



## NSORG Lunch & Learn Webinar Series Session #4 Takeaways Performance Reporting

### Quarterly Custom Forms

- Quarterly Custom Forms, aka “performance reporting” refers to a form that NSORG recipients will have to turn in 15 days after the close of each quarter. The first NSORG quarterly report will be due on July 15<sup>th</sup>, as the second quarter finishes on June 30<sup>th</sup>.
- The NSORG Quarterly Report tracks the progress you have made towards achieving the key deliverables defined in your scope of service, and allows you to inform DED of upcoming press events, project milestones, or questions you have for your P.M.
- To access the quarterly report on AmpliFund, navigate to your award details page, click the “custom” tab at the top of the screen, then click the “NSORG Quarterly Report” form, and finally click the “+” icon to fill out a new quarterly report.

### Tips for Quarterly Custom Forms

- Be detailed in your responses & include all necessary attachments when submitting your quarterly report.
- Do not hesitate to reach out for additional support via the report itself. (There is a question regarding this point on the form)
- If you forget to turn in the quarterly report by the 15th day after the close of a quarter, DED will not be able to approve any subsequent payment requests.

### Annual Custom Forms

- Annual Custom Forms gather labor information such as how many temporary/full time jobs have been created through the NSORG grant, at what hourly rate are these new employees paid, & changes in recipient organization revenue after receiving grant funding. The NSORG Annual Report is due on January 31<sup>st</sup> each year.
- To access the annual report on AmpliFund, navigate to your award details page, click the “custom” tab at the top of the screen, then click the “NSORG Annual Report” form, and finally click the “+” icon to fill out a new quarterly report.

## Due Dates

- **Monthly Financial Reporting:** Fifteen days after a month ends recipients are expected to have submitted their monthly financial reporting for the previous month.
- **Quarterly Performance Reporting:** Fifteen days after the previous quarter has ended recipients are expected to have submitted their quarterly financial reporting. (The First will be due July 15<sup>th</sup> for Q2)
- **Annual Reports:** Each annual report is due on January 31<sup>st</sup>, the annual report that will be submitted by 1/31/25 will contain information from 2024.

## Tasks in AmpliFund

- Tasks have already been created in your AmpliFund account to help you meet the deadlines for monthly/quarterly/annual reports.
- Each time you complete a “task,” i.e., a reporting period, you should mark the task as “complete.”
- To view to “tasks” in AmpliFund, navigate to your award details page, then click the “tools” tab on the top row, & lastly select “tasks.” Once you are viewing your tasks, simply click the checkmark icon to mark a task as “complete.”

## Resources Available to Recipients:

- Program Manager ([Contact us with this link](#))
  - Daren Waters – RAPID Grants
  - Elizabeth Blanco Rodriguez – Arts, Culture, & Social Assistance Grants
  - Mike Vlassakis – Youth, Talent, and Workforce Development Grants, Sports & Tourism Grants
  - Deisy Coyle – Entrepreneurship & Innovation Grants, Small Business Support Grants
  - Ryan ZimmerMas – Placemaking Grants
- Business Managers (Office Hours)
  - Daren Waters - North Omaha Office: 5319 N 30th St., Suite B, Omaha NE 68111
    - Tuesdays from 10:00 a.m. to 1:00 p.m.
    - Thursdays from 12:00 p.m. to 3:00 p.m.
  - Elizabeth Blanco - South Omaha Office: 2909 Edward Babe Gomez Ave., Omaha, NE 68107
    - Mondays from 10:00 a.m. to 1:00 p.m.
    - Wednesdays from 12:00 p.m. to 3:00 p.m.
- [AmpliFund Support](#)
- [Lunch & Learns](#)