

Small Business Support Grant – Recipient Information Session #1

Agenda

- Introductions
- Getting Started
 - Program Manual
 - Offer Letter / Decision Form
 - Application Link
- AmpliFund Application
 - Applicant, Contract, & Preparer Information
 - Partner Entity Information
 - Threshold Questions
 - General Application Questions
 - Policies & Procedures
 - Revised Budget
 - Terms of Acceptance
- Frequent Issues
- Frequent Questions
- SBSG Checklist
- Resources Available to Recipients

Introduction

- **Team Members:**
 - SBSG Program Manager: Deisy Coyle
 - Economic Development Consultants: Diamond Cook & Atticus Stansbury
 - Business Managers: Elizabeth Blanco & Daren Waters
- **In-Person Locations**
 - 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.
 - 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.

Getting Started

Program Manual

- Understand the Program Manual and all requirements for the NSORG LB531, especially for SBSG.
- [North & South Omaha Recovery Grant Program Manual](#)

Offer Letter / Decision Offer Form

- Receive, Accept, Sign, and Send the Decision Offer Form

Application Link

- Receive a link to apply for the SBSG fund opportunity.
- Create AmpliFund Account
 - **The applicant should create an individual account for each organization.**

AmpliFund Application

Part 1 Applicant, Contact, and Preparer Information

This section includes details about the organization applying for the grant, its name, contact info, and legal details.

- Attachment in Part 1
 - Current Articles of Incorporation
 - Current Articles of Organization
 - Current Corporate By-Laws
 - 2020- 2021- & 2022- Balance Sheets
 - 2020- 2021- & 2022- Cash Flows
 - 2020- 2021- & 2022- Income Statements
 - Current Nebraska Certificate of Good Standing
 - Executed Attestation of Legal Proceedings Form

DISCLAIMER

The following definitions are provided as guidance for your understanding. For detailed explanations or specific inquiries regarding legal or financial matters, please consult with an accountant, tax preparer, or lawyer.

Articles of Incorporation

Articles of Incorporation are legal documents that a business files to become a corporation. They include basic information like the company's name, purpose, and location.

**SAMPLE ARTICLES OF INCORPORATION
OF
[NAME OF CORPORATION]**

I, the undersigned Incorporator, being a natural person of full age, for the purpose of forming a corporation under and pursuant to the provisions of the laws of the State of California, do hereby adopt the following Articles of Incorporation:

**ARTICLE I
NAME**

The name of the corporation is _____.

**ARTICLE II
PURPOSE**

The purpose of the corporation is to engage in any lawful act or activity for which a corporation may be organized under the General Corporation Law of California other than the banking business, the trust company business, or the practice of a profession permitted to be incorporated by the California Corporations Code.

**ARTICLE III
INITIAL AGENT**

The name and address in the State of California of this corporation's initial agent for service of process is _____, _____, CA _____.

**ARTICLE IV
CAPITAL**

The corporation is authorized to issue only one class of shares of stock; and the total number of shares that this corporation is authorized to issue is _____.

**ARTICLE V
SHAREHOLDER ACTION**

Action without a meeting. Any action required or permitted to be taken at a meeting of the shareholders may be taken without a meeting by written action signed by all shareholders entitled to vote.

**ARTICLE VI
BOARD ACTION**

The Board of Directors shall take action by the affirmative vote of a majority of the directors present at a duly held meeting, except as required by law.

**ARTICLE VII
DIRECTOR LIABILITY**

The liability of the directors of the corporation for monetary damages shall be eliminated to the fullest extent permissible under California law.

**ARTICLE VIII
INDEMNIFICATION OF DIRECTORS AND OFFICERS**

The Corporation is authorized to indemnify the directors and officers of the corporation to the fullest extent permissible under California law.

Articles of Organization

Articles of Organization are legal documents filed with a state agency to establish a legal entity (LLC). They include basic information like the company's name, purpose, and location.

Basic Articles of Organization using an Affirmation Statement
ARTICLES OF ORGANIZATION
OF

Under Section 203 of the Limited Liability Company Law

FIRST: The name of the limited liability company is: _____ .

SECOND: The county within this state in which the office of the limited liability company is to be located is: _____ .*

THIRD: (Optional) The latest date on which the limited liability is to dissolve is: _____ .

FOURTH: The secretary of state is designated as agent of the limited liability company upon whom process against it may be served. The post office address within or without this state to which the secretary of state shall mail a copy of any process against the limited liability company served upon him or her is:
_____ .

FIFTH: (Optional) The name and street address within this state of the registered agent of the limited liability company upon whom and at which process against the limited liability company can be served is:
_____ .

SIXTH: The future effective date of the Articles of Organization, if not effective upon filing, is: _____ .¹

SEVENTH: The limited liability company is to be managed by (check appropriate option):
1 or more members: _____
A class or classes of members: _____
1 or more managers: _____
A class or classes of managers: _____

EIGHTH: If all or specified members are to be liable in their capacity as members for all or specified debts, obligations or liabilities of the limited liability company as authorized pursuant to Section 609 of the Limited Liability Company Law, a statement that all or specified members are so liable.

IN WITNESS WHEREOF, this certificate has been subscribed this _____ day of _____, 20____, by the undersigned who affirms that the statements made herein are true under the penalties of perjury.

NEBRASKA

Good Life. Great Opportunity.

Corporate By-Laws

Corporate By-laws are legal documents that set the internal rules and procedures for operating a corporation.

CORPORATE BYLAWS OF _____

INCORPORATED IN THE STATE OF GEORGIA

ARTICLE I – CORPORATE AUTHORITY

Section 1. *Incorporation:* _____ (the "Corporation") is a duly organized corporation authorized to do business in the State of Georgia by the filing of Articles of [Organization] [Incorporation] on _____, 20____.

Section 2. *State law:* The Corporation is organized under **Title 14, Chapters 2-7 of the Georgia State Code** ("Statutes") and except as otherwise provided herein, the Statutes shall apply to the governance of the Corporation.

ARTICLE II - OFFICES

Section 1. *Registered Office and Registered Agent:* The registered office of the Corporation in the State of Georgia, shall be [address] _____ The registered agent of the Corporation shall be _____.

Section 2. *Other Offices:* The Corporation may also have offices at such other places, both within and without the State of _____, as the Board of Directors may from time to time determine or the business of the Corporation may require.

ARTICLE III – MEETINGS OF SHAREHOLDERS

Section 1. *Place of Meetings:* Meetings of shareholders shall be held at the principal office of the Corporation or at such place as may be determined from time to time by the Board of Directors of the Corporation.

Section 2. *Annual Meetings:* Each year, the Corporation shall hold an annual meeting of shareholders on such date and at such time as shall be determined from time to time by the Board of Directors, at which meeting shareholders shall elect a Board of Directors and transact any other business as may properly be brought before the meeting.

Page 1 of 10

NEBRASKA

Good Life. Great Opportunity.

Balance Sheets

A balance sheet is a financial statement that shows a company's assets, liabilities, and shareholders' equity at a specific moment, illustrating how assets are funded through debts or owner's investments.

SBSG recipients are required to submit balance sheets for the 2020-, 2021-, & 2022-fiscal years.

BALANCE SHEET			
#REF!		#REF!	
ASSETS		LIABILITIES & EQUITY	
Current Assets:		Current Liabilities:	
Cash at Hand	0.00	Accounts Payable	0.00
Cash at Bank	0.00	Sales Taxes Payable	0.00
Accounts Receivable	0.00	Payroll Taxes Paya	0.00
Less: Reserve for Bad D	0.00	Income Taxes Payable	0.00
Stock	0.00	Accrued Wages Payable	0.00
Prepaid Expenses	0.00	Unearned Revenues	0.00
Notes Receivable	0.00	Bank Overdraft	0.00
		Short-Term Loan P	0.00
Total Current Ass	0.00	Total Current Liab	0.00
Fixed Assets:		Long-Term Liabili	
Vehicles	0.00	Long-term Bank Loans Payal	0.00
Less: Accumule	0.00	Mortgage Payable	0.00
Furniture and Fixtures	0.00	Total Long-Term L	0.00
Less: Accumulated Depr	0.00		
Equipment	0.00	Total Liabilities	0.00
Less: Accumule	0.00		
Buildings	0.00	Capital & Reserves	
Less: Accumule	0.00	Capital	0.00
Land	0.00	Add: Net Profit	0.00
Total Fixed Asset	0.00	Less: Drawings	0.00
Other Assets:		Net Capital	0.00
Goodwill	0.00		
Total Ott	0.00		
Total Assets	0.00	Total Liabilities and Equity	0.00

Cash Flows

Cash flow statements are financial records that track the flow of cash into and out of a company during a specific period.

SBSG recipients are required to submit cash flows for the 2020-, 2021-, & 2022- fiscal years

CASH FLOW PROJECTION ABC, Inc.

	Initial	Jan 2009	Feb 2009	Mar 2009	Apr 2009	May 2009	Jun 2009	Jul 2009	Aug 2009	Sep 2009	Oct 2009	Nov 2009	Dec 2009	Total
Cash on hand (beginning of the month)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash receipts														
Cash sales														0
Returns and allowances														0
Collections on accounts receivable														0
Interest, other income														0
Loan proceeds														0
Owner contributions														0
Total cash receipts		0	0	0	0	0	0	0	0	0	0	0	0	0
Total cash available (before cash out)		0	0	0	0	0	0	0	0	0	0	0	0	0
Cash paid out														
Purchases (Merchandise)														0
Gross wages (excludes withdrawals)														0
Payroll expenses (taxes etc.)														0
Outside services														0
Supplies (office and operating)														0
Repairs and maintenance														0
Advertising														0
Auto, delivery and travel														0
Accounting and legal														0
Rent														0
Telephone														0
Utilities														0
Insurance														0
Taxes (real estate, etc.)														0
Interest														0
Other expenses 1														0
Other expenses 2														0
Other expenses 3														0
Miscellaneous (unspecified)														0
Subtotal		0	0	0	0	0	0	0	0	0	0	0	0	0
Loan principle payment														0
Capital purchases														0
Other start-up costs														0

Income Statements

An income statement, also known as a profit and loss statement, is a financial statement that summarizes a company's revenues, expenses, and profits or losses over a specific period.

SBSG recipients are required to submit income statements for the 2020-, 2021-, & 2022-fiscal years.

[Your Company Name] Income Statement For the Year Ended [Mmmm Dd, 200X]		
Revenue:		
Gross Sales		\$0.00
Less: Sales Returns and Allowances		\$0.00
Net Sales		\$0.00
Cost of Goods Sold:		
Beginning Inventory	\$0.00	
Add: Purchases	\$0.00	
Freight-in	\$0.00	
Direct Labor	\$0.00	
Indirect Expenses	\$0.00	
	\$0.00	
Less: Ending Inventory		\$0.00
Cost of Goods Sold		\$0.00
Gross Profit (Loss)		\$0.00
Expenses:		
Advertising	\$0.00	
Amortization	\$0.00	
Bad Debts	\$0.00	
Bank Charges	\$0.00	
Charitable Contributions	\$0.00	
Commissions	\$0.00	
Contract Labor	\$0.00	
Credit Card Fees	\$0.00	
Delivery Expenses	\$0.00	
Depreciation	\$0.00	
Dues and Subscriptions	\$0.00	
Insurance	\$0.00	
Interest	\$0.00	
Maintenance	\$0.00	
Miscellaneous	\$0.00	
Office Expenses	\$0.00	
Operating Supplies	\$0.00	
Payroll Taxes	\$0.00	
Permits and Licenses	\$0.00	
Postage	\$0.00	
Professional Fees	\$0.00	
Property Taxes	\$0.00	
Rent	\$0.00	
Repairs	\$0.00	
Telephone	\$0.00	
Travel	\$0.00	
Utilities	\$0.00	
Vehicle Expenses	\$0.00	
Wages	\$0.00	
Total Expenses		\$0.00
Net Operating Income		\$0.00
Other Income:		
Gain (Loss) on Sale of Assets	\$0.00	
Interest Income	\$0.00	
Total Other Income		\$0.00
Net Income (Loss)		\$0.00

Certificate of Good Standing

A certificate of good standing is a document issued by a state's Secretary of State or similar authority confirming that a business entity (such as a corporation or LLC) is legally registered, up-to-date with required filings, and compliant with state regulations.

Example

STATE OF NEBRASKA

United States of America,) ss. Secretary of State
State of Nebraska) State Capital
Lincoln, Nebraska

I, Robert B. Evnen, Secretary of State of the State of Nebraska, do hereby certify that
AMAZON.COM SERVICES, INC.

a Delaware corporation is authorized to transact business in Nebraska;

that no occupation taxes due from and assessable against the Corporation are unpaid and have become delinquent;


that no annual or biennial report required to be forwarded by the Corporation to the Secretary of State has become delinquent;


that a Certificate of Withdrawal has not been filed.

This certificate is not to be construed as an endorsement, recommendation, or notice of approval of the entity's financial condition or business activities and practices.

In Testimony Whereof,

I have hereunto set my hand and affixed the Great Seal of the State of Nebraska on this date of
October 9, 2019


Secretary of State



Verification ID 824708 has been assigned to this document. Go to ne.gov/go/validate to validate authenticity for up to 12 months.


Company Documents from
SystemDay

NEBRASKA
Good Life. Great Opportunity.

Attestation of Legal Proceedings Form

An Attestation of Legal Proceedings Form is a vital document that organizations or their officers must complete as part of a grant application process. This form discloses any ongoing legal proceedings, including lawsuits or investigations, within the past decade. By requiring this form, grant administrators aim to ensure transparency regarding the legal status of the organization.

Great Opportunity.
ECONOMIC DEVELOPMENT



DISCLOSURE OF LEGAL PROCEEDINGS

Name of Grant Application: _____

Name of Grant Applicant: _____

Name of Individual Completing this Form: _____

Individual's Role at Applicant's Corporation: _____

Applicants and its officers, including all individuals with financial management responsibilities, must disclose information about any and all proceedings that are ongoing or reached final disposition within the most recent 10-years that:

1. Is or was in connection with the award or performance of a grant, cooperative agreement, or procurement Award Agreement 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 or without 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.

I, _____, have not / have been a party to one or more of the legal proceedings listed above.

If answered in the affirmative, please provide a narrative explaining the nature of the proceeding, including but not limited to, the date, case number, name and location of the Court, and the final disposition.

AmpliFund Application

Part 2: Partner Entity Information

- Any project that involves a partner entity must submit the documents previously discussed for both partners.

AmpliFund Application

Part 3: Threshold Questions

- The following documents must be provided under the “Threshold Questions”
 - Executed Decision Offer Form
 - REVISED Coordination Plan and Appendices Data
 - DED requests an updated coordination plan to ensure the project's accuracy.

<https://www.nebraskalegislature.gov/reports/econrec.php>

AmpliFund Application

Part 4: General Application Questions

In addition to answering the questions found in this section of your SBSG application, you must submit the following document

- Organizational Chart
- Policies & Procedures for Sound Financial Management
- Most Recent Financial Audit
 - Associated Corrective Action Plans (if applicable)
- Federal or State Audit Reports (if applicable)
- Budget (**Matching the amount sent on the Offer Letter**)

Revising your Original Proposal

As a part of the Threshold questions, recipients are required to submit a revised coordination plan proposal. Below is the process to achieve this step:

1. The recipient must request their original proposal.

a. Application:

A link to the coordination plan and appendices by the Economic Recovery Special Committee of the Legislature dated January 10, 2023 can be found here: <https://www.nebraskalegislature.gov/reports/econrec.php>

To obtain your original proposal submission (Olsson data) as a Microsoft Excel file, you may submit a request here (Coordination Plan & Appendices Data Request For): <https://opportunity.nebraska.gov/programs/recovery/nsorg/>

b. Website: <https://opportunity.nebraska.gov/programs/recovery/nsorg/>

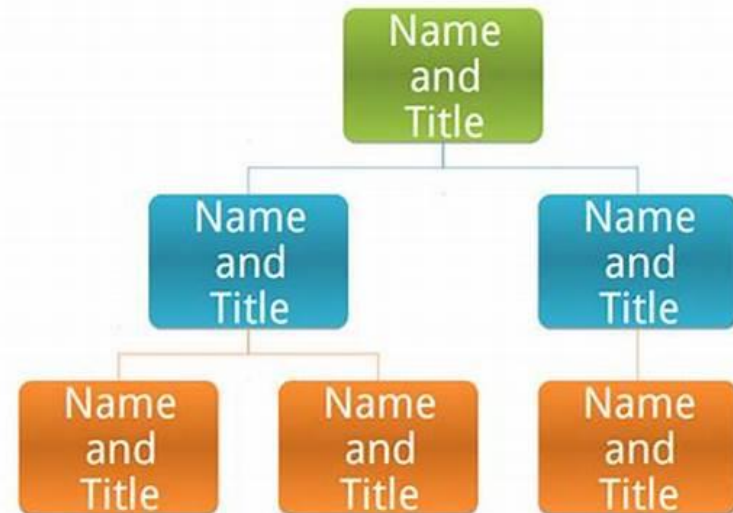
2. Recipient must update their original proposal to reflect the grant amount of funding their project will receive.

– [EXAMPLE Coordination Plan](#)

Organizational Chart

An organizational chart is a visual representation of a company's structure, showing the hierarchy of roles, responsibilities, and relationships within the organization.

Title of Organization Chart



NEBRASKA

Good Life. Great Opportunity.

Policies & Procedures for Sound Financial Management

Policies and procedures for sound financial management are guidelines and protocols established by an organization to ensure responsible handling of finances. They outline rules and practices related to budgeting, accounting, cash management, procurement, and financial reporting.

FINANCIAL MANAGEMENT POLICIES AND PROCEDURES

SAMPLE

- 1. GENERAL PURPOSE**
The purpose of these policies is to establish guidelines for developing financial goals and objectives, making financial decisions, reporting the financial status of the Agency, and managing the Agency's funds.
- 2. FINANCIAL RESPONSIBILITIES**
It is the responsibility of the Board of Directors to formulate financial policies and review operations and activities on a periodic basis.

The Board delegates this oversight responsibility to the Treasurer of the Board and the Finance Committee of which the Treasurer is the Chair. This responsibility is shared through delegation with the Agency CEO and the Head of Finance (or CFO).

The Agency CEO acts as the primary fiscal agent, implementing all financial policies and procedures. The Agency CEO, with oversight of The Finance Committee is responsible for the coordination of the following: Annual budget presentation, management of the Endowment and other fund investments, selection of the outside auditors, and approving revenue and expenditure objectives in accordance with the Board approved long-term plans.

The Head of Finance with oversight by the Finance Committee has the day-to-day operations responsibility for managing Agency funds, ensuring the accuracy of the accounting records, internal controls, financial objectives and policies, financial statement preparation, and bank reconciliation review and approval.

The Accountant is directly supervised by the Head of Finance and is responsible for the preparation of the Chart of Accounts, Reporting Formats, Accounts Payable Processing, Payroll input and Payroll processing, Cash Receipts input, Journal Entries for General Ledger, Form 1099 reporting, Form 5500 reporting, and Form 990 reporting as well as Bank Reconciliations.
- 3. CONFLICT OF INTEREST**
Members of the Board of Directors are prohibited from activities that might present conflicts of interest. The powers of directorship may not be used to personally benefit the Director at the corporation's expense. If a Director has a financial interest in a corporate transaction, the Director must fully disclose the interest and abstain from voting. Loans to Directors are prohibited.
- 4. BUDGETING PROCESS** *(The entire Board must approve the budget.)*
The Agency's CEO, the Head of Finance, and the Treasurer shall be responsible for presenting to the Finance Committee and other Board Committees an annual operating budget draft sixty

Financial Audits, Corrective Action Plans, & Federal or State Audits

Internal Audit Report

Audit Overview

This report covers the following audit criteria:

Audit Site	
Audit Area / Department	
Process / System Reviewed	
Auditee (the person who was audited)	
Auditors (the persons carrying out the Audit)	
Date of Audit	
Type of Audit	Surveillance – ensuring compliance with relevant Management System Standards
Audit tools used	AS/NZS ISO 9001 Audit tools provided by external parties AS/NZS ISO 14001 Audit tools from external parties AS/NZS 4801 Audit tools provided by external parties

Audit Meeting Attendance

The following persons attended Audit Meetings:

Name	Position	Entry	Exit
		✓	✓
		✓	✗
		✓	✗
		✓	✓
		✓	✓
		✓	✓
		✗	✓
		✓	✓

The attendance list above only records those that were invited to attend the Audit Entry and Exit meetings. It does not record the details of personnel who may have been consulted as part of the audit process. Their details will be recorded elsewhere in this document as appropriate and required.

Financial audits, corrective action plans, and federal or state audits are mechanisms used to ensure accountability and compliance with financial regulations.

State of Washington Corrective Action Plan for Audit Finding

(Refer to the SAAM Chapter 55)

Agency Code: _____ Agency Title: _____

Corrective Action Plan Information:	
Audit Report Number:	
Finding Number:	
Finding:	
Corrective Action Taken or To Be Taken:	
If already taken, date of completion:	
If to be taken, estimated date of completion:	
Agency Response:	Yes <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>
Does agency agree with finding?	
If no or partially, please explain reason(s) why:	
Additional Comments:	
Agency Contact Responsible for Corrective Action:	
Name:	
Title:	
Address or Mailstop:	
City, State, Zip code:	
Phone Number:	() - ext.
Email:	

State of Washington Corrective Action Plan for Audit Finding

(Refer to the SAAM Chapter 55)

Agency Code: _____ Agency Title: _____

Corrective Action Plan Information:	
Audit Report Number:	
Finding Number:	

NOTE: If you have never had an audit, upload a statement to that effect.

Budget

In addition to answering the questions found in this section of the SBSG application, recipients must also:

- Complete the budget section
 - The budget must reflect the award amount offered by DED.
 - The budget includes all the categories for expenses related to the project that will be paid using grant funds.

Budget		
Expense Budget +	Grant-Funded Budgeted	Total Budgeted
Construction +		
Architecture and Engineering	\$0.00	\$0.00
Building Repairs	\$173,806.00	\$173,806.00
Construction	\$1,826,194.00	\$1,826,194.00
Subtotal	\$2,000,000.00	\$2,000,000.00
Total Expense Budget Cost	\$2,000,000.00	\$2,000,000.00
Revenue Budget		
Grant Funding	Grant-Funded Budgeted	Total Revenue
Awarded Amount	\$2,000,000.00	\$2,000,000.00
Subtotal	\$2,000,000.00	\$2,000,000.00
Match		
Cash Match		\$0.00
In-Kind		\$0.00
Subtotal		\$0.00
Total Revenue Budget Cost		(\$2,000,000.00)
Total Overall Budget Cost		\$0.00

Frequent Issues Application Phase

Not updating Coordination Plan Data Proposal.

- Failure to update the Coordination Plan proposal data prevents DED from verifying the accuracy of project information necessary for inclusion in the contract.

Not filling out and signing the Legal Proceeding document.

- Completion of the attestation form is mandatory for all individuals involved in the project's development as per the application requirement.

Nebraska Secretary of State Certificate of Good Standing is outdated.

- Requesting an updated Nebraska Secretary of State Certificate of Good Standing ensures compliance with state regulations and validates the organization's authorization to conduct business within the state.

Frequent Issues Application Phase

Providing tax returns instead of Income Statement, Balance Sheet, & Cash Flow.

- Submitting tax returns in place of Income Statements, Balance Sheets, & Cash Flow documents is not acceptable. DED requires comprehensive financial documentation reflecting the business's financial activities.
- DED requires financial statements specific to the business to assess its financial health accurately.

Frequent Issues Application Phase

Missing Secretary of State Account Number.

- The state may request a Secretary of State Account Number to verify the legal status and existence of the applying organization.

The project address is not in a QCT / ERA area.

- According to legislation, the organization must be situated in a QCT or ERA within the boundaries of a city of the metropolitan class to be eligible under this category.

NEBRASKA

Good Life. Great Opportunity.

Frequent Issues Application Phase

Failing to respond to email requests.

- Timely submission of requested information is essential for a smooth process and continued progress with DED. Please ensure prompt and accurate responses to email requests.

NEBRASKA

Good Life. Great Opportunity.

Frequent Questions Application Phase

Do I need to submit financial records if my business did not make profits?

- If your business didn't generate profits, you must still submit financial records as part of the grant application process.

Do I need to submit financial records if my business did not exist in 2020?

- If your business didn't exist in 2020, you might not need to submit financial records for that year. However, you must provide records for the years your business operated since its establishment.

NEBRASKA

Good Life. Great Opportunity.

Frequent Questions Application Phase

What if I have been involved in legal proceedings?

- Disclose any legal proceedings related to your business in the attestation form as required. It's important to note that being involved in legal proceedings does not automatically disqualify your business. Each situation will be reviewed on a case-by-case basis.

NEBRASKA

Good Life. Great Opportunity.

Frequent Questions Application Phase

I thought once I received my offer letter, I will automatically receive the funds awarded?

- Receiving an offer letter doesn't guarantee automatic fund disbursement; it's contingent upon a complete & accurate application. DED staff will work with you to make sure your application is complete & accurate.
- No funds will be disbursed until after contract is executed.

NEBRASKA

Good Life. Great Opportunity.

Frequent Questions Application Phase

Why do I need to update my Coordination plan proposal?

- Updating your coordination plan proposal ensures it reflects the offered amount accurately and provides the Department of Economic Development (DED) with an updated view of your project and scope.

NEBRASKA

Good Life. Great Opportunity.

Frequent Questions Application Phase

Why do different DED employees keep requesting documents?

- Given the substantial number of businesses in the SBSG category, multiple staff members are involved in ensuring timely processing. Our requests for documents are solely aimed at assembling comprehensive files for each recipient. This approach ensures we have all necessary information to draft contracts and facilitate awards efficiently.

Frequent Questions Application Phase

What needs to be changed on my REVISED Coordination plan proposal?

- Ensure that your coordination plan proposal aligns with the amount specified in the offer you received, and it reflect your project's scope.

Will additional funding be available if I received less funding than I requested?

- Additional funding will not be available through the NSORG program, although the DED website contains separate grant opportunities.

<https://opportunity.nebraska.gov/>

NEBRASKA

Good Life. Great Opportunity.

Frequent Questions Application Phase

What's next after this process?

- Refer to the checklist for the step-by-step process in this category, as there are various stages to navigate.

In which areas can SBSG funds be utilized?

- Grants must relieve the negative impact of the COVID19 public health emergency within a qualified census tract (**QCT**), or an economic redevelopment area (**ERA**) located within the boundaries of a city of the metropolitan class.

[Eligible Areas Map](#)

Additional Questions

Small Business Support Grant Recipient Checklist

- Session #1 Check List
 - [Find the Session #1 Check List here](#)
- Complete SBSG Check List:
 - [Find the Complete SBSG Check List here](#)

Resources Available to Recipients

- AmpliFund Point of contact (+1-844-745-0239)
 - AmpliFund Online Chat Feature Link: [How to Request Technical Assistance – DED Grants Help Center \(zendesk.com\)](#)
- Business Managers
 - North Omaha:
 - Daren Waters (daren.waters@nebraska.gov)
 - South Omaha:
 - Elizabeth Blanco Rodriguez (elizabeth.blanco@nebraska.gov)

Resources Available to Recipients

- Program Manager:
 - Deisy Coyle
 - deisy.coyle@nebraska.com
 - 531-500-9577
- Nebraska Department of Economic Development Website Link:
 - <https://opportunity.nebraska.gov/programs/recovery/nsorg/>
- Program Manual Link:
 - [Program-Manual_Omaha-Recovery-Grants_1.2_final.pdf](#)
- DED Grant Help Center Link:
 - [DED Grants Help Center \(zendesk.com\)](#)