NSORG Lunch & Learn: Requesting Funds & Reporting Expenses

April 10, 2024

NEBRASKA

Agenda

- Introductions
- Step 1: Requesting Funds
- Step 2: Spending Funds
- Step 3: Reporting Expenses
- Q&A

** NOTE: Everyone who registered for the Lunch & Learn will receive a copy of the slides & meeting recording link. **

NEBRASKA
Good Life. Great Opportunity.

Introductions

Introductions

Lead Economic Recovery Program Manager

- Ryan ZimmerMas

Program Managers

Data & Technology Team Manager

- Jamdan Clang

Business Managers

- Elizabeth Blanco Rodriguez
  - South Omaha
- Daren Waters
  - North Omaha

NEBRASKA
Good Life. Great Opportunity.

NSORG Contract Update

- <u>As of April 8th, 2024:</u>
    - 41 NSORG contracts are executed
    - 22 NSORG contracts are pending signature
    - 67 NSORG contracts are being drafted
        - 10-15 new contracts should be issued each week

NEBRASKA
Good Life. Great Opportunity.

Requesting Funds: Programmatic

Upon full execution of the Award Agreement (contract) and the meeting of any required conditions specified in the Award Agreement, the <u>Recipient will receive an email with the payment schedule information</u>.

LB531 § 81-12,244. 51. (4) For grants awarded under this section, the division shall pay a grantee an advance of fifty percent of the total grant awarded with the remaining grant funds paid on a monthly basis until the grant is paid in full or by December 31, 2027, whichever occurs sooner.

- **This is unique to the NSORG program**

> Payment Schedules are also saved in AmpliFund under **Tools > Documents > Public > Advance Payment Schedule**

NEBRASKA

Good Life. Great Opportunity.

Recipient Name:	DED Industries
Program Name:	NSORG LB531 Small Business Support Grant
Contract Number:	123-45-678
Awarded Amount:	$50,000.00
Month of Initial Payment:	March 2024
Period of Performance End Date:	12/31/2027

| Initial 50% Payment:	$ 25,000.00
Monthly Amount:	$ 555.56

Grant ID	123456
Recipient Org Name (in AF)	DED Industries

Payment #	Date Created	Requested Amount	Award Balance	Amount Authorized To Date
1	3/1/2024	$ 25,000.00	$ 25,000.00	$ 25,000.00
2	4/1/2024	$ 555.56	$ 24,444.44	$ 25,555.56
3	5/1/2024	$ 555.56	$ 23,888.88	$ 26,111.12
4	6/1/2024	$ 555.56	$ 23,333.32	$ 26,666.68
5	7/1/2024	$ 555.56	$ 22,777.76	$ 27,222.24
6	8/1/2024	$ 555.56	$ 22,222.20	$ 27,777.80
7	9/1/2024	$ 555.56	$ 21,666.64	$ 28,333.36
8	10/1/2024	$ 555.56	$ 21,111.08	$ 28,888.92
9	11/1/2024	$ 555.56	$ 20,555.52	$ 29,444.48
10	12/1/2024	$ 555.56	$ 19,999.96	$ 30,000.04
11	1/1/2025	$ 555.56	$ 19,444.40	$ 30,555.60
12	2/1/2025	$ 555.56	$ 18,888.84	$ 31,111.16
13	3/1/2025	$ 555.56	$ 18,333.28	$ 31,666.72
14	4/1/2025	$ 555.56	$ 17,777.72	$ 32,222.28
15	5/1/2025	$ 555.56	$ 17,222.16	$ 32,777.84
16	6/1/2025	$ 555.56	$ 16,666.60	$ 33,333.40
17	7/1/2025	$ 555.56	$ 16,111.04	$ 33,888.96
18	8/1/2025	$ 555.56	$ 15,555.48	$ 34,444.52
19	9/1/2025	$ 555.56	$ 14,999.92	$ 35,000.08
20	10/1/2025	$ 555.56	$ 14,444.36	$ 35,555.64
21	11/1/2025	$ 555.56	$ 13,888.80	$ 36,111.20
22	12/1/2025	$ 555.56	$ 13,333.24	$ 36,666.76
23	1/1/2026	$ 555.56	$ 12,777.68	$ 37,222.32
24	2/1/2026	$ 555.56	$ 12,222.12	$ 37,777.88
25	3/1/2026	$ 555.56	$ 11,666.56	$ 38,333.44
26	4/1/2026	$ 555.56	$ 11,111.00	$ 38,889.00
27	5/1/2026	$ 555.56	$ 10,555.44	$ 39,444.56
28	6/1/2026	$ 555.56	$ 9,999.88	$ 40,000.12
29	7/1/2026	$ 555.56	$ 9,444.32	$ 40,555.68
30	8/1/2026	$ 555.56	$ 8,888.76	$ 41,111.24
31	9/1/2026	$ 555.56	$ 8,333.20	$ 41,666.80
32	10/1/2026	$ 555.56	$ 7,777.64	$ 42,222.36
33	11/1/2026	$ 555.56	$ 7,222.08	$ 42,777.92
34	12/1/2026	$ 555.56	$ 6,666.52	$ 43,333.48
35	1/1/2027	$ 555.56	$ 6,110.96	$ 43,889.04
36	2/1/2027	$ 555.56	$ 5,555.40	$ 44,444.60
37	3/1/2027	$ 555.56	$ 4,999.84	$ 45,000.16
38	4/1/2027	$ 555.56	$ 4,444.28	$ 45,555.72
39	5/1/2027	$ 555.56	$ 3,888.72	$ 46,111.28
40	6/1/2027	$ 555.56	$ 3,333.16	$ 46,666.84
41	7/1/2027	$ 555.56	$ 2,777.60	$ 47,222.40
42	8/1/2027	$ 555.56	$ 2,222.04	$ 47,777.96
43	9/1/2027	$ 555.56	$ 1,666.48	$ 48,333.52
44	10/1/2027	$ 555.56	$ 1,110.92	$ 48,889.08
45	11/1/2027	$ 555.56	$ 555.36	$ 49,444.64
46	12/1/2027	$ 555.36	$ -	$ 50,000.00

Help! My Payment Schedule Doesn't Align with my Project Schedule!

Recipients have three options if the project expends funds faster than the payment schedule provides payments:

1. **Reimbursement upon project completion:** Recipients may submit a final reimbursement payment once the project is complete.
   - Example: Project scope deliverables are met, and full grant amount is expended by August 2025. Recipient requests the remaining balance of the grant as reimbursement upon completion.
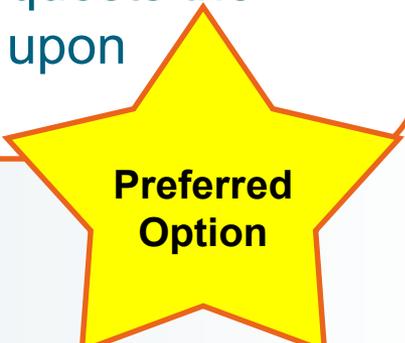
Preferred Option

NEBRASKA
Good Life. Great Opportunity.

Option 2: Shorten Period of Performance

2. **Shorten Period of Performance**: Recipients may elect a shorter period of performance if the project scope deliverables will be met early.

3. **Advances with Reimbursement Payments:** Recipients can switch to a 50% advance with monthly reimbursement payments once the initial advance is fully expended.
    – This requires the recipient to have working capital and then receive reimbursements.

The default contract covers **Option #1.** Contact your program manager if you are interested in **Option #2** or **#3**.

BRASKA
Life. Great Opportunity.

Requesting Funds: Programmatic

Checklist before award activation

- Contract needs to be signed
- Updated budget needs to be submitted (if requested)

NEBRASKA
Good Life. Great Opportunity.

Requesting Funds: Programmatic

Checklist before payment request approval

1. Make sure your organization has <u>at least two users</u> in your recipient portal.

2. <u>Assign a Recipient Grant Manager</u> to your award.

3. Complete the <u>W9 & ACH form</u> in AmpliFund (under "Custom").
   – We need this info to pay you.
   – Make sure you are using the separate bank account for grant funds.

4. Complete the <u>NSORG LB531 Recipient and Project Information</u> form in AmpliFund (under "Custom") and any other forms required by your program.

5. Approve the *Payment Schedule* by responding to this email.

NEBRASKA
Good Life. Great Opportunity.

Requesting Funds: Technical/AmpliFund

- Economic Recovery: 50% Advance, Monthly Advances Programs
- https://dednebraska.zendesk.com/hc/en-us/articles/16798694056219-Economic-Recovery-50-Advance-Monthly-Advances-Programs

- Advance Payment Request - 1 Page Summary
- https://dednebraska.zendesk.com/hc/en-us/articles/11939426693019-Advance-Payment-Request-1-Page-Summary

- Advance Payment Request - Full Instructions
- https://dednebraska.zendesk.com/hc/en-us/articles/14011402138395-Advance-Payment-Request-Full-Instructions

- DED Grants Help Center
- https://dednebraska.zendesk.com/hc/en-us

NEBRASKA
Good Life. Great Opportunity.

Spending Funds: Programmatic

What can I spend my grant funds on? What expenses are eligible? Is there a pre-approved list of eligible expenses?

Check your scope	Check your budget
Check with your program manager – Ask!	Use the DRAIN Method

BRASKA

fe. Great Opportunity.

Is it eligible?

Ask the guiding principle questions. (**DRAIN**)

D   **Documented**?

R   **Reasonable**?

A   **Allocable**?

I   **Incurred** during the period of performance?

N   **Necessary** for the performance of the award?

Reporting Expenses: Programmatic

DED requires Recipients to provide (1) Source Documentation and (1) Proof of Payment for <u>all</u> grant-funded expenses.

Source Documentation includes:

- receipts,
- invoices,
- timesheets,
- bank statements,
- cleared checks,
- etc.

Proof of Payment means:

- canceled check,
- bank statement, confirmation of debit or credit card payment,
- confirmation of wire or automated clearing house transfer, or
- similar documentation which provides substantiating evidence that payment of an invoice has been made.

NEBRASKA
Good Life. Great Opportunity.

Reporting Expenses: Programmatic

DED requires Recipients to provide (1) Source Documentation and (2) Proof of Payment for <u>all</u> grant-funded expenses.
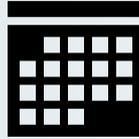
Source Documentation:

- What good/service was purchased
- For how much
- When (date)
- By whom
- From whom

Proof of Payment:

- Was the vendor paid?
- Did funds clear the recipient's account?

NEBRASKA
Good Life. Great Opportunity.
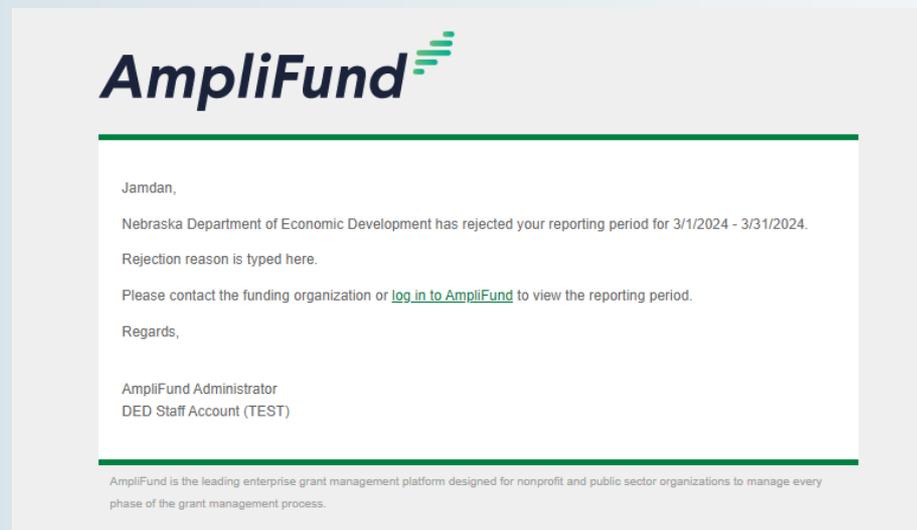
Reporting Expenses: Programmatic

Due dates for financial reports

- Expenses should be recorded/created in AmpliFund **as you go**
  - **TIP**: Only record an expense in AmpliFund once you have <u>all</u> required documentation (source documentation and proof of payment)
- **By the 15th of each month**, a "budget reporting period" report needs to be "closed" in AmpliFund for the previous month
  - The report will pull in "old" expenses from before that month
  - **You only need to report expenses for which you have <u>all</u> required documentation**
  - "Empty" reports with no expenses attached are acceptable

If you do not file your monthly budget report on time, DED will withhold approving future payments until you are "caught up"

NEBRASKA
Good Life. Great Opportunity.

Reporting Expenses: Technical/AmpliFund

- Recording Expenses & Submitting Reporting Period
- https://dednebraska.zendesk.com/hc/en-us/articles/14013608071195-Recording-Expenses-Submitting-Reporting-Period-Budgeting-Tracking-Period-Task

- What to do if my Budget Reporting Period was Rejected
- https://dednebraska.zendesk.com/hc/en-us/articles/14059596491291-What-to-do-if-my-Budget-Reporting-Period-was-Rejected

NEBRASKA
Good Life. Great Opportunity.

Resources for Awardees

Resources for Awardees

Program Manager	Zendesk
AmpliFund support	NAM Trainings
Lunch & Learns	Office Hours

Submitted Questions

- What will reports look like?
- How can I revise my payment plan due to the timeline of my budget?

Questions?

NEBRASKA
Good Life. Great Opportunity.