

Contract & First Payment Request

2020 Civic and Community Center Financing Fund

The first steps in managing your 2020 CCCFF award are to execute a contract with NDED, provide an ACH form, and then submit your first payment request. This will be done through your AmpliFund account. Your AmpliFund account was created by NDED when you received your award and is different than your account in the applicant portal, which you used to apply.

You will receive an email from AmpliFund (AmpliFund Administrator no-reply@gotomygrants.com) when NDED has activated your account. Use that email to access and set up your account.

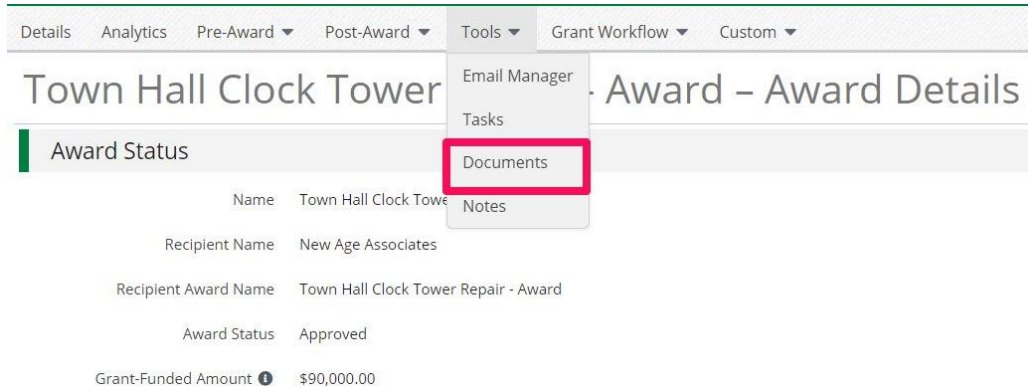
For more information on setting up and managing your account, see: [Recipient Management Guide \(https://opportunity.nebraska.gov/amplifund/#1579195818771-9d0422cc-2ec7\)](https://opportunity.nebraska.gov/amplifund/#1579195818771-9d0422cc-2ec7).

Follow the steps below to execute your contract and submit your first payment request:

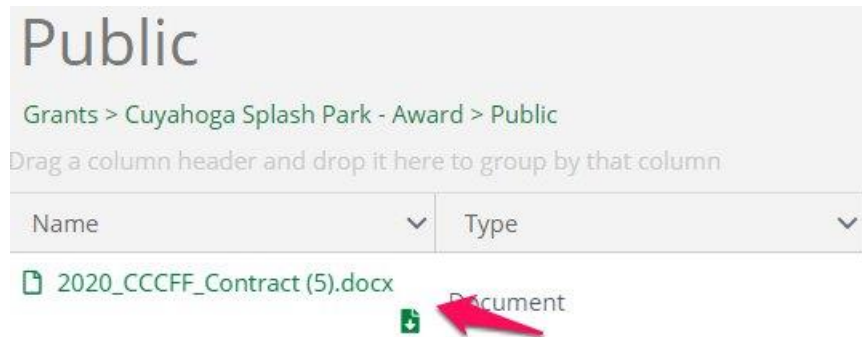
How to Execute your 2020 CCCFF Contract

NDED will provide a NE DED signed copy of your contract and a blank ACH form in your AmpliFund account. To view, download, and upload your 2020 CCCFF Contract and ACH forms, please refer to the following steps:

1. Click on the **Tools** dropdown menu and select 'Documents'

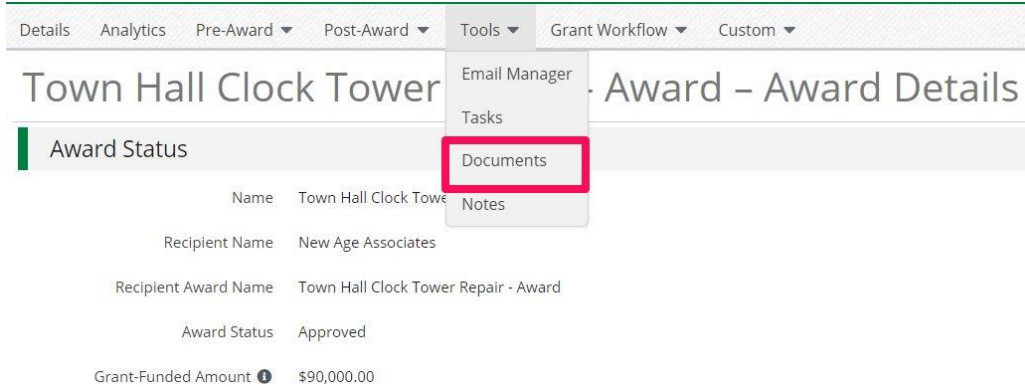


2. Click on the 'Public' folder to access your 2020 CCCFF Contract
3. Click on the file to download and print your 2020 CCCFF Contract and ACH form.

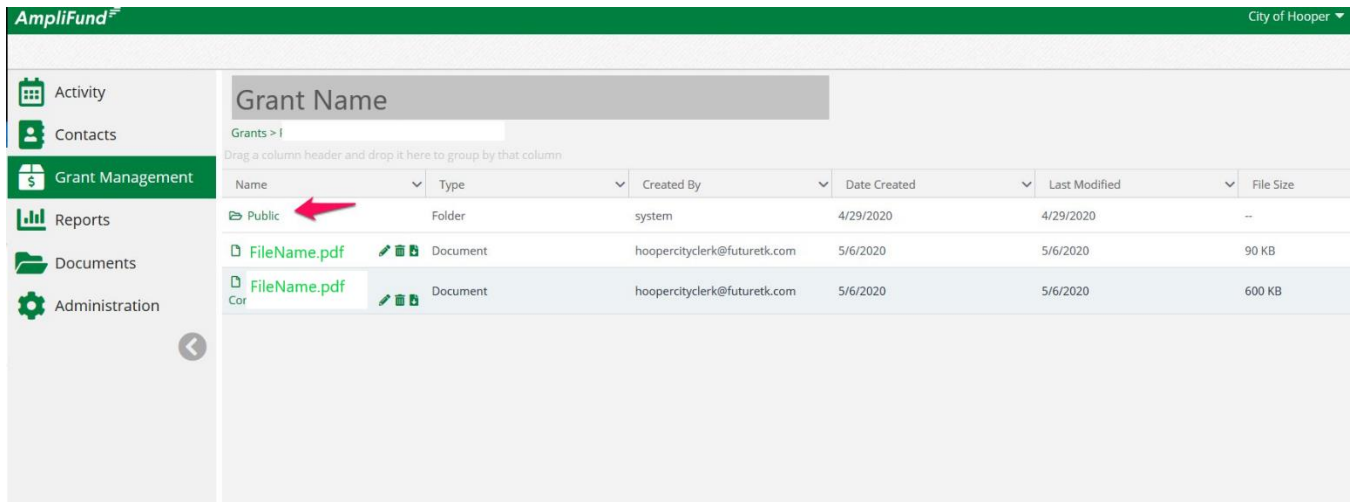


4. At a minimum, and unless otherwise instructed by NE DED, you will have to upload two documents to this folder in order to provide them to NE DED:

- a. Signed 2020 CCCFF Contract
 - b. ACH forms
5. To upload a document, follow the same steps to download. Click on the Tools dropdown menu and select 'Documents'



6. Click on the 'Public' folder to upload your documents.
- a. *Note: You can save files into the base Documents folder for your records. However, DED will only be able to see files that are saved into the 'Public' folder. Your contract and ACH form must be uploaded to Documents > Public.*



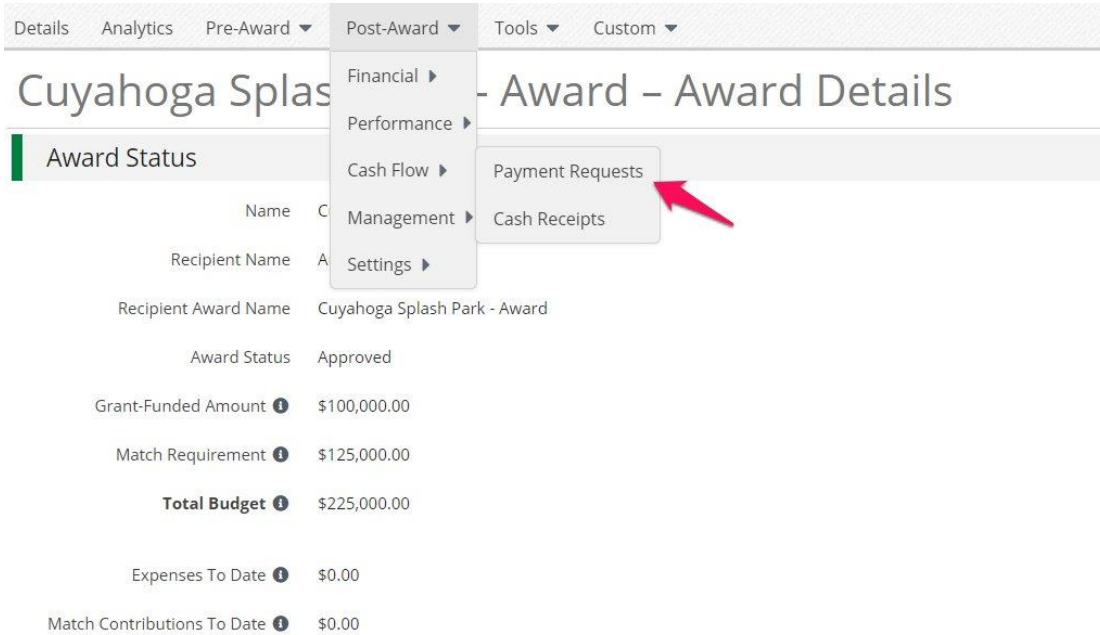
7. Click the **Upload** icon in the top right-hand corner.



How to Create and Submit a Drawdown Request

After your contract has been executed and NDED has received your ACH form, you will need to make your first drawdown request for 50% of your award. To initiate the initial drawdown for the Grant, please complete the following steps:

1. On the Grant page, click the Post-Award dropdown menu and click *Cash Flow > Payment Requests*.



NOTE: Drawdown Requests are referred to as 'Payment Requests' in AmpliFund.

2. Click the '+' in the top right-hand corner in order to create a Payment Request.

Cuyahoga Splash Park - Award - Initial Payment Request

The screenshot shows the 'Initial Payment Request' form. The 'Organization and Grant Information' section includes 'Funder Organization' (NE Department of Economic Development) and 'Grant Name' (Cuyahoga Splash Park - Award). The 'Payment Request Information' section includes: 'Payment Request Name*' (Initial Payment Request), 'Date Created*' (4/2/2020), 'Related Reporting Period(s)' (Select reporting periods...), 'Payment Type' (Advance), and 'Payment Request Status' (Not Submitted). Red arrows point to the 'Payment Request Name*', 'Date Created*', and 'Payment Type' fields.

3. Complete the **Payment Request Name**, and **Date Created** fields.
4. In the '**Payment Type**' dropdown, select *Advance*.

5. Enter in the amount requested in the **Requested Amount** field.
6. Enter any comments you want NE DED to see in the **Comments** field.
7. If you are not ready to Submit to NE DED but want to save your changes, click **Create**.
8. If you are ready to Submit to NE DED, click **Submit**.

Cuyahoga Splash Park - Award – Initial Payment Request

Other Ineligible Project Costs	\$0.00
Net Costs	\$0.00
Contributions	
Match Contribution	\$0.00
Net Contribution	\$0.00
Totals	
Net Total	\$0.00
Requested Amount*	\$0.00
Remaining Grant Balance	\$100,000.00

Additional Information

Comments

Upload File(s)