



## **2020 HOME Special Conditions Guide**

Browser: Log into AmpliFund, <u>https://ne.amplifund.com</u> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

## **Completing the Special Conditions forms**

- Navigate to the Award and click on Custom tab
- Select a form to complete

Amp	liFund <sup>=</sup>			
	Details Analytics Post-Award	▼ Tools ▼	Custom 👻	
	TEST - Special	Condit	External User Consent (3rd Party) Special Conditions - Fair Housing (HOME)	S
B	Award Status		Special Conditions - Other Special Conditions (HOME)	
\$	Name	TEST - Special C	Special Conditions - Homebuyer Program Guidelines (HOME)	
-11	Recipient Name	Nebraska Econc	Special Conditions - Limited English Proficiency (HOME)	
	Recipient Award Name	TEST - Special C	Special Conditions - Authorization to Request Funds (HOME)	
	Award Status	Approved	Special Conditions - Environmental Review - Grantee (HOME)	
\$	Grant-Funded Amount	\$10,000.00	Special Conditions - Grantee Information (HOME)	
Ø	Match Requirement 0	\$6,500.00		

• Any existing forms will appear in this list. Select the Award Identification Number to view any previously created forms. Select the edit icon (pencil) to edit any existing forms.

Details Analytic	s Post-Award 👻 Tools 💌	Custom 👻					
TEST - S	pecial Condi	tions Forms – S	pecial Condition	- Gran	ntee Inform	nation (HOME)	
	F and drop it here to group by the		1				
Drag a column heade			DUNS Number		son: First Name	<ul> <li>Has the Special Conditions - G</li> </ul>	

• Select the '+' sign in the top right to create a new form.

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• Fill out all required fields and click Create. The created form will now appear in the list and can be edited.