

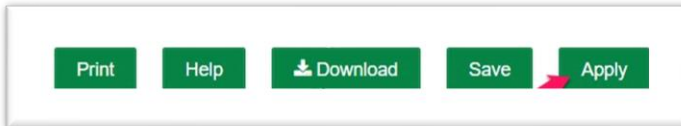
## CDBG AmpliFund Application Guide

### 2021 Community Development Block Grant (CDBG)

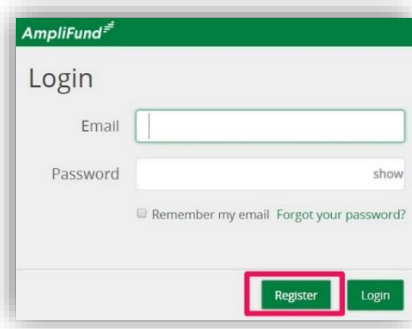
## How to Apply to the 2021 CDBG Opportunities

If applying for the 2021 CDBG grant, complete the following steps to register in the portal.

1. Click on the link to the 2021 CDBG application provided by the Nebraska Department of Economic Development.
2. Locate and click on the **Apply** button in the top right-hand corner



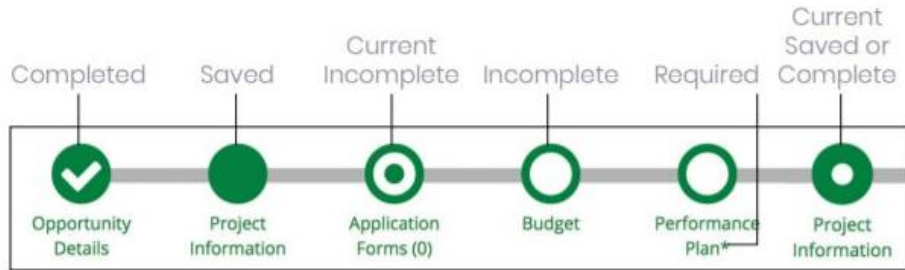
3. The below screen will populate, the user is prompted to either **Register** or **Log In**
  - a. If you do not already have an AmpliFund username and password, click **Register**
    - i. See these user guides for instructions on the [DED AmpliFund FAQ page](#)
      1. Registering for the Applicant Portal
      2. How to Add Users in the Applicant Portal
  - b. If you have an existing AmpliFund username and password, enter your Email and Password, and click **Log In**



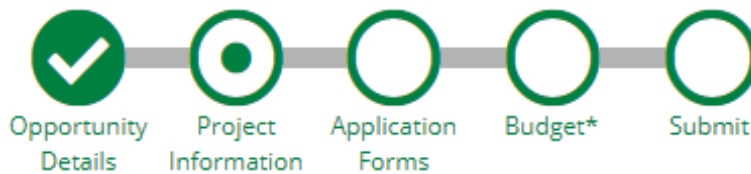
Note: If you chose **Register**, you will be brought back to the 2021 CDBG program page upon completing registration. Once again, click the Apply button to begin the application

The application progress is displayed at the top of every page. The user can also navigate to any page in the application by clicking the icon above the page's name in the progress bar. If a page is required for submission,

an asterisk will appear next to the page name in the progress bar.



## Completing the Project Information Section 2021 Community Development Block Grant (CDBG)



### Application Information section

4. Enter a name for the application within the **Application Name** field. Do not use the phrase “City of” or “Village of”. Enter: Local Unit of Government – 2021 Category – Main Activity.
  - a. Example: Columbus – 2021 CDBG PW - Streets
5. Enter the amount of grant funds the Applicant is requesting in the **Award Requested** field.
6. Enter the amount the Applicant is matching in the **Cash Match Contributions** field.

### Application Information

Application Name\*

#### How much are you requesting from the funder?

Award Requested\*

#### How much are you planning to contribute to the budget?

Cash Match Requirement \$0.00 ⓘ

Cash Match Contributions\*

Total Award Budget \$0.00



### Primary Contact section

The fields in the Primary Contact section will auto-fill with the details of the user currently logged into AmpliFund. Enter information in any remaining blank fields about the logged in user, referred to as the Primary Contact.

\*Fields marked with an asterisk are required

7. Enter the first and last name of the Primary Contact person in the **Name** field
8. Enter the email address of the Primary Contact person in the **Email Address** field
9. Enter the number and street name in the **Address Line 1** field
10. Populate the **City**, **State/Province** and **Postal Code** fields accordingly
11. Once all required fields are populated, please click **Mark as Complete**

*Note: In order to successfully submit an application, all sections must be marked as Complete*

12. To move on to the next section of the application, click **Save and Continue**

### Primary Contact Information

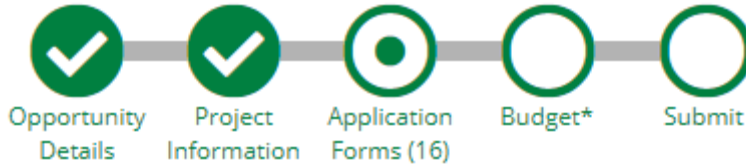
Name*	<input type="text" value="Ken Blein"/>
Email Address*	<input type="text" value="afnededtest+2@gmail.com"/>
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
City*	<input type="text"/>
State/Province*	<input type="text"/>
Postal Code*	<input type="text"/>
Phone Number	<input type="text"/>

Save

Mark as Complete

Save & Continue

## Completing the Application Forms Section 2021 Community Development Block Grant (CDBG)



The Application Forms section contains CDBG Application Forms and Exhibits:

Forms

[Help](#)
[Download](#)
[Save & Continue](#)

Name	Status	Print
Part 01: Applicant, Contact, and Preparer Information	New	
Part 02: Special Policies for Applicants	New	
Part 03: Funding Summary	New	
Part 04: Project Information	New	
Exhibits A, B, C1, C2, and D	New	
Exhibit E3: LMI - Limited Clientele (LMC)	New	
Exhibit E4: LMI - Job Creation/Retention (LMJ) Information	New	
Exhibit K1: Waiver of Procurement Process and Narrative	New	
Exhibit K2: Procurement Process Completed Prior to Application	New	
Exhibit M: Map of Proposed Project Area	New	
Exhibit N: System for Award Management Documentation	New	
Exhibit O1: Four Factor Analysis Assessing Limited English Proficiency	New	
Exhibit Q: Local Cost-Share Documentation	New	
Exhibit R: Preliminary Environmental Review Record Project Description	New	
Part 05: Employee Certification Form (LMJ Projects Only)	New	

25 items per page
 1 - 15 of 15 items

- Each form needs to be clicked on, filled in per the instructions, and then Marked as Complete when finished.
- If the Application Form is partially completed, the user may save changes and return later, click the **Save** button located on the bottom of the form.


15. The 'Status' column indicates the progress of each application form

Name	Status
Part 01: General Information	Complete
Part 02: Project Details	In Progress
Part 03: Application Questions	New

- **New:** Application Form has not yet been clicked on. All forms will appear as 'New' the first time the user accesses the application
- **In Progress:** Application Form has been partially completed, and Saved
- **Complete:** All required fields have been entered on an Application Form, and the form has been Marked as Complete

16. Printing Forms

Each form can be printed individually by clicking the 'Print' icon located in the same row of the form

Name	Status	Print
Part 01: General Information	Complete	

\*Note: Applicants will have the ability to print a completed version of the application in its entirety before final submission

17. Each Application Form must be "Marked as Complete" to successfully submit an application

Eligible to Submit Application:

Forms ✓

Help Download Save & Continue

Name	Status	Print
Part 01: General Information	Complete	
Part 02: Project Details	Complete	
Part 03: Application Questions	Complete	
Part 04: Leverage	Complete	
Part 05: Electronic Signature	Complete	
For Further Questions	Complete	

Save & Continue

**Not Eligible to Submit Application:**

Forms Help Download Save & Continue

Name	Status	Print
Part 01: General Information	Complete	
Part 02: Project Details	In Progress	
Part 03: Application Questions	New	
Part 04: Leverage	New	
Part 05: Electronic Signature	New	
For Further Questions	New	

Navigation: 25 items per page | 1 - 6 of 6 items

Save & Continue

The 2021 CDBG Exhibits are located in the Application Forms section of the application:

- 18. Each Exhibit can be completed electronically
- 19. Access each Exhibit by clicking on the Exhibit Name
- 20. Some Exhibits contain a filtering question to help determine if the Exhibit needs to be completed for the application

Exhibit E1: LMI - Area Basis (LMA), Census Income Survey

Download Save Save & Continue

7 of 16

**Exhibit E1: LMI - Area Basis (LMA), Census Income Survey**

To document that the CDBG activity meets the national objective of LMA, complete one of the following forms: Exhibit E, Exhibit E1, and Exhibit E2.

Complete Exhibit E1 if the service area qualifies based on the completion of a census survey.

To access templates and guidance, refer to the Department's Website under the Application Guidelines section: (<https://opportunity.nebraska.gov/program/community-development-block-grant/>).

Does the CDBG Activity meet the national objective of LMA through the completion of a census survey? \*

Yes  
 No

- 21. If the Exhibit does not need to be completed, click 'No'
- 22. The form will need to be **Marked as Complete** even if 'No' is indicated.

**Note: You will not be able to submit your application if all application forms, including Exhibits, are not Marked as Complete**

## How to Complete an Exhibit:

### Exhibit E1: LMI - Area Basis (LMA), Census Income Survey

To document that the CDBG activity meets the national objective of LMA, complete one of the following forms: Exhibit E, Exhibit E1, and Exhibit E2.

Complete Exhibit E1 if the service area qualifies based on the completion of a census survey.

To access templates and guidance, refer to the Department's Website under the Application Guidelines section: (<https://opportunity.nebraska.gov/program/community-development-block-grant/>).

Does the CDBG Activity meet the national objective of LMA through the completion of a census survey? \*

- Yes  
 No

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#### Part I. Information Contained In Your Survey

1. Total number of families (including single person families) in the activity service area. \*

0.00

2. Total number of families in the service area that were contacted (include those not reachable, refused to answer, incomplete interview/questionnaire) \*

0.00

3. Total number of families with completed interviews. \*

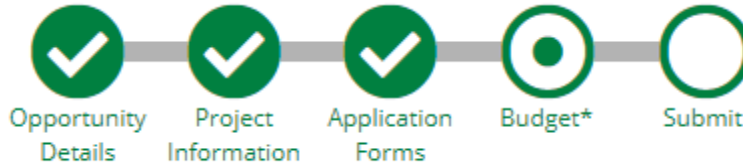
0.00

23. Select **'Yes'** to complete the Exhibit
24. Scroll through and answer all required fields
25. Once all required fields have been populated, the form must be **Marked as Complete**
26. To save progress and return to the Exhibit later, click the **Save** button
27. Repeat these steps for all Exhibits



## Completing the Budget Section

### 2021 Community Development Block Grant (CDBG)



- 28. Access the Budget section by clicking the circle labeled Budget at the top of the page
- 29. The Budget will display Categories that all proposed costs should be entered against:

## Budget ✓

### Proposed Budget

	Category	Grant Funded	Cash Match	Total Budgeted
+	Acquisition of Real Property (01)	\$0.00	\$0.00	\$0.00
+	Clearance and Demolition (04)	\$0.00	\$0.00	\$0.00
+	Construction Management	\$0.00	\$0.00	\$0.00
+	Flood Drainage Improvements (03I)	\$0.00	\$0.00	\$0.00
+	General Program Administration (21A)	\$0.00	\$0.00	\$0.00
+	Relocation (08)	\$0.00	\$0.00	\$0.00
+	Solid Waste Disposal Improvements (03H)	\$0.00	\$0.00	\$0.00
+	Water/Sewer Improvements (03J)	\$0.00	\$0.00	\$0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

30. Begin entering line items for each Category, by clicking on the green '+' next to the Category name
31. A window will appear allowing the user to enter the details for each line item

Item Type

Name\*

Direct Cost\*

Non-Grant Funded

Grant Funded \$0.00

Cash Match

Total Budgeted \$0.00

Narrative

32. Follow the instructions on how to complete the line items for each category
33. Type in the line item name in the **Name** field  
Ex: Engineer and Inspection
34. Enter the total amount of the line item (Grant Funded + Match) in the **Direct Cost** field  
Ex: Grant Funded Amount = \$7,500, Match Amount = \$2,500.00, the Direct Cost should be \$10,000
35. If including cash match in the line item, for the **Non-Grant Funded** dropdown, select 'Yes'
36. In the **Cash Match** field enter the percentage or dollar amount of Cash Match to meet the minimum Match requirement
37. Click **Create** to save the line item
38. Repeat steps 1-9 for all line items associated with the application
39. Once the Proposed Budget template is completed in its entirety, click the **Mark as Complete** button.

## Budget Guidance

When completing a budget for a CDBG project, include as much detail to provide the Department a full understanding of how the applicant determined the project costs and the proposed use of federal funds.

40. Create multiple line items. Do not group all expenses into a generic category line item.

Proposed Budget			
Expense Budget			
Category	Grant Funded	Non-Grant Funded	Total Budgeted
<b>Flood Drainage Improvements (03I)</b>	\$225,000.00	\$80,000.00	\$305,000.00
Engineer & Inspection	\$60,000.00	\$15,000.00	\$75,000.00
Manhole	\$15,000.00	\$5,000.00	\$20,000.00
Storm Drains	\$4,000.00	\$1,000.00	\$5,000.00
Infrastructure	\$135,000.00	\$30,000.00	\$165,000.00
Pump - 2x	\$11,000.00	\$4,000.00	\$15,000.00
Contingency	\$0.00	\$25,000.00	\$25,000.00
<b>General Program Administration (21A)</b>	\$5,000.00	\$0.00	\$5,000.00
Environmental Review	\$5,000.00	\$0.00	\$5,000.00
<b>Street Improvements (03K)</b>	\$20,000.00	\$20,000.00	\$40,000.00
Demo of Street	\$10,000.00	\$10,000.00	\$20,000.00
Resurfacing	\$5,000.00	\$5,000.00	\$10,000.00
Engineer & Inspection	\$5,000.00	\$5,000.00	\$10,000.00
<b>Total Expense Budget Cost</b>	<b>\$250,000.00</b>	<b>\$100,000.00</b>	<b>\$350,000.00</b>
Revenue Budget			
Grant Funding			
Award Requested	\$250,000.00		\$250,000.00
<b>Subtotal</b>	<b>\$250,000.00</b>		<b>\$250,000.00</b>
Non-Grant Funding			
Cash Match		\$100,000.00	\$100,000.00
<b>Subtotal</b>		<b>\$100,000.00</b>	<b>\$100,000.00</b>
<b>Total Revenue Budget Cost</b>			<b>(\$350,000.00)</b>
<b>Total Overall Budget Cost</b>			<b>\$0.00</b>

41. Provide detail with a well-defined description for each line item in the narrative field.

**Budget Item Information**

Category:

Item Type:

Name\*:

Direct Cost\*:

Non-Grant Funded:

Grant Funded: \$60,000.00

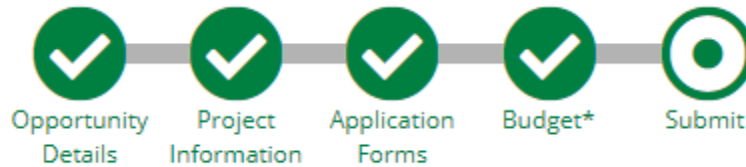
Cash Match:

Total Budgeted: \$75,000.00

**Narrative**:

## Submitting the CDBG Application

### 2021 Community Development Block Grant (CDBG)



When the application is ready to submit, click on the Submit button at the top of the page

From the Submit page, the user will be able to:

- 42. Download and Review the completed application before or after submission
- 43. Jump to any of the application sections to review the answers by utilizing the timeline at the top of the page
- 44. Submit the application

#### How to Download and Review the Application

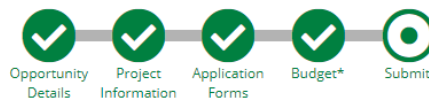
- 45. Click the green **Review** button to download a PDF of the completed application

#### How to Submit Application

- 46. In order to Submit the application to the Nebraska Department of Economic Development, all sections and application forms must be Marked as Complete.
- 47. Verify that all sections and application forms have been Marked as Complete by referencing the timeline at the top of page and ensuring there is a check in each section
- 48. When all sections have been Marked as Complete, submit the application by clicking on the green **Submit** button

**NOTE: ONCE AN APPLICATION HAS BEEN SUBMITTED, NO CHANGES CAN BE MADE TO ANY PART OF THE APPLICATION OR THE APPLICATION FORMS**

#### Eligible to Submit Application:



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You are about to submit your application, **Test App**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

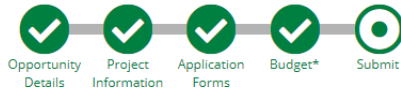
When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

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**Not Eligible to Submit Application:**

- 49. If the application forms or sections that have not been Marked as Complete, the user will be unable to click the submit button and submit your application
- 50. A message will appear on this page in red, notifying the user of any uncompleted forms or sections



You are about to submit your application, **Test App**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

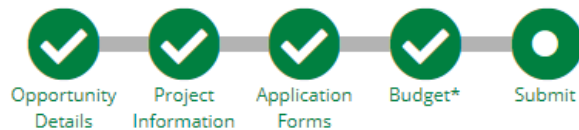
You have forms containing required fields which have not been completed!

Your budget has errors that require your attention!



**Successful Submission**

- 51. Once the application has been successfully submitted, a success message will appear on the screen and the user, who submits the application, will receive an email identifying the date and time of CDBG application submission
- 52. Once the application has been submitted, no changes can be made to the application, but it can be accessed and viewed at any time by logging back into the Applicant Portal at <https://ne.amplifund.com>
  - a. See these user guides for instructions on the [DED AmpliFund FAQ page](#)
    - i. How to Login to the Applicant Portal
    - ii. Switching from Recipient Portal to Applicant Portal



**Success!**

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.

