

NEBRASKA

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DEPT. OF ECONOMIC DEVELOPMENT

2024

Regional Development Initiative: Initiative Phase

PROGRAM MANUAL

October 2024 | 1.1

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

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1 INTRODUCTION

This program manual is designed to provide guidance and written standards for the administration and implementation of the Regional Development Initiative (“RDI”) Program that utilizes funding provided through the Coronavirus State and Local Fiscal Recovery Fund (“SLFRF”) through the American Rescue Plan Act of 2021 (“ARPA”). The purpose of the program manual is to provide applicants and awarded organizations with guidance and resources to employ leading practices, comply with funding requirements, achieve program goals, and successfully navigate the award lifecycle. Program information and documents, including application information and grant schedule can be found on the Department of Economic Development’s webpage: <https://opportunity.nebraska.gov/programs/recovery/rdi/>

2 PROGRAM OVERVIEW

2.1 PROGRAM PURPOSE

Nebraska LB1412 (2024) appropriated \$3 million in SLFRF to the Department of Economic Development (“DED”) for regional workforce development initiatives within each of the six community college areas as defined by Neb. Rev. Stat. § 85-1504 (the “6 Regions”).

DED will deploy the \$3 million in two phases: the Navigator Phase and the Initiative Phase.

In the Navigator Phase, the RDI program provides \$1.8 million for the selected subrecipient to employ Regional Navigators for each of the 6 Regions.

In the Initiative Phase, the RDI program provides total funding of \$1.2 million for regional projects within each of the six community college regions.

The purpose of this program is to address the negative effects of COVID-19 and to stimulate regional development by supporting projects in the areas of resident recruitment, youth engagement, entrepreneurship, technology, infrastructure, and other areas determined by regional leaders.

2.2 GRANT SCHEDULE

GRANT SCHEDULE	
Grant Application Open Date	September 16, 2024, 9:00 a.m. CST
Grant Application Deadline	November 8, 2024, 11:59 p.m. CST
Anticipated Award Date	November 19, 2024
Period of Performance	January 1, 2025, through September 30, 2026

2.3 CONTACT INFORMATION

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3 PROGRAM DESIGN

3.1 ELIGIBILITY

RDI Initiative Phase grants will provide funding for regional COVID-19 response initiatives in the six community college regions.

Projects must be relevant to one or more of the following areas:

- Resident recruitment
- Youth Engagement
- Entrepreneurship
- Technology
- Infrastructure
- Other based on consensus of leaders on regional need

All proposed projects must demonstrate either the remediation of the negative effects of COVID-19 or their capacity to address harm caused by COVID-19.

Eligible applicant types include sole proprietorships, LLCs, partnerships, corporations, non-profit corporations, cities, townships, villages, counties, school districts, and special districts. Please contact the program manager identified in section 2.3 if you are uncertain whether your organization is eligible to apply.

To be eligible for an award under this program, an applicant must:

- (a) Have developed a project or intervention that responds to the negative economic impacts of COVID-19 within one of the six community college regions of Nebraska; and
- (b) Provide a letter of support for the project or initiative from the Regional Navigator for the region in which the project or intervention will occur.
- (c) Demonstrate their ability to administer grant funds and comply with all grant requirements.

3.1.1 Regional Navigator Letter of Support

Each application must include a letter of support from the Regional Navigator for the region in which the project or intervention will occur. This letter of support must include a statement of the amount of grant funding requested.

3.2 REGULATORY FRAMEWORK

RDI and any awards made thereunder are funded with Federal SLFRF funds allocated to the State of Nebraska from the U.S. Department of the Treasury pursuant to ARPA. As such, all funds must be used in compliance with all applicable laws and regulations, both federal and state, including but not limited to: Section 602(c) of the Social Security Act; 42 U.S.C. § 802(c); Pandemic Relief Programs, Coronavirus State and Local Fiscal Recovery Funds, Final Rule, (31 CFR Part 35, Subpart A) (the “Final Rule”); and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) (the “Uniform Guidance”).

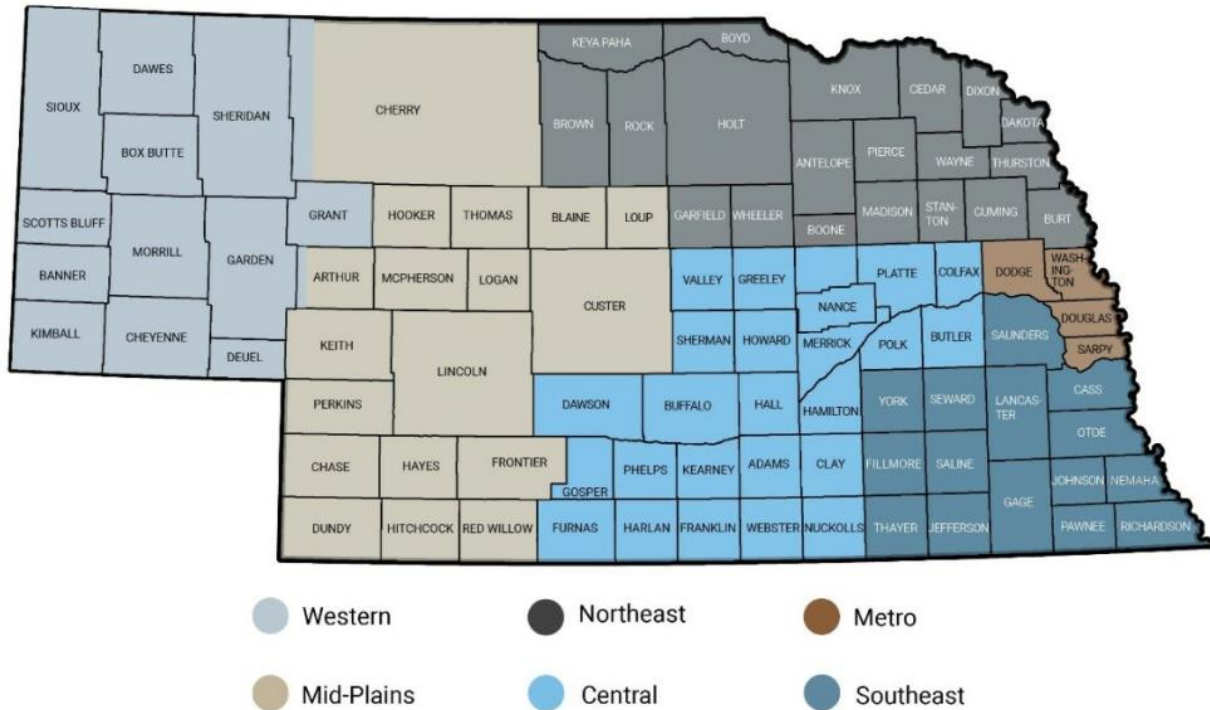
3.2.1 Subrecipient Determination

DED has determined that those receiving grants (“subrecipients”) under the RDI program are subrecipients for purposes of the Final Rule and the Uniform Guidance. A subrecipient is an entity that receives a subaward to carry out a project on behalf of the State. The terms and conditions of Federal awards flow down to subawards to subrecipients, requiring subrecipients to comply with all of the same requirements the State must comply with such as the treatment of eligible uses of funds, procurement, and reporting requirements under the Uniform Guidance.

3.3 PROJECT FUNDING & BUDGET

3.3.1 Award and Potential Matching Requirements

Regions are designated on the Community College map. Each award will be used to fund or partially fund a project in one of the six designated regions.



Applicants may apply for funding up to \$1.2 million per project.

No match is required.

All funds must be expended by September 30, 2026.

3.3.2 Duplication of Funds

Subrecipients are required to avoid a duplication of benefits. A duplication of benefits occurs when the amount of the award exceeds the total identified need. Subrecipients should conduct an analysis prior to applying for program funding to determine needs not met by other sources. Best practices to determine if there is a duplication of benefits include the following:

- Identify assistance from federal and state government, county agencies, and private or nonprofit organizations that applicant reasonably expects to be in a project or any other ARPA funds reasonably expected or that have been received;
- Subrecipients are required to identify other sources and amounts of covered assistance (sources and uses) and to certify that the funds requested do not duplicate other covered assistance that has been received or is reasonably expected to be received; and
- Subrecipients must agree to repay any assistance later received for the same purpose as the grant funds associated with this program.

3.3.3 Cost Principles

Subrecipients must assume responsibilities for administering federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the federal award. Costs pertaining to a federal award should be allowable, allocable, and reasonable and treated consistently. Cost Principles should be followed in accordance with the Uniform Guidance, 2 CFR §§ 200.400-476.

3.3.4 Audit Costs

The Final Rule and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR § 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable. However, costs for audits that were not performed, or not in accordance with 2 CFR Part 200 subpart F are not allowable. For more information, refer to 2 CFR Part 200 subpart E regarding Cost Principles and subpart F regarding Audit Requirements.

4 PRE-AWARD AND APPLICATION SUBMISSION

4.1 FEDERAL REGULATIONS

In applying for and receiving an award, an organization must adhere to the Uniform Guidance and the Final Rule. Allowable costs are based on the premise that the subrecipient is responsible for the effective administration of federal awards, application of sound management practices, and administration of federal funds in a manner consistent with the program objectives and terms and conditions of the award. Subrecipients must implement robust financial management practices with a system of internal controls and effective monitoring.

4.2 PRE-AWARD REQUIREMENTS

4.2.1 Unique Entity Identifier

A Unique Entity Identifier (UEI) and active sam.gov registration are required for all applicants, recipients, and subrecipients of Federal financial assistance, in accordance with 2 CFR Part 25.

4.2.2 Debarment and Suspension

Applicants that are debarred, suspended, or otherwise excluded from federal assistance programs or activities are ineligible for this program.

During the application process, applicants must disclose information about any and all proceedings involving the entity, its principles, or employees that are ongoing or reached final disposition within the most recent ten years that:

1. Is or was in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the State of Nebraska or the Federal Government; or
2. Is one of the following:
 - a. A criminal proceeding that resulted in a conviction under verdict or plea;
 - b. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages;
 - c. An administrative proceeding that resulted in a finding of fault and liability and your payment of a fine, penalty, reimbursement, restitution, or damages;
 - d. A bankruptcy proceeding; or
 - e. Any other criminal, civil, or administrative proceeding if:
 - i. It could have led to an outcome described in paragraph 2(a)-(c) of this subsection;
 - ii. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

- iii. This requirement to disclose information about the proceeding does not conflict with applicable laws and regulations.

Failure to disclose information regarding debarment, suspension, or other exclusion from federal assistance programs or activities will render the application or project ineligible.

4.2.3 Acknowledgement of Terms and Conditions for Federal Grants

The applicant must attest to DED in the application and, if awarded, in the subaward agreement, that funds will only be utilized for activities allowed under the federal grant. The applicant must consent in the application and agreement that any funds awarded, which are determined to be unallowable by DED, or State and Federal oversight monitors or auditors, must be returned to DED or the U.S. Department of the Treasury, as federal grantor.

4.3 APPLICATION SUBMISSION

Applications may be submitted electronically through DED's grant management system at any time between the Grant Application Open Date and Grant Application Close Date identified in section 2.2 of this program manual.

4.3.1 Application Components

Applicants must complete all required fields and sections of the application and submit all required supplementary documents or corrections in a form and manner satisfactory to the Department for the application to be considered for funding.

4.3.2 Timely Receipt and Completeness Requirements

Applications must be submitted by the deadline in section 2.2 of this document. Applications must be completed online at <https://ne.amplifund.com/Public/Opportunities/Details/a9565d93-99ba-4d5a-a323-8756b926069a> and must fully comply with all requirements specified. DED at its sole discretion may request supplemental materials from applicants or correction of applications either before or after the deadline. DED reserves the right to fund or not fund applications at its sole discretion. DED also reserves the right to partially fund a grant request.

4.4 CONFLICTS OF INTEREST IN THE ADMINISTRATION OF AWARDS

Subrecipients must disclose to DED any financial conflicts of interest that arise and are required to be managed during the life of the award. DED is required to disclose any potential conflicts of interest to the Federal awarding agency in accordance with 2 CFR § 200.113. Subrecipient employees may neither solicit nor accept gratuities, favors, or anything of monetary value from the contractors or parties to contract. Such a conflict of interest would arise when the employee of a subrecipient or any member of their immediate family, their spouse/partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Subrecipients must attest that they conducted a due diligence assessment that reasonable efforts were made to prevent and detect any such financial conflicts of interest. Failure to make required disclosures can result in any of the remedies described in 2 CFR § 200.338, including suspension or debarment.

5 AWARD DETERMINATION AND OBLIGATION

5.1 APPLICATION EVALUATION CRITERIA

Characteristic	Total Points (200)	%
Project Design	100	50%
Impact	50	25%
Capacity	25	12.5%
Project Readiness – Navigator Phase	25	12.5%

5.2 THRESHOLD REQUIREMENTS

Applications that fail to meet initial threshold requirements will be ineligible for award. The following criteria must be met to ensure the applicant and application has complied with all regulations and program requirements:

- Applicant is eligible to apply for grant funding for this program.
- Application demonstrates that proposed project is an allowable use of SLFRF funding under [31 C.F.R Part 35](#).
- Full application was submitted through the DED grants management system by the applicable deadline.
- Application includes a letter of support from the region's Regional Navigator identifying the project as a priority project or supplemental project.
- All required information and attachments were included in the application.

Criteria will be evaluated individually on a pass/fail basis. Failure to comply with one or more of these criteria, failure to submit additional information as requested, or failure to correct any deficiency within such time as may be determined by DED will result in failure to meet the threshold requirements.

5.3 APPLICANT RISK ASSESSMENT

DED will perform an assessment to identify the potential risks associated with this particular award and address those risks by including mitigating terms and conditions in the subaward agreement as well as additional monitoring procedures for subrecipients requiring special conditions.

5.4 APPLICATION REVIEW AND SELECTION PROCESS

Applications that pass review of threshold requirements will be evaluated by a scoring committee based on the criteria listed in section 5.1.

Following the application evaluation by the committee, a recommendation will be provided to the DED Director for a final determination of awards and award amounts.

The following selection criteria provides information for the review and scoring of each application. All applications received by the due date and meeting all threshold requirements will be reviewed and scored by DED on a competitive basis according to the selection criteria.

Characteristic	Criteria	Points Possible
I. Project Design		
	Did applicant provide a letter of support from their regional navigator? If yes, allocate 75 points; If no, allocate 0 points.	___/75
	Is the primary project location in a QCT?	___/5
	Description of eligible use of grant funding (eligible use per SLFRF)?	___/20
	Total Points	___/100
II. Impact		
	Description of the negative economic impacts of COVID 19 on the region/project beneficiaries.	___/10
	Description of program or project's response to address the negative economic impacts of COVID 19?	___/20
	Description of sustainable long term economic and community impact (max score 10 points for economic impact and community impact responses for a max total of 20).	___/20
	Total Points	___/50
III. Capacity (Financial & Administrative)		
	Qualifications and experience of organization's staff & external partners to manage federal grant funding.	___/10
	Description of organization's internal controls and financial management procedures. Review responses and uploaded policy and procedures documents.	___/15
	Total Points	___/25
IV. Project Readiness – Regional Development Initiative Program – Navigator Phase		
	Ability to start initiative or project in 2025.	___/10
	Ability to complete initiative or project on or before September 30, 2026.	___/10
	Description of contingency plans, project risks and plans to mitigate.	___/5
	Total Points	___/25
Overall Score		___/200

6 AWARD ADMINISTRATION

6.1 NOTICE OF AWARD

DED will issue a written Notice of Award (NOA) to each applicant selected to receive grant funding. The NOA will outline the anticipated grant amount. These funds will be reserved for the selected applicant until a grant agreement is signed by both DED and the applicant, or until such time DED determines that a grant agreement cannot be entered between the applicant and DED. Issuance of an NOA does not constitute a legally binding offer or agreement. DED may require the selected applicant to submit additional documentation, including but not limited to a budget satisfactory to DED, prior to entering a subaward agreement with the selected applicant.

6.1.1 Non-Select Letters

DED issues written Notices of Non-Selection to applicants who submitted full applications that were not chosen for grant funding by the scoring committee.

6.2 GRANT AGREEMENT TERMS AND CONDITIONS

Following issuance of the NOA, DED will issue an electronic copy of the RDI Subaward Agreement via DocuSign. The agreement is entered into between DED and the subrecipient. An authorized representative of the subrecipient must sign the agreement.

The subrecipient must review, sign, date, and return the agreement via DocuSign to accept the RDI award. DED signs the agreement after it is signed by the subrecipient. Once all parties have signed the agreement, the subrecipient will be required to provide the State of Nebraska W-9 and ACH Enrollment Form using the Department's grant management system, AmpliFund.

The subrecipient must attest to DED in the agreement that funds will only be utilized for activities allowed under the federal grant.

The subrecipient must acknowledge and will agree to in the agreement that any grant funds spent on activities determined to be unallowable by DED or by state or federal oversight monitors or auditors must be returned to DED for utilization on other SLFRF allowable activities or returned to the federal grantor.

6.3 AWARD DISBURSEMENT

This award will be disbursed on a reimbursement basis using DED's grant management system, AmpliFund. To receive reimbursement, the subrecipient must record expenses and provide supporting documentation satisfactory to DED in AmpliFund. Expenses will be tracked against the subrecipient's budget line items. The subrecipient will then compile all expenses into a reimbursement payment request, which will be submitted to DED monthly.

DED may reject the payment request and require resubmission if documentation is incomplete, funds are requested for ineligible costs or other issues are identified. Upon DED's approval of payment requests, DED will disburse grant funds on a reimbursement basis up to the amount detailed in the reimbursement documentation. An email from the grant management system administrator will give notice to the subrecipient's Grant Manager that DED has approved or denied the request for payment. Denied requests may be modified as required and resubmitted.

Funds are transferred electronically to the account designated on the State of Nebraska W-9 and ACH Enrollment Form. If an email address was provided on the State of Nebraska W-9 and ACH Enrollment Form, notification that payment has been processed will be sent via email to the address provided.

Subrecipients can find detailed instructions for how to submit payment requests in this manual and DED Help Center user guides. Payment of the reimbursement is subject to the subrecipient's submission of supporting documentation for review and approval by DED.

The timing of the final disbursement request depends on the subrecipient's ability to document expenditure of funds as required in the agreement but should be submitted to DED on or before the end of the contract term.

7 POST-AWARD MANAGEMENT AND IMPLEMENTATION

7.1 GOVERNING PROVISIONS

Subrecipients must fulfill the objectives of the grant in full compliance with all applicable laws and regulations, both federal and state.

7.2 FEDERAL POST-AWARD REQUIREMENTS

7.2.1 Statutory and National Policy Requirements

Federal funding that is expended and associated programs that are implemented must be managed and administered in accordance with the U.S. Constitution, Federal Law, and public policy requirements, including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination. Relevant public policy requirements are incorporated directly or by reference in the terms and conditions of the subaward agreement.

7.2.2 Performance Management

DED will measure the subrecipient's performance to show achievement of program goals and objectives, share lessons learned, improve program outcomes, and foster adoption of promising practices. The subaward agreement may include specific program goals, indicators, targets, baseline data, data collection, and expected outcomes with an expected timeline for accomplishment, and may include performance measures or independent sources of data that may be used to measure progress. Performance measurement progress must be measured by the subrecipient and/or DED and reported.

Performance goals and objectives must be aligned with the federal awarding agency's strategic goals, strategic objectives, or performance goals that are relevant to the program. Performance reporting frequency and content will be established by DED at the beginning of the period of performance.

7.2.3 Financial Management

Subrecipients are required to manage their financial resources in accordance with state laws and procedures for expending and accounting for the state's own funds. DED has established a financial management framework that allows for the appropriate recording and reporting of the receipt and expenditures of federal grant funds. Subrecipients are required to be in compliance with the Uniform Guidance and all provisions of the Final Rule.

7.2.4 Internal Controls

Subrecipients are required to maintain effective internal control over the Federal award and agree to comply with Federal statutes, regulations, and the terms and conditions of the grant agreement. Subrecipient internal control requirements are further outlined in 2 CFR § 200.303.

7.2.5 Cost Sharing or Matching

Cost Sharing and Matching requirements do not apply to the SLFRF programs per Treasury guidelines.

7.2.6 Program Income

Program income means gross income that is directly generated by a supporting activity or earned as a result of the Federal award during the period of performance. Activities that generate program income are subject to the provisions of 2 CFR 200.307 and all other applicable federal law. Recipients of SLFRF funds will be required to calculate, document, and record the organization's program income. Additional controls that your organization

should implement include written policies that explicitly identify appropriate allocation methods, accounting standards and principles, compliance monitoring checks for program income calculations, and records.

7.3 PROPERTY STANDARDS

Purchase or improvement of real property or equipment is not an allowable use of grant funds in the Initiative Phase of RDI.

7.4 PROCUREMENT STANDARDS

DED and its subrecipients are responsible for ensuring that any procurement using award funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR §§ 200.317 through 200.327, as applicable. Subrecipients must make available upon request any technical specifications on proposed procurements for which the Federal awarding agency or DED determines a review is required. All written procurement policies will include procedures to conduct all procurement transactions in a manner providing full and open competition consistent with the standards.

7.4.1 Competition

The Uniform Guidance requires that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in the procurement standards, which allows for non-competitive procurements only in circumstances where at least one of the conditions below is true: the item is below the micropurchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, competition is determined inadequate. The Uniform Guidance requires an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct and prohibitions on dealing with suspended or debarred parties. Subrecipients must ensure adherence to all applicable local, State, and federal procurement laws and regulations.

DED considers “full and open” competition to mean that a complete requirement is publicly solicited, except if specifically not required, and all responsible sources that are interested in doing so, are permitted to compete. There are numerous benefits to full and open competition, such as increasing the probability of reasonable pricing from the most qualified contractors and helping discourage and prevent favoritism, collusion, fraud, waste, and abuse.

7.4.2 Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms

Subrecipients must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus are firms are used when possible. Affirmative steps are detailed in 2 CFR § 200.321.

7.4.3 Domestic Preferences for Procurements

Subrecipients must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States in accordance with 2 CFR § 200.322.

7.4.4 Supply Schedules and Purchasing Programs

Subrecipients’ procurement procedures must address what procurement methods will be used, including a description of those methods and the circumstances when used. These methods should also include a description of how and when the subrecipient will use joint procurements, purchasing agents, and Federal and State supply schedules.

8 PERFORMANCE & FINANCIAL MONITORING & REPORTING

8.1 RECORDS RETENTION AND ACCESS; INSPECTIONS

As required by Retention Requirements for Records found in 2 CFR §§ 200.334 through 200.338, subrecipients must maintain all records and financial documents for five years after all funds have been expended or returned.

DED and any duly authorized official of the state or federal government will have full access to and the right to examine, audit, excerpt, and/or transcribe any of the subrecipient's records pertaining to all matters covered by the subaward agreement. The subrecipient must transfer records pertinent to this project and work undertaken as part of the project to DED upon request.

Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

The subrecipient must agree to provide or make available such records to the State of Nebraska, Nebraska Department of Economic Development, and the U.S. Department of the Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office ("GAO"), Treasury's Office of Inspector General ("OIG"), and the Pandemic Relief Accountability Committee ("PRAC"), and the Nebraska Auditor of Public Accounts.

8.2 ONGOING REPORTING REQUIREMENTS

The subrecipient must complete and submit financial reports as required by the subaward agreement in accordance with the reporting requirements of the Uniform Guidance and the Final Rule.

Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied. Reporting must be consistent with the definition of expenditures pursuant to 2 CFR § 200.1. Expenses will be entered and approved within DED's grant management system in order to receive payments.

The subrecipient must maintain records and financial statements in accordance with applicable federal, state, and local regulations, outlined in the subaward agreement. DED may request additional information and change the frequency of reporting at its discretion.

Failure to provide required reports to DED by the due dates may result in DED declaring the subrecipient to be in substantial breach of the subaward agreement, for which DED may immediately terminate the subaward agreement and/or require repayment of all SLFRF funds disbursed to the subrecipient under the RDI program.

8.2.1 Reporting of Matters Related to Recipient/Subrecipient Integrity and Performance

If the total value of the recipient (or subrecipient) entity's currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipient entity during that period of time must maintain current information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently Federal Awardee Performance and Integrity Information System [FAPIIS]) about civil, criminal, or administrative proceedings described in program manual. This is a statutory requirement under Section 872 of Public Law 110-417, as amended in 41 U.S.C. § 2313.

Before awarding a contract in excess of the simplified acquisition threshold, DED will review the performance and integrity information available in the Federal Awardee Performance and Integrity Information System (FAPIIS) (available at <https://www.cpars.gov/>), including FAPIIS information from the SAM Exclusions and the Contractor Performance Assessment Reporting System (CPARS).

As required by Section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for federal procurement contracts, will be publicly available.

8.2.2 Department of Economic Development Monitoring and Reporting

- As a recipient of federal award funds, DED is entrusted with financial resources and responsibilities for the management, disbursement, and accountability of SLFRF monies under ARPA. This responsibility extends to managing risks associated with the grant management process to facilitate efficient operation and compliance with regulatory and programmatic requirements. Monitoring and reporting is critical for the federal awarding agency and DED to have up-to-date information on awards and subawards, and invaluable for subrecipients in regard to meeting performance goals and ensuring compliance with applicable rules and regulations.
- By accepting SLFRF grant funds, subrecipients affirm their requirements to:
- Be responsible for oversight of the operations of federal award-supported activities;
- Monitor its activities performed under federal awards to ensure compliance with applicable federal requirements and performance expectations are being achieved. Monitoring will cover each program, function, and activity;
- Submit performance reports for each open project to DED within 15 days of the reporting period end date, which will include the following:
 - Comparison of actual accomplishments to the objectives of the federal award established for the period. Where the accomplishments of the Federal awards can be quantified, a computation of the cost.
 - The reason for not meeting established goals, if appropriate; and
 - Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high cost units;
- Inform DED if the following occur between performance reporting dates:
 - Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and assistance needed to resolve the situation and;
 - Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned; and
- Submit annual reports to DED on the status of real property in which the Federal Government retains an interest.

8.3 PERFORMANCE REPORTS

Project and financial reporting will be prepared and submitted by the subrecipient at an interval described in the subaward agreement and in compliance with the Federal, state, and DED requirements.

Subrecipients must establish and maintain a system which assures effective control over and accountability for all funds, property, and other assets used in the project. Financial reports will align with the subrecipient's proposed budget and will be supported by appropriate source documentation (e.g., payroll records, invoices, receipts, etc.) and proofs of payment.

The subrecipient must submit documentation evidencing completion of all financial management system requirements and execution of the financial management certification form prescribed by DED.

8.4 RECOVERY PLAN

DED must submit annually to Treasury a Recovery Plan, which will cover all SLFRF-funded programs during the previous 12-month period of the period of performance. DED may request additional information from the subrecipient for the purpose of the Recovery Plan, which may include, but is not limited to:

- Executive Summary of the subrecipient's eligible use of funds, including key outcome goals, project progress status, the subrecipient's plan for use of funds to promote long-term housing stability in the community, and noteworthy challenges or opportunities identified during the reporting period.
- Uses of Funds, including both intended and actual uses of funds, which address how the SLFRF funds respond to negative economic impacts of the COVID-19 pandemic and to ensure effective, efficient, and equitable outcomes for disproportionately impacted communities, populations, or individuals.
- Promoting Equitable Outcomes, including details of the project's goals, design, access and distribution, outcomes, and prioritization of economic and racial equity as a goal.
- Community Engagement, including details of how feedback from the community, constituents, and community-based organizations was incorporated into the project design.
- Use of Evidence, including whether evidence-based interventions or program evaluation tools have been implemented by the subrecipient to ensure program effectiveness and equitability.
- Required performance indicators and programmatic data, including the number of affordable housing units preserved or developed.

8.5 SINGLE AUDIT REPORT

Subrecipients are subject to the Single Audit Act and its implementing regulation at 2 CFR Part 200 subpart F regarding audit requirements. Subrecipients may also refer to the Office of Management and Budget (OMB) Compliance Supplements for audits of federal funds and related guidance and the Federal Audit Clearinghouse to see examples and single audit submissions. Subrecipients will be notified via email through AmpliFund to submit an annual audit. More information can be found at the DED website: <https://dednebraska.zendesk.com/hc/en-us/articles/6660531499291-Submitting-the-Notification-of-Annual-Audit-NAA>

8.6 SUPPLEMENTAL FINANCIAL/INTEGRITY REVIEW

Subrecipients will be required to report on the status of the project. DED reserves the right to audit the project at any time, ensuring that funds are spent appropriately, and timelines are met. Following project completion, a final report will be required.

8.7 CLOSEOUT

Subrecipients will comply with program closeout procedures as specified by DED to ensure a timely closeout, in accordance with 2 CFR § 200.344 and 200.345.

All final financial and program reports must be submitted to DED by the subrecipient within 30 calendar days of the end of the period of performance. DED may approve an extension if requested and justified in writing by the subrecipient. The subrecipient must account for any real and personal property acquired or improved upon with grant funds in accordance with 2 CFR §§ 200.310 through 200.316 and 200.330.

Project closeout does not affect the right of DED or any duly authorized official of the State of Federal government to disallow costs and recover funds from the subrecipient on the basis of a later audit or other review. The obligation of the subrecipient to return any funds due as a result of an audit is not affected by closeout of the grant or termination of the agreement between the subrecipient and DED.

8.8 ENFORCEMENT AND TERMINATION

The grant agreement or contract may be terminated in full, or in part, if:

- DED suffers a loss of funding which permitted it to fund the award;
- A natural disaster or other similar event outside of the control of and not the fault of the subrecipient or DED renders the project infeasible or unable to be performed;
- The subrecipient and DED mutually agree to terminate the grant agreement, if both parties agree that continuation is not feasible or would not produce the beneficial results commensurate with the further expenditure of funds;
- DED identifies a deficiency in performance or the subrecipient's noncompliance with the grant agreement; or
- The subrecipient makes any false statements or claims in connection with the Federal grant.

8.8.1 Remediation and Recoupment

If DED determines that the subrecipient materially fails to comply with any term of this grant agreement, whether stated in a federal or state statute or regulation, an assurance, in a state plan or application, a notice of award, or any other applicable requirement, DED will have all remedies available under State or Federal law. DED, at its sole discretion, may impose sanctions without first requiring or allowing a corrective action plan.

Costs resulting from obligations incurred during a suspension or after termination of this grant are not allowable unless DED expressly authorizes them in the notice of suspension or termination or subsequently.

9 TECHNICAL ASSISTANCE FOR AMPLIFUND

To administer this program, DED uses AmpliFund, a grant management system (GMS). Applications will be submitted, and awards will be managed, through this GMS.

9.1 DED GRANTS HELP CENTER

DED has published user guides and tutorials for specific business processes for accessing and using the GMS to apply and facilitate the grant are available on DED's website, <http://opportunity.nebraska.gov/amplifund/>. The help portal is organized by topic displayed in tiles on the main webpage. You can enter key words into the search bar to find specific articles.

9.1.1 Applicant User Guides

- **User Management** provides instructions on registering users on the AmpliFund website in order to apply for an award.
- **How to Apply** contains instructions on applying through the GMS.

9.1.2 Subrecipient User Guides

- **Award Information** provides initial instructions to manage your award.
- **Amendments** contains information on submitting an amendment of your grant agreement within your award.
- **Budget** provides information on how to edit and track expenses within your award.
- **Payment Requests** contains instructions for submitting payment requests and supporting documentation within your award.
- **DED Reporting Requirements** provides instructions for completing and submitting required reports throughout the period of performance within your award.
- **ARPA** contains specific user guides specific to ARPA programs.

9.2 AMPLIFUND HELP PORTAL

For user guides about using AmpliFund, please visit <https://ne-amplifund.zendesk.com>. This help portal will assist users in navigating the system and more. You can enter key words into the search bar to find specific articles, user guides, access recorded and live trainings and videos, and submit a support ticket for assistance from the AmpliFund Help Desk.

9.2.1 Customer Support

If you need help using the GMS to apply or manage you award, you can reach out to customer support in three different ways:

1. Call toll-free 1-844-735-0239
 - a. Available from 7:00am to 7:00pm (Central)
2. Online chat
 - a. Available from 8:00am to 4:00pm (Central)
3. Email support@ne-amplifund.zendesk.com

10 RECORD OF CHANGE

Find the Version identifier on the cover page of this document. Summary of Changes includes a brief description of the revisions.

Version	Date	Summary of Changes
1.0	August 2024	Initial program version published.
1.1	October 2024	Extended application deadline and anticipated award date (section 2.2). Modified provisions related to program income (sections 3.1 and 7.2.6). Corrected typographical error in scoring criteria (section 5.4).