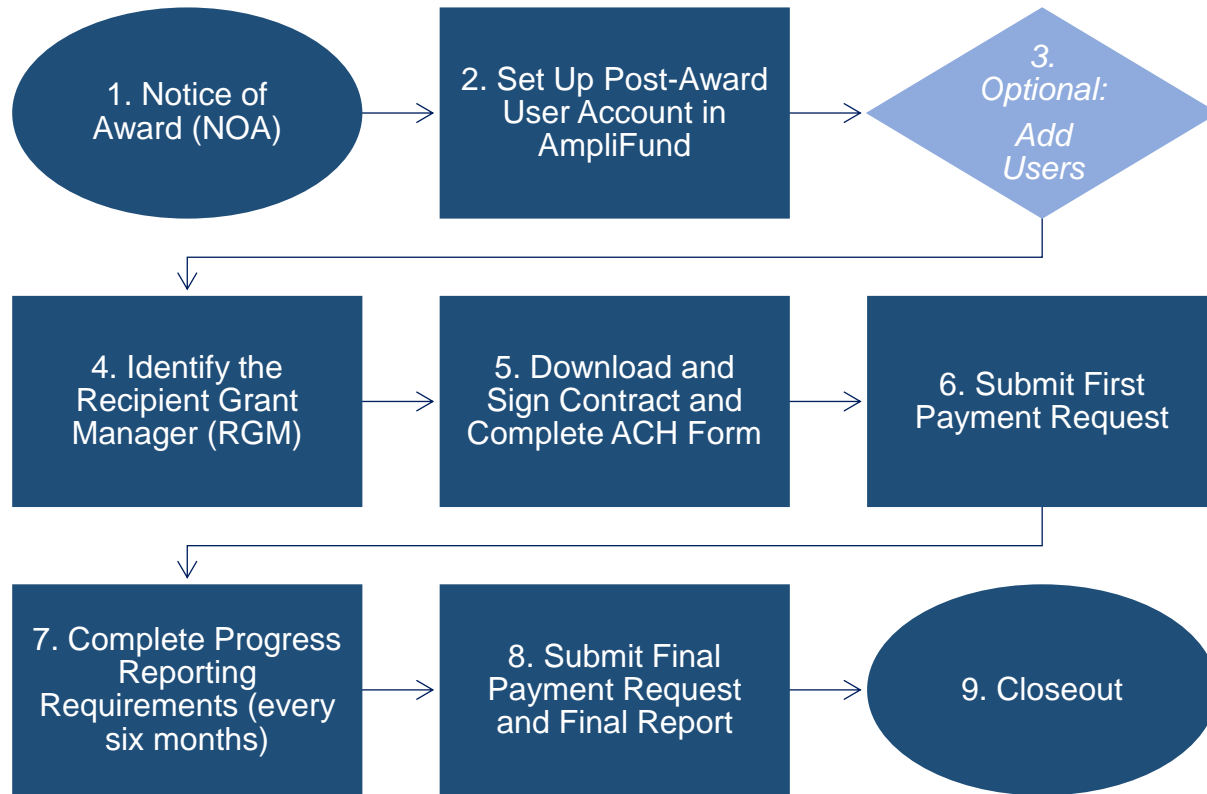


## CIVIC & COMMUNITY CENTER FINANCING FUND (CCCFF)

### AWARD MANAGEMENT GUIDE

This guide serves as a roadmap integrating the [CCCFF Application & Program Guidelines](#) and DED's grants management system (GMS), AmpliFund, following CCCFF award. See the Application & Program Guidelines for additional detail regarding program requirements and eligibility, the application process, and additional guidelines on award management, including information about provisions for a partial award when project expenses are less than the approved budget.

#### CCCFF Award Life Cycle



#### Award Management Resources

Linked in this guide are short videos and user guides to help navigate each step in the award life cycle. Additional user guides, videos, and other resources are available at: <https://opportunity.nebraska.gov/amplifund/>.

1. **Notice of Award (NOA):** Recipient will receive the NOA via email outside of AmpliFund.
2. **Set Up Post-Award User Account in AmpliFund:** Recipient will receive a GMS-generated email with instructions to set up the post-award user account. See [user guide](#) for instructions for what to do when you receive an award.
3. **Optional: Add Users:** Recipient may add additional users to help manage the award.
  - a. To add users to Recipient Portal, see [user guide](#) or review the video on DED's [website](#) titled *Assign Recipient Grant Manager and Adding Users to Recipient Portal*.
  - b. To add external users (e.g., consultant or other grant manager), see [user guide](#).
4. **Identify the Recipient Grant Manager (RGM):** RGM will receive notifications regarding action items for the award. To identify the RGM, see [user guide](#) or review the video on DED's [website](#) titled *Assign Recipient Grant Manager and Adding Users to Recipient Portal*.
5. **Download and Sign Contract and Complete ACH Form:** DED will issue an electronic copy of the contract via AmpliFund. Recipient must download, have the chief elected official sign, and reupload the contract. Recipient must also complete the ACH form. To complete both tasks, see [user guide](#) or review the video on DED's [website](#) titled *Download Contract and ACH, Complete and Reupload*.
6. **Submit First Payment Request:** To submit the first payment request, see [user guide](#) or review the video on DED's [website](#) titled *How to Request Your Advance*.
7. **Complete Progress Reporting Requirements:** Recipient is required to report for each six month period for the duration of the contract and until closeout. There are two reports for each period—Performance and Budget. This [user guide](#) details how to complete the *Achievements* in the Performance Reporting (p. 1–6). This [user guide](#) details how to complete *Expenses* in the Budget Reporting (p. 1–11). Recipient must close the reporting periods after entering achievements and expenses.
  - a. To enter expenses, review the video on DED's [website](#) titled *How to Enter Expenses*.
  - b. To close a reporting period, review the video on DED's [website](#) titled *How to Close a Reporting Period*.
8. **Submit Final Payment Request and Final Report:** Recipient may submit the final payment request and final report only after expenses demonstrate the required 1:1 match and all progress reporting is complete (refer to item 7 above).
  - a. Instructions for creating the *final payment request* (p. 12–16): [User Guide](#)
  - b. Instructions for submitting the *final report* (p. 7–8): [User Guide](#)
9. **Closeout:** To initiate closeout, Recipient must complete all reporting periods through the date of closeout, the final report, and mark all tasks complete. See above for how to complete the reporting periods and final report. To mark tasks complete, see page 8 of this [user guide](#).