

Municipal Inland Port Authority Act: Application Checklist

- Check the Municipal Inland Port Authority Act (“Act”) [webpage](#) for current information.
- Read the Act (“Guidelines”) and the Application Guide in their entirety.
- Prepare information for the application, including documents to be uploaded. (*NOTE: if applicant wishes to upload multiple documents that are responsive to a single question, merge the different documents into a single PDF file before uploading.*) The following information and documentation will be required from all applicants:
 - Documentation showing that the proposed inland port district (“District”) meets the criteria detailed in Chapter 2.2 of the Guidelines, including:(*Applicant must select at least two to qualify*)
 - Documentation showing that the boundaries of the proposed District are within one mile of a navigable river or waterway,
 - Documentation showing that the boundaries of the proposed District are within one mile of a major rail line that is accessible to a Class I railroad as defined by the federal Surface Transportation Board,
 - Documentation showing that the boundaries of the proposed District are within two miles of the federally designated National System of Interstate and Defense Highways, or any other four-lane divided highway, or
 - Documentation showing the boundaries of the proposed District are within two miles of a major airport with commercial service as defined by the federal Aviation Administration.
 - Using the Excel spreadsheet provided by DED on its [webpage](#), provide a listing of all parcels comprising the proposed District by providing the County PID and corresponding street address for each parcel (if a parcel does not have a street address, simply indicate “N/A”).
 - The legal description of the boundaries for the proposed District.
 - If the proposed District is not contiguous, documentation showing that any non-contiguous portion of the proposed District is 25% or less of the total proposed District and no more than ¼ mile from the remaining contiguous portion of the District.
 - Any other documentation in support of the application which analyzes the proposed District and Authority against the prioritization criteria found in Neb. Rev. Stat. § 13-3304 and addressed in Chapters 2.5 and 3.1 of the Guidelines.
 - An illustrated map of the proposed District boundaries. The map must also demarcate the corporate limits, extraterritorial zoning jurisdiction, or both of the city, and the boundaries of the county or counties in which the proposed District will be located. Where possible, the map should be in a GIS shapefile. If the applicant is unable to provide a map in GIS shapefile, a PDF format is acceptable.
- If the applicant is a city, county or counties, or city and one or more counties, the following additional documentation is required to be included with an application:
 - A certified copy of the ordinance, resolution, or interlocal agreement proposing the creation of an Authority and designating the District location and boundaries.
- If the applicant is a nonprofit economic development corporation, the following additional documentation is required to be included with an application:
 - Applicant’s articles of incorporation or other legal document showing applicant is organized under the Nebraska Nonprofit Corporation Act.
 - Applicant’s bylaws or other legal document showing applicant was organized to assist economic development.
 - Documentation showing that the applicant serves the city and/or counties for which it is applying.
- Register for an account on AmpliFund (if you do not already have one)

- User guide: [Registering for the Applicant Portal](#)
- Help video: [Getting Started – Registering and Application Portal](#)

- Review all resources to learn how to apply through AmpliFund
 - Other guides that may be helpful:
 - [How to Login to the Applicant Portal](#)
 - [Forgot Password](#)
 - Errors/Troubleshooting Help
 - [Completing the Application – General Errors](#)
 - [Browser Troubleshooting](#)
 - [How to Reset a Password](#)
 - Videos that may be helpful
 - [Opportunity Details & Project Information](#)
 - [Forms](#)
 - [Submitting and Downloading an App](#)

Resources

- AmpliFund resources can be found at: <https://opportunity.nebraska.gov/amplifund/#application>