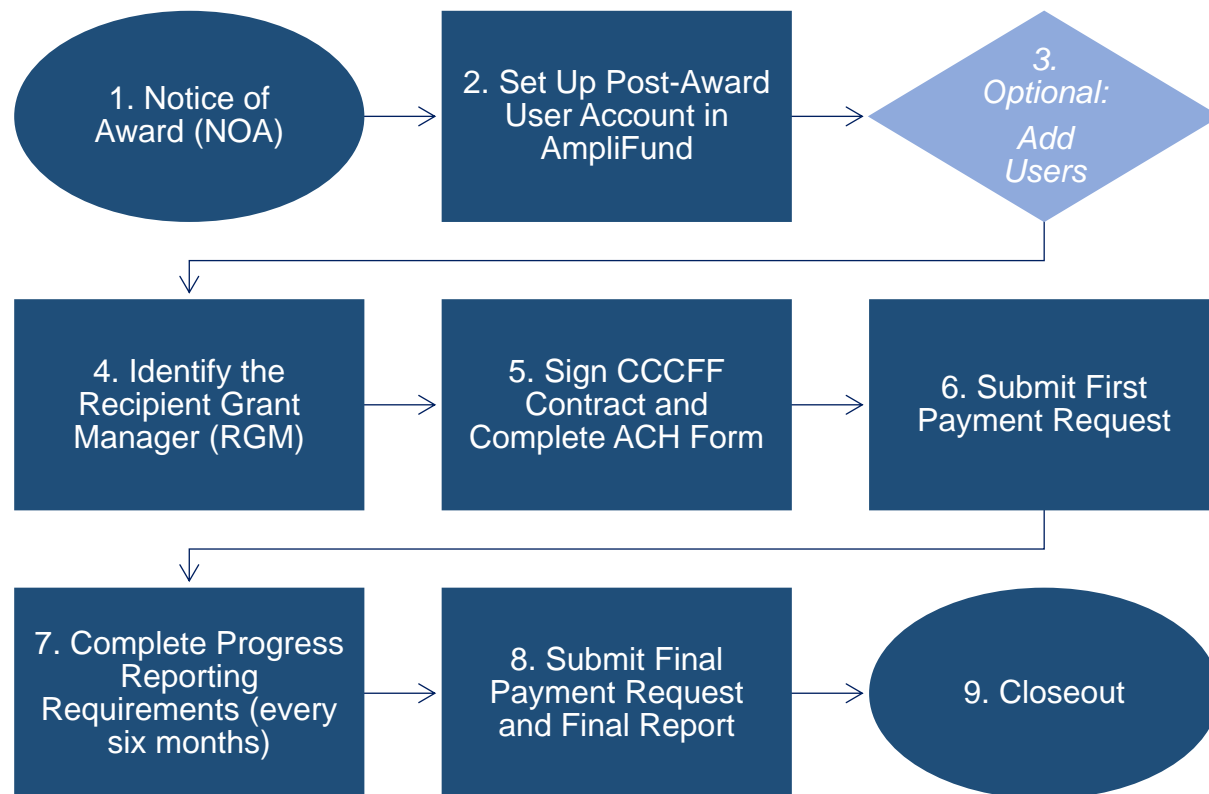


## CIVIC & COMMUNITY CENTER FINANCING FUND (CCCFF)

### 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 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 this [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 this [user guide](#).
  - b. To add external users (e.g., consultant or other grant manager), see this [user guide](#).
4. **Identify the Recipient Grant Manager (RGM):** RGM will receive notifications regarding action items for the award. To identify the RGM, see this [user guide](#).
5. **Sign Contract and Complete ACH Form:** DED will issue an electronic copy of the contract via email for electronic signature via DocuSign. Recipient must have the chief elected official sign the contract via DocuSign. Recipient must follow all appropriate local procedure in executing the contract. Recipient must also complete the ACH form. To complete the ACH form, see this [user guide](#).
6. **Submit First Payment Request:** To submit the first payment request, see this [user guide](#).
7. **Complete Progress Reporting Requirements:** Progress reports are due on a semi-annual basis for the duration of the project and until closeout. Every six months, recipients must complete a 1) Performance Reporting Period and 2) Log Expenses. This [user guide](#) details how to complete the *Achievements* in the Performance Reporting Period. This [user guide](#) details how to Log Expenses.
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*. [User Guide](#)
  - b. Instructions for submitting the *final report*. [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.