



Multipurpose Community Facilities Grant Program Manual

State of Nebraska

December 2023 | 1.0

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

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1. Introduction

This Program Manual is designed to provide guidance and written standards for the applicable components of the Multi-Purpose Community Facilities (MPCF) Grant Program that utilizes funding provided through the Coronavirus Capital Projects Fund (CCPF) available under the American Rescue Plan Act (ARPA).

This manual is designed to support you and your organization in identifying leading practices, complying with funding requirements, achieving program goals, and successfully navigating the grant lifecycle.

The Manual includes the following:

1. Program Overview, including its goal and objectives
2. Eligibility Determination for Entity and Costs
3. Award and Potential Matching Requirements
4. Pre-Award, Application, and Submission, including application pre-requisites.
5. Award Determination and Obligation
6. Award Administration Information
7. Post-Award Management, including data reporting requirements
8. Technical Assistance for using the Grants Management System

The Application and Program Manual, grant schedule, listing of prior awards, and other documents can be found at the Multi-Purpose Community Facilities Grant Program webpage:

<https://opportunity.nebraska.gov/programs/recovery/>.

2. Program Overview

The Multi-Purpose Community Facilities Grant Program (“MPCF”) is an authorized use of funding from the Coronavirus Capital Projects Fund (“CCPF”) Assistance Listing 21.029, which was designed to provide state governments with the resources needed to respond to the COVID-19 pandemic and its economic effects and to build a stronger economy during recovery. CCPF was established by ARPA signed into law by the President of the United States on March 11, 2021.

The Multi-Purpose Community Facilities Grant Program is authorized and further described within Neb. Rev. Stat. § 81-12,245. The Nebraska Department of Economic Development (DED) will provide grants, not to exceed \$35,000,000.00 to eligible projects that are located within a congressional district which contains a city of the metropolitan class. Within a city of the metropolitan class, grants shall be given to multipurpose community facilities.

<https://nebraskalegislature.gov/laws/statutes.php?statute=81-12,153>

DED has determined that those receiving grants (“Awardees”) under the Multi-Purpose Community Facilities Program are Subrecipients.

A Subrecipient is an entity that receives a subaward to carry out a project funded by CCPF funds on behalf of the State. As a Subrecipient, the individual or entity is subject to Subrecipient monitoring and reporting requirements.

The terms and conditions of Federal awards flow down to subawards to Subrecipients, requiring Subrecipients to comply with all of the same requirements the State must comply with, such as the treatment of eligible uses of funds, procurement, and reporting requirements.

2.1 Grant Schedule

GRANT SCHEDULE: Multi-Purpose Community Facilities Grant Program	
Application Open Date	December 15, 2023 at 9:00 AM CST
Application Deadline	December 22, 2023 at 5:00 PM CST
Anticipated Award Date	January 2024
Period of Performance Fund must be expended by	January 2024 - December 31, 2027

If there are remaining funds after the announcement of awards, the Department of Economic Development will re-open the application window and make necessary accommodations and announcements related to the next application window.

2.2 Federal Grant Information

FEDERAL GRANT INFORMATION	
Federal Authorizing Agency	U.S. Department of Treasury
Federal Grant Program	Coronavirus Capital Projects Fund
Assistance Listing # <i>(formerly Catalog of Federal Domestic Assistance)</i>	21.029 – Coronavirus Capital Projects Fund

2.3 Contact Information

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Nebraska Department of Economic Development
Economic Recovery Division
1313 Farnam St. Suite 202
Omaha, NE 681024
402-983-0911
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3. Eligibility

3.1 Eligible Use

Pursuant to Neb. Rev. Stat. § 81-12,245 (1)(a). The Nebraska Department of Economic Development (“DED”) shall award no more than \$35,000,000.00 to eligible projects that are located within a congressional district which contains a city of the metropolitan class. Within a city of the metropolitan class, grants shall be given to Multi-Purpose Community Facilities.

The Multi-Purpose Community Facilities Grant Program (MPCF) and any awards made thereunder are funded with federal funds allocated to the State of Nebraska from the Federal CC PF pursuant to ARPA. As such, all funds must be used in compliance with section 604 of the Social Security Act, 42 U.S.C. § 803, 31 C.F.R. Part 35, the U.S. Department of the Treasury regulations implementing that section, all relevant

Treasury guidance, and the Federal Award Terms and Conditions. Additionally, the program and use of funds awarded thereunder must comply with the requirements of relevant state statutes and regulations.

MPFC grants shall be restricted to eligible projects located within or adjacent to one or more qualified census tracts or economic redevelopment areas as defined in Neb. Rev. Stat. § 81-12,153 in a city of the metropolitan class. Priority for grants shall be given to a city of the metropolitan class in partnership with a nonprofit organization for eligible projects for the rehabilitation or expansion of existing multipurpose community facilities.

A **city of the metropolitan class** is defined by Neb. Rev. Stat. §14-101.

A **Qualified Census Tract (QCT)** is defined in 26 U.S.C. 42(d)(5)(B)(ii)(I), as such section existed on January 1, 2022. A map of QCTs can be found here: <https://opportunity.nebraska.gov/programs/recovery/>

Economic Redevelopment Area (ERA) is defined by Neb. Rev. Stat. § 81-12,153.

3.2 Eligible Applicants

The MPCF Grant Program application will be open to public and private entities located in Nebraska, with eligible projects located within a congressional district which contains a city of the metropolitan class. Projects must be located in or adjacent to a QCT or ERA.

Priority will be given to a city of the metropolitan class in partnership with a nonprofit organization for the rehabilitation or expansion of existing multipurpose community facilities.

A **city of the metropolitan class** is defined in Neb. Rev. Stat. §14-101 as all cities which have attained a population.

A **nonprofit organization** means an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and that is exempt from taxation under section 501(a) of such Code. Nonprofits of all types may be Subrecipients and include nonprofits described in the McKinney-Vento Homeless Assistance Act and those with a 501(c)(19) designation.

Partnership with a nonprofit organization refers to a formal agreement of an operational plan between two entities and a memorandum of understanding (MOU), partnership agreement, or similar document dated on or after December 1, 2023

Adjacent means adjoining, touching, and sharing a common border.

3.3 Funding Restrictions and Allowable Costs

Applicants must submit a proposal for an eligible MPCF project. Projects to construct or improve buildings that are designed to jointly and directly enable work, education, and health monitoring are eligible for funding under the CCPF program. Examples of MPCF projects are:

- Projects to construct or improve full-service community schools that provide a comprehensive academic program to their students and adult education in the community at large; health monitoring to their students and the community; and workforce training or career counseling services that provide community members with the knowledge needed to engage in work, including digital literacy training programs.
- Projects to construct or improve libraries that provide public access to the internet for purposes including work, education, and health monitoring, such as offering digital skills programs and support for community members engaging in virtual learning; and
- Projects to construct or improve community health centers that, in addition to engaging in health monitoring, provide a broader range of services to the communities they serve, including activities such as access to job counseling employment services, as well as health education classes or internship programs for medical professionals.

Projects must be designed to jointly and directly enable work, education, and health monitoring, but these activities need not be the exclusive function or purpose of the Project. For example, a building, such as a library or community center, providing the public with access to computers with high-speed internet service can meet this criterion even if the completed Project is also used for other functions, such as community recreational activities.

Applicants must explain why the communities they have identified to be served by MPCF projects have a critical need for such projects.

When determining the communities to be served by MPCF projects, Applicants may choose to consider any available data, including, but not limited to, federal and/or state-collected data, such as the American Community Survey or the U.S. Department of Housing and Urban Development's Qualified Census Tracts, related to internet use, device ownership, income, poverty, health, education, and employment; interviews with community members and business owners; reports from community organizations; documentation of existing facilities providing similar or identical services to those the Capital Project is intended to provide; and any other information they deem relevant.

Projects must provide services or activities that directly enable work, education, and health monitoring for at least five years from the completion of the project.

All proposals must be an eligible project under the U.S. Department of Treasury's [CCPF guidance](https://home.treasury.gov/system/files/136/Capital-Projects-Fund-Guidance-States-Territories-and-Freely-Associated-States.pdf) on Multi-Purpose Community Facilities. The U.S. Department of Treasury's CCPF guidance can be found here: <https://home.treasury.gov/system/files/136/Capital-Projects-Fund-Guidance-States-Territories-and-Freely-Associated-States.pdf>

3.3.1 Grant Specifications

Applications for MPCF funds must meet each of the following threshold criteria to be eligible for the program:

- Located in or adjacent to a Qualified Census Tract (QCT) or Economic Redevelopment Area (ERA).
- Located in a city of the metropolitan class.
- Project will directly enable work.
- Project will directly enable education.
- Project will directly enable health monitoring.
- Project demonstrates viability for at least 5 years from completion.
- Project addresses a critical need in the community it is intended to serve.
 - The need results from, was made apparent by, or was exacerbated by the COVID-19 public health emergency.
- Project must be accessible to the community.
- Project must have minimal fees associated with accessing the facility or programming associated with work, education, or health monitoring.
- Applicant must pass due diligence review and risk assessment for ability to manage federal funds
- Priority will be given to applicants that are a city of the metropolitan class in partnership with a nonprofit.

In addition, any MPCF project must meet at least one criteria in each of the following sections:

Section one:

- A. Space to apply for jobs on public access computers
- B. Partner with an employment search assistance program who will provide on-site services.

Section two:

- A. Provide space where individuals can access educational opportunities

- B. Enhance support services by providing one-one education support in-person, virtually, over the phone and/or in the community with extended hour options
- C. Provide resources and opportunities for apprenticeships/internships in partnership with non-profit organization.

Section three:

- A. Provide access to health monitoring resources such as but not limited to health education, preventative care, and direct service to the community at no or low cost
- B. Provide space such as rooms or cubicles with public Wi-Fi where individuals can access telehealth services/stations.

3.3.2 Additional Considerations

Vacant and abandoned properties are defined as properties that have been unoccupied for an extended period of time or that have no owner. Other properties that may be considered vacant or abandoned include those in significant disrepair (structurally unsound, lack of useable plumbing, electricity, or heating infrastructure) or that have been declared unfit for inhabitants by local government authorities.

Ineligible Funding:

- a. Purchase of properties that house families and/or businesses that result in displacement or relocation are not eligible for this program and will not receive funding.
- b. A project that predominantly involves street construction or repair to benefit vehicular traffic would be ineligible.
- c. Expenses incurred for site acquisition and preparation prior to planning grant award are not eligible. Funds will not be released without an agreed-upon contract. Reimbursement requests are only available after notice of the award issue date.
- d. Proposals for projects with sites that are not vacant at the time of application will not be considered. A property will be considered vacant if no persons would be displaced as defined by Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) as a result of the project. The Relocation Assistance Act, Neb. Rev. Stat. §§ 76-1214 to 76-1242.

Who is considered a displaced person under URA?

- a. A displaced person can be a tenant, homeowner, farm owner, or business owner who has to permanently relocate as a direct result of a federally funded project (this can also include personal property, typically owned by someone other than the property owner, which has to be moved off-site because of the project).
- b. A tenant can also be considered displaced if:
 - I. The landlord tries to avoid relocation costs by not renewing a lease or telling a tenant to move.
 - II. The applicant is slow or negligent in providing assistance and advising tenants of their rights.
 - III. Temporarily relocated tenants who are not offered suitable and affordable units to return to, as defined by the CDBG or HOME Program.
- c. The US Department of Housing and Urban Development (HUD) determines that the tenant moved because of the project even if they moved before the application for funding was submitted; and
- d. If the terms of the temporary relocation are unreasonable.

There is no statute of limitations on claims for displaced tenants who were not fully informed of their rights.

Who is NOT considered a displaced person under URA?

- a. Tenants who are evicted for cause and with due process.
- b. Illegal tenants or those who are not on the lease (if the owner was aware of such persons and took no action, the applicant may need to pay relocation).
- c. Tenants who were correctly provided Move-in Notices before executing a lease and moving into the property; and

- d. Owner-occupants who sell or rehabilitate their property voluntarily.

Duplication of Funds:

Applicants are required to avoid a duplication of benefits. A duplication of benefits occurs when the amount of the grant exceeds the total identified need. Applicant should conduct an analysis prior to applying for grant funding to determine needs not met by other sources. Listed below are some best practices to determine if there is a duplication of benefits.

Best Practices:

1. Identify assistance from federal and state government, county agencies, and private or nonprofit charity organizations that Applicant reasonably expects to be in a project, or any other funds reasonably expected to be or have been received.
2. All Applicants are required to identify other sources and amounts of covered assistance (sources and uses), and to certify that the grant funds requested does not duplicate other covered assistance that has been received or is reasonably expected to be received.
3. Applicants must agree to repay any assistance later received for the same purpose as the grant funds associated with this grant program.

3.3.3 Allowable Costs

Allowable costs are determined in accordance with the cost principles identified in 2 C.F.R. Part 200, Subpart E.10 Federal funds committed to an award may only be used to cover allowable costs incurred during the period of performance and for allowable closeout costs incurred during the grant closeout process. Cost sharing is not a requirement for the use of these funds.

Eligible Project Costs. Below is a non-exhaustive list of eligible costs:

- Costs associated with completing the grant or Application and Grant Plan;
- Pre-project development costs and uses, including data-gathering, feasibility studies, community engagement and public feedback processes, equity assessments and planning, and needs assessments; permitting, planning, architectural design, engineering design, and work related to environmental, historical, and cultural reviews;
- Costs of repair, rehabilitation, construction, improvement, and acquisition of real property, equipment (e.g., devices and office equipment), and facilities (e.g., telecommunications equipment, including infrastructure for backhaul, middle, and last mile networks);
- Personnel costs including salaries and fringe benefits for staff and consultants required for carrying out a Capital Project (such as project managers, program directors, subject matter experts, equity consultants, grant administrators, financial analysts, accountants, and attorneys);
- Costs associated with monitoring of and reporting on Projects in compliance with Treasury requirements, including award closeout costs;
- Costs associated with collecting and measuring performance data and conducting activities needed to establish and maintain a performance management and evaluation regime related to Projects funded by the Capital Projects Fund program.

3.3.4 Other Requirements

In applying for and receiving an award, the Awardee must adhere to the federal requirement of 2 CFR Part 200, which includes General Provisions of Subpart B, Pre-Award Requirements of Subpart C, Post-Award Requirements in Subpart D, Cost Principles in subpart E, and Audit Requirement found in Subpart F. Allowable costs are based on the premise that an Awardee is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Awardees must implement robust strong financial management with a system of internal controls and effective monitoring.

Funds may be, but are not required to be, used along with other funding sources for a given project. Note that funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs.

Treasury's Final Rule and Guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR § 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable. However, costs for audits that were not performed, or not in accordance with 2 CFR Part 200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.

3.4 Award

Pursuant to [Neb. Rev. Stat. 81-12,245\(1\)\(a\)](#), grants will be awarded for amounts up to \$35,000,000.00.

4. Pre-Award and Application Submission

4.1 Pre-Award

The following action(s) are required prior to the submission of an application for this program.

4.1.1 Unique Entity Identifier

The following steps are required to obtain a Unique Entity Identifier (UEI):

1. Type www.sam.gov in your internet browser address bar.
2. Create an account
 - a. Select "Sign In" located in the upper right-hand corner to create an account.
 - b. There will be a "pop up" asking you to accept the U.S. Government System terms to sign into the website.
 - c. If you accept the terms, you will be asked to "create an account".
 - d. Enter any required information and language preferences and submit.
 - e. You will then receive an email message to validate your email address.
 - f. Follow the instruction to continue the registration process. For assistance with the registration process, please use the Help or Contact Links located at the bottom of the page.
3. Once you are logged in, make sure you are on the "Home" page.
4. Select "Get Started" from the "Register Your Entity or Get a Unique Entity ID" sub-window.
5. This will not fully register you with Sam.gov but will get you the UEI you will need to participate in this grant program.
6. Next, click "Get Unique Entity ID" button.
7. Fill in the form exactly as the name you registered with your state filing office and your physical address. When all required fields are complete, click the next arrow. Note: the next arrow will not display until the information is complete.
8. You will see this pop up as the system searches. When complete, this pop-up box goes away and any results will be displayed.
 - a. If the information you entered was unable to be validated, then a No Match Found message will appear at the top of the form. You will need to review and correct the information or click Create Incident for help.
 - b. The progress bar across the top allows you to see where you are in the request process.
9. During the Validate Information step, the system shows what you entered and will list all matches found. Select the one that matches and then the next button to Request the UEI or if you are unable

to see your information, select Start Over to retype in your information or Create Incident to request help.

10. Once you have selected the correct listing, you will need to Validate Additional Information by entering your Year of Incorporation and the State of Incorporation. Once entered you may select Next.
11. At the bottom of the page there is a selection that defaults to allow that the selected record be a public display record.
12. Once you have your match and made your choice on public display, click next.
13. During the Request UEI (SAM) process, you will need to check the box to certify that you are authorized to conduct transactions on behalf of the entity and select "Request Unique Entity ID".
14. During the Receive UEI (SAM) process (final process), you will receive your UEI. Keep this information for your records.

DED is aware of the delays with SAM.gov system as it relates to obtaining a UEI number. If Applicant's UEI number is pending, enter "PENDING" under the "Unique Entity Identifier (UEI)" field on the application. Additionally in Part 4 of the application, under the "Other Applicant-Specific Attachments, As Needed" field, Applicant will need to upload proof that it has applied for an UEI number. If an Applicant is awarded funds, it must have a valid UEI number within 30 days of Award Date. **Failure to have a valid UEI number within 30 days of the Award Date may cause the conditional award to be revoked.**

4.1.2 Debarment and Suspension

Applicants and any partners that are debarred, suspended, or otherwise excluded from Federal assistance programs or activities are ineligible for this program.

Additionally, during the application process, Applicants must disclose information about any and all proceedings involving the entity, its principles, or employees that are ongoing or reached final disposition within the most recent 10-years that:

1. Is or was in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the State of Nebraska or the Federal Government; or
2. Is one of the following:
 - a. A criminal proceeding that resulted in a conviction under verdict or plea;
 - b. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages;
 - c. An administrative proceeding that resulted in a finding of fault and liability and your payment of a fine, penalty, reimbursement, restitution, or damages;
 - d. A bankruptcy proceeding; or
 - e. Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2(a)-(c) of this subsection;
 - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - (iii) This requirement to disclose information about the proceeding does not conflict with applicable laws and regulations.

Failure to disclose may result in Applicant being determined ineligible for this program.

4.1.3 Acknowledgement of Terms and Conditions for Federal Grants

Awardee must attest to DED in the grant application and award agreement that funds will only be utilized for activities allowed under the federal grant.

The Awardee must acknowledge and will agree to in the grant application and agreement that any grant funds spent on activities performed by the Awardee determined to be unallowable by DED, or State and Federal oversight monitors or auditors, must be returned to the DED for utilization on other CCPF allowable activities or returned to the federal grantor.

4.2 Application Submission

Applications are submitted electronically through DED's grant management system (GMS) at any time after the application open date and on or before the application deadline.

If there are remaining funds after the announcement of awards, DED will re-open the application window and make necessary accommodations and announcements related to the next application window.

4.2.1 Documentation Required for Application – Content and Forms

To successfully apply, you will need to complete all required fields and sections of the applications. Applicants may view the application at the program webpage – <https://opportunity.nebraska.gov/programs/recovery/>

Applications will have the following sections:

- Opportunity Details
- Project Information
- Forms
- Budget
- Performance Plan
- Complete all other mandatory fields in the GMS

Applicants must provide the following:

- Nebraska Secretary of State - Certificate of Good Standing
- Charter/Articles of Incorporation/By-Laws/Board Resolution
- 2020-2022 Income Statements, Cash Flow, and Balance Statements (private entities)
- Federal 501(c)(3) or 501(c)(19) IRS determination letter (nonprofits)
- 2020-2022 IRS Form 990 (nonprofits)
- Evidence of Board Approval for grant request (nonprofits)
- Evidence of approval by an authorized municipal official or governing body (government entities)
- A formal agreement of an operational plan between the two entities and a memorandum of understanding (MOU), partnership agreement, or similar document
- Implementation Plan with supporting data for the proposed project or projects
- Sources and uses of funds for the project or projects
- Letter of commitment from community partners to show that funding is available to support the projects
- Operating budget and details on how operating costs will be funded for at least five years
- Other Applicant-specific attachments, as needed

4.2.2 Timely Receipt and Completeness Requirements

Applications must be submitted by the Application Deadlines in Section 2.1. Applications must be completed via DED's GMS and must fully comply with all requirements within the time period specified. Applications that do not include all of the documentation or attachments required or have not been fully completed, will not be considered. At its discretion, DED may request supplemental materials from applicants. Please utilize links and other information found in Section 8 of this Program Manual to assist with your application submission.

4.3 Conflicts of Interest in the Administration of Awards

Recipient must disclose to the DED any financial conflicts of interest that arise and are required to be managed during the life of the award. Such a conflict of interest would arise when the employee of Recipient or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for an Award Agreement. Recipient employees may neither solicit nor accept gratuities, favors, or anything of monetary value from the Award Agreement or be parties to Award Agreement.

5. Award Determination and Obligation

5.1 Application Evaluation Criteria

Applications will be scored and evaluated using the following criteria:

5.2 Applicant Risk Assessment

DED will perform a risk assessment to identify the potential risks associated with this particular award and address those risks by including mitigating terms and conditions in the sub-agreement as well as additional Subrecipient monitoring procedures for grantees requiring special conditions. This process differs based on the potential Subrecipient's organization type (ex., nonprofit, for-profit business, academic institution). The risk assessment will be performed by collecting and reviewing information about the organization and assigning an appropriate risk level.

5.3 Application Review and Selection Process

Applications will be evaluated to determine if they meet eligibility criteria and minimum qualifications. Applications that do not pass this threshold review will be disqualified from further consideration. Applications that pass threshold review will be scored by a committee based on the scoring criteria below. Awards will be determined by the review committee.

Characteristic	Criteria
I. Capacity	
	Description of organization, responsibilities, and number of employees gives confidence that organization will be able to implement proposed project as planned.
	Qualifications and experience of organization's staff.
	Organization staff members have adequate and relevant experience needed to commit to the project.
	Description of organization's position to be a leading provider in addressing the community's needs in QTC and/or ERA.
	Clear detailed plan on how project will directly and jointly enable work, education, and health monitoring within or adjacent to one or more qualified census tracts (QCT's) or economic redevelopment areas (ERA's) in a city of the metropolitan class, for at least five years from the completion of the project.

II. Financial and Administrative Readiness	
	Organization's combined experience managing federal grants in the last five years.
	External audit completed within past 5 years. Evaluation of finds.
	Organization's ability to take on additional projects and manage federal funds in a responsible manner.
III. Community Project Impact	
	Projected long-term economic impact within or adjacent to one or more Qualified Census Tract(s) or Economic Redevelopment Area(s).
	Impact on business development within the community in the specified community within or adjacent to one or more Qualified Census Tract(s) or Economic Redevelopment Area(s).
	Clear plan for how this project will effectively respond to the negative economic impact of COVID-19 located within or adjacent to one or more Qualified Census Tract(s) or Economic Redevelopment Area(s).
	Strategic plan in place to track and measure set amount of people the project is estimated to impact.
	Project prioritizes access to public transportation enabling resources to be accessible to the community.
IV. Project Readiness	
	The ability to implement the project quickly once funds are awarded.
	Strong established partnership with non-profit organization.
V. Budget Approach	
	Budget line items are reasonable and justifiable.
	Clear plan for financial sustainability for the project through the next 5 years after completion. Infrastructure Projects only: Points awarded for Matching Funds.
VI. Project Revitalization & Sustainability	
	The ability of the project to continue operating and achieving its goals after completion for at least 5 years, including operation costs.
	Project impacts community revitalization.

	Project plan will continue to directly and jointly enable work, education and health monitoring for at least 5 years after project completion, including funding.
	Points will be awarded for projects that involve the rehabilitation or expansion of existing facilities.
VII. Project Task and Timeline	
	Feasibility of project timeline and detailed implementation steps.
	Description of the tasks/functions staff members or volunteers will perform during the project.

Following the award decision by the review committee, a recommendation will be provided to the DED Director. Once approved, notices of award and notices of non-select will be sent to the applicants.

6 Award Administration

6.1 Notice of Award

DED issues written Notices of Award (NOA) to recipients of an award. The NOA will outline the anticipated grant amount. These funds will be reserved for the potential Awardee until the grant agreement is signed by both DED and the Awardee or until such time it is determined that a grant agreement cannot be entered between Awardee and DED.

6.2 Grant Agreement Terms and Conditions

Following DED's NOA, DED issues an electronic copy of the Multi-Purpose Community Facilities Award Agreement via DocuSign. The Multi-Purpose Community Facilities Award Agreement is entered into between DED and the Awardee. If the Awardee is an organization or other legal entity, an authorized representative of the Awardee must sign the contract.

The Awardee must review, sign, date, and return the agreement via DocuSign to accept Multi-Purpose Community Facilities Grant Program awards. DED signs the contract after it is signed by the Awardee. Once all parties have signed the agreement, Awardees will be required to provide the [State of Nebraska W-9 and ACH Enrollment Form](#).

Unless otherwise directed, the executed agreement and any special conditions will be available within the GMS, under Tools > Documents.

6.3 Award Disbursement

Upon full execution of the agreement and the meeting of any required conditions specified in the contract, the Awardee must submit the First Payment Request.

This award will be disbursed on a reimbursement basis using the GMS. To receive reimbursement, the Awardee must create one expense for each supporting document. Proof of payment must also be included on each expense. Expenses will be tracked against the Awardee's budget line items.

The Awardee will then compile all expenses into a reimbursement Payment Request, which will be submitted to DED.

DED may reject the payment request and require resubmission if documentation is incomplete, funds are requested for ineligible costs, match contribution is not sufficient, or other issues are identified. Upon DED's approval of payment requests, DED will disburse grant funds on a reimbursement basis up to the amount detailed in the reimbursement documentation. An email from the AmpliFund Administrator will give notice to the Grant Manager that DED has approved or denied the request for payment. Funds are transferred electronically to the account designated on the State of Nebraska ACH Enrollment Form. If an email address was provided on the State of Nebraska ACH Enrollment Form, it will be notified once the payment has been processed.

Awardees can find detailed instructions for how to submit payment requests in the user guides and other information found in Section 8 of this document. Payment of the reimbursement is subject to Awardee's submission of supporting documentation and proof of payments for review and approval by DED.

"Supporting documentation" includes receipts, invoices, timesheets, etc., with sufficient information to demonstrate the amount of the cost and the allowability, applicability, and reasonableness of the cost.

"Proof of Payment" means canceled checks, bank statement, confirmation of wire or automated clearing house transfer, or similar documentation which provides substantiating evidence that payment has been made as claimed.

The timing of the final disbursement request depends on the Awardee's ability to document expenditure of funds as required in the agreement but should be submitted to DED on or before the end of the contract term.

7 Post-Award Management and Implementation

7.1 Financial Management

Awardees are required to properly manage their financial resources. DED has established a financial management framework that allows for the appropriate recording and reporting of the receipt and expenditures of federal grant funds. Awardees are required to be in compliance regarding expenditure requirements outlined in 2 CFR Part 200.

7.2 Internal Controls

Awardees must agree to comply with applicable laws, regulations and provisions of grant agreements which includes the requirement to maintain internal controls to provide reasonable assurance of compliance with these requirements. Awardee internal control requirements are further outlined in 2 CFR § 200.303.

7.3 Cost Sharing and Matching

Cost Sharing and Matching requirements do not apply to the CCPF Program per U.S. Treasury Guidelines.

7.4 Program Income

Generally, program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards and principal and interest on loans made with Federal award funds. Program income does not include interest earned on advances of Federal funds, rebates, credits, discounts, or interest on rebates, credits, or discounts. Awardees of CCPF funds should calculate, document, and record the organization's program income. Additional controls that

Awardees should implement include written policies that explicitly identify appropriate allocation methods, accounting standards and principles, compliance monitoring checks for program income calculations, and records. Awardees will report on program income following the reporting procedures enumerated in the grant agreement.

The Uniform Guidance outlines the requirements that pertain to program income at 2 CFR § 200.307.

7.5 Insurance

The Awardee must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the Awardee in accordance with 2 CFR §§ 200.310, 200.311 and 200.313.

7.6 Real Property and Equipment

Any purchase or improvement of equipment or real property with CCPF funds must be consistent with the Uniform Guidance at 2 CFR Part 200, Subpart D. Equipment and real property acquired under this program must be used for the originally authorized purpose. Consistent with 2 CFR §§ 200.311 and 200.313, any equipment or real property acquired using CCPF funds shall vest with the Awardee. Any procurement of equipment or real property must also be in compliance with 2 CFR §§ 200.317-200.327.

7.7 Procurement

DED and its Awardees are responsible for ensuring that any procurement using award funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR §§ 200.317-200.327, as applicable.

Please consult 2 CFR Part 200 for additional procurement standards.

The Uniform Guidance requires that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in the procurement standards, which allows for non-competitive procurements only in circumstances where at least one of the conditions below is true: the item is below the micro-purchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, competition is determined inadequate. The Uniform Guidance requires an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct and prohibitions on dealing with suspended or debarred parties. Awardees must ensure adherence to all applicable local, State, and federal procurement laws and regulations.

7.7.1 Competition and Conflicts of Interest

Competition - All written procurement policies will include procedures to conduct all procurement transactions in a manner providing full and open competition consistent with the standards. DED considers “full and open” competition to mean that a complete requirement is publicly solicited (except if specifically, not required) and all responsible sources that are interested in doing so, are permitted to compete.

There are numerous benefits to full and open competition, such as increasing the probability of reasonable pricing from the most qualified contractors and helping discourage and prevent favoritism, collusion, fraud, waste, and abuse.

Conflict of interest - In accordance with 2 CFR § 200.112, DED and Awardees must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy. Also, in accordance with 2 CFR § 200.113, DED and Awardees of a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or DED all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the

Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR § 200.339 – 200.343. Remedies for non-compliance, including suspension or debarment.

Gifts – In accordance with the Nebraska Political Accountability and Disclosure Act ([Neb. Rev. St. § 49-1401 et seq.](#)) and its associated [regulations](#), any gift defined as “payment, subscription, advance, forbearance, rendering, or deposit of money, services, or anything of value, unless consideration of equal or greater value is given therefor” given to a public official or a member of a public official’s staff is governed by the restrictions and reporting requirements established therein.

7.7.2 Supply Schedules and Purchasing Programs

The Subrecipient procurement procedures must address what procurement methods will be used, including a description of those methods and the circumstances when used. These methods should also include a description of how and when the Subrecipient will use joint procurements, purchasing agents, and Federal and State supply schedules.

7.7.3 Additional Federal Requirements

Davis-Bacon Act. While the Davis-Bacon Act requirements (prevailing wage rates) do not apply to projects funded solely with award funds from the CCPF grant program, except for certain CCPF-funded construction projects undertaken by the District of Columbia, when undertaking capital expenditures, Treasury encourages awardees to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages awardees to prioritize in their procurement decisions employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws. Additional standards may be applicable based on state statutes (i.e., [Neb. Rev. Stat. Chapter 73 “Public Lettings and Contracts”](#)) and award agreement terms and conditions.

7.8 Cost Principles

Awardees must assume responsibilities for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the federal award. Costs pertaining to a Federal award should be allowable, allocable, and reasonable and treated consistently. Cost Principles should be followed in accordance with 2 CFR §§ 200.400-200.476.

7.9 Records Retention and Access

As required by Retention Requirements for Records found in 2 CFR §§ 200.334-200.338, Awardees must maintain records and financial documents for five years after all funds have been expended or returned. Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Awardees must agree to provide or make available such records to the State of Nebraska, Nebraska Department of Economic Development, and the U.S. Department of Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office (“GAO”), Treasury’s Office of Inspector General (“OIG”), and the Pandemic Relief Accountability Committee (“PRAC”), and the Nebraska Auditor of Public Accounts.

7.10 Non-Compliance Termination

If DED determines that the grantee materially fails to comply with any term of this grant agreement, whether stated in a federal or state statute or regulation, an assurance, in a state plan or application, a notice of award, or any other applicable requirement, DED, in its sole discretion may take actions including:

1. Temporarily withholding payments pending correction of the deficiency or more severe enforcement action by DED;
2. Disallowing or denying use of funds for all or part of the cost of the activity or action not in

- compliance;
3. Disallowing claims for reimbursement;
 4. Wholly or partially suspending or terminating this grant;
 5. Requiring return or offset of previous reimbursements;
 6. Prohibiting the grantee from applying for or receiving additional funds for other grant programs administered by DED until repayment to DED is made and any other compliance or audit finding is satisfactorily resolved;
 7. Reducing the grant award maximum liability of DED;
 8. Terminating the Grant Agreement;
 9. Imposing a corrective action plan;
 10. Withholding further awards; or
 11. Taking other remedies or appropriate actions.

The Awardee's costs resulting from obligations incurred during a suspension or after termination of this grant are not allowable unless DED expressly authorizes them in the notice of suspension or termination or subsequently.

DED, at its sole discretion, may impose sanctions without first requiring a corrective action plan.

7.11 Reporting

7.11.1 Financial Reporting Requirements

All awardees must complete and submit financial reports as required by the Multi-Purpose Community Facilities Award Agreement in accordance with the Coronavirus State Fiscal Recovery Funds reporting requirements. Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied. Reporting must be consistent with the definition of expenditures pursuant to 2 CFR § 200.

7.11.2 Program Performance Reporting Requirements

All awardees must complete and submit performance reports as required by the Multi-Purpose Community Facilities Award Agreement and in accordance with the Coronavirus State and Local Fiscal Recovery Funds reporting requirements.

7.11.2.1 Performance Reports

Performance Reports will be expressed in the Award Agreement. DED reserves the right to request additional information related to the program's performance at any time.

7.11.3 Reporting of Matters Related to Awardee Integrity and Performance

If the total value of the Awardee's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Awardee during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings as described above. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. § 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

7.12 Annual Audit Report

The Recipient must have an annual audit of all of its financial records conducted by an independent certified public accountant at the Recipient's cost.

7.13 Department of Economic Development Monitoring and Reporting

As a Recipient for Federal award funds, DED is entrusted with financial resources and responsibilities for the management, disbursement, and accountability of the ARPA CCPF program. By extension, this responsibility extends to managing risks associated with the grants management process to facilitate efficient operation and compliance with regulatory and programmatic requirements. Monitoring and reporting is critical for the Federal awarding agency and DED to have up-to-date information on awards and subawards, and invaluable for Subrecipients in regard to meeting performance goals and ensuring compliance with applicable rules and regulations.

Subrecipients will:

- Be responsible for oversight of the operations of Federal award-supported activities;
- Monitor its activities performed under Federal awards to ensure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring will cover each program, function and activity;
- Submit a quarterly financial and performance report (Quarterly Report) for each open project to DED within 15 days of the reporting period end date, which will include the following:
 - Comparison of actual accomplishments to the objectives of the Federal award established for the period. Where the accomplishments of the Federal awards can be quantified, a computation of the cost.
 - The reason for not meeting established goals, if appropriate; and
 - Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high cost units;
- Inform DED if the following occur between performance reporting dates:
 - Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and assistance needed to resolve the situation and;
 - Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned; and
 - Submit annual reports to DED on the status of real property in which the Federal Government retains an interest.

8 Technical Assistance for Using the Grants Management System

To administer this program, DED uses its GMS known as AmpliFund. Applications will be submitted, and awards will be managed through the GMS.

8.1 DED Help Portal

User guides about DED's specific business processes for accessing and using the GMS to apply and facilitate the grant are available on DED's website, <http://opportunity.nebraska.gov/amplifund/>. The help portal is organized by topic. You can enter key words into the search bar to find specific articles.



8.1.1 Application User Guides

For instructions on registering to apply, please see **User Management** (<https://dednebraska.zendesk.com/hc/en-us/categories/7865709789851-User-Management>).

For instructions on applying through the GMS, please see **How to Apply** (<https://dednebraska.zendesk.com/hc/en-us/categories/7542920001051-How-to-Apply>).

8.1.2 Award User Guides

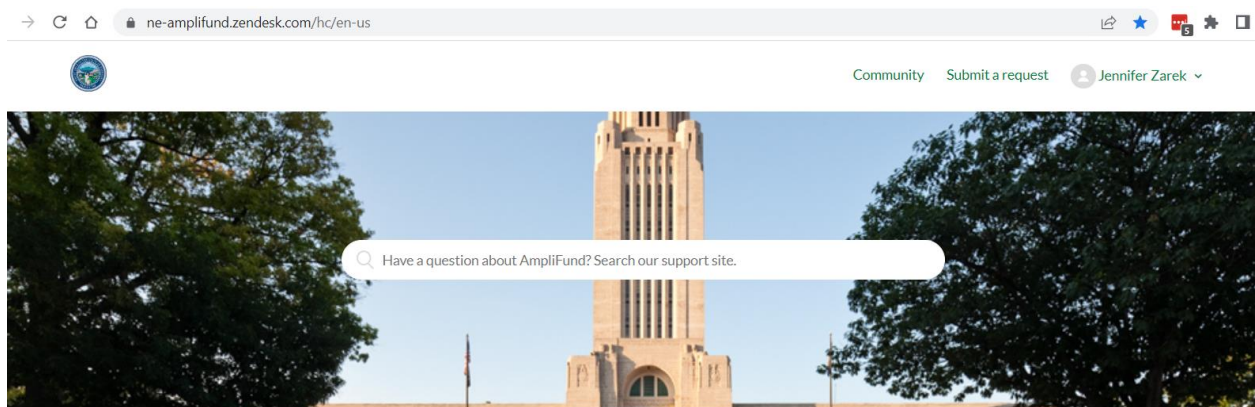
For initial instructions on managing your award, please see **Getting Started with your Award** (<https://dednebraska.zendesk.com/hc/en-us/categories/7865773985307-Getting-Started-with-your-Award>).

Other post-award user guides can be found by topic, such as Payment Requests or Amendments.

For also program-specific user guides, please see **ARPA** (<https://dednebraska.zendesk.com/hc/en-us/categories/7542922996379-ARPA>).

8.2 GMS Help Portal

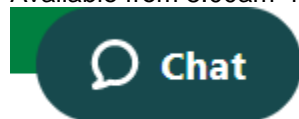
For user guides about using AmpliFund, please visit <https://ne-amplifund.zendesk.com>. This help portal will help you learn how to use the system, navigate the system, and more.



8.3 Customer Support

If you need help using the GMS to apply or manage your award, you can reach out to customer support in three different ways:

1. Call toll-free 1 (844) 735-0239
 - a. Available from 7:00am-7:00pm CDT
2. Online chat
 - a. Available from 8:00am-4:00pm CDT



3. Email support@ne-amplifund.zendesk.com

Record of Change

Find the Version identifier on the cover page of this document. Summary of Changes includes a brief description of the revisions.

Version	Date	Summary of Changes
1.0	12/2023	Initial version of Program Manual