total the full NBRC request. This amount may not exceed to totals allowed through this program.
- 7. PREVIOUS RECIPIENT: Has the entity listed above received funds from NBRC in the past? This is important because 75% of the project must be completed prior to another award. Y/N
- 8. WHAT LOCAL DEVELOPMENT DISTRICT IS THE ENTITY LOCATED IN: Federal legislation states that the Northern Border Regional Commission, "Shall enhance the capacity of, and provide support for, local development districts (LDD) in its region." It outlines obligations that LDDs have once they are designated. 40 U. S. C., §15505 (c). See <http://www.nbrc.gov/content/local-development-districts>. The NBRC created a map that will provide this information in a more convenient manner. See MAP at [www.nbrc.gov/content/resources](http://www.nbrc.gov/content/resources).
- 9. WAS THE APPLICANT REQUIRED TO SUBMIT A SINGLE AUDIT IN THE PAST 12 MONTHS? 2 CRF 200.501(a). Audits, commonly referred to as "Single Audits," require comprehensive testing of compliance and internal controls over compliance of federal programs. States, local governments, and not-for-profit entities are required to undergo a single audit only if they spend \$750,000 or more in federal awards in a fiscal year. Keep in mind, the threshold relates to expenses, not revenues. The only person that can answer this question for you is your auditing firm or internal CPA, NBRC cannot advise if you're required to complete this. Y/N

## **II. Project Information**

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10. **TIMELINE:** All project start dates will be October 1, 2019, unless authorization in writing is received to start earlier. Contact Christine Frost at (603) 369-3001 if your project will necessitate this. State the end date that you can expect your project to be completed by. The final date that all projects are required to be completed may not be after September 30, 2022.
- 11. **WHAT COUNTY OR COUNTIES WILL THE PROJECT TAKE PLACE IN?** It is important to include all counties that the project will take place in. This is not the location of your office, it is the location of the project. If you have a multi-county project, the minimum match required will be the average of the counties.
- 12. **ISOLATED AREAS OF DISTRESS:** In 2019 there are two counties that are in Attainment; Grafton and Belknap Counties in NH. These counties do not qualify for funding from NBRC. However, municipalities within these counties may qualify if they have been identified as isolated areas of distress.
- 13. **PROJECT DESCRIPTION:** In 50 words or less, describe the project and what it will accomplish. In a concise manner explain both the outputs that will be completed and the intended results (outcome) that are anticipated by the investment. (e.g The Project will replace ~1.3 miles of 36" pipe with ~1.3 miles of 48" pipe along Broad Street (output) improving transmission to the Wastewater Treatment Plant in Cheshire City increasing capacity in order to allow future development and create jobs along Broad Street benefitting all of Beanbag County and extended area. (outcome))
14. **WHAT IS THE TYPE OF ACTIVITY THAT WILL BE IMPLEMENTED? Y/N** Note: It is important that you understand your responsibility for federal procurement procedures if you will be implementing a construction project or hiring consultants.
15. **WILL THE ACTIVITY RESULT IN INFRASTRUCTURE? Y/N**
16. **WILL THE PROJECT CREATE OR RETAIN JOBS? Y/N**
17. **WILL THE PROJECT IMPROVE WATER OR SEWER SERVICE? Y/N**
18. **WILL THE PROJECT TRAIN INDIVIDUALS AS PART OF A WORKFORCE DEVELOPMENT PROGRAM? Y/N**
19. **PROJECT LOCATION:** Upload a pdf of a map indicating the physical location of the project and provide a narrative of the location of the project.
20. **PROJECT FOCUS:** Section I.7 of this Application Manual lists the Eligible Purposes of Northern Border Investments. Please identify one or more of the Eligible Purposes outlined and provide a narrative of how your project is consistent with the intended purposes of NBRC funding.



**21. ECONOMIC IMPACT OF THE PROJECT:** Provide justification that the outcomes anticipated by the NBRC investment will result in positive economic growth for the region and cite the basis for the justification. Explain how the project may assist in any of the following:

- create and/or retain jobs
- raise per capita income
- lower poverty in the region
- lower regional unemployment
- lower regional outmigration rates

It is important for the reviewers to understand how you arrived at your understanding of economic impact. What economic studies or experts can you reference to justify economic impact.

**22. OUTCOMES OF THE PROJECT:** Outcome measurements (often referred to as Performance Measures) are documentable ways to assess the extent to which a program/project has achieved its intended outcomes. List between two and four Outcome Measures that can demonstrate the impact of your investment over time. Below are examples of potential outcomes. These are meant to provide ideas. They are not the only outcomes that may be appropriate for your application. What is important is that the outcomes you choose are not outputs (items such as linear feet of pipe installed), they are results (the changes). Note: Make sure these are reasonable and obtainable, as the success of your project will be gauged in the future on the measurements that you choose. Your outcome should be bulleted and not more than 5-10 words, i.e. "The project will result in new businesses moving into the project area."

#### What are Outcomes and Outputs? How are they connected?

**Outputs:** Outputs are the activities or deliverables that will be accomplished as a result of an investment. Outputs are generally described as deliverables or milestones in a work plan or timeline, include things like the number of workers trained, square feet developed, or new day visitors to a facility. Outputs are generally accomplished during the life of the investment.

**Outcomes:** Outcomes are the measurable impacts or results of the work of the investment. Outcomes sometimes occur after the completion of the investment.

Every project must have at least 2 Outcome Performance Measures.

It is expected that estimated measures are included in project applications and will be reported within the project closeout reports. The following are examples that may be used for projects. You may have measures that better fit your project.

PROJECT TYPE	COMMON OUTPUTS	COMMON OUTCOMES
Education or workforce development project	Students served, workers/trainees served	Students improved, workers/trainees improved, programs implemented
Tourism facility, revitalization, or trail construction project	Communities served, linear feet of trail, average new visitor days	Businesses improved, communities improved, non-export (tourism) revenues
Water, sewer, or infrastructure construction project	Businesses served, MGD capacity, linear feet	Businesses improved, jobs created, jobs retained, private investment leveraged

#### Examples of Outcomes

**Businesses Created:** New businesses created as a result of an NBRC project. This is generally a secondary measure in business development projects such as entrepreneurship training, value-added agriculture, access to capital, or business accelerators/incubators. The grantee should estimate how many new businesses will be created within three years of the project end date.

**Businesses Improved:** The number of businesses with a measurable improvement as a result of an NBRC project. For each project this number is always the same as, or a subset of, the "businesses served" output measure.

**Communities Improved:** The number of communities with a measurable improvement as a result of an NBRC project, including projects that improve planning, civic participation, infrastructure, and educational opportunities. This measure should also be used for consolidated technical assistance grants. The "communities improved" number will generally be the same as, or a subset of, the "communities served" output measure.

**Costs Reduced:** Costs reduced as a result of project activities, within one year of project implementation. For example, small business technical assistance may help a business streamline and cut costs, or an energy-efficiency program may help to reduce energy costs, through a renegotiated flat fee for energy use or through a reduction in kilowatt hours used. See the output measure "energy capacity."

**Households Improved:** The number of households with measurable improvement as a result of an NBRC project. For each project this number is generally the same as, or a subset of, the "households served" output measure.

**Jobs Created:** The projected number of jobs (direct hires, excluding construction jobs) that will result from an NBRC project, measured during the project period and up to three years after the project end date. Part-time and seasonal jobs should be converted to full-time equivalents and rounded up to whole numbers. Note: for infrastructure projects, employers should provide letters stating their intention to create a specific number of new jobs; for non-infrastructure jobs, applicants should estimate the number of jobs that will be created by the organizations expected to benefit from the project.

**Jobs Retained:** The number of jobs that would be lost or relocated without the NBRC project, measured during the project period and up to three years after the project end date. Note: for infrastructure projects, employers must provide letters explicitly stating the number of jobs at risk, due to loss of competitiveness or relocation, without the project. For non-infrastructure projects, applicants should estimate the number of existing jobs that would be at risk, due to loss of competitiveness or relocation, without the NBRC-funded project.

**Leveraged Private Investment (LPI):** The dollar amount of private-sector financial commitments, outside of project costs, that result from a project, measured during the project period and up to three years after the project end date. Note: for infrastructure projects, businesses should provide letters stating their intention to make a specific level of investment if the project is funded; for non-infrastructure jobs, applicants should estimate the dollar value of investments that will be made by the company or companies that will benefit from the project.

**Organizations Improved:** The number of organizations with a measurable improvement as a result of an NBRC project. This number is generally the same as, or a subset of, the "organizations served" output measure.

**Participants Improved:** The number of participants with a measurable improvement as a result of the project (use when patients, students, or worker/trainee measures do not apply). A plan and a method for measuring the degree of improvement must be provided. This number is generally the same as, or a subset of, the "participants served" output measure.

**Programs Implemented:** The number of new programs, or the number of ongoing activities related to a defined goal, that are implemented as a result of an NBRC project. If possible, use with other measures that indicate the results of the project, such as students, workers, participants, etc.

**Revenues Increased:** Export Sales: The increase in revenue in export sales that a business or businesses realize as a result of an NBRC project, within three years of the project end date.

**Revenues Increased:** Non-Export Sales: The increase in revenue in domestic (non-export) sales that a business or businesses realize as a result of an NBRC project, within three years of the project end date.

**Students Improved:** The number of students who obtain a job in the field for which they were specifically trained; the number that receive a diploma, certificate or other career credential; or the number of students who successfully complete a course or unit of study and/or graduate to the next grade or level necessary to continue their education. When outcomes occur after the project period, the number of students improved may be counted up to three years beyond the project end date. For programs where final outcomes are achieved after three or more years, the number of students improved may be counted by an alternative benchmark, such as the number of students completing a skill, grade, or level, or continued enrollment for the project period. This number is generally the same as, or a subset of, the "students served" output measure.

**Telecom Sites:** The number of new telecom services installed as a result of an NBRC project. This diverse measure includes, but is not limited to, new telemedicine sites, new Wi-fi hotspots, a new wireless router or computer lab, new fiber run to an industrial site, a new antenna used to provide broadband service, etc.

**Workers/Trainees Improved:** The number of workers/trainees with improved skills that enable them to obtain employment or to enhance their current employment. For example, the number of workers or trainees obtaining a new job; getting higher pay or a better position; or receiving a certification, measured during the project period when possible. When outcomes occur after the project period, the number of workers or trainees improved may be counted up to three years beyond the project end date. For programs where outcomes are achieved after three or more years, the number of students improved may be counted by an alternative benchmark, such as completion of a skill, level/course, or continued enrollment for the project period. This number is generally the same as, or a subset of, the "workers/trainees served" output measure.

#### Examples of some common Outputs

**Access Road Miles:** The length of the access roads constructed as part of the project, in miles or decimals of miles (not linear feet).

**Acreage:** The number of acres impacted by an NBRC site-development or reclamation project, such as the number of acres graded and prepared for development at an emerging industrial park, the number of acres open to future development, the number of acres permanently preserved for farmland, or other preservation efforts that improve the local economy, or the number of acres remediated in a reclamation project.

**Businesses Served:** The number of businesses served by an NBRC project, including entrepreneurship projects, business technical assistance, and infrastructure projects.

**Communities Served:** The number of communities served by an NBRC project, including projects that improve planning, civic participation, infrastructure, and educational opportunities. For consolidated technical assistance grants, the number of communities served is the number of projects submitted by state NBRC program offices.

**Energy Capacity (KWh/KW):** The number of kilowatt hours saved by energy efficiency projects, or kilowatts produced by renewable energy projects within one year of project implementation.

**Housing Units Constructed/Rehabbed:** The number of housing units constructed or rehabilitated as a part of an NBRC housing or community development project.

**Linear Feet:** The number of linear feet of pipe, wire, cable, trails, etc., to be constructed or installed.

**New Visitors: Days:** The number of new daytime visitors to a tourism destination times the number of days they visit, within one year of project implementation.

**New Visitors: Overnights:** The number of new overnight visitors to a tourism destination times the number of their overnight stays, within one year of project implementation.

**Organizations Served:** The number of organizations served by an NBRC project, including hospitals, schools, churches, non-profits, non-governmental organizations.

**Patients Served:** The number of unique patients receiving clinical services one or more times as a result of an NBRC health project. For equipment projects, report the number of patients served during the project period and one year after the equipment is deployed. For health projects that do not provide clinical services (such as health promotion activities), use the measure "participants served."

**Participants Served:** The number of individual participants that can be served or are targeted by an NBRC project (use when patients, students, or worker/trainee measures do not apply). This can include the number of attendees at a meeting, workshop or conference. For example, the number of individuals participating in a planning process; or the number of individuals attending health promotion activities.

**Plans/Reports:** The number of plans or reports developed as a result of an NBRC project. This could include strategic plans, master plans, concept plans, or plans for infrastructure improvements or new programs, as well as research reports, feasibility studies, etc. This measure is often paired with the outcome "Programs Implemented," since a program or specific activity is often implemented as a result of a planning process.

**Square Feet:** The number of square feet constructed or improved by an NBRC project, such as the square footage of a renovated community center, a newly constructed parking lot, a reconfigured interior space, etc.

**Students Served:** The number of students that an NBRC education project will be able to serve, measured during the project period, when possible (e.g., the number of students served by a science and technology program in a given semester or year). For projects that are not fully operational during the project period, the measurement time period may be extended up to three years after the project end date. Projects that expand existing programs count only the additional number of students served.

**System Capacity (MGD/MG):** The capacity of a water or sewer system, in millions of gallons per day; or the capacity of a water tank, in millions of gallons. This includes the capacity of a new water or sewage treatment plant or water tank, or the increase in capacity of a plant due to renovation, new equipment, or other improvements. This measure may be expressed in decimals.

**Workers/Trainees Served:** The number of worker/trainees that an NBRC training project will be able to serve, measured during the project period when possible. For example, the number of worker/trainees the project will be able to enroll in a new workforce education program. For projects that are not fully operational during the project period, the measurement time period may be extended up to three years after the project end date. Projects that expand existing programs count only the additional number of workers/trainees that the project will be able to serve.

**23. WORK PLAN:** Provide a Work Plan that lists tasks relating to any outputs that will be completed in order to achieve the Outcome Measures outlined in #22. Your work plan is what should be reported on when you submit a quarterly report. So, when you are writing this keep in mind how you're going to report on what you're writing. If you can't, don't include it. Be concise! **Do not** make this a long narrative. This should be a well thought out plan for implementing your project. Even when a project is technical assistance in nature there still should be deliverables that clearly demonstrate work completed as outlined. This work plan will be part of the Grant Agreement if awarded. So, it is important that tasks are thought through and vetted with partners and staff that will be involved in the project. The example below is a broad outline but provides some idea for an outline to use. Some narrative of the tasks could be helpful, project timelines are required.

TASKS	PROJECT TIMELINE	COMMON OUTPUTS	COMMON OUTCOMES
1. RFP for Engineer	Provide associated timeline	Businesses served, MGD	Businesses improved, jobs created,
2. Development Contract for Engineer	for each task	capacity, linear feet	jobs retained, private investment leveraged
3. Approve sewer installation plans			
4. Bid process for construction			
5. Hire construction firm			
6. Mobilize for construction			
7. Complete Construction			

**24. REGIONAL PLAN:** In many regions there may be a number of documents from which to draw. What is important is that the project is consistent with regional strategies. A regional plan could be any number of documents; a Regional Plan, a Comprehensive Economic Development Strategy (CEDS), an Economic Planning document or any number of titles. What is important is that it has been developed through a broad public process, and it is supported by leaders in the region and municipal leaders are engaged in the process. NBRC does not determine which regional plan should be consulted. Rather, it is important that your project is part of a coordinated effort that helps efficient and impactful delivery of very limited public dollars. Therefore, your project should be consistent with a plan that is regional in nature and has been widely adopted by municipal governments and general public within your area. Consult your Local Development District, found at [www.nbrc.gov](http://www.nbrc.gov).

**25. STATE PLANNING:** How does the project fit into a statewide economic development plan? There may not be a state planning document endorsed by your state for economic development. It is important that the project is consistent with state strategies. You may be able to reference a number of documents, but the most appropriate document should be one that is supported by leaders within the state and that the plan was created through a broad inclusive process. Consult the following Program Managers within your state if you have questions about how to reference a specific document.

Maine

Andrea K Smith

DECD – Office of Community Development, 59 State House Station, Augusta ME 04333-0059

Phone: (207) 624-9813

[andrea.Smith@maine.gov](mailto:andrea.Smith@maine.gov)

New Hampshire

Mollie Kaylor

New Hampshire Department of Business and Economic Affairs

(603) 271- 6305

[mollie.Kaylor@livefree.nh.gov](mailto:mollie.Kaylor@livefree.nh.gov)

New York

Kyle Wilber

New York Dept. of State, Division of Local Government Services

(518) 473-3355

[kyle.wilber@dos.ny.gov](mailto:kyle.wilber@dos.ny.gov)

Vermont

Tim Tierney

Vermont Agency of Commerce & Community Development

802-505-5496

[tim.tierney@vermont.gov](mailto:tim.tierney@vermont.gov)

**26. STRATEGIC PLAN:** The NBRC Strategic Plan can be found at [www.nbrc.gov](http://www.nbrc.gov). Explain how this project will help advance the goals of the Strategic Plan and/or explain how the project could contribute to meeting the performance measures outlined.

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The following six (6) questions are for entities requesting to use funds for a **Revolving Loan Fund**. Please put N/A if not applicable to your project.

27. **BRIEF ORGANIZATIONAL HISTORY:** Please provide a history of the organization's lending experience that demonstrates potential successful use of NBRC funds. Please include year in existence current loan portfolio.
28. **ADMINISTRATION:** Provide a brief explanation of how administration of the RLF will be funded.
29. **ORGANIZATIONAL PROCEDURES:** Provide a copy of the organization's procedure manual and/or explain how an established loan review committee will participate in decision-making pertaining to the NBRC RLF.
30. **STAFF RESUMES:** Provide staff resumes who will be responsible for the NBRC funds and a list of loans review committee members.
31. **USE OF FUNDS:** Describe the use of funds to include addressing known funding gaps, address target populations, potential and/or known recipients, and how funds will fill an identified demand.
32. **REVOLVING LOAN FUND POLICY DOCUMENT:** Include the organization's RLF policy document. If the document does not address the following provide this additional information.
  - Service area for NBRC RLF
  - Eligible loan purposes
  - Fees, rates, terms, collateral requirements, limits, priorities
  - Application process
  - Method of disposition of funds to the borrower
  - Monitoring of the borrower and reporting requirements and actions taken for delinquencies

### III. Project Financing

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- 33. **PROJECT FINANCIAL OVERVIEW**  
**TOTAL PROJECT COSTS** (this is the total project costs including what you are requesting from Northern Border Regional Commission) example  
**NBRC REQUESTED AMOUNT:** This number should match the number in A. 6.  
**MATCH** (this is equal the TOTAL PROJECT COST minus NBRC REQUEST). It is also what should be identified in #35 below.
34. **BUDGET:** Complete the SF424cbw. Additionally, you must upload a document (please label it **BUDGET NARRATIVE**) that briefly outlines how you arrived at your budget, did you receive official engineers report etc.
35. **IDENTIFY MATCH:** For detail of match (cost sharing) requirements and what qualifies as match see Section A. XII thru XVII of this Application Manual. List all funding sources, their status (has the funding been approved and/or committed, pending — and what is the notification date?), and what is the type of match (cash, loan, grant, in-kind, etc.). Include as attachments to this application any letters of commitment, approval, etc.

If awarded, recipients will have until September 30, 2020, to demonstrate that match is committed and receive a Notice to Proceed. A Notice to Proceed will not be issued until all other funds needed to complete the project are committed. **No funds will be reimbursed for any work completed prior to receiving a Notice to Proceed.**

36. WILL THERE BE ANY CAPITAL INVESTMENTS MADE BY PRIVATE COMPANIES? If yes, attach participation agreements or letters of commitment.

37. ADMINISTRATION: For all projects, except State agencies; budget no more than 5% for the first \$100,000, and 1% for funds in excess of \$100,000 of the total amount of the NBRC requested amount. You will be required to use a Local Development District to administer your investment. Include this in your budget even if you don't currently have a relationship with an LDD. Include this amount on question 6. You can include this amount in the 'consultant' field in your budget form.

•(THIS DOES NOT APPLY TO PROJECTS IN THE STATE OF VERMONT - Projects located wholly in Vermont will be provided grant administration services through a pilot project of NBRC. Grant recipients will be notified about this upon award)

38. SUSTAINABILITY: How will the investment be sustained over time? (e.g., A water infrastructure project has been completed with NBRC funding in the Town of Somewhere. The Town of Somewhere has included future maintenance and service of the facility in their budget and has an established Capital Improvement Program to ensure that maintenance and issues will be covered.) A project is not deemed sustainable if it depends on future grants to meet its intended purpose.

39. PROPERTY: Will property or equipment be purchased with NBRC or matching funds? (If so, an appraisal will be required prior to any land transaction taking place, signed off on by an MAI (Member Appraisal Institute) Appraiser or a Certified General Appraiser. Property must not be in possession of the applicant prior to a Notice to Proceed. It cannot be counted as match for a project unless title transfers after a Notice to Proceed has been issued.)

40. OWNERSHIP: Who is the owner of the property at the time of application? Who will own any property or improvements resulting from the investment? When public dollars are used to purchase any title to property or equipment, it must remain in control of the applicant; control of the property or equipment may not be transferred to another entity. Control can take the form of fee title, easement, or lease. Please provide the procedure, or instruments that will be put in place to maintain control by the award recipient.

41. FINANCIAL NEED: Describe efforts to fund this project with other sources. List other sources that have been applied for and what the status is of those funds. What local efforts have been made to fund the project? Please outline why NBRC funds are needed and how the project may or may not move forward without NBRC funds. (e.g. the project will take longer because additional fund raising will need to happen, the project would need to be staged, the project would not move forward, etc.)