



## NSORG Lunch & Learn Webinar Series Sessions #1 & #2 Takeaways

### Understanding Your Contract: Finding Key Details

- **Scope of Work/Scope of Service:**
  - The scope of work can be found at the bottom of the first page of your contract, in the section titled “Article 2: Scope of Service.” This section describes the obligations you will be expected to fulfill using your grant funding. The obligations, referred to in the contract as “project deliverables” must be reported on a quarterly basis.
- **Period of Performance**
  - The period of performance refers to the timeframe that grant funds may be expended, and the overall project must be completed. The period of performance for all recipients in the NSORG program is January 10, 2023 – December 31, 2027, unless a shorter period of performance is requested by the recipient.
- **Separate Bank Account (refer to section 3.6 in the contract)**
  - Grant funds received by recipients must be deposited into a separate bank account.
- **Reporting Requirements**
  - Monthly **Financial** Reports are due on the 15<sup>th</sup> of the following month.
    - EX: February monthly financial report is due March 15<sup>th</sup>, 2024.
  - Quarterly / Annual **Performance** Reports are due on the 15<sup>th</sup> day following the end of a quarter.
    - EX: The first Quarterly Report is due July 15<sup>th</sup>, 2024, for Q2 April-June. The second Quarterly Report is due October 15<sup>th</sup>, 2024, for Q3 July-September.
- **Payments / Disbursements:**
  - After receiving your contract, you will be sent a payment schedule. The payment schedule displays all the payments that will be made between the month of initial payment & the end of period of performance (December 31<sup>st</sup>, 2027).
    - The first payment will be 50% of your total grant funding.
    - Subsequent payments will be the remaining 50% of grant funding, divided by the months between the month of initial payment & December 31<sup>st</sup>, 2027.
- **NSORG Lunch & Learn Session #1 & #2 (Repeated Topics)**

- This Lunch & Learn Session will have a second offering on the 27<sup>th</sup> of March from 12:00 to 1:00 p.m. via Microsoft Teams, or in 1313 Farnam Street, Omaha NE 68102.
  - There will be no difference in the content shared at these two meetings.
- Each session will be recorded and posted on the NSORG website.
- Future sessions will cover other relevant grant topics.
  
- **Resources Available to Recipients:**
  - Program Managers ([Contact us with this link](#))
    - Assetina Kataka – RAPID Grants, 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
    - Daren Waters - North Omaha Office: 5319 N 30th St., Suite B, Omaha NE 68111
      - Office Hours:
        - 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
        - Office Hours:
          - 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](#)
  - [NAM Trainings](#)