

Small Business Support Grant – Recipient Information Session #2

Agenda

- Introductions
- Physical Location Form
- Threshold Review
- Revised Coordination Plan Original Proposal
- Revised Coordination Plan Original Proposal DED requests
- Scope of Work / Scope of Service
- Scope of Work / Scope of Service DED requests
- Budget
- Budget DED request
- Contract
- 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.

Physical Location Form

The NSORG LB531 Small Business Support Fund Grant Category Project Address Information form **collects essential details regarding the proposed project's location**, including whether a site has been identified, its address if applicable, steps taken if no site has been identified, and confirmation of its alignment with designated Geographic Areas of Focus, along with basic organizational information; this form will be sent to the recipient by the Program Manager once the application has been submitted on AmpliFund.

If you have not identified a location at this point, please inform the Program Manager, as you will have until the contract phase to provide the location.

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Physical Location Form

Eligible Areas

Qualified locations are any locations that are:

1. Within a city of the metropolitan class
2. Used or will be used by the taxpayer to conduct business activities
3. Is located within a Qualified Census Tract (QCT) or
4. Economic Redevelopment Area (ERA)

2023 NSORG Eligible Nebraska Census Tracts

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


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Physical Location Form

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DEPT. OF ECONOMIC DEVELOPMENT

Jim Pillen, Governor



**NSORG LB531 SMALL BUSINESS SUPPORT FUND GRANT CATEGORY
PROJECT ADDRESS INFORMATION**

Have you identified a location for your project?
 Yes
 No

If yes, what is the site location/address/parcel number?

If no, provide details of the steps to ensure the potential location is within a city of the metropolitan class and an ERA/QCT area.

Is the project located in a Geographic Area of Focus, as defined in the coordination plan?
 Yes
 No

If yes, which Geographic Area of Focus is the site located in?
 North 16th Street
 North 24th Street
 South 24th Street
 Q Street

Name of Organization:
Authorized Official:
Project Name:
Project ID Number:

INSTRUCTIONS: Retain a copy for your files. Email a signed PDF copy to delroy.coyle@nebraska.gov

Department of Economic Development
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Lincoln, Nebraska 68521 USA

opportunity.nebraska.gov
An Equal Opportunity/Affirmative Action Employer

K.C. Belliz, Director
Office 600-426-6505
Statewide Relay 800-833-0920 (voice)

Threshold Review

A Threshold Review is a meticulous evaluation process conducted by the Department of Economic Development (DED) following the submission of an application on AmpliFund.

During this review, all submitted documents are carefully examined to ensure they meet the necessary requirements. If any information is found to be missing or incomplete, DED will request the necessary details via email, with the subject line titled "Additional Information Required."

Applicants who pass the threshold review will be notified by email of their successful completion.

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Revised Coordination Plan Original Proposal

A Revised Coordination Plan Original Proposal refers to an updated version of the initial coordination plan submitted by applicants to the Olsson Group.

The Department of Economic Development ("DED") relies on the details outlined in the updated version of the coordination plan original proposal, along with the application and budget submitted by the recipient, to formulate the scope of work/service for the contract. It is crucial for applicants to ensure the accuracy of the information provided in these documents to guarantee the creation of a precise scope within the contract.

Revised Coordination Plan Original Proposal DED requests

A "Revised Coordination Plan Original Proposal" refers to a **request made by the DED for updated information from the recipient.** If the recipient fails to provide the necessary updates initially outlined in the coordination plan original proposal, DED will reach out to request an updated version.

This request is typically communicated through an email titled "Request for Revised Coordination Plan and Appendices Data," prompting the recipient to provide the necessary revisions or additional information to ensure alignment with program requirements and objectives.

If the revised plan aligns with the offer, application, and budget proposed in the application, the Program Manager won't need to contact the applicant. Instead, the Program Manager will draft the scope of work, expediting the process.

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Scope of Work / Scope of Service

The Scope of Work, also known as the Scope of Service, serves as the descriptive language outlining the purpose of your grant funding within the contract. It specifies how the allocated funds will be utilized and outlines the activities or initiatives they will support.

Process:

To draft the scope of work/service, DED collects crucial information from the Revised Coordination Plan Original Proposal, in conjunction with the application and budget created on AmpliFund. These sources collectively inform the details of how the grant funding will be utilized and which activities it will support

Scope of Work / Scope of Service

Each scope of work will be accompanied by measurable goals that outline the specific outcomes the recipient aim to achieve by the end of the project performance.

These goals will serve as benchmarks for assessing the effectiveness of the recipient efforts and ensuring accountability in delivering tangible results.

Scope of Work / Scope of Service

- Example One

Article 2: Scope of Service

Recipient shall spend the grant award on the following project ("project"):

Organization's Name ("Recipient") shall renovate ten (10) existing classroom spaces at 1313 Farnam Street, Omaha, NE, 68102, expanding tutoring services to elementary and middle school students and offering extracurricular activities to one hundred (100) students in the Omaha.

Recipient shall hire five (5) full-time employees and five (5) part-time employees to deliver tutoring and extracurricular services. A portion equivalent to 20% of the grant funds shall be dedicated to subsidizing transportation costs.

Scope of Work / Scope of Service

- Example Two

Article 2: Scope of Service

Recipient shall spend the grant award on the following project (“project”):

Organization’s Name (“Recipient”) shall acquire suitable land or a building within [Specify Location] to establish its business, utilizing grant funds for acquisition costs, due diligence, and necessary improvements, ensuring compliance with all legal and regulatory requirements.

Scope of Work / Scope of Service DED requests

In instances where the application, updated coordination plan original proposal, and budget lack sufficient information to formulate the scope of work, DED will initiate contact via email.

The purpose of this communication, titled "Request for Additional Information: Scope of Work," is to solicit additional details from the applicant, thereby facilitating the establishment of measurable goals for project performance.

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Budget

A budget, in the context of this grant application process, refers to the anticipated expenses that the applicant will incur specifically for the project **funded by the grant**. It is imperative that the budget aligns with the offer sent by DED and the updated version of the coordination plan original proposal.

Budget

- Example One













Article 2: Scope of Service

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Budget

Proposed Budget			
Expense Budget			
Category		Grant Funded	Total Budgeted
+ Personnel		\$45,000.00	\$45,000.00
Full Time Employees	 	\$35,000.00	\$35,000.00
Part-Time employees	 	\$10,000.00	\$10,000.00
+ Equipment		\$0.00	\$0.00
+ Supplies		\$8,000.00	\$8,000.00
Tutoring Materials	 	\$5,000.00	\$5,000.00
Extracurricular activity materials	 	\$3,000.00	\$3,000.00
+ Facility Expenses		\$30,000.00	\$30,000.00
Renovation Cost	 	\$30,000.00	\$30,000.00
+ Transportation Cost (20%)	 	\$12,000.00	\$12,000.00
Transportation	 	\$12,000.00	\$12,000.00
+ Create New Category			
Total Expense Budget Cost		\$95,000.00	\$95,000.00
Revenue Budget			
Grant Funding			
Award Requested		\$95,000.00	\$95,000.00
Subtotal		\$95,000.00	\$95,000.00
Non-Grant Funding			
Subtotal			\$0.00
Total Revenue Budget Cost		(\$95,000.00)	
Total Overall Budget Cost			\$0.00

Budget

- Example Two











Article 2: Scope of Service

Recipient shall spend the grant award on the following project (“project”):

Organization’s Name (“Recipient”) shall acquire suitable land or a building within [Specify Location] to establish its business, utilizing grant funds for acquisition costs, due diligence, and necessary improvements, ensuring compliance with all legal and regulatory requirements.

Budget

- Example Two

Proposed Budget			
Expense Budget			
Category		Grant Funded	Total Budgeted
+ Personnel		\$0.00	\$0.00
+ Equipment		\$0.00	\$0.00
+ Supplies		\$5,000.00	\$5,000.00
Miscellaneous	 	\$5,000.00	\$5,000.00
+ Facility Expenses		\$35,000.00	\$35,000.00
Building Renovation	 	\$10,000.00	\$10,000.00
Acquisition	 	\$25,000.00	\$25,000.00
+ Research and Evaluation	 	\$10,000.00	\$10,000.00
Diligence Expenses	 	\$10,000.00	\$10,000.00
+ Create New Category			
Total Expense Budget Cost		\$50,000.00	\$50,000.00
Revenue Budget			
Grant Funding			
Award Requested		\$50,000.00	\$50,000.00
Subtotal		\$50,000.00	\$50,000.00
Non-Grant Funding			
Subtotal			\$0.00
Total Revenue Budget Cost		(\$50,000.00)	
Total Overall Budget Cost			\$0.00

Budget

Ineligible Funding

- For-profit entities seeking to use grant funds to capitalize equity funds are not eligible.
- Expenses incurred prior to January 10, 2023, are not eligible.
- Funds will not be released without an agreed upon Award Agreement and Release of Funds notification.

Budget DED Request

A "Budget DED request" refers to a scenario where (DED) requests the recipient to submit an updated version of their initial budget proposal.

This request is typically made when the recipient's original budget submission lacks necessary information or requires revisions.

In such instances, DED will contact the recipient via email, with the subject line titled "Budget Amendment - Small Business Support Grant Category," prompting them to provide the required updates and adjustments to ensure accuracy and completeness in the budgetary information.

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Contract

A "contract" from the Department of Economic Development (DED) refers to a legally binding agreement established between DED and recipient. This agreement delineates the terms, conditions, and obligations governing a particular project.

Contracts may encompass various aspects such as funding arrangements, service provisions, project timelines, deliverables, and compliance requirements.

Contracts issued by DED serve to formalize the relationship between DED and the recipient, ensuring clarity, accountability, and adherence to regulatory standards throughout the duration of the contractual engagement.

These contracts are typically facilitated through DocuSign, an electronic signature platform, and upon execution, they are transmitted to the designated Program Manager.

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Frequent Issues Threshold Phase

Missing Information in the Application Submission

- If any documents are absent, a member of the DED team may reach out to you with a request for additional information, ensuring all necessary items are provided to complete your application.
- Upon review of the provided documentation from the DED team, you will receive an email either to:
 - a. Amend the provided information if inaccuracies are found. The application will remain in this phase until all documentation is provided and accurate.
 - b. Confirmation that the provided information is complete and has been added to your AmpliFund account. This email serves as acknowledgment that the recipient has passed the Threshold Phase

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Frequent Issues Revised Coordination Plan Original Proposal Phase

Lack of updated information on the Revised Coordination Plan Original Proposal.

- If the information within the Revised Coordination Plan Original Proposal lacks updates or fails to indicate where changes have been made from the original proposal, a DED member will contact you via email with the subject line "Request for Revised Coordination Plan and Appendices Data."
- Upon review of the provided documentation from the DED team, you will receive an email either to:
 - Amend the provided information if inaccuracies are found. The project will remain in this phase until all updates are provided and accurate.
 - Confirm that the provided information is complete and has been added to your AmpliFund account. This email serves as acknowledgment that the recipient has passed the Revised Coordination Plan Original Proposal phase.

Frequent Issues Scope of Work/Service Phase

Insufficient Information for Scope of Work Drafting

- If during the scope of work drafting phase there is lack of measurable goals from the information provided in the application, Revised Coordination Plan Original Proposal, or budget, a member of DED will request the recipient via email with the subject line "Request for Additional Information: Scope of Work." to provide measurable goals to be incorporated into the scope of work of the contract.
- **If the recipient provides enough information:**
 - The recipient should receive an email with the scope of work that will be incorporated in the contract for their final review.
- **If there is missing information:**
 - The recipient should receive examples of how to provide measurable goals for the drafting of the scope of work.

Frequent Issues Budget Phase

Discrepancy Between Budget and Project Goals

- The budget should accurately reflect the project's intended scope and objectives as outlined in the application, ensuring consistency with the offer amount provided by DED.
- In case of discrepancies, the Program Manager will request the recipient to amend the budget through an email titled "Budget Amendment - Small Business Support Grant Category."

Frequent Questions

How can I access the original submission of my proposal within the coordination plan?

- Option One: You can request it via email to one of the DED team members for the Small Business Support Grant.
- Option Two: Visit the NSORG Website and navigate to the "Coordination Plan & Appendices Data Request Form" at the following link: [NSORG Website](#)

Frequent Questions

What is required regarding the Revised Coordination Plan Original Proposal?

- DED requests that all applicants provide updated information for the original proposal, ensuring alignment with the offered amount and making necessary adjustments to scale down their project if necessary. This updated information is crucial for creating measurable goals for the project.

How detailed should the scope of work/service be?

- The scope of work/service should be sufficiently detailed to establish measurable and achievable goals, ensuring that grant recipients are contractually obligated to fulfill them.

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Frequent Questions

Can I modify my scope once I receive my contract?

- Yes, upon receiving your contract, it's your responsibility to review the scope of work/service and suggest any necessary changes.

Please note: Award Agreements offered by the Department of Economic Development adhere to standardized guidelines for all NSORG grant recipients, encompassing reporting and monitoring rules. However, the Department may consider modifying your Agreement before signature for the following reasons: **(1)** correction of clerical or typographical errors; **(2)** necessary clarifications of the Scope of Service (Article II); and **(3)** correction of contact information.

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Frequent Questions

Does the term "original submission" refer to the application or the "coordination list?"

- The term "original submission" refers to the coordination plan original proposal with the Olsson Group.

What if my location is not in a QCT / ERA area?

- If your location is not within a QCT/ERA area, the primary option to become eligible under this category is to find a new location within designated QCT/ERA areas.

It's important to note that you will not be rejected or denied at this stage; instead, your project will remain in this phase until a suitable location has been identified. Further information regarding due dates and next steps will be communicated accordingly.

Frequent Questions

What if I do not have a location, or I operate a mobile business?

- To continue with your grant, it's essential to have a physical location where you will operate your mobile business, which must be situated in an ERA or QCT area. Locating a suitable premise is crucial to ensure compliance with grant guidelines and to optimize the benefits of the funding.

Qualified locations are any locations that are:

1. Within a city of the metropolitan class
2. Used or will be used by the taxpayer to conduct business activities
3. Is located within a Qualified Census Tract (QCT) or
4. Economic Redevelopment Area (ERA)

Frequent Questions

What if our chosen location becomes unavailable due to competition in the commercial property market by the time funding is available or during the site visit?

- In the event that the desired location becomes unavailable, recipients are encouraged to explore alternative options.
- Recipients who are concerned about losing their preferred location due to market competition, utilizing personal funds for a deposit or down payment to secure the property offers a practical solution. This allows recipients to cover the initial costs independently and then seek reimbursement once grant funds become accessible, ensuring alignment with their budgetary constraints.

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Frequent Questions

What is the policy regarding the involvement of new or existing employees?

- The involvement of individuals, regardless of whether they are new or existing employees, is based on their active engagement in tasks directly aligned with the scope of service outlined in the contract.

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Frequent Questions

What is the timeline provided for locating a suitable location within the designated area?

It's advisable to initiate the search process as soon as possible to ensure ample time for evaluation and decision-making.

Frequent Questions

How can I cope with feeling overwhelmed by all of these requirements?

DED understands that navigating the requirements can feel overwhelming, but rest assured, we're here to support you every step of the way.

- DED will provide clear guidance at each stage as needed.
- Specific requests for information will be communicated directly to ensure clarity and efficiency.
- Personalized one-on-one consultations are available to address any inquiries or uncertainties.
- Recipients can use DED's resources strategically to navigate the process effectively.
- Recipients are encouraged to reach out at their convenience.

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Additional Questions

Small Business Support Grant Recipient Checklist Session #2

- Session #2 Check List
 - [Find the Session #2 Check List here](#)
- Complete SBSG Check List:
 - [Find the Complete SBSG Check List here](#)

Resources Available to Recipients

Contract Status

- Javier Saldana (javier.saldana@nebraska.gov)

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 (elizabeth.blanco@nebraska.gov)

Economic Development Consultants

- Atticus Stansbury (Atticus.Stansbury@Nebraska.gov)
- Diamond Cook (Diamond.Cook@Nebraska.gov)

Additional Informational Webinars

- Beginning Wednesday, March 20th, DED will hold weekly Lunch & Learn workshops over the lunch hour on a variety of grant – related topics. The full list of webinars can be found at the [DED website, NSORG webpage.](#)
 - [Session #1 pt. 1: Getting Started with your NSORG Award](#)
 - March 20th, 12:00 – 1:00 p.m.
 - [Session #1 pt. 2: Getting Started with your NSORG Award](#)
 - March 27th, 12:00 – 1:00 p.m.
 - [Session #2: How to get the most out of a partially funded award](#)
 - April 3rd, 12:00 – 1:00 p.m.
 - [Session #3: Reporting Expenses & Requesting Refunds](#)
 - April 10th, 12:00 – 1:00 p.m.
 - [Session #4: Performance Reporting](#)
 - April 17th, 12:00 – 1:00 p.m.
 - [Session #5 Personnel Expenses & Documentation](#)
 - April 24th, 12:00 – 1:00 p.m.

Resources Available to Recipients

Program Manager:

- Deisy Coyle - deisy.coyle@nebraska.gov - 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 \(zendesk.com\)](#)

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