SMALL BUSINESS SUPPORT GRANT CHECK LIST

The following checklist is a comprehensive tool designed to assist recipients in systematically organizing tasks or items related to your specific proposal under the Small Business Support Grant category under the North and South Omaha Recovery Grant Program. This checklist serves as a structured guide to ensure all necessary steps are complete efficiently and nothing is overlooked, thereby facilitating effective project management and task completion.

NOTE: Please be aware that each item on this checklist must be completed sequentially. You will not be able to proceed to any subsequent stage until you have checked off the item before it. This ensures a step-by-step approach to progress through the tasks, facilitating efficient completion of the project. Thank you for your attention to this matter.

This is an ongoing operation; therefore, the order of the listing may be subject to change as required or deemed necessary.

Definitions:

NSORG: North and South Omaha Recovery Grant

SBSG: Small Business Support Grant

DED: Department of Economic Development

- Program Manual
    - ❑ I have read Program Manual and all requirements for the NSORG LB531 specially for SBSG.
- Offer Form & Decision Offer Form
    - ❑ I have received an Offer Letter from DED
    - ❑ I have received a Decision Offer Form from DED
    - ❑ I have signed the Decision Offer Form
    - ❑ I have sent the Decision Offer Form to Program Manager
- AmpliFund Link
    - ❑ I have received a link to apply for the SBSG on AmpliFund.
- AmpliFund application information and attachments:
    - ❑ I have created an account on AmpliFund
    - ❑ I have completed Part 01: Applicant, Contact, and Preparer Information.
        - I have UPLOADED Current Articles of Incorporation
        - I have UPLOADED Articles of Organization
        - I have UPLOADED Corporate By-Laws
        - I have UPLOADED 2020- 2021- & 2022- Balance sheet
        - I have UPLOADED 2020- 2021- & 2022- cash flows
        - I have UPLOADED 2020- 2021- & 2022- income statements
        - I have UPLOADED Nebraska Certificate of Good Standing
        - I have UPLOADED an executed Attestation of Legal Proceedings Form
    - ❑ I have completed Part 02: Partner Entity Information
        - I have UPLOADED all the information above for each partner.
    - ❑ I have completed Part 03: Threshold Questions

        - I have UPLOADED a singed Decision Offer Form
        - I have requested my original proposal submission.
        - I have received my proposal submission in an Excel document.
        - I have updated my proposal original submission matching the awarded amount in the spreadsheet and highlight any changes.
        - I have UPLOADED a revised spreadsheet of my original proposal matching the awarded amount.
        - I have included the physical Location of my business.
    - ❑ I have completed Part 04: General Application Questions
    - ❑ I have completed section Policies & Procedures of the application.
        - I have UPLOADED Policies & procedures for sound financial management.
        - I have UPLOADED the most recent financial audit.
            - I have included associated corrective action plans.
        - I have UPLOADED federal or state audit reports.
- I have completed Part 05: Terms of Acceptance
- I have completed section Budget
        - I have included all the categories for the expenses related to the project.
        - The amount in my budget matches the amount offer.
- Physical Location Form
    - I have received a Physical Location form from The Program Manager.
    - I have a clear idea of the eligible areas where I can conduct business operations.
    - I have filled out the form and sent it back to the Program Manager.
    - The Program Manager has confirmed received the fill out Physical Location form.
- Threshold Review
    - Option One: I have not received an email requesting missing information from DED
        - *<u>Continue with Revised Coordination Plan</u>*
    - Option Two: I have received an email requesting missing information from DED
        - I have submitted missing information requested by DED
        - I have received an email from DED confirming my application phase is completed.
- Revised Coordination Plan
    - Option One: I have submitted in my application an updated version of my proposal original submission matching the awarded amount in the spreadsheet and highlight any changes.
        - *<u>Continue with Scope of Work task.</u>*
    - Option Two: I have received an email from DED requesting an updated version of my proposal original submission matching the awarded amount in the spreadsheet and highlight any changes.
        - I have submitted an updated version of my proposal original submission matching the awarded amount in the spreadsheet and highlight any changes.
- Scope of work:
    - Option One: I have received an email regarding clear information of my project's goals and outcomes for the scope of work.

        - I have provided measurable goals for the live of my project and submitted to the Program Manager.
        - Program Manager confirms the information is sufficient for contract creation.
    - Option Two: I have not received an email regarding clear information of my project's goals and outcomes for the scope of work, but I have received a contract.
- Contract
    - I have received a contract on DocuSign related to my project
    - I have read the Contract
    - I have confirmed the information in the contract is accurate
    - I have signed the contract and sent it back.
- Award Creation
    - Budget
        - Option One: I have received an email requesting me to update my project budget to align it with the expenses incurred by my project and the scope of work.
            - I have submitted the requested information.
            - I have received confirmation that my proposed budget has been approved.
        - Option Two: I have not received an email requesting me to update my project budget to align it with the expenses incurred by my project and scope of work.
            - *Continue with Payment Schedule Information*
        - Direct or Indirect cost
            - Option One: I have received an email to confirm if the expense category in my proposed budget is direct or indirect.
            - Option Two: I have not received an email to confirm if the expense category in my proposed budget is direct or indirect but received a payment schedule email.
- Payment Schedule Information
    - I have received an email with the payment schedule information.
        - I have set up a new, separate bank account solely for grant funds.
    - I have approved and sent back payment schedule information to Program Manager.
- Award Activation
    - I have received an email informing me my project award has been activated in AmpliFund.
        - I have at least two users in my recipient portal in AmpliFund.
        - I have assigned a Recipient Grant Manager to my award.
        - I have completed the W9 & ACH form in AmpliFund with the information from the bank account solely for grant funds
- Custom Forms:
    - I have received a task on Amplifund to complete four custom Forms.
        - I have completed Recipient and Project Information Form on AmpliFund.
        - I have completed a Small Business Support Grant Category - Site Review Form on AmpliFund.
        - I have completed an Annual Report Form on AmpliFund.

        - I have completed a Quarterly Report Form on AmpliFund.
- Site Review:
    - I conducted a site visit with a member of DED in the physical location of my business.
    - I completed a site visit in the physical location of my business with DED.
- Release of Funds Letter
    - I have received a Release of Funds letter
- Payment Request
    - I have requested 50% of the total grant as establish in the Payment Schedule Information and in the Release of Funds Letter.