NEBRASKA
Good Life. Great Opportunity.
DEPT. OF ECONOMIC DEVELOPMENT

Jim Pillen, Governor

NSORG Lunch & Learn Webinar Session #3 Takeaways

Requesting Funds

- Checklist before *Payment Request* Approval
  - Your organization should have 2 users in the Recipient portal
  - Assign a Recipient Grant Manager to your award
  - Complete W9 & ACH form in AmpliFund (under "Custom")
  - Complete NSORG LB531 Recipient and Project Information (under "Custom")
  - Approve the *Payment Schedule* by responding to the email from the Program Manager
- If your *Payment Schedule* doesn't align with your Project Schedule, there are 3 options:
  1. **Reimbursement upon Project Completion**: Once project is complete, you can request a one-time reimbursement payment for the remaining funds.*
  2. **Shorten Period of Performance**: Recipients can request a shorter Period of Performance if the project scope is delivered in that time.
  3. **Advance with Reimbursement Payments**: Once you fully expend your initial 50% advance, Recipients can switch to **reimbursement** payments.
- ***** Preferred/default option

Spending Funds

- Eligible expenses guiding principles:
  - Check your scope in your contract
  - Check your budget
  - Check with your Program Manager – ASK!
  - Use the DRAIN method
    - D - Documented?
    - R – Reasonable?
    - A – Allocable?
    - I – Incurred during the Period of Performance?
    - N – Necessary for the Performance of the award?

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Reporting Expenses

- DED requires Recipients to provide (**1**) Source Documentation and (**2**) Proof of Payment for all grant-funded expenses.
- Create/record expenses in AmpliFund as you go. Only report expenses once you have all documentation for the expense.
- By the 15th of each month the "budget reporting period" for the previous month needs to be closed.

Resources for Applicants

- [AmpliFund Support](#) – If you have a question that you feel would be better answered by AmpliFund, DED's grant management system, you could reach out to them by live chat, or by email.
- [ZenDesk Help Center](#) – The ZenDesk Help Center offers a selection of step-by-step processes that may be useful as you begin requesting & spending funds, and reporting expenses.
- [NAM Trainings](#) – The Nonprofit Association of the Midlands (NAM) invites you to an overview workshop to answer common questions and get individual help on the Guidelines & Principles Program for Nonprofit Excellence in Nebraska and Iowa.
- [Program Managers](#) – Program Managers are a great resource at your disposal, if you have any questions that cannot be answered by the previous resources listed – reach out to your program manager!

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