Federal Award Recipient – Requesting Payment

CDBG, HOME, NHTF

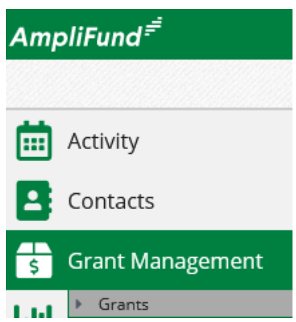
Table of Contents

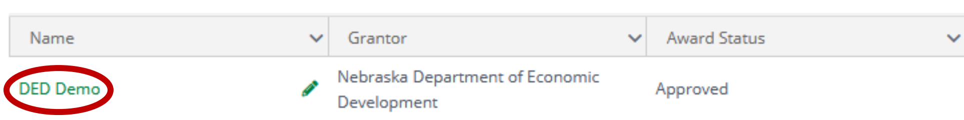
In addition to the guidance below, help videos demonstrating the actions described in this guide are located on the DED AmpliFund Resources Page, under the applicable program (CDBG, HOME, NHTF) section http://opportunity.nebraska.gov/amplifund/.

Summary

- To navigate to the Award screen:

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





To drawdown funds on your award, you will follow a three-step process:

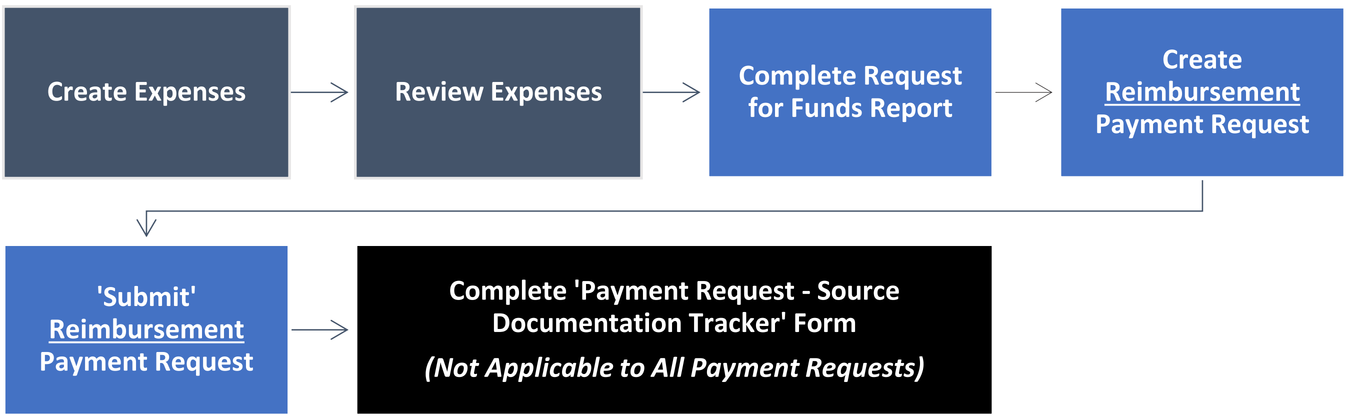
- Create Expenses
- Review Expenses
- Submit a Payment Request with associated expenses, using a date range

All Payment Requests for CDBG, HOME and NHTF will be Reimbursement Payment Requests, regardless of whether you have paid your vendors. If you do not have Proof of Payment when you submit a Payment Request, you will indicate this on the Expense's Custom tab.

All Reimbursement Payment Requests must be associated with expenses. You can only complete ONE payment requests a month.

NOTE: *Proof of Payment means a canceled check, bank statement, confirmation of debit or credit card payment, confirmation of wire or automated clearing house transfer, or similar documentation which provides substantiating evidence that payment of an invoice has been made.*

Steps to Submit a Reimbursement Request



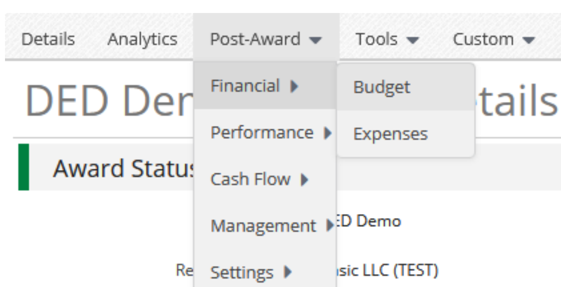
You will add expenses to track against your Budget.

Attachments

1. Below is a summary of where you will and won't add attachments to during this process:
    - Expense(s) (Attachments tab) – Source Documentation and Proof of Payment
    - Payment Request – No Attachments

Budget

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



NOTE: *If your budget is blank, please contact your Program Rep.*

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

Details | Analytics | Post-Award | Tools | Custom

DED Demo – Budget

Start: **1/1/2020** End: **12/31/2021**

Budget View Settings

Options

☐ Grant Year ☐ Responsible Individuals ☐ GL Accounts ☑ Match

Budget

$10,000 from the Grant $5,000 from Match

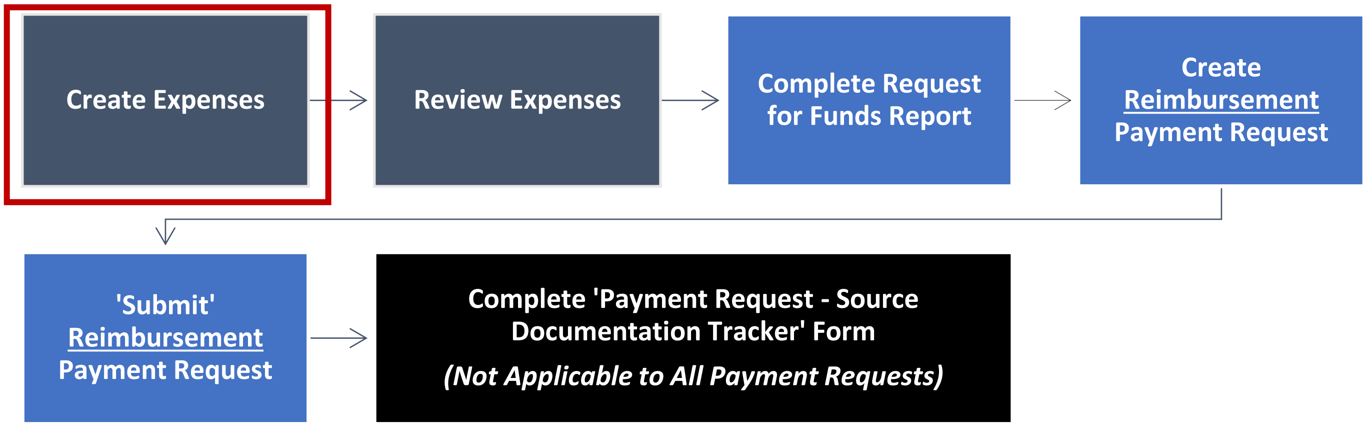
Line-Item Information

Expense Budget	**Grant Funded**	**Match**	**Total Cost**
Contract Development			
Contract A	$0.00	$750.00	$750.00
Contract B	$0.00	$1,250.00	$1,250.00
Subtotal	$0.00	$2,000.00	**$2,000.00**
Employee Wages			
Employee Wages	$7,500.00	$0.00	$7,500.00
Subtotal	$7,500.00	$0.00	**$7,500.00**
Materials & Supplies			
Maintenance Supplies	$300.00	$0.00	$300.00
Metal	$500.00	$2,500.00	$3,000.00
Packing Supplies	$400.00	$0.00	$400.00
Rubber	$1,300.00	$0.00	$1,300.00
Subtotal	$2,500.00	$2,500.00	**$5,000.00**
Other			
Other	$0.00	$500.00	$500.00
Subtotal	$0.00	$500.00	**$500.00**
Total Expense Budget Cost	**$10,000.00**	**$5,000.00**	**$15,000.00**

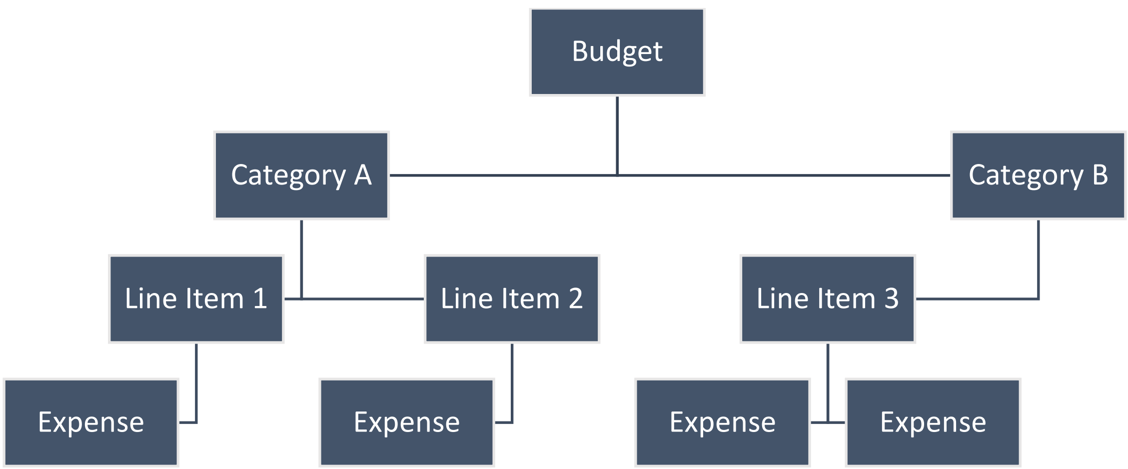
Overall Award Information (Award Details tab)

Revenue Budget	**Grant Funded**	**Match**	**Total Revenue**
Grant Funding			
Awarded Amount	$10,000.00		$10,000.00
Subtotal	$10,000.00		**$10,000.00**
Match			
Cash Match		$5,000.00	$5,000.00
In-Kind		$0.00	$0.00
Subtotal		$5,000.00	**$5,000.00**
	Total Revenue Budget Cost		**($15,000.00)**
	Total Overall Budget Cost		**$0.00**

Create Expenses

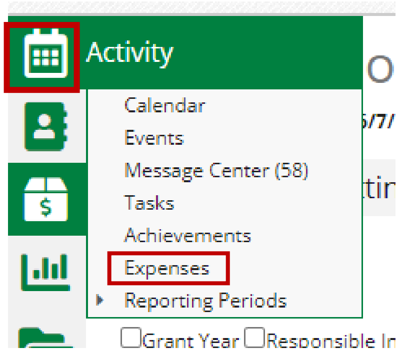


In AmpliFund, expenses will be allocated to line items. Line items will be allocated to Budget Categories.

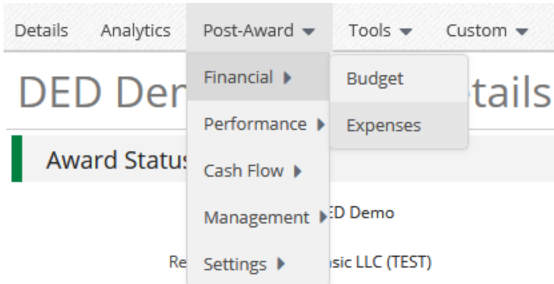


Access Expenses Page

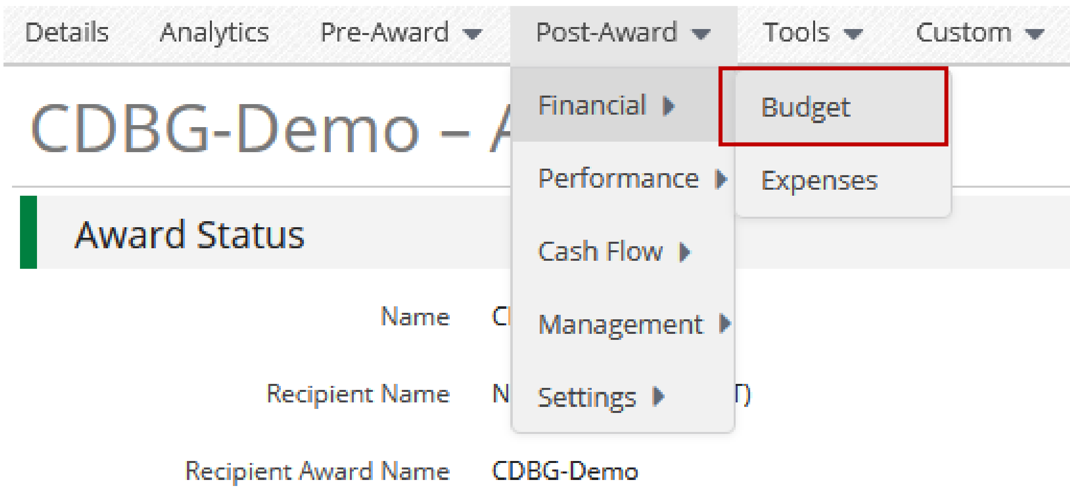
1. There are three ways to access the pages necessary for Expense creation:
   a. Activity (left navigation) > **Expenses**

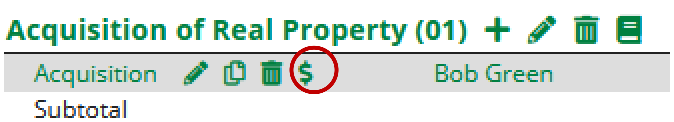


   b. Award Screen > Post-Award > Financial > **Expenses**



c. Award Screen > Post-Award > Financial > Budget > click the **$ icon** next to a line item





2. From the Expense page, click the **+ icon** to add an expense.

DED Requirement

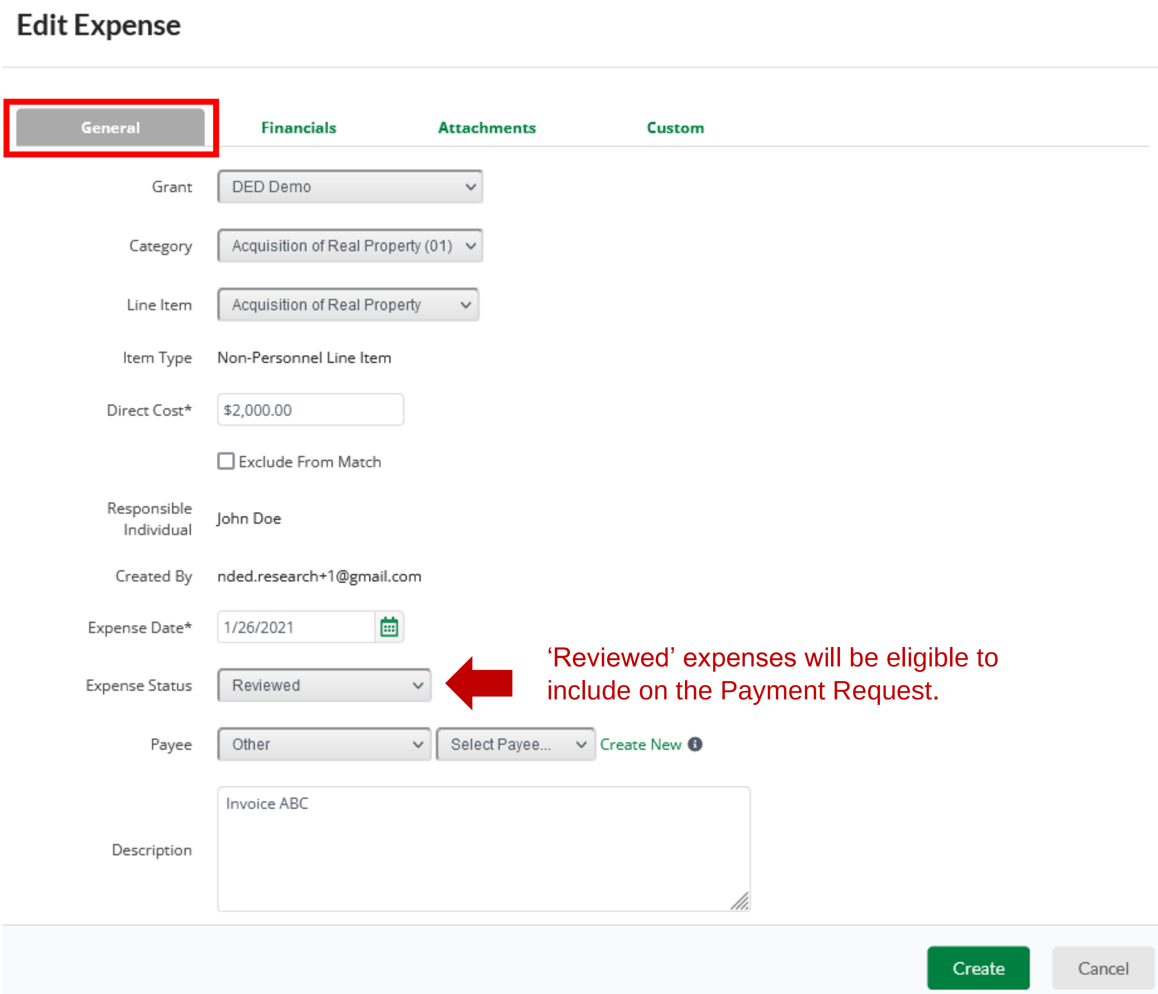
Create one expense per invoice or per receipt.

Example: for 1 project you may have 10 receipts for purchasing construction materials and 1 invoice from an engineer. You should have a total of 11 expenses for this project.

Complete Expense General tab

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

3. Complete the **General** tab on the expense



Category – [Choose the category in the dropdown menu.]

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)]

- ***NOTE:*** *Local Program Income and Local Revolving Loan Fund (RLF) are NOT included in Direct Cost.*

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

- ***NOTE:*** *Program Income and RLF are NOT included in Match.*

Expense Date – [Select the Date of the Expense to match the source document date.]

Expense Status – <u>**Reviewed.**</u>

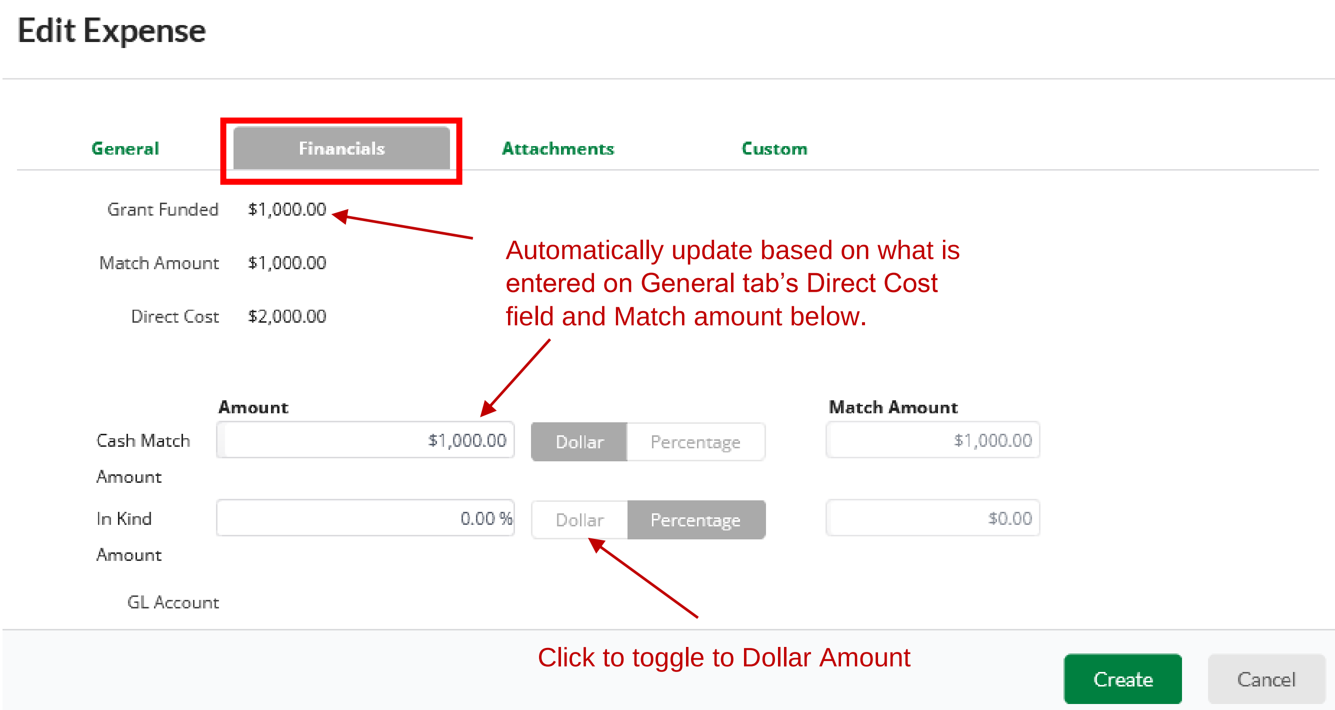
NOTE: *An expense must be marked as **Reviewed** for it to be included on the Payment Request.*

Payee – *Optional. If you wish to track your vendors/contractor/firm, use the* ***dropdown,*** *or choose* ***Create New*** *and type in the name of your vendor.*

Description – *Optional. Add in any details you would like to record.*

Complete Expense Financials tab

4. Complete the **Financials** tab on the expense



Cash Match Amount – [Toggle to **Dollar**. Enter the Cash Match for this expense. If this expense has no cash match, enter $0.]

- ***NOTE:*** *Match must be drawn down PROPORTIONATELY to your grant funds.*

In Kind Amount – [Toggle to **Dollar**. Enter the In-Kind Match for this expense. If this expense has no cash match, enter $0.]

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

Direct Cost – Auto populate from General tab.

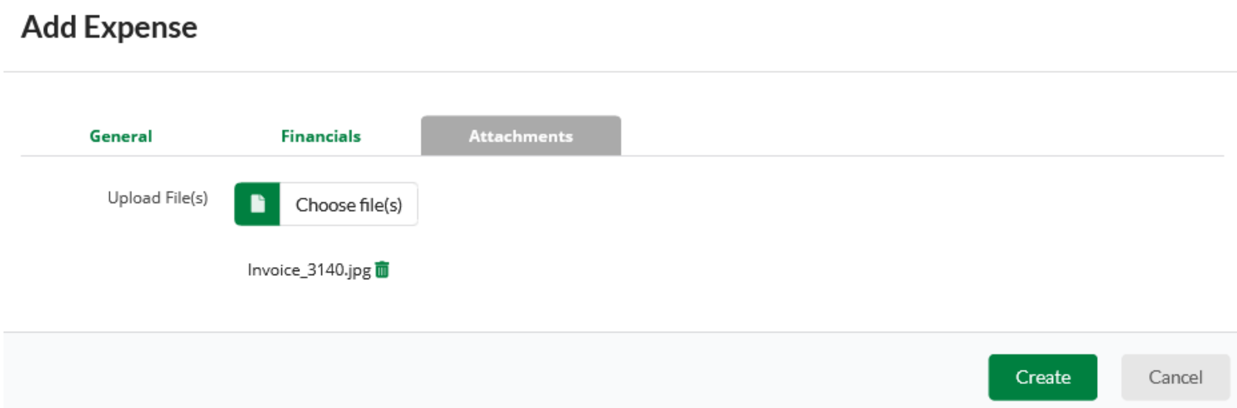
Best Practice

If you have additional eligible costs after running out of grant and match funds, use match amount again (not grant funds). Going over in matching funds *is* allowed. However, going over the grant-funded amount will cause processing delays and require you to correct expenses.

Review your current match amount entered by viewing the 'Grant Budget Variance' report. Checking this report *before* you submit a Payment Request can save you time and effort and ensure your expenses are accurate.

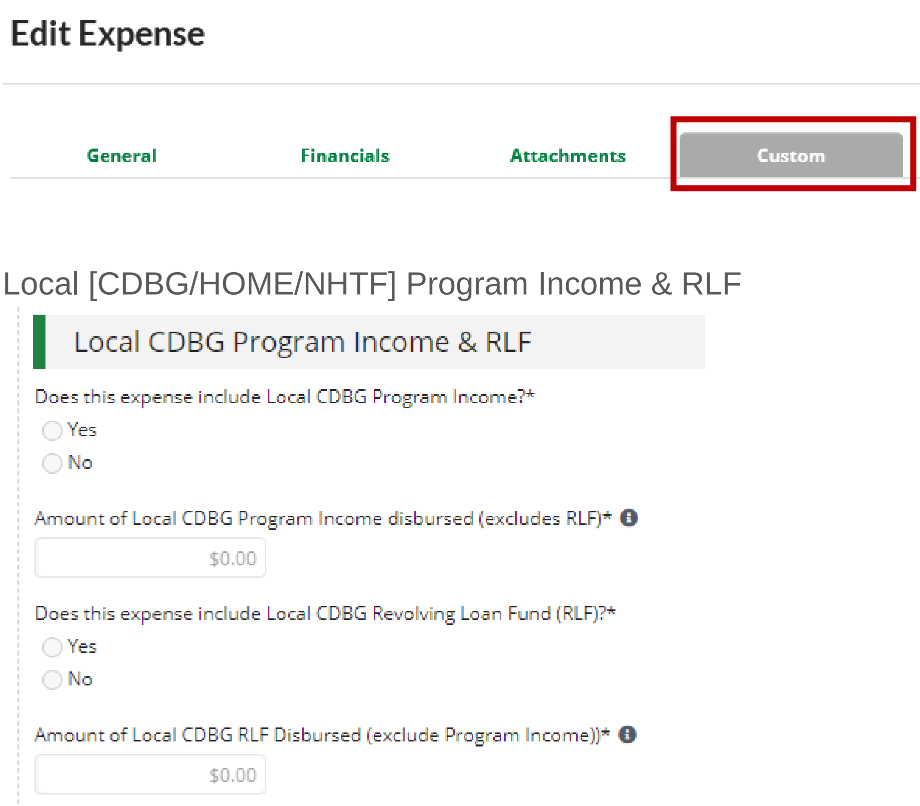
Complete Expense Attachments tab

5. Complete the **Attachments** tab on the Expense
6. Attach your Source Documentation. Source Documentation is required on ALL draws. If you have Proof of Payment, it should be attached as well.
    a. Source Documentation includes receipts, invoices, timesheets, bank statements, cleared checks, etc.
    b. Proof of Payment means a canceled check, bank statement, confirmation of debit or credit card payment, confirmation of wire or automated clearing house transfer, or similar documentation which provides substantiating evidence that payment of an invoice has been made.



Complete Expense Custom tab (REQUIRED)

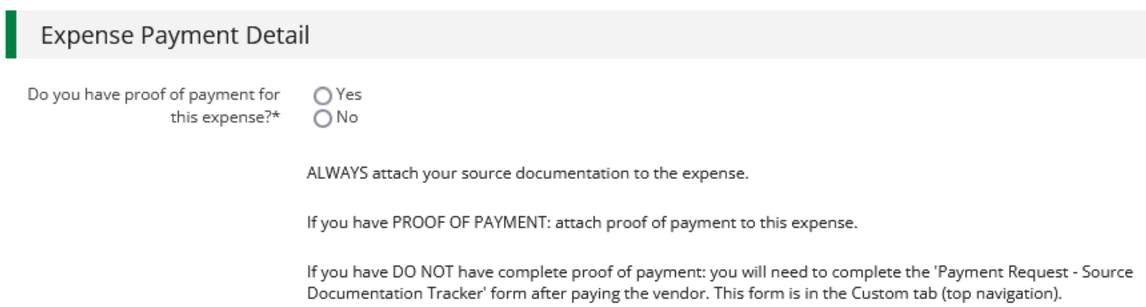
7. Complete the **Custom** tab
    - There are two sections: Local [CDBG/HOME/NHTF] Program Income & RLF and Expense Detail. Both sections are required for EVERY expense.



8. Complete 'Local Program Income & RLF' section.
    - If no local program income or local RLF were disbursed, you will need to enter $0.

NOTE: *If the local unit of government has local program income on hand, it should be applied to an open grant. Local program income should be used first prior to requesting additional funds from the State. For CDBG, Review Chapter 8 of the CDBG Administration Manual and consult with your program representative.*

Expense Payment Detail



9. Complete 'Expense Payment Detail' section.

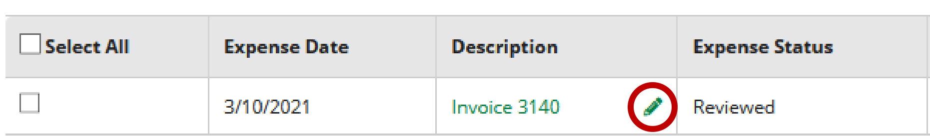
- Indicate whether this expense has Proof of Payment attached on the Attachments tab by choosing **Yes** or **No**
    - ***NOTE:*** *If you select* ***No****, you will fill out the custom form [*'Payment Request – Source Documentation Tracker'*] after you receive the funds from the State of Nebraska and have Proof of Payment.*
    - Common Examples of when to select **No.**
        i. Do not have access to Bank Statements as complete Proof of Payment yet.
        ii. The Vendor has not been paid.
        iii. Expense paid with a line of credit that has not been repaid yet.

10. Click **Create** to add that expense.

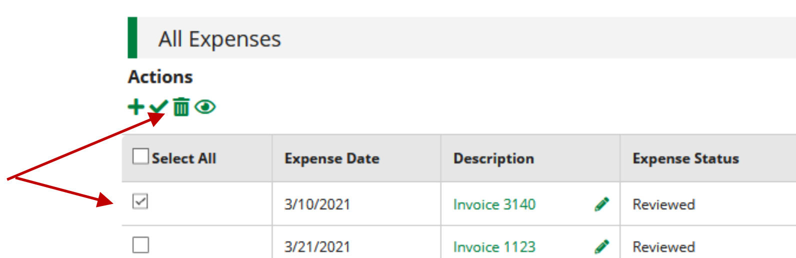
Edit Expenses

11. To edit an expense after creation, click the **Pencil icon** next to the description, make changes, and click **Save**.

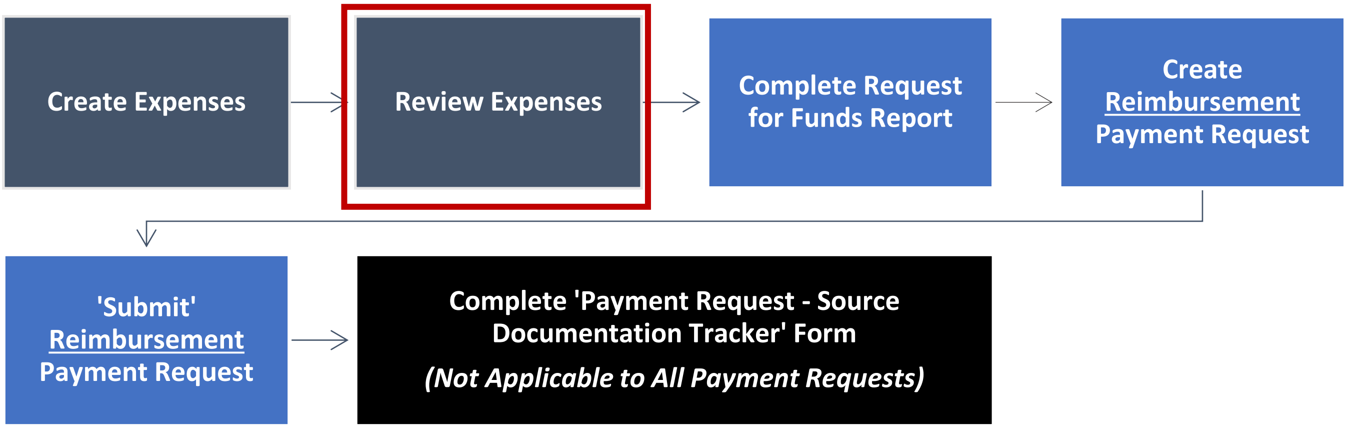
NOTE: *Expenses with an Expense Status of 'Closed' cannot be edited because they have already been approved by DED. If your expense status is "Reviewed", but you do not have an edit pencil, DELETE the associated, unsubmitted payment request. Then return to the expense page to edit it.*



12. To delete an expense or more than one, select the expense row(s) then click the **Trashcan icon**.



Review Expenses

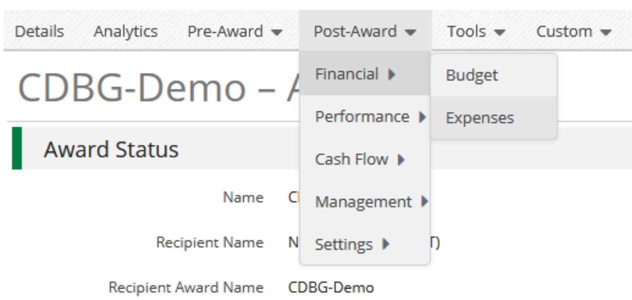


You will want to double check the ‘Reviewed’ expenses before creating a payment request.

The section below, Evaluate Created Expenses, shows you the best option to review your expenses individually. The following section, View AmpliFund Reports to Track Expenses, presents three different ways to review all your expenses and overall budget. This section is optional but is useful in monitoring that you are drawing down funds appropriately.

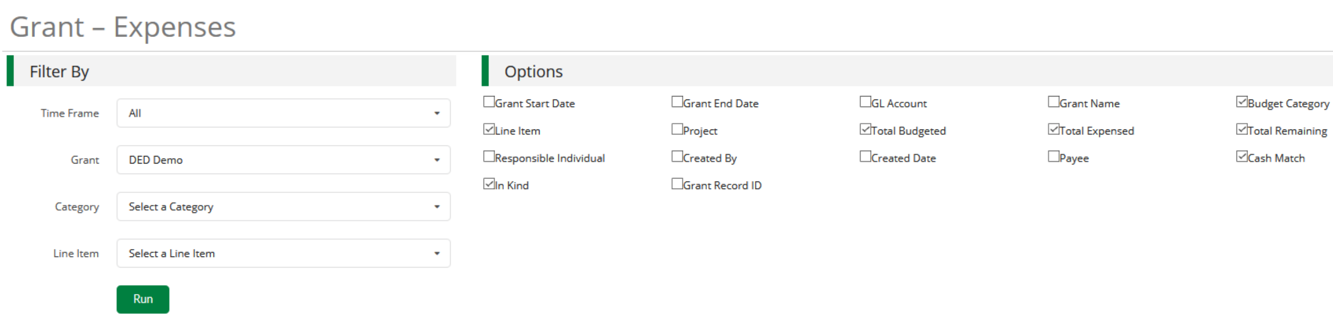
Evaluate Created Expenses

13. Navigate to your created expenses: Award Screen > Post-Award (tab) > Financial > Expenses



14. On the Expenses screen, set the appropriate filters:

- **Time Frame:** Custom (Typically, use date range from your payment request.)
- **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.
- **Options:**
  - **Total Budgeted –** The total Budgeted amount for that line item.
  - **Total Expensed –** The total Expensed amount for that line item.
  - **Total Remaining** – The 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)



15. Click **Run**. This will now list all expenses from your filtering criteria.

16. You can click into the expenses (clicking the green description name), if it is easier, to view and read the description.

Expense Status: The ones that can be included in a payment request are ‘Reviewed’. ‘Closed’ Expenses have already been submitted.

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)

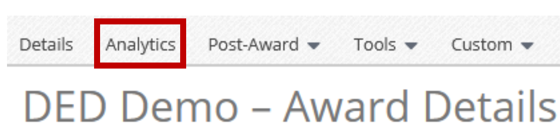
- ***NOTE:*** *Should not include local Program Income or RLF*

View AmpliFund Reports to Track Expenses (Optional)

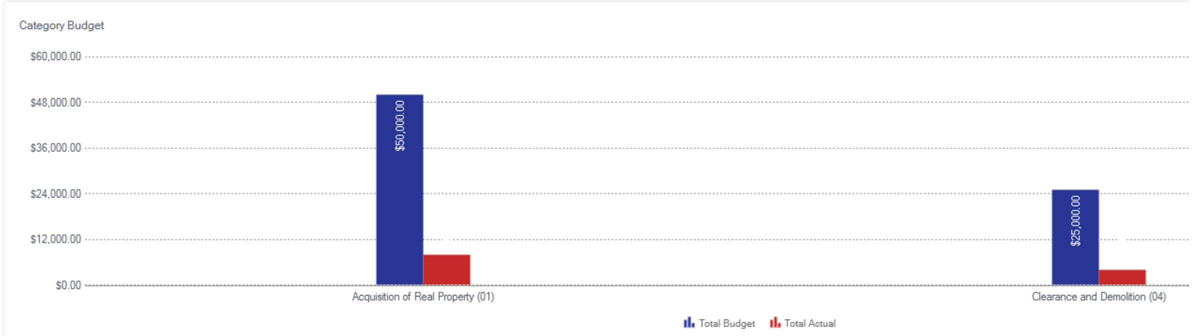
This section is *optional* but can be used to help review your expenses in a different format and monitor your overall budget. There is one dashboard (**Analytics**) and two reports (**Grant Budget Variance** and **Grant Expense Detail**) that you can view to review or track your expenses and monitor your budget.

Analytics (Total Expenses per Category)

17. To view your total expenses that have been entered that do not have an expense status of ‘Denied’ (not necessarily approved): Go to **Grant Management > Grants > [Choose the Grant]**. Click on the **Analytics** tab



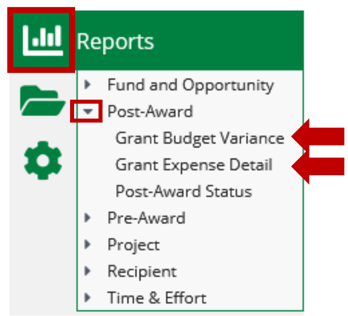
18. View the Category Budget graph at the bottom.



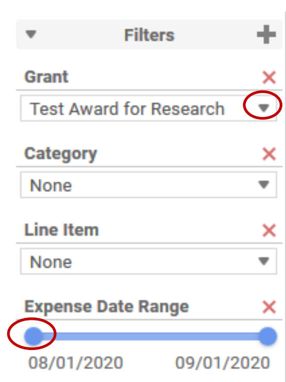
Standard Reports

Two reports are available to you for budget and expense tracking: **Grant Budget Variance** and **Grant Expense Detail**.

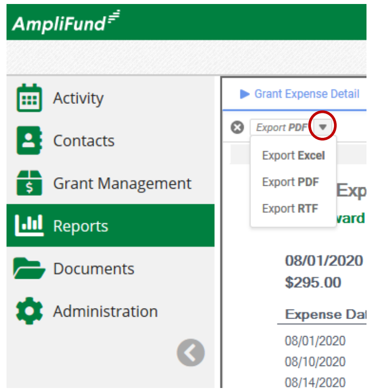
19. Go to Reports (left navigation) > Post-Award > [Choose Report]



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



b. To export this report, select the **down arrow** on the left side and choose the **export type**.



Grant Budget Variance

20. Summarizes the budgeted and actual expensed amounts (line items and category totals). Includes all expenses, not necessarily approved expenses and do not have an expense status of 'Denied'.

NOTE: *<u>This report will show you have not fully contributed your Cash Match in a category or if you have over-requested Grant Funds.</u>*

Example:

Reflects Budget

Reflects Entered Expenses

Grant Budget Variance Report
CDBG-Demo

Grant Dates: 06/26/2020 - 08/28/2021
Period: 06/30/2020 - 08/28/2021
$50,000.00

Acquisition of Real Property (01)	Responsible Individual	Budgeted Grant Funded	Budgeted Cash Match	Budgeted In-Kind Match	Budgeted Total	Actual Grant Funded	Actual Cash Match	Actual In-Kind Match	Actual Total
Acquisition of Real Property (01)	Bob Green	$25,000.00	$25,000.00	$0.00	$50,000.00	$5,000.00	$3,000.00	$0.00	$8,000.00
Sub-Total		$25,000.00	$25,000.00	$0.00	$50,000.00	$5,000.00	$3,000.00	$0.00	$8,000.00

Clearance and Demolition (04)	Responsible Individual	Budgeted Grant Funded	Budgeted Cash Match	Budgeted In-Kind Match	Budgeted Total	Actual Grant Funded	Actual Cash Match	Actual In-Kind Match	Actual Total
Clearance and Demolition (04)	Bob Green	$20,000.00	$0.00	$0.00	$20,000.00	$22,000.00	$0.00	$0.00	$22,000.00
Construction Management	Bob Green	$5,000.00	$0.00	$0.00	$5,000.00	$103,000.00	$0.00	$0.00	$103,000.00
Sub-Total		$25,000.00	$0.00	$0.00	$25,000.00	$125,000.00	$0.00	$0.00	$125,000.00
Grand Total		$50,000.00	$25,000.00	$0.00	$75,000.00	$130,000.00	$3,000.00	$0.00	$133,000.00

Category Totals (Sum of line items)

Grant Expense Detail

21. Lists entered expenses. You can use this report instead of searching in the **Grant Expenses** section (Grants > [Choose Grant] > Post-Award > Financial > Expenses).

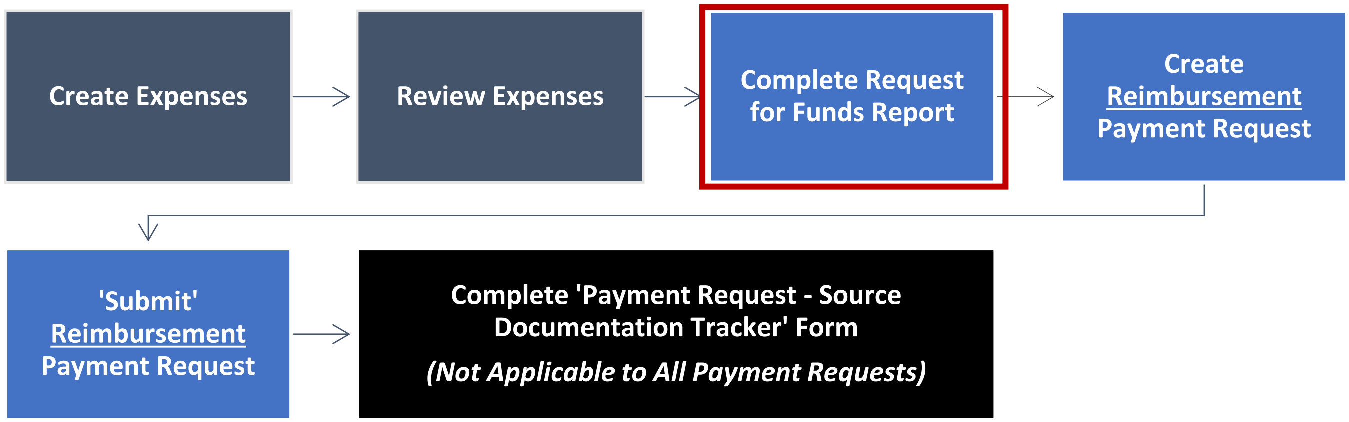
NOTE: *Includes ALL expenses (approved and unapproved).*

Grant Expense Detail
CDBG-Demo

06/26/2020 - 08/28/2021
$10,000.00

Expense Date	Expense Status	Description	Line Item	Category	Payee	Amount
03/04/2021	Reviewed		Clearance	Clearance and Demolition (04)		$1,000.00
03/04/2021	Reviewed		Demolition	Clearance and Demolition (04)		$3,000.00
03/04/2021	Reviewed		Acquisition	Acquisition of Real Property (01)		$6,000.00
Grand Total						$10,000.00

How to Complete Request for Funds Report

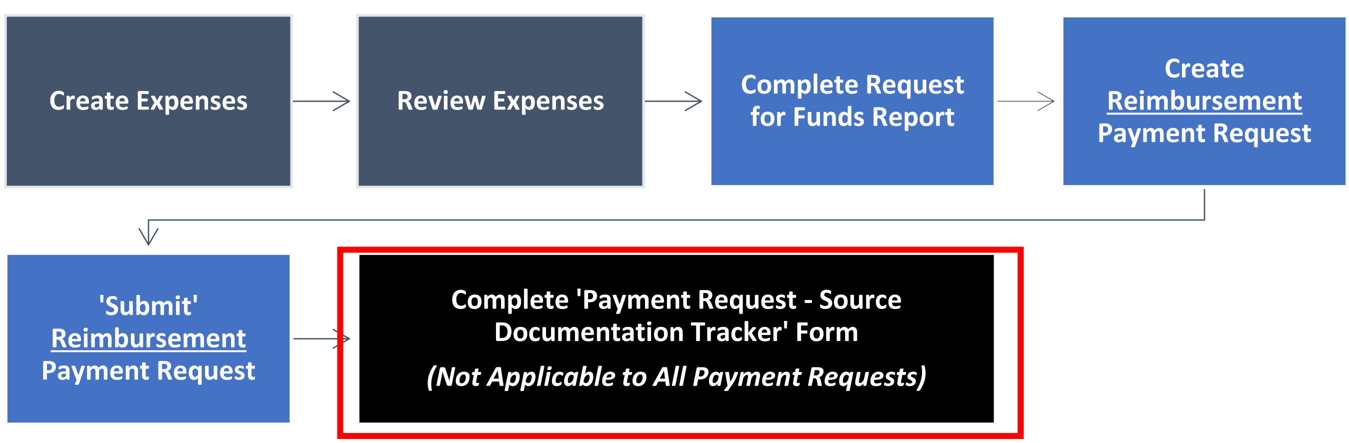


General Instructions

- All entities receiving federal funds are required to have an active status with the System for Awards Management. If a grantee has more than one grant, funds must be requested separately. Carefully enter all requested information. **Incomplete or incorrect forms will not be processed**. Funds requested must reflect actual eligible cost incurred. Claim exact amounts on each reimbursement down to the penny on the reimbursement request.
- The Request for Funds form needs to be completed and signed by the authorized individuals as identified within your special conditions. This form should be uploaded within AmpliFund, the original should be retained within the grantee's records. The Request for Funds template can be found on DED's website, on each program page: https://opportunity.nebraska.gov/programs/

How to Create a Reimbursement Payment Request

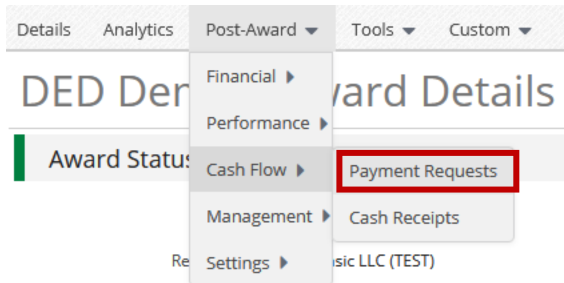
All Reimbursement Payment Requests must be associated with Reviewed Expenses. You can only complete one Payment Request a month.



Access Payment Request Page

After creating ‘Reviewed’ expenses, a Payment Request can be created.

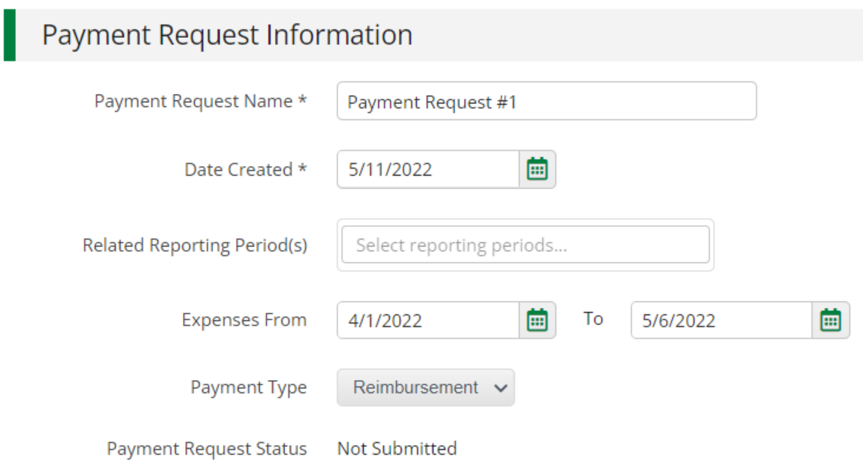
a. Award Screen > Post-Award > Cash Flow > Payment Requests > + icon (top right)



Complete and Review Reimbursement Payment Request

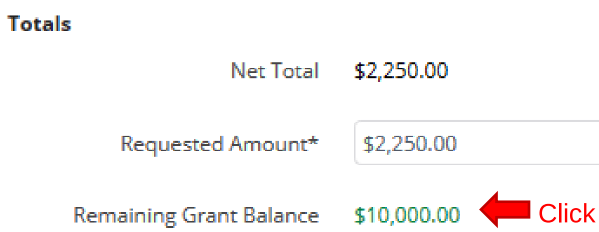
Payment Request Information Section

22. Complete the **Payment Request Information Section**



This selects all ‘Reviewed’ expenses whose dates are in the range. If an expense has already been submitted, it will not be included.

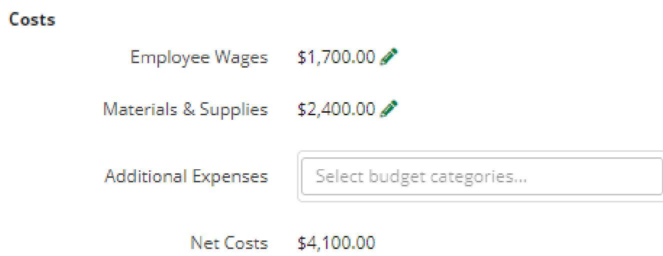
- **Payment Request Name: “**Payment Request [#]”.
  - If there have been 3 *APPROVED* previous payment requests, current request is #4.
  - On the Award, navigate to Post-Award tab > Cash Flow > Payment Requests to see any previously created and *APPROVED* Payment Requests.
- **Date Created:** Today’s date (date you are requesting payment)
- **Related Reporting Period(s):** <u>Will always be blank. You will select expenses using the date range.</u>
- **Payment Type:** Reimbursement
- **Expenses From**: Select the date range that includes all your ‘Reviewed’ expenses. Note that if an expense in the date range has already been submitted, it will not be included.
- You can click the green **Remaining Grant Balance** field in the Financial Detail section to verify your **Grant Balances** before submitting. Hover over the info icon to read the descriptions. These amounts include all categories but run the ‘Grant Budget Variance Report’ to make sure you are within your category amounts.



Costs

Auto populates grant funds from ‘Reviewed’ expenses within the selected date range.

23. Do not adjust these amounts or add additional categories Adjusted Payment Requests will be rejected if they don’t match expenses.



Contributions

Auto populates match from ‘Reviewed’ expenses within the selected date range.

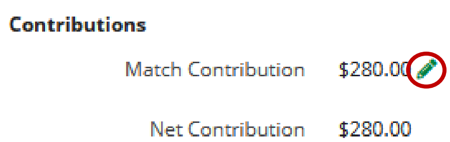
24. Verify there is not an Adjusted Match Contribution field. Adjusted Payment Requests will be rejected if they don’t match expenses.

Adjustments

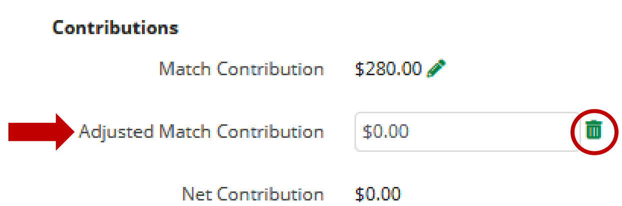
25. Verify that there is not an **Adjusted Match Contribution** or **Adjusted (Category Name)** field in the Financial Detail section. The adjustment field appears if you click on the edit pencil next to the **Cost category amount** or the **Contributions Match field**.

Example

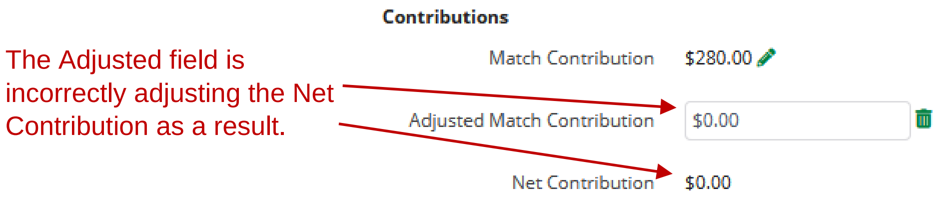
If you accidentally click here the edit pencil.



The adjusted field will appear. To remove it, click the green trashcan.



If 0 is entered, it means that the Match is $0, not none, and will adjust the Net Contribution.



NOTE: *This has the same affect to Net Costs if the adjusted field is entered on Cost Categories.*

Totals

26. **Net Total** = Net Costs – Net Contributions

27. **Requested Amount:** Enter the 'Net Total' amount (Verify Net Costs and Net Contribution amounts are correct).

Additional Information

28. **Comments:** *Optional*.

29. **Upload File(s):** Attach your signed completed **'Request for Funds'** form here, use the file name: Grantee_Contract #_Description (example: Columbus_20PW001_Request for Funds_2). It must be signed in blue ink. For instructions about how to run the report on AmpliFund, see the How to Complete Request for Funds Report section above.

Editing Expenses

If you find that your 'Cost' section is incorrect, you have a mistake in your expenses. To fix that, do NOT click 'Create'. Leave the Payment Request page and go to your expense grid. Edit the expense and then create a NEW Payment Request.

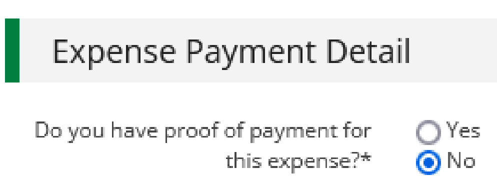
Submit the Reimbursement Request

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

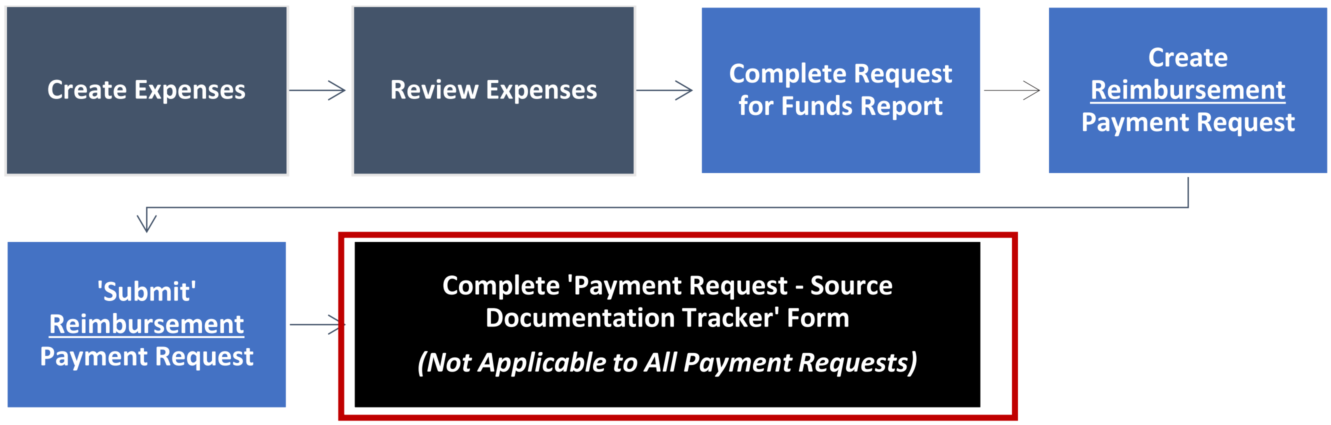
NOTE: *This will create an automatic email to DED that you have submitted this Payment Request.*

Complete 'Payment Request – Source Documentation Tracker' Form (Not Applicable to All Payment Requests)

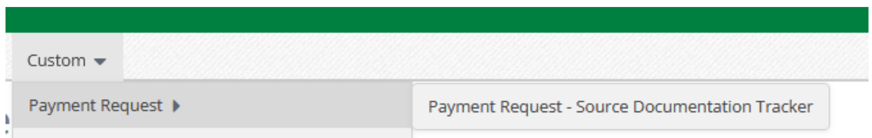
If you did not have Proof of Payment when you requested grant monies, you should have selected **No** on 'Do you have proof of payment for this expense' expense's Custom tab. After receiving the grant monies from the State, you still need to provide the proof of payment to DED. This will be done by completing the custom form, 'Payment Request – Source Documentation Tracker'.



NOTE: *Complete 1 form per payment request that did not have complete Proof of Payment (selected 'No'). Do not create more than one form per payment request. If the form needs to be edited, edit the already created form. Do not create duplicate forms for the same payment request.*



31. Custom (top navigation) > Payment Request > Payment Request – Source Documentation Tracker



32. Click the **+** icon in the top right.

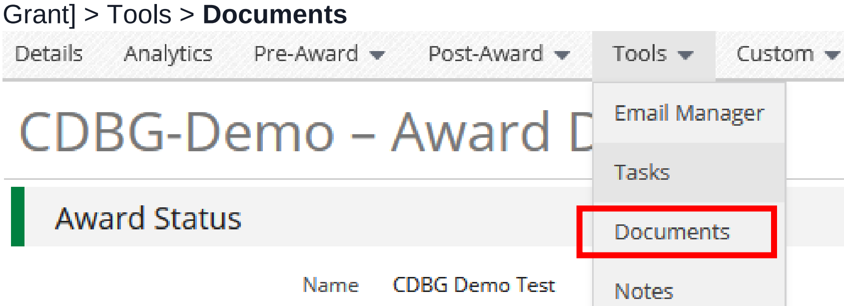
33. Complete the form and click the **Create** button on the bottom right.

Uploading Documentation

Uploading Professional Service Agreements

If you are submitting a payment request for an award, that has associated invoices tied to a professional service agreement, you will need to upload the applicable professional service agreements to the folder called “Professional Service Agreements” within the “Public” Folder, under the “Recipient Upload” Folder.

34. Navigate to your award: AmpliFund home screen > Grant Management > Grants > [Click the link to your Grant] > Tools > **Documents**

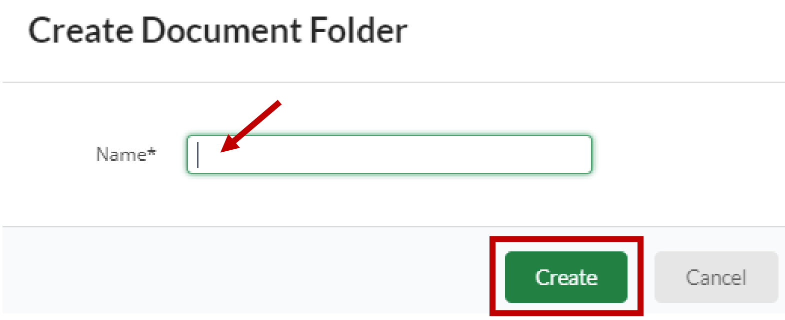


35. Click on **Public** > **Recipient Upload > Professional Service Agreements**

NOTE: *If you have Professional Service Agreements for more than one vendor, please create a folder for each vendor.*

36. Click the create folder icon in the upper right-hand corner

37. **Type** in a name for the folder and click **Create.** The folder should have the name of the type of professional service agreement (e.g., General Administration, Housing Management, Construction Management, Lead Based Paint).



38. Once your folder is created, open it.

39. Click on the **Upload Documents icon**

40. Click **Choose files(s)**

41. Select professional service agreement documents and click **Open**.

42. Click **Upload.**