



County Agriculture Society Program Manual

State of Nebraska

September 2022 | 1.0

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

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1 INTRODUCTION

This Program Manual is designed to provide guidance and written standards for the applicable components of the County Agriculture Society Program that utilize American Rescue Plan Act (ARPA) funding.

This manual is designed to support you and your organization in utilizing leading practices, complying with funding requirements, achieving program goals, and successfully navigating the grant lifecycle.

This manual includes the following:

1. Program Overview, including its goal and objectives.
2. Eligibility Determination for Entity and Costs
3. Award and Potential Matching Requirements
4. Pre-Award, Application, and Submission, including application pre-requisites.
5. Award Determination and Obligation
6. Award Administration Information
7. Post-Award Management, including data reporting requirements
8. Technical Assistance for using Grants Management System

The Application and Program Manual, grant schedule, and other documents can be found at the County Agriculture Society Program webpage available through: <https://opportunity.nebraska.gov/programs/recovery/>.

2 PROGRAM OVERVIEW

The County Agricultural Society Program is an authorized use of funding from the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) (Assistance Listing 21.027). SLFRF was designed to provide state governments with the resources needed to respond to the COVID-19 pandemic and its economic effects and to build a stronger economy during recovery. SLFRF was established by the American Rescue Plan Act of 2021 (ARPA) signed into law by the President of the United States on March 11, 2021.

Pursuant to Neb. Rev. Stat. § 81-12,241(4)(g), DED will provide \$5 Million in grants to a county agricultural society with facilities within a city of the primary class to recoup lost revenue attributable to the Coronavirus public health emergency.

DED has determined that those receiving grants (“Awardees”) under the County Agriculture Society Program are Beneficiaries.

The distinction between a subrecipient and a beneficiary is contingent upon the rationale for why the State is providing funds to the individual or entity. If the State is providing funds to the individual or entity for the purpose of carrying out a SLFRF program or project on behalf of the State, the individual or entity is acting as a subrecipient. Conversely, if the State is providing funds to the individual or entity for the purpose of directly benefiting the individual or entity as a result of experiencing a public health impact or negative economic impact, the individual or entity is a beneficiary. As a beneficiary, the individual or entity is not subject to subrecipient monitoring and reporting requirements. As a subrecipient, the individual or entity is subject to subrecipient monitoring and reporting requirements.

The terms and conditions of Federal awards flow down to subawards to subrecipients, requiring subrecipients to comply with all of the same requirements the State must comply with such as the treatment of eligible uses of funds, procurement, and reporting requirements. Beneficiaries are not subject to the requirements placed on subrecipients in the Uniform Guidance (2 CFR Part 200), including audit pursuant to the Single Audit Act and 2 CFR Part 200, Subpart F or subrecipient reporting requirements.

2.1 Grant Schedule

GRANT SCHEDULE	
Application Open Date	September 30, 2022 at 5:00 p.m. (CST)
Application Due Date	October 18, 2022 at 5:00 p.m. (CST)
Anticipated Award Date	October 2022

2.2 Federal Grant Information

FEDERAL GRANT INFORMATION	
Federal Authorizing Agency	U.S. Department of Treasury
Federal Grant Program	Coronavirus State and Local Fiscal Recovery Fund (SLFRF)
Assistance Listing # <i>(formerly Catalog of Federal Domestic Assistance)</i>	21.027 – Coronavirus State and Local Fiscal Recovery Fund (SLFRF)

2.3 Program Contact

Deisy Coyle
Nebraska Department of Economic Development
1313 Farnam Street, Suite 202
Omaha, NE 68102
(531) 500-9577
deisy.coyle@nebraska.gov

3 Eligibility

The County Agriculture Society Program and any awards made thereunder are funded with federal funds allocated to the State of Nebraska from the federal Coronavirus State and Local Fiscal Recovery Fund (SLFRF) pursuant to the American Rescue Plan Act of 2021 (ARPA). As such all funds must be used in compliance with section 602(c) of the Social Security Act, 42 U.S.C. § 802(c), 31 C.F.R. Part 35, the U.S. Department of the Treasury regulations implementing that section, all relevant Treasury guidance, and the Federal Award Terms and Conditions.

3.1 Eligible Use

Pursuant to 42 U.S.C. § 802(c)(1), awards made by the County Agriculture Society Program are in response to the negative economic impacts of the Coronavirus public health emergency and are provided as assistance to nonprofits. This response is an enumerated eligible use for impacted or disproportionately impacted nonprofit entities under 31 CFR § 35.6(b)(3)(ii)(C). This program to directly respond to the harm suffered in a reasonably proportional manner. The award provides SLFRF grant assistance to eligible county agriculture societies to replace lost revenue and to mitigate other financial hardship resulting from the COVID-19 public health crisis.

3.2 Eligible Applicants

County agricultural societies established in accordance with the County Agricultural Society Act, Neb. Rev. Stat. § 2-250 to § 2-273, with facilities within a city of the primary class. A city of the primary class is a city having more than 100,000 and less than 300,000 inhabitants pursuant to Neb. Rev. Stat. § 15-101.

3.3 Funding Restrictions and Allowable Costs

The SLFRF grant funds shall be used to recoup lost revenue. The lost revenue must relate to a negative economic impact caused by the COVID-19 public health emergency.

Duplication of Funds:

Applicants are required to avoid a duplication of benefits. A duplication of benefits occurs when the amount of the grant exceeds the total identified need. Awardee should conduct an analysis prior to applying for grant funding to determine needs not met by other sources. Listed below are some best practices to determine if there is a duplication of benefits.

Best Practices:

1. Identify assistance from federal and state government, county agencies, and private or nonprofit charity organizations that Applicant reasonably expects to be in a project or any other APRA funds reasonably expected to be or have been received.
2. All Applicants are required to identify other sources and amounts of covered assistance (sources and uses), and to certify that the grant funds requested does not duplicate other covered assistance that has been received or is reasonably expected to be received.
3. Applicants must agree to repay any assistance later received for the same purpose as the grant funds associated with this grant program.

3.4 Award Amount

Grant amount will be determined based on financial hardship caused or exacerbated by the COVID-19 public health emergency. Neb. Rev. Stat. § 81-12,241(4)(g) provides for up to \$5 million in total grants for this program.

4 Pre-Award and Application Submission

4.1 Pre-Award

The following actions are required prior to submission of an application for this program.

4.1.1 How to Register through DED's Grants Management System

Grants Management System user guides with instructions for registering, accessing, and using of the system and other resources are available in Section 7 of this document.

4.1.2 Debarment and Suspension

Applicants that are debarred, suspended, or otherwise excluded federal assistance programs or activities are ineligible for this program.

4.1.3 Acknowledgement of terms and conditions for federal grants

Awardee must attest to DED in the grant application and agreement that funds will only be utilized for activities allowed under the federal grant.

The Awardee must acknowledge and will agree to in the grant agreement that any activities performed by the Awardee determined to be unallowable by DED, or State and Federal oversight monitors or auditors, must be returned to DED for utilization on other SLFRF allowable activities or returned to the federal grantor.

4.2 Application Submission

Applications are submitted electronically through DED's GMS at any time after the application live date and on or before the application due date.

4.2.1 Documentation Required for Application – Content and Forms

To successfully apply, you will need to complete all required fields and sections of the applications. Applicants may view the application at the program webpage – <https://opportunity.nebraska.gov/programs/recovery/>

Applications will have the following sections:

- Opportunity Details
 - Provides an overview of the program, basic requirements, and DED contact information
- Project Information
 - You will input a primary contact for the application and award
- Forms
 - You will answer specific questions about the program
- Budget
 - You will provide a proposed budget divided into categories and line items. If you receive an award, expense will be tracked against the line items you proposed.

Applications will require the following information:

- Documentation or information demonstrating the county agricultural society was established in accordance with Neb. Rev. St. § 2-250 to § 2-273 of the County Agricultural Society Act with facilities within a city of the primary class.
- Certificate of Good Standing from the Nebraska Secretary of State.
- Justification of loss of revenue or financial hardship as a direct result of the COVID-19 pandemic.
- Demonstration of loss of revenue or financial hardship resulting from the Coronavirus public health emergency. This should be demonstrated through submitted financial statements or other financial information and documentation for the calendar or fiscal years of 2019-2021.

4.2.2 Timely Receipt Requirements and Proof of Timely Submission

Applications will be accepted based on the grant schedule indicated in Section 4.2. Applications must be completed via DED's GMS and must fully comply with all requirements within the time period specified. Applications that do not include all of the documentation or attachments required or have not been fully completed, will not be considered. At its discretion, DED may request supplemental materials from applicants. Please utilize links and other information found in section 8 of this document to assist with your application submission.

5 Award Determination and Obligation

5.1 Application Evaluation Criteria

Applications will be evaluated based on completion of required sections including:

- County agricultural societies established in accordance with Neb. Rev. St. § 2-251 of the County Agricultural Society Act with facilities within a city of the primary class.
- Justification of loss of revenue or financial hardship as a direct result of the COVID-19 pandemic.
- Demonstration of loss of revenue or financial hardship through evaluation of submitted financial statements or other financial documents for the calendar or fiscal years of 2019-2021.

Awards will be issued to qualifying Applicants until funds are exhausted. Applications must be completed through the DED GMS and must fully comply with all requirements specified. Applications that do not include all of the documentation or attachments specified or have not been fully completed will not be considered. At its discretion, the DED may request supplemental materials from Applicants. DED reserves the right to fund or not fund applications based on the Director's discretion. DED also reserves the right to partially fund a request.

Applications will be scored and evaluated on the scale of the negative economic impact on the Applicant. In the event of multiple successful applicants, award amounts will be determined on a pro rata basis based on the harm demonstrated by the successful applicants.

5.2 Application Review and Selection Process

Applications will be evaluated to determine whether they meet eligibility criteria and minimum qualifications. Once this threshold is met, they will be evaluated by a committee based on the criteria in section 5.1. Awards will be determined by the review committee.

Following the award decision by the review committee, a recommendation will be provided to the DED Director. Once approved, notices of award and notices of non-selection will be sent to applicants.

6 Award Administration Information

6.1 Notice of Award

DED issues written Notice of Award (NOA) to Recipients of an award. The NOA will outline anticipated grant amount. These funds will be reserved for the potential Awardee until the grant agreement is signed by both DED and the Awardee or until such time it is determined that a grant agreement cannot be entered between Awardee and DED.

6.2 Grant Agreement Terms and Conditions

Following DED's NOA, DED issues an electronic copy of the County Agriculture Society Program Award Agreement via DocuSign. Unless otherwise directed, the executed agreement and any special conditions are available within the GMS, under Tools > Documents. The County Agriculture Society Program Award Agreement is entered into between DED and the Awardee. If the Awardee is an organization or other legal entity, an authorized representative of the Awardee must sign the contract.

The Awardee must review, sign, date, and return the agreement via DocuSign to accept County Agriculture Society Program award. DED signs the contract after it is signed by the Awardee. After all parties have signed the agreement and met all required conditions specified in the contract, Awardees will be required to upload a completed [IRS Form W-9 and ACH form](#) through AmpliFund.

6.3 Award Disbursement

Upon full execution of the agreement and the meeting of any required conditions specified in the contract, the Awardee must submit a Payment Request.

The Awardee must submit the payment request using the GMS for the amount awarded. Upon DED's approval of the Payment Request, DED will disburse the funding. DED may reject improperly completed payment request and require resubmission if issues are identified. An email from the AmpliFund Administrator will give notice to the Grant Manager that DED has approved or denied the request for payment. Funds are transferred electronically to the account designated on the State of Nebraska ACH Enrollment Form. If an email address was provided on the State of Nebraska ACH Enrollment Form, it will be notified once the payment has been processed.

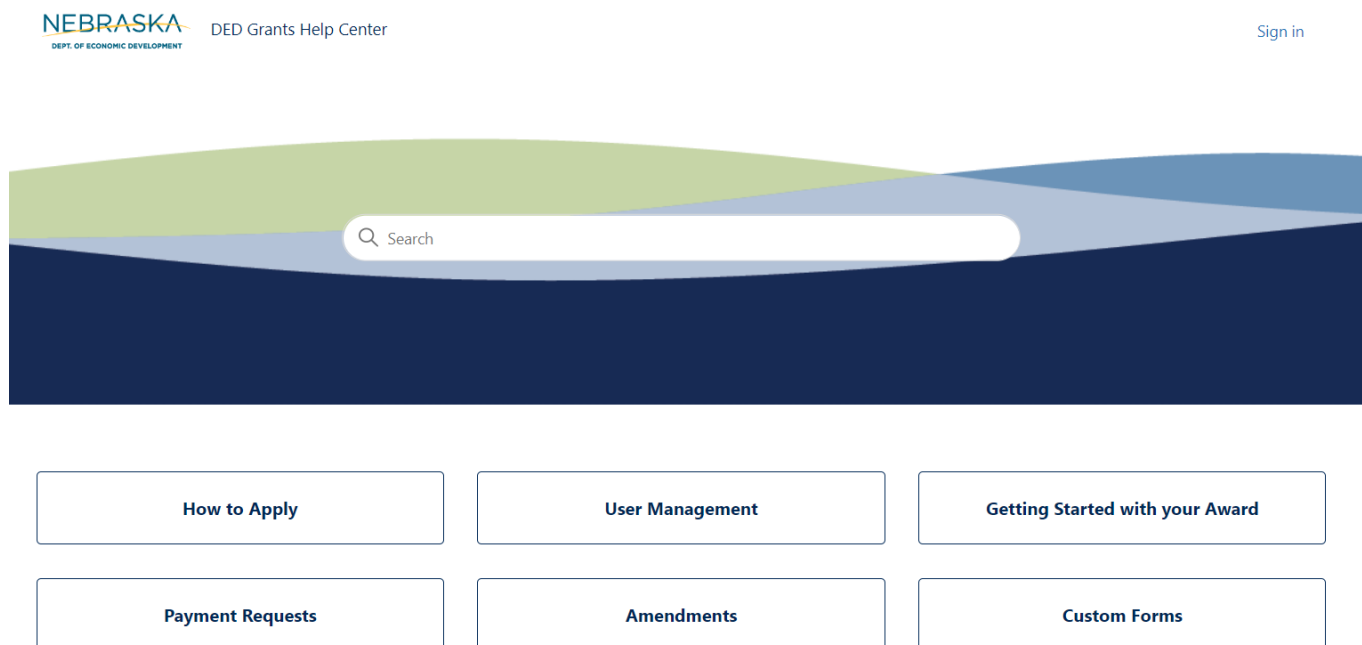
Awardees can find detailed instructions for how to submit payment requests in the user guides and other information found in section 7 of this document.

7 Technical Assistance for Using the Grants Management System

To administer this program, the Nebraska Department of Economic Development (DED) uses a grants management system (GMS), AmpliFund. Applications will be submitted, and awards will be managed through the GMS.

7.1 DED Help Portal

User guides about DED's specific business processes for accessing and using the GMS to apply and facilitate the grant are available on DED's website, <http://opportunity.nebraska.gov/amplifund/>. The help portal is organized by topic. You can enter key words into the search bar to find specific articles.



7.1.1 Application User Guides

For instructions on registering to apply, please see **User Management** (<https://dednebraska.zendesk.com/hc/en-us/categories/7865709789851-User-Management>).

For instructions on applying through the GMS, please see **How to Apply** (<https://dednebraska.zendesk.com/hc/en-us/categories/7542920001051-How-to-Apply>).

7.1.2 Award User Guides

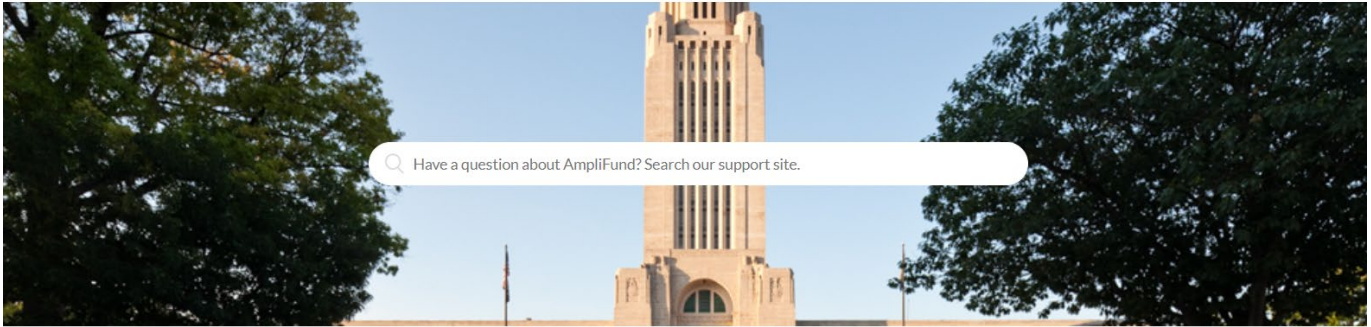
For initial instructions on managing your award, please see **Getting Started with your Award** (<https://dednebraska.zendesk.com/hc/en-us/categories/7865773985307-Getting-Started-with-your-Award>).

Other post-award user guides can be found by topic, such as Payment Requests or Amendments.

For also program-specific user guides, please see **ARPA** (<https://dednebraska.zendesk.com/hc/en-us/categories/7542922996379-ARPA>).

7.2 GMS Help Portal

For user guides about using AmpliFund, please visit <https://ne-amplifund.zendesk.com>. This help portal will help you learn how to use the system, navigate the system, and more.



Release Notes



User Guides

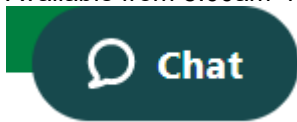


Instructions

7.3 Customer Support

If you need help using the GMS to apply or manage you award, you can reach out to customer support in three different ways:

- 1. Call toll-free 1 (844) 735-0239
 - a. Available from 7:00am-7:00pm CDT
- 2. Online chat
 - a. Available from 8:00am-4:00pm CDT



- 3. Email support@ne-amplifund.zendesk.com

ADDITIONAL SECTIONS FOR POTENTIAL USE

Record of Change

Find the Version identifier on the cover page of this document. Summary of Changes includes a brief description of the revisions.

Version	Date	Summary of Changes
1.0	09/2022	1. Initial County Agricultural Society Program Manual