

Small Business Support Grant Recipient Checklist

The following checklist is a comprehensive tool designed to assist recipients in systematically organizing tasks or items related to your specific proposal under the Small Business Support Grant category under the North and South Omaha Recovery Grant Program. This checklist serves as a structured guide to ensure all necessary steps are complete efficiently and nothing is overlooked, thereby facilitating effective project management and task completion.

NOTE: Please be aware that each item on this checklist must be completed sequentially. You will not be able to proceed to any subsequent stage until you have checked off the item before it. This ensures a step-by-step approach to progress through the tasks, facilitating efficient completion of the project. Thank you for your attention to this matter.

This is an ongoing operation; therefore, the order of the listing may be subject to change as required or deemed necessary.

Definitions:

NSORG: North and South Omaha Recovery Grant

SBSG: Small Business Support Grant

DED: Department of Economic Development

SESSION #1

- Program Manual
 - I have read Program Manual and all requirements for the NSORG LB531 specially for SBSG.
- Offer Form & Decision Offer Form
 - I have received an Offer Letter from DED
 - I have received a Decision Offer Form from DED
 - I have signed the Decision Offer Form
 - I have sent the Decision Offer Form to Program Manager
- AmpliFund Link
 - I have received a link to apply for the SBSG on AmpliFund.
- AmpliFund application information and attachments:
 - I have created an account on AmpliFund
 - I have completed Part 01: Applicant, Contact, and Preparer Information.
 - I have UPLOADED Current Articles of Incorporation
 - I have UPLOADED Articles of Organization
 - I have UPLOADED Corporate By-Laws
 - I have UPLOADED 2020- 2021- & 2022- Balance sheet
 - I have UPLOADED 2020- 2021- & 2022- cash flows
 - I have UPLOADED 2020- 2021- & 2022- income statements
 - I have UPLOADED Nebraska Certificate of Good Standing
 - I have UPLOADED an executed Attestation of Legal Proceedings Form
 - I have completed Part 02: Partner Entity Information

- I have UPLOADED all the information above for each partner.
- I have completed Part 03: Threshold Questions
 - I have UPLOADED a signed Decision Offer Form
 - I have requested my original proposal submission.
 - I have received my proposal submission in an Excel document.
 - I have updated my proposal original submission matching the awarded amount in the spreadsheet and highlight any changes.
 - I have UPLOADED a revised spreadsheet of my original proposal matching the awarded amount.
 - I have included the physical Location of my business.
- I have completed Part 04: General Application Questions
- I have completed section Policies & Procedures of the application.
 - I have UPLOADED Policies & procedures for sound financial management.
 - I have UPLOADED the most recent financial audit.
 - I have included associated corrective action plans.
 - I have UPLOADED federal or state audit reports.
- I have completed Part 05: Terms of Acceptance
- I have completed section Budget
 - I have included all the categories for the expenses related to the project.
 - The amount in my budget matches the amount offer.