

## CCCFF – Recipient Training

### Reporting and Recipient Management Tools

What follows is a list of questions asked and answered during the Recipient Training held September 16, 2020 at 930AM CT. The purpose of the training was to walk through the reporting, final payment request, and final reporting process. Also discussed in the training are some of the tools in AmpliFund that are available for your own purposes for tracking progress and your internal grant management needs. This includes the dashboard that you can set as your AmpliFund Homepage (as an alternative to the Calendar, which is the default). See 56:20 through 1:03:00 of the video. **All referenced video and user guides are available at <https://opportunity.nebraska.gov/amplifund/#CCCFF>.**

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September 16, 2020 9:48 AM from Attendee (privately):

**Did you say semi-annual progress reports are all that is required? And, from what date do we track this period?**

September 16, 2020 9:56 AM from Jenny Mason to everyone:

Reporting for CCCFF is due semi-annually in September and March, and until your project receives a letter of closeout. For a typical project, having a 24-month contract period, you will complete four semi-annual reports. DED set up Tasks for all Recipients, assigning them to the Recipient Grant Manager to remind you to complete these reports. Reminders are system-generated and sent from "AmpliFund Administrator". The demo and the user guide include the details about reporting periods. In addition to your semi-annual reports, there is a "final report" that is completed once your project is complete at the community-level.

Tasks were assigned earlier this week, if you did not have a Grant Manager assigned, the task was assigned to the Primary Contact listed in your Application.

The Final Report is discussed in the video at 1:04:03 and Final Payment Request at 1:07:00. You can submit the Final Payment Request prior to submitting the Final Report; see the companion user guide for instructions.

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September 16, 2020 10:07 AM from Attendee (privately):

**In the Expenses dialogue box, what is 'Exclude From Match'?**

September 16, 2020 10:17 AM from Jenny Mason to everyone:

Select 'Exclude From Match' if all of the cost is covered by Grant Funds (\$0 Match), or you will enter \$0 for Match on the Financials tab.

A use case for "Exclude From Match" would be where you are using another grant to match the CCCFF grant that has more restrictive rules about what it can be used for (e.g., fixed furnishings only). Remember, your grant must be matched at least 1:1, but the CCCFF program does not mandate where that match is coming from, so it may be from local general funds, community foundation, another grant, etc.

This scenario is addressed in the video at 38:08. You can also refer to the companion user guide.

September 16, 2020 10:14 AM from Attendee (privately):

**What if I receive an invoice for September after the month ends and I've already filed my semi-annual report? What date do I use for the invoice?**

You should use the date of the invoice when recording the expense. If you "miss" an invoice in a prior reporting period, it can be added to the subsequent period.

This scenario is addressed in the video at 52:20 (through 56:20). You can also refer to the companion user guide for instructions.

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