NSORG Lunch & Learn:
My Award Has Been Activated, Now What?

May 22nd, 2024

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Agenda

- Introductions
- My award has been activated, now what?
  - Understanding your award activation email
  - Completing the award activation steps
- Requesting Funds & Inputting Expenses
  - Logging expenses
  - Closing Budget Reporting Periods
- Resources for Recipients
  - DED Grants Help Center (Zendesk)
  - Requesting AmpliFund support
  - Resources for recipient's walkthrough
- Q&A

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

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Introductions

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Program Managers
- Abra Kataka
- Atticus Stansbury
- Daren Waters
- Deisy Coyle
- Diamond Cook
- Elizabeth Blanco Rodriguez
- Mike Vlassakis
- Paul Koesters

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

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My Award Has Been Activated, Now What?

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My Award Has Been Activated, Now What?

- There are a set of criterion that must be satisfied before DED can activate your award.

  - Your contract must be signed, your grant budget must be approved, etc.

- When an award is "activated," AmpliFund invites the recipient to interact with their award & begin requesting funds & logging expenses.

- Once your award has been activated, you will receive multiple emails from AmpliFund.

  - Among this set of emails will be a portal to log in to AmpliFund from the recipient perspective & view your award details.

- You will also receive an "award activation email" from your program manager.

  - This email contains six to seven steps that the recipient will have to complete before DED is authorized to release the initial payment request.

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The Award Activation Email

Hello,

This email is to notify you that your **NSORG award has been activated in AmpliFund.**

DED uses a grant management system called AmpliFund to manage our awards. Your account owner has been sent an email invitation to view your award in AmpliFund.

Your organization can view the award in two ways:
1. The account owner can click on the link in the activation email.
2. Any admin user from your organization can log in and view Grant Management > All Grants.

You will need to complete the five items below as soon as possible. For step-by-step instructions on completing these items, see *What to Do When you Receive a Grant*.

1. Make sure your organization has at least two users in your recipient portal. If you do not have an AmpliFund account, your account owner or another admin for your organization needs to add you as a user. **Do NOT create your own account.**

2. Assign a Recipient Grant Manager to your award.

3. Complete the W9 & ACH form in AmpliFund (under "Custom"). Even if you have an existing form with the state, DED requires you to complete this form so that we can verify that your information is still correct.

4. Complete the NSORG LB531 Recipient and Project Information form in AmpliFund (under "Custom").

5. Approve the attached *Payment Schedule* by responding to this email. Please review the attached *Payment Schedule* and *Payment Schedule Instructions*. If you have any questions or concerns regarding the payment schedule, let us know as soon as possible. Otherwise, simply **respond to this email with your approval**.

After completing the above steps, navigate to the link here to learn how to begin the advance payment request.

If you have any questions do not hesitate to contact Program Manager Atticus Stansbury. We are more than happy to schedule a meeting in person if needed.

Thanks,

What Tasks Must I Complete?

- As stated in the award activation email, NSORG recipients will have to:

1. Verify that their account has two users

    - If that is not the case, recipients will have to manually add users.

2. Assign a recipient grant manager

3. Complete the W-9 & ACH Enrollment Custom Form

4. Complete the Recipient & Project Information Form

5. **(Small Business Recipients Only)** Fill out the Site Visit Custom Form on AmpliFund, then DED must conduct a Site Visit

6. Approve the Payment Schedule included in the award activation email

7. Submit your initial payment request

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How do I complete the activation steps in AmpliFund?

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I have completed the award activation steps, now what?

- After you complete all the award activation steps described in your award activation email, your program manager will send you a Release of Funds Letter.
  - Once you receive your release of funds letter, you are authorized to submit monthly payment requests. Upon receiving funds and spending the grant funds, you must begin inputting expenses & closing budget reporting periods.

- What is authorized to spend grant funds on?
  - First, check your budget and make sure it aligns with a line item.
  - Second verify if it will assist you in completing your scope of work in your contract.
  - Tip* Contact your Program Manager for clarification

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Inputting Expenses into AmpliFund

- It is best to input grant related expenses as you spend the money to keep track during the process.

- [Recording Expenses & Submitting Reporting Period (Budgeting Tracking Period Task) – DED Grants Help Center (zendesk.com)](zendesk.com)

Budget Reporting Periods

- Every month everyone is required to submit a Monthly Budget Report.

- If you do not have any expenses to report, you still submit a Budget Report every month.

- Tip* to Submit a report hit **CLOSE,** to save a report to reedit later hit **SAVE.**

- If your Budget Reporting Period gets **REJECTED**, remember **DO NOT** create a new one just **edit** the one that was submitted.

- What to do if my Budget Reporting Period was Rejected – DED Grants Help Center (zendesk.com)

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Resources for Recipients

AmpliFund Resources

- **Recipient Help Center**
  - https://opportunity.nebraska.gov/amplifund
    - User Guides and Step-by-step Instructions

- **AmpliFund Support**
  - In-system Ticket
    - Email
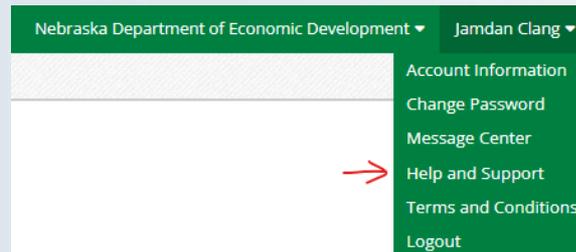
  - https://ne-amplifund.zendesk.com/
    - Live Chat available 8:00am-4:00pm CT
  - support@ne-amplifund.zendesk.com
    - Email

Resources for Awardees

<u>Program Manager</u>

<u>Zendesk</u>

<u>AmpliFund support</u>

<u>NAM Trainings</u>

<u>Lunch & Learns</u>

<u>Julian Young B.A.</u>

Questions?