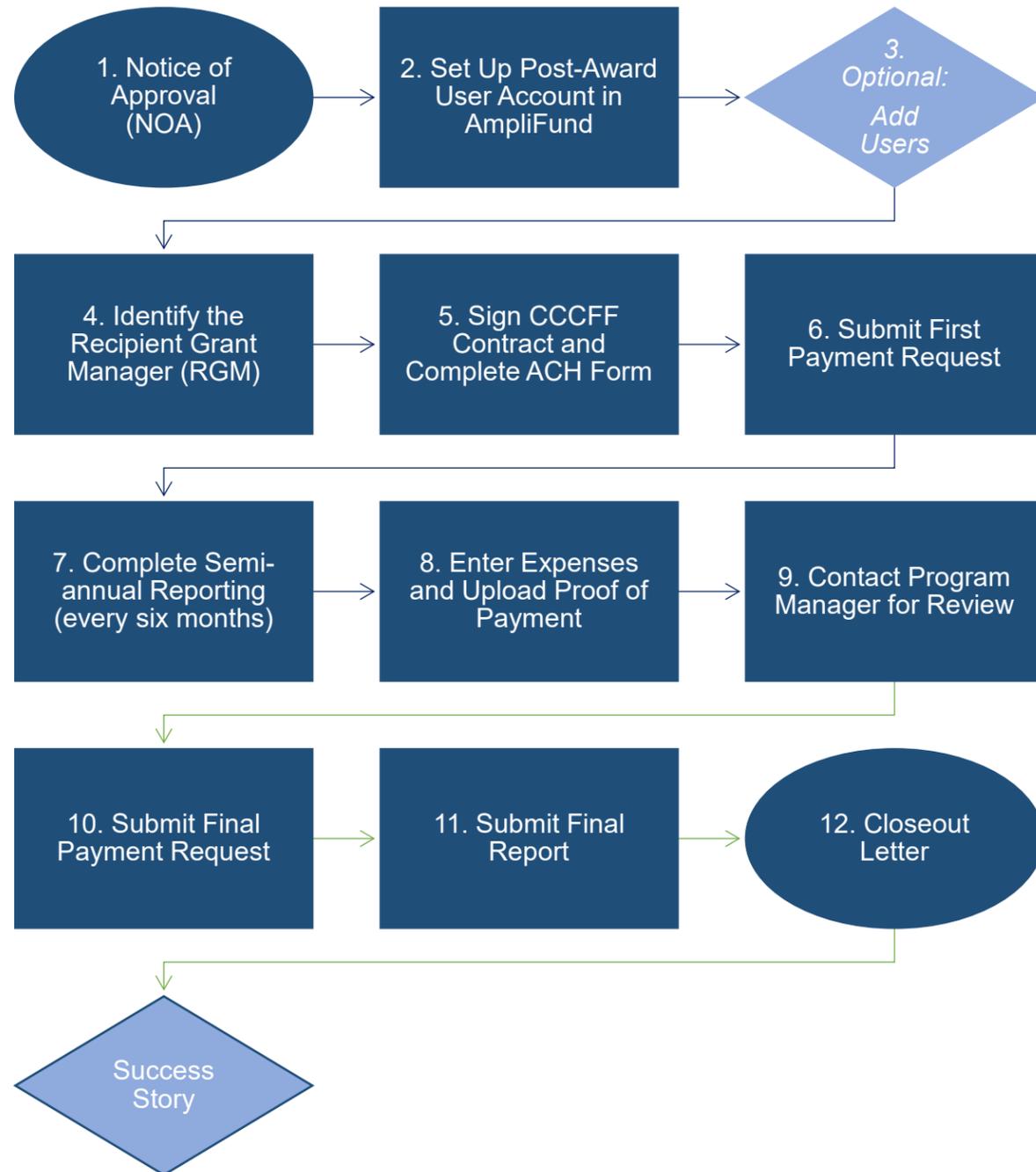


**CIVIC & COMMUNITY CENTER FINANCING FUND (CCCFF)**

**AWARD MANAGEMENT COMPANION GUIDE**

This guide serves as a roadmap integrating the [CCCFF Application & Program Guidelines](#) and DED's grants management system (GMS), AmpliFund, following CCCFF award. See the Application & Program Guidelines for additional detail regarding program requirements and eligibility, the application process, and additional guidelines on award management, including information about provisions for a partial award when project expenses are less than the approved budget.

**CCCFF Award Life Cycle**



**Award Management Resources**

Linked in this guide are user guides to help navigate each step in the award life cycle. Additional user guides, videos, and other resources are available at: <https://opportunity.nebraska.gov/amplifund/>.

1. **Notice of Approval (NOA).** DED will issue and Recipient will receive the NOA via email (outside of AmpliFund).
2. **Set Up Post-Award User Account in AmpliFund.** Recipient will receive a GMS-generated email with instructions to set up the post-award user account. See this [user guide](#) for instructions for what to do when you receive an award.
3. **Optional: Add Users.** Recipient may add additional users to help manage the award in AmpliFund.
  - a. To add users to Recipient Portal, see this [user guide](#).
  - b. To add external users (e.g., consultant or other grant manager), see this [user guide](#).
4. **Identify the Recipient Grant Manager (RGM).** Recipient must designate an RGM. The RGM will receive notifications regarding action items for the award. To assign the RGM, see this [user guide](#).
5. **Sign Contract and Complete ACH Form.**
  - a. DED will issue an electronic copy of the contract via email for electronic signature via DocuSign, or similar means. Recipient must have the authorized representative (e.g., chief elected official) sign the contract via DocuSign. Recipient must follow all appropriate local procedure in executing the contract.
  - b. Recipient must also complete the ACH form. To complete the ACH form, see this [user guide](#).
6. **Submit First Payment Request.** To submit the first payment request, see this [user guide](#).
7. **Complete Semi-annual Reporting.** Progress reports are due on a semi-annual basis for the duration of the project and until DED issues a closeout letter. This [user guide](#) details how to complete a semi-annual report.
8. **Enter Expenses and Upload Proof of Payment.** Expenses and required documentation may be submitted at any time after DED activates the Award in the GMS, which occurs after step 1 and prior to step 2 in this list.
  - a. This [user guide](#) details how to log expenses.
  - b. When all expenses are entered, *contact your DED Program Manager*.
9. **Contact Program Manager for Review.** Once step 8 is complete, the Recipient must contact their DED Program Manager. The DED Program Manager will review the expenses and supporting documentation (see step 8) to verify the correct balance between grant funding and required match is achieved to request final payment.
10. **Complete Final Payment Request.** When DED Program Manager indicates the expenses are aligned for final payment, Recipient must complete the Final Payment Request; instructions at [user guide](#).
11. **Submit Final Report.** Recipient shall complete and submit the Final Report after uploading required documentation. Instructions for submitting the *final report*: [user guide](#)
12. **Closeout Letter.** Upon review of the Final Report, DED will issue a final summary letter detailing the parameters of the project and recordkeeping requirements.