Remote Access (Rural Broadband) Reporting Periods & Reimbursement

Browser: Log into AmpliFund, https://ne.amplifund.com using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Navigate to the Award Screen

From the AmpliFund Home Screen > Grant Management (left navigation) > Grants > [Choose Your Grant]

Summary

Every month, you will need to complete a Performance Reporting Period The milestone is titled "Monthly Status Update". You will need to complete a Performance and Budget Reporting Period in the months that you reach 60% of project completion and the month in which you complete the project.

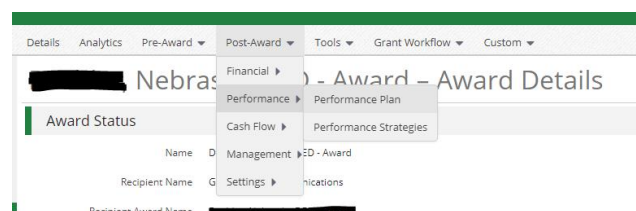## Performance Reporting Period

Achievements

- You have 5 achievements that you need to update throughout the life of your project:
  - Construction Begins
    - Log the date that you begin your construction
      - Only is done once during the life of your project
  - Project 60% Complete
    - Log the date that you have completed 60% of construction
      - This is only is done once during the life of your project. This milestone includes an attachment that the designated local official needs to endorse to verify project is 60% complete. The local official should be the one used to initially endorse your application.
  - Project Complete
    - Log the date the you finish the project
      - Only is done once during the life of your project - same as above, this will require signature and verification from a local official
  - Total Units Passed
    - Record the total units the project passed, NOT new subscribers. This only measures the number of housing units that have access, should they choose to subscribe.
  - Monthly update
    - Every month, provide an updated timeline with progress. Attached you will find Form A you provided within the milestone. Every month you just need to update that attachment. The same form should be used every month.

These goals are set up in AmpliFund for you. You will just need to track your progress towards the goal by adding *achievements.*

You will add achievements to each Performance Plan Goal. Achievements are how the progress of each goal is tracked.

Award Screen > Post-Award (tab) > Performance > Performance Plan

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Click the Achievement icon next to the goal name.

Next click the + icon (top right) to add an **Achievement**.

Complete the **Create Achievement** screen (additional instructions below) and click **Create**.

Milestone Goal Types: (Monthly Update, Construction Begins, Project 60% Complete, Project Complete)

NOTE: Only 'Monthly Update' needs to be created every month. The others only need to be created when applicable.

Achievement Date – Date needs to be during the time period of the Reporting Plan.

Complete – Do not select unless this is your last report.

Notes – If you have any notes, enter them in this field.

Upload File(s) – For the monthly update, attach an updated Form A (Can be found as an attachment on the goal). Do not attach additional documentation for the other milestone goals.

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Once created, the edit pencil allows you to edit the achievement.

You will be able to go back to the Performance Plan Goals by clicking the **Performance Plan** at the top of the screen.
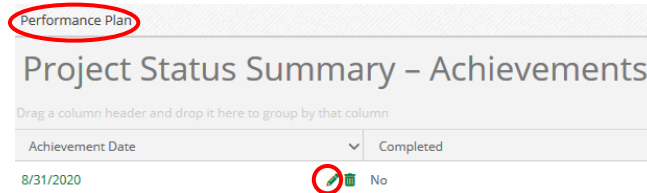
Numeric Goal Types: Total Units Passed
NOTE: You will only enter an Achievement for the 'Total Units Passed' on your last Performance Reporting Period when your project is complete.

Achievement Date – Date needs to be during the time period of the Reporting Plan.

Number Achieved – [Enter Total Units Passed]

Notes – Enter any notes or supporting text in this field.

Upload File(s) – Do not attach additional documentation.

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NOTE: *If your project is completed early, you will not need to complete the remaining Reporting Periods.*

Monthly Reporting	Time Periods
Report 1	09/01/2020 – 09/30/2020
Report 2	10/01/2020 – 10/31/2020
Report 3	11/01/2020 – 11/30/2020
Report 4	12/01/2020 – 12/31/2020

Create Reporting Period

After **Achievements** have been created, you are ready to create a Performance Reporting Period.

Reporting Periods can be accessed in two ways:

1. Activity (left navigation) > Reporting Periods
2. Award Screen > Post-Award (tab) > Management > Reporting Periods
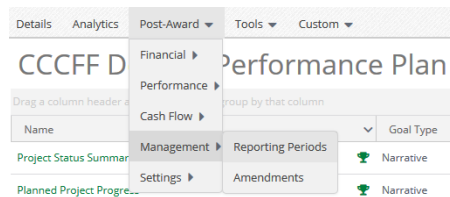
Click the **+** icon (top right) to start a Reporting Period.

Select **Achievements**, the **Time Period** for the report, and click **Save**.

NOTE: *This selected Time Period are the dates the achievements needs to be between.*

Number of Goals with No Achievements needs to be 4 (Don't add an Achievement to 'Total Units Passed', 'Project 60% Complete', 'Project Complete' until the final reporting period. Likewise, 'Construction Begins' is only entered once, in the applicable reporting period. These will be the Goals with No Achievements in some of your monthly reports).

When you are on your last Performance Reporting Period, this may be before your 4th Reporting Period if your project will be completed before the contract end date, the **Number of Goals with No Achievements** needs to be 0.

The Achievement Dates needs to be within the Reporting Time frame, or else it will not pull into the report.

If your **Number of Goals with No Achievements** is not 1 (regular report) or 0 (final report), **Save** this Reporting Period, enter the missing achievements/edit achievement dates, reopen this same Performance Reporting Period and verify the **Number of Goals with No Achievements** is correct, then **Submit**.

Achievements Analytics show how many achievements are associated for each goal during your Reporting Period (not the complete contract time period).

Overall Achievements Details

Number of Goals with No Achievements: 1 — Regular Reports needs to be 4 (or 3) depending on the month.

Comments

Attach Documentation — Attach Documentation — Choose a file

Achievements Analytics

Goal	Type	# of Achievements Period to Date
Construction Begins	Narrative	1
Monthly Update	Narrative	1
Project 60% Complete	Narrative	0
Project Complete	Narrative	0
Total Units Passed	Numeric Goal	0

Don't need to enter until final Performance Reporting Period.

Overall Achievements Details

Number of Goals with No Achievements: 0 — Final Reports needs to be 0.

Comments

Attach Documentation — Attach Documentation — Choose a file

Achievements Analytics

Goal	Type	# of Achievements Period to Date
Construction Begins	Narrative	1
Monthly Update	Narrative	1
Project 60% Complete	Narrative	1
Project Complete	Narrative	1
Total Units Passed	Numeric Goal	1

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In the **Achievement Closeout** section, leave the 'Select All' selected. This is 'closing' out your achievements associating them to this Reporting Period. The achievements can no longer be edited after being 'closed'.

If you are ready to submit to DED, click **Close** (Submit). If you are not ready to submit, click **Save**.

To see all Reporting Periods, go to: Award Screen > Post-Award > Management > Reporting Periods

If you had a 'Saved' Reporting Period, this is where you would go to come back, click on it, and 'Close' it.

Budget Reporting Period

If you do not have any expenses during a Budget Reporting Period time frame, you can close a Budget Reporting period with $0 in expenses.

You will add expenses in order to track against your Budget.

To see your budget: Award Screen > Post-Award > Financial > Budget

Select **Match** below the options to view the **Match** column.

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Creating Expenses

In AmpliFund, expenses will be allocated to line items. Line items will be allocated to Budget Categories.
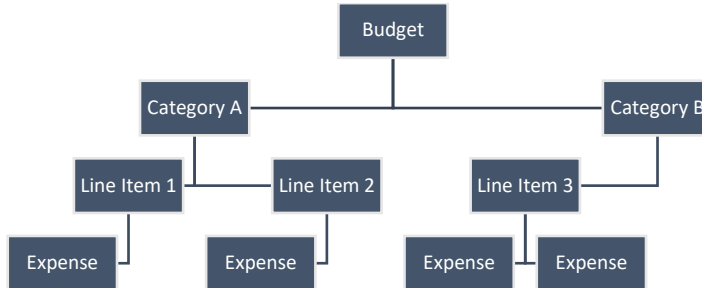
There are three ways to access the pages necessary for Expense creation:

1. Activity (left navigation) > Expenses
2. Award Screen > Post-Award > Financial > Expenses
3. Award Screen> Post-Award > Financial > Budget > click the $ next to a line item
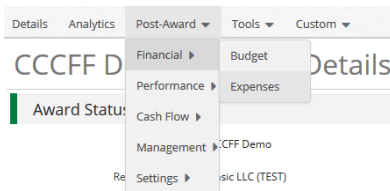
From the Expense page, click the **+** icon to add an expense.

General tab

The expense window will appear where you can add an expense record.

Category - Choose a budget Category from the dropdown menu.

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Line Item – Select Line Item. Dropdown is pre-populated from what line items are in the chosen category.

Direct Cost - Enter the amount for the eligible Total Cost of the Expense. (Grant Funds + Match)

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

Expense Date - Select the Date of the Expense.

Expense Status – Reviewed.

> *NOTE: An expense must be marked as **Reviewed** in order for it to appear in a Reporting Period.*

Payee – Optional.

Description - Add in any details you would like to record.

Financials tab

Cash Match – Toggle from Dollar or Percentage. Enter the Cash Match for this expense. If this expense has no match, enter $0 or 0 percentage.

Grant Funded – Auto calculate based what is entered in the Direct Cost and Match Amount.

Direct Cost – Auto populate from General tab.

Attachments tab

You will attach your **Source Documentation** here as <u>one</u> attachment.

Source Documentation includes <u>all</u> of the following (please attach in the order listed):

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1. Detailed, Paid Invoice
2. Proof of Transfer (cancelled check/check image <u>or</u> bank statement)

   Or, where invoices are <u>not</u> detailed*:
1. Service Contract
2. Paid Invoice
3. Proof of Transfer (cancelled check/check image <u>or</u> bank statement)

   *Detailed invoices include line items with associated costs. Conversely, as an example, invoices that list "as contracted" must be accompanied by their associated contract.

Click **Create** to add that expense.

Create Reporting Period

NOTE: Budget Reports are on the same schedule as Performance Reports, every 6 months. You can submit a Budget Reporting Period with no expenses if you do not have expenses during that time frame.

Reporting Periods can be accessed in two ways:

1. Activity (left navigation) > Reporting Periods

2. Award Screen > Post-Award > Management > Reporting Periods
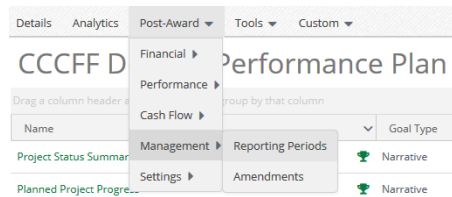
Click the **+** icon (top right) to start a Reporting Period.

Select **Expenses**, the **Time Period** for the report, and click **Save**.

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Overall Expense Details

Total Awarded Amount	$10,000.00
Total Expense Amount for Period ⓘ	$15,000.00
Number of Unreviewed Expenses	0

Review the Reporting Period in the **Overall Expense Details** section

Total Awarded Amount: This is your total grant funded amount

Total Expense Amount for Period: This will include grant funded + match expenses that have been marked as 'Reviewed' during this Reporting Period.

The number Expenses that have been entered and not marked as Reviewed will appear in the **Number of Unreviewed Expenses** field. Please click on the number and ensure all expenses that need to be included in the Reporting Period have been marked as Reviewed.

Enter optional **Comments**

You will not need to upload your documentation here; it is on your individual expenses.

Expense Analytics: Not applicable; it takes the total in your categories and divides it by the number of months (periods). This is not accurate with how we allocate money.

Expense Closeout: Keep this as 'Select All'. Expenses need to be 'closed' in order to show up in the Payment Request. Like the 'Expense Analytics' section, the 'Budgeted Amount' column is not applicable.

If you are ready to submit your Reporting Period to NE DED, click **Close**

If you wish to save progress but not submit to NE DED click the **Save** button

You cannot edit Reporting Periods after they have been 'Closed'

Cancel   Close   Save

How to Review Expenses (Before Closing Reporting Period)

You will want to double check the expenses in the Reporting Period before the Reporting Period is closed. To do this, you'll want to review the 'Reviewed' expenses.

Award Screen > Post-Award (tab) > Financial > Expenses

Time Frame: Custom (Reporting Period as the Start Date and End Date most likely)

Grant: [Choose Grant]

Category: leave this as 'Select a Category' to see them all. You can filter further if you need to.

Line Item: leave this as 'Select a Line' Item' to see them all. You can filter further if you need to.

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Grant – Expenses

Filter By				
Time Frame	All			
Grant	TEST			
Category	Select a Category			
Line Item	Select a Line Item			

Run

Options

☐ Grant Start Date ☐ Grant End Date ☐ GL Account ☐ Grant Name ☑ Budget Category
☑ Line Item ☑ Total Budgeted ☑ Total Expensed ☑ Total Remaining ☐ Responsible Individual
☐ Created By ☐ Created Date ☐ Payee ☑ Cash Match ☑ In Kind
☐ Grant Record ID

You can click into the expenses, if it is easier, to view and read the description.

Expense Status: The ones that are a part of the reporting period are 'Reviewed'. 'Closed' Expenses have already been submitted to Reporting Periods.

Budget Category: What the line item is tied to.

Line Item: What the Expense is tied to in the category.

Total Budgeted – The total Budgeted amount for that line item.

Total Expensed – The total Expensed amount for that line item.

Total Remaining – The following formula for that line item: Total Budgeted – Total Expensed

Cash Match: Cash Match Amount for that Expense.

In Kind: In Kind Match Amount for that Expense.

Amount: Expense's Direct Cost (Grant Funded + Cash Match amount)

Found Expense After Reporting Period Is Closed

If you have an item that should have been included in a previous Reporting Period, include it in the most recent Reporting Period you can. The date of the expense can be from a 'Closed' Reporting Period. If it is marked as 'Reviewed' it will roll-up into the next one.

EXAMPLE: January's Reporting Period has been 'Closed'. However, in February, you found you did not enter a January expense, "Expense B". When you create the Reporting Period for February, Expense B will roll-up into the current reporting period as long as it has been marked 'Reviewed' (even though it has a January date).

Budget Overview

Expenses (Connected to Line Items and Categories) → **Reporting Period** ('Close') → **Payment Request** ('Submit') → **Notifies DED**
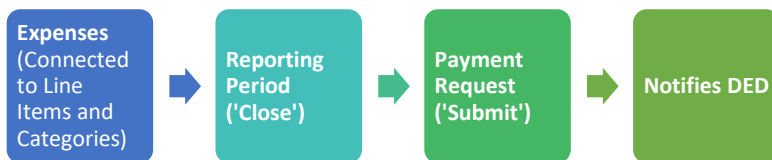
AmpliFund Reports to Track Expenses

Total Expenses per Category

To view your total expenses that have been entered (not necessarily approved),

Go to **Grant Management > Grants > [Choose the Grant]**. Click on **Analytics**

View the Category Budget graph at the bottom.

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Standard Reports

Go to Reports (left navigation) > Post-Award > [Choose Report]

Additional Filters (such as date and Grant) are on the right side.

Export this report on the left side. Select the down arrow, and choose the export type.

Grant Budget Variance
Summarizes the budgeted and actual expensed amounts (line items and category totals).

Grant Expense Detail
Lists entered expenses, instead of having to search in the **Grant Expenses** section (Grant Management) > Grants > [Choose Grant] > Post-Award > Financial > Expenses).

Reimbursement - Creating A Payment Request
Only 2 additional Payment Requests (at 60% and 100% completion) will need to be made.

After the Reporting Period is 'Closed', a Payment Request can be created. Navigate to your Reporting Periods. There are 2 ways from the Reporting Period, and 1 way directly from the Payment Request area.

1. Activity (left navigation) > Reporting Periods > Closed

2. Award Screen > Post-Award > Management > Reporting Periods

    a) Next to the Reporting Period that you just closed, there is a money icon, click that to start the Payment Request.

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Reporting Period Start Date	Reporting Period End Date	Reporting Period Type
7/1/2020	7/31/2020	Budget
6/1/2020	6/30/2020	Budget
8/1/2020	8/31/2020	Budget

3. Award Screen > Post-Award > Cash Flow > Payment Requests > **+** icon (top right)

Payment Request Information

Payment Request Name* Final Payment Request

Date Created* 3/31/2021

Related Reporting Period(s) Period ending 8/31/2020 ×
Period ending 2/28/2021 ×

Payment Type Reimbursement

Payment Request Status Not Submitted

Payment Request Name: 60% Payment Request OR Final Payment Request

Date Created: Today's date (date you are requesting payment)

Related Reporting Period(s): Make sure all available reporting period(s) are chosen. Select the multiple reporting periods so it will auto populate the category amounts.

Payment Type: Reimbursement

NOTE: Because you have the corresponding 'Related Reporting Period(s)', you will not adjust the ***Financial Detail*** *section except for the* ***Requested Amount****.*

Financial Detail

Costs

Construction	$10,000.00
Consultant Fees – Construction Only	$5,000.00
Additional Expenses	Consultant Fees - Planning Only ×
	Fixed Equipment and Furnishings ×
	Other Ineligible Project Costs ×
Consultant Fees - Planning Only	$0.00
Fixed Equipment and Furnishings	$0.00
Other Ineligible Project Costs	$0.00
Net Costs	$15,000.00

Contributions

Match Contribution	$5,000.00
Net Contribution	$5,000.00

Totals

Net Total	$10,000.00
Requested Amount*	$5,000.00
Remaining Grant Balance	$5,000.00

Example:

$15,000 of Costs

$5,000 of Match

$10,000 Net Total (But already received 'Initial Payment Request' Advance of $5,000 earlier in Contract Term.

Requesting Amount is $5,000 not $10,000.

Costs:

Auto populates what has been entered as expenses in Reporting Periods. Do not adjust these amounts or add additional categories. <u>Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.</u>

Contributions:

Auto populates what has been entered as expenses in Reporting Periods. Do not adjust this amounts. <u>Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.</u>

Totals:

Net Costs – Net Contributions

Requested Amount: Enter the 'Remaining Grant Balance' amount

Comments: Optional.

Upload File(s): Optional.

Click **Submit** if you are done. Click **Create** if you want to submit later.

This will create an automatic email to DED that you have submitted this.