



Hall of Fame Museum Grant Program Manual

State of Nebraska

August 2023 | 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 Hall of Fame Museum Grant Program that utilizes funding from the Economic Recovery Contingency Fund as directed by the Nebraska State Legislature in LB 531 (2023).

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.

The 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, listing of prior awards, and other documents can be found at the Hall of Fame Museum Grant Program webpage: <https://opportunity.nebraska.gov/programs/recovery/>.

2 Program Overview

The Hall of Fame Museum Grant Program was designed to provide grants to create a museum that is named in honor of a person inducted into the Nebraska Hall of Fame on or before September 1, 2023. The Hall of Fame Museum Grant Program was established by LB 531 of the State of Nebraska Legislature and signed into law by Governor Jim Pillen on June 6, 2023.

The Hall of Fame Museum Grant Program is authorized and further described within Neb. Rev. Stat. § 81-12,241.01(3)(a). The Nebraska Department of Economic Development (DED) shall award grants, not to exceed twenty million dollars, for the purpose of creating a museum located in one or more qualified census tracts located within the boundaries of a city of the metropolitan class and that is named in honor of a person inducted into the Nebraska Hall of Fame on or before September 1, 2023.

2.1 Grant Schedule

GRANT SCHEDULE	
Grant Application Open Date	September 18, 2023 at 9:00 a.m. (Central Standard Time)
Grant Application Deadline	September 22, 2023 at 5:00 p.m. (Central Standard Time)
Anticipated Award Date	September 2023
Period of Performance	Funds must be expended before December 31, 2027

2.2 Contact Information

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Nebraska Department of Economic Development
Economic Recovery Division
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Assetina.kataka@nebraska.gov

3 Eligibility

3.1 Eligible Use

Pursuant to Neb. Rev. Stat. § 81-12,241.01(3)(a), the Nebraska Department of Economic Development (DED) will provide grants, not to exceed \$20,000,000.00, for the purpose of creating a museum in one or more qualified census tracts within the boundaries of a city of the metropolitan class and that is named in honor of a person inducted into the Nebraska Hall of Fame on or before September 1, 2023.

A **city of the metropolitan class** is defined by Neb. Rev. Stat. §14-101 as all cities which have attained a population of four hundred thousand inhabitants or more as determined by the most recent federal decennial census or the most recent revised certified count by the United States Bureau of the Census.

A **qualified census tract**: QCT is defined in 26 U.S.C. 42(d)(5)(B)(ii)(I), as such section existed on January 1, 2022. A map of QCTs can be found here: <https://opportunity.nebraska.gov/programs/recovery/>

Inducted into the Nebraska Hall of Fame means the finalist selected by the Nebraska Hall of Fame Commission after a hearing, pursuant to Neb. Rev. Stat. § 72-728. Such selection must take place on or before September 1, 2023, for the purpose of the Hall of Fame Museum Grant Program.

3.2 Eligible Applicants

Pursuant to Neb. Rev. Stat. § 81-12,241.01(3)(a), the Hall of Fame Grant Program grant application will be open to entities that will create a museum named in honor of a person inducted into the Nebraska Hall of Fame. In addition, to be eligible for the Hall of Fame Museum Grant Program, an applicant organization must be named in the coordination plan or appendices by the Economic Recovery Special Committee of the Legislature dated January 10, 2023. A copy of the plan can be found here: <https://www.nebraskalegislature.gov/reports/econrec.php>.

Eligible applicants must have title to the land for the proposed museum's location and the land must be located in one or more qualified census tracts within the boundaries of a city of the metropolitan class.

3.3 Funding Restrictions & Allowable Costs

Pursuant to Neb. Rev. Stat. § 81-12,241.01(3)(a), Recipients of the Hall of Fame Museum grant funds must use grant funds to create a museum located in one or more qualified census tracts located within the boundaries of a city of the metropolitan class and that is named in honor of a person inducted into the Nebraska Hall of Fame on or before September 1, 2023.

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. Applicant 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 the grant project, or any other 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

Grants will be awarded and shall not exceed \$20,000,000.00.

4 Pre-Award and Application Submission

4.1 Pre-Award

The following action(s) are required prior to submission of an application for this program.

4.1.1 Listed in coordination plan

In order to be eligible to apply for the Nebraska Hall of Fame Museum Grant Program, an applicant organization must be named in the coordination plan or appendices by the Economic Recovery Special Committee of the Legislature dated January 10, 2023. A copy of the plan can be found here:

<https://www.nebraskalegislature.gov/reports/econrec.php>

4.1.2 Secure title to land

Applicants must secure title to the land for the museum's location. The land must be located in one or more qualified census tracts within the boundaries of a city of the metropolitan class. Applicants that do not provide proof of title will not be considered.

4.1.3 Debarment and Suspension

Applicants and any of its partners that are debarred, suspended, or otherwise excluded from state or federal assistance programs or activities are ineligible for this program.

Additionally, during the application process, Applicants must disclose information about any and all proceedings involving the entity, its principles, or employees that are ongoing or reached final disposition within the most recent 10-years that:

1. Is or was in connection with the award or performance of a grant, cooperative agreement, or procurement Award Agreement from the State of Nebraska or the Federal Government; or
2. Is one of the following:
 - a. A criminal proceeding that resulted in a conviction under verdict or plea;
 - b. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages;
 - c. An administrative proceeding that resulted in a finding of fault and liability and your payment of a fine, penalty, reimbursement, restitution, or damages;
 - d. A bankruptcy proceeding; or
 - e. Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2(a)-(c) of this subsection;
 - (ii) It had a different disposition arrived at by consent or compromise with or without an acknowledgment of fault on your part; and
 - (iii) This requirement to disclose information about the proceeding does not conflict with applicable laws and regulations.

Failure to disclose may result in Applicant being determined ineligible for this program.

4.1.4 Acknowledgement of Terms and Conditions for State Grants

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

The Applicant must acknowledge and will agree to in the grant application and award agreement that any activities performed by the Recipient determined to be unallowable by DED, State Oversight Monitors, or Auditors must be returned to the DED.

4.1.5 Bank Account

DED will require all Recipients to establish a distinct bank account exclusively for the management of the grant funds. By doing so, a clear distinction is established between the grant funds and other financial assets, ensuring proper financial management in accordance with legal and regulatory requirements. This dedicated account enhances transparency, facilitates accurate record-keeping, and demonstrates responsible stewardship of the grant resources.

4.2 Application Submission

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

4.2.1 Documentation Required for Application – Content & 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
- Project Information
- Forms
- Budget
- Performance Plan

Applicants must provide the following, as applicable:

- Current copy of Articles of Incorporation and Amendments, if applicable
- Current copy of By-Laws
- 2020-2022 IRS Form 990 (nonprofits)
- Letter from IRS of 501(c) designation (nonprofits)
- 2020-2022 Income Statements, Cash Flow, and Balance Statements
- Nebraska Secretary of State - Certificate of Good Standing
- Evidence of Board Approval for grant request
- Project pro-forma
- Design documents, such as 2D renderings and/or blueprints
- Title to the Real Property proposed for the location of the museum
- Museum's honoree's name and date of induction into the Nebraska Hall of Fame
- Other Applicant -specific attachments, as needed

4.2.2 Timely Receipt Requirements and Proof of Timely Submission

Applications must be submitted by the Application Deadline indicated in Section 2.1. 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.

4.3 Conflicts of Interest in the Administration of Awards

Recipient must disclose to the DED any financial conflicts of interest that arise and are required to be managed during the life of the award. Such a conflict of interest would arise when the employee of Recipient or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for an Award Agreement. Recipient employees may neither solicit nor accept gratuities, favors, or anything of monetary value from the Award Agreement or be parties to Award Agreement.

5 Award Determination and Obligation

5.1 Application Evaluation Criteria

Applications will be scored and evaluated using the following criteria:

Criteria	Description	Weighting Factor
Capacity	The ability of the Applicant to complete the program activities within the program period of performance and efficient and effective use of funds.	10.00
Financial and Administrative Readiness	Experience of the Applicant in managing grant funds and developing program internal controls, established procurement processes, and adhering to reporting requirements.	10.00
Legislative Priorities	Project's alignment with LB 531's strategic priorities; building resilient and innovative communities.	15.00
Community Impact & Support	Description of project's ability to meet community needs and measure outcomes. Evidence of community support and collaboration.	50.00
Readiness & Sustainability	Feasibility of project timeline, budget, and sustainability.	15.00

5.2 Applicant Risk Assessment

DED will perform a risk assessment to identify the potential risks associated with this particular award and address those risks by including mitigating terms and conditions in the Award Agreement as well as additional Recipient monitoring procedures for Recipients requiring special conditions. This process differs based on the potential Recipient's organization type (ex. nonprofit, for-profit business, academic institution). The risk assessment will be performed by collecting and reviewing information about the organization and assigning an appropriate risk level.

5.3 Application Review and Selection Process

Applications will be evaluated to determine if they meet eligibility criteria and minimum qualifications. Applications that do not pass this threshold review will be disqualified from further consideration. Applications that pass threshold review will be scored by a committee based on the scoring criteria below. Awards will be determined by the review committee.

Characteristic	Criteria
I. Capacity	
	Organization's overall track record.
	Qualifications and experience of organization's staff & external partners.
	Track record of completing projects on time or ahead of schedule.
	Organization's ability to take on additional projects.

II. Financial and Administrative Readiness	
	The organization described the organization's internal controls and financial management procedures.
	The organization has the experience and the ability to manage funds responsibly.
	The organization has a system in place for tracking and managing its financial affairs, including revenue and expenses.
	Total Points
III. Legislative Priorities	
	Community Benefit & Innovation: Ability of project to build resilient and innovative communities.
IV. Community Impact & Support	
	Description of project's ability to meet community needs.
	Quality of outcome measurement plan.
	Letters of Support: Letter(s) of support from state elected officials representing the identified qualified census tract will be given special consideration.
	Evidence of Collaboration with any other local officials
V. Readiness, Financing & Sustainability	
	Feasibility of project timeline.
	Project budget: Narrative justification of total grant request. Quality and robustness of grant budget, showing use of grant funds.
	Financial sustainability

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-select will be sent to the Applicant s.

6 Award Administration

6.1 Notice of Award

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

6.2 Grant Agreement Terms and Conditions

Following DED's NOA, DED issues an electronic copy of The Hall of Fame Museum Grant Program Award Agreement via DocuSign. The Hall of Fame Museum Grant Program Award Agreement is entered into between DED and the Recipient. If the Recipient is an organization or other legal entity, an authorized representative of the Recipient must sign the Award Agreement.

The Recipient must review, sign, date, and return the agreement via DocuSign to accept Hall of Fame Museum Program awards. DED signs the Award Agreement after it is signed by the Recipient. Once all parties have signed the agreement, Recipient will be required to provide the [State of Nebraska W-9 and ACH Enrollment Form](#).

Unless otherwise directed, the executed agreement and any special conditions will be available within the GMS, under Tools > Documents.

Recipient must attest to DED in the grant application and award agreement that funds will only be utilized for activities allowed under the state grant program.

The Recipient must acknowledge and will agree to in the grant application and agreement that any activities performed by the Recipient determined to be unallowable by DED, or State Oversight Monitors or Auditors must be returned to the DED for utilization on other allowable activities.

6.3 Award Disbursement

Upon full execution of the Award Agreement and the meeting of any required conditions specified in the Award Agreement, the Recipient must submit the First Payment Request.

The Recipient must submit the First Payment Request using the GMS as an advance payment of up to 50% of the total awarded amount, as pre-determined by your Award Agreement.

Upon DED's approval of the First Payment Request, DED will disburse the funding. Subsequent funding will be provided on a monthly basis. Recipient can find detailed instructions for how to submit payment requests in the user guides and other information found in Section 8 of this document.

Funds are transferred electronically to the account designated on the State of Nebraska ACH Enrollment Form which must be submitted with the signed Grant Agreement. If an email address was provided on the State of Nebraska ACH Enrollment Form, it will be notified once the payment has been processed.

All uses of grant funds will be reported to DED by logging expenses in the GMS. To record expenses, the Recipient must create one expense for each supporting document. Proof of payment must also be included on each expense. Expenses will be tracked against the Recipient's budget line items. The Recipient will then compile all expenses into a monthly Budget Reporting Period, which will be submitted to DED.

DED may reject the monthly Budget Reporting Period and require resubmission if documentation is incomplete, funds are used for ineligible costs, match contribution is not sufficient, or other issues are identified. Approval of each monthly Budget Reporting Period is subject to Recipient's submission of supporting documentation and proof of payments for review and approval by DED.

"Supporting documentation" includes receipts, invoices, timesheets, etc., with sufficient information to demonstrate the amount of the cost and the allowability, applicability, and reasonableness of the cost.

"Proof of Payment" means canceled checks, bank statement, confirmation of wire or automated clearing house transfer, or similar documentation which provides substantiating evidence that payment has been made as claimed.

Pursuant to Neb. Rev. Stat. § 81-12,241.01(4), DED may reject or reduce the amount of a payment request if the recipient does not submit monthly Budget Reporting Period in a timely manner demonstrating that grant funds are being used for the authorized purpose of the grant program. If DED determines that the Recipient is noncompliant with the grant terms and conditions at any point during the period of performance, advance payments may be stopped until DED determines that the Recipient has returned to compliance.

DED will issue final payment to each Recipient on or before December 31, 2027, less any funds that have not been used for the authorized purpose of the grant program. If a Recipient does not use the grant funds already paid for the authorized purpose of the program, DED may require such Recipient to return such unused grant funds upon a

documented finding that such funds have not been used.

7 Post-Award Management and Implementation

7.1 Financial Management

Recipients are required to properly manage their financial resources. DED requires that Recipient maintain a financial management framework that allows for the appropriate recording and reporting of the receipt and expenditures of grant funds in accordance with all Nebraska state laws. A financial management system includes maintaining records that document compliance with state statutes, regulations, and the terms and conditions of the Award Agreement, data must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions, and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the state statutes, regulations, and the terms and conditions of the Award Agreement.

7.2 Internal Controls

Recipient must establish and maintain effective internal controls over the state award that provides reasonable assurance that the Recipient is managing the award in compliance with state statutes, regulations, and the terms and conditions of the Award Agreement, including but not limited to, taking prompt action when instances of noncompliance are identified including noncompliance identified in audit findings and taking reasonable measures to safeguard protected personally identifiable information and other information DED or Recipient designates as sensitive consistent with applicable state and local regarding privacy and responsibility over confidentiality.

7.3 Insurance

The Recipient will be required to maintain insurance, at its own expense, and provide a Certificate of Insurance. Insurance coverage will be set by DED and based off the scope of the Recipient's grant program.

7.4 Procurement

In addition, Recipient shall also comply with any and all laws and regulations, including any and all county, municipal, ordinances, rules, regulations, and statutes established by the State of Nebraska and its respective political subdivisions, that are relevant to the performance of the scope of work set forth in the Award Agreement.

Recipient shall procure and maintain for the duration of this Award any state, county, city, or license, authorization, insurance, waiver, permit, qualification, or certification required by statute, ordinance, law, or regulation to be held by Recipient to provide the services required by the Award Agreement.

7.4.1 Conflicts of Interest

No officer, employee, or agent of the Recipient will participate in the selection, or the award or administration of an Award Agreement supported by the grant if a conflict of interest, real or perceived, would be involved. Such a conflict would arise when the officer, employee, or agent; any member of the immediate family of the officer, employee, or agent; any partner of the officer, employee, or agent; or any organization which employs or is about to employ any of the above has a financial or other interest in the firm selected for award.

Recipient's officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from Award Agreement or, potential Award Agreement, or parties to sub-agreements during office tenure or for one year after the closeout of any project financed with the grant funds. This stipulation must be included in all other Award Agreements and sub-agreements related to projects financed with grant funds.

In the event a prohibited conflict of interest arises, the Recipient must immediately inform DED. Upon written request, exceptions may be granted by the DED on a case-by-case- basis when it is determined that such an exception will serve to further the purposes of the Program.

7.5 Registration Requirements

The Recipient or subgrantees must be authorized to transact business in the State of Nebraska, and are expected to comply with all Nebraska Secretary of State and Department of Revenue registration requirements, including any registration requirements pertaining to types of business entities (e.g., person, partnership, foreign/domestic limited liability company, association, or foreign/domestic corporation). Construction agreements are expected to meet all applicable requirements of the Nebraska Award Agreement or Registration Act and provide a current, valid certificate of registration to the Recipient for the Recipient's records.

Upon request, the Recipient must submit copies of written agreements executed between the Recipient and any subgrantees or Award Agreement or relating to any projects financed with grant funds.

7.6 Cost Principles

Recipient must assume responsibilities for administering state funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the state awards. Costs pertaining to the state award should be allowable, allocable, and reasonable and treated consistently.

A cost is allowable if it is permitted as a cost within general state regulations and/or the terms of the Award Agreement. Costs expressly unallowable or mutually agreed to be unallowable should be identified and excluded from any billing, claim, invoice, or proposal related to the Award Agreement. Inclusion of an unallowable cost in an invoice does not make the cost allowable. Adding a justification to an unallowable cost in an invoice also does not make the cost allowable.

A cost is allocable to a particular Award Agreement if the goods or services involved can be directly charged to the Award Agreement based on the benefit provided.

A cost is considered reasonable if the nature of the goods or services, and the price paid for the goods or services, reflects the action that a prudent person would have taken given the prevailing circumstances at the time the decision to incur the cost was made.

A cost is treated consistently when all costs are incurred for the same purpose and in like circumstances are treated uniformly either as direct costs or as indirect costs.

7.7 Records Retention and Access

Recipient must maintain records and financial documents for five years after all funds have been expended or returned. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Recipient must agree to provide or make available such records to the State of Nebraska, or the Nebraska Department of Economic Development.

7.8 Noncompliance Termination

If DED determines that the grantee materially fails to comply with any term of this grant agreement, whether stated in a state statute or regulation, an assurance, in a state plan or application, a notice of award, or any other applicable requirement, DED, in its sole discretion may take actions including:

1. Temporarily withholding payments pending correction of the deficiency or more severe enforcement action by DED;
2. Disallowing or denying use of funds for all or part of the cost of the activity or action not in compliance;
3. Disallowing claims for reimbursement;
4. Wholly or partially suspending or terminating this grant;
5. Requiring return or offset of previous reimbursements;
6. Prohibiting the grantee from applying for or receiving additional funds for other grant programs administered by DED until repayment to DED is made and any other compliance or audit finding is satisfactorily resolved;

7. Reducing the grant award maximum liability of DED;
8. Terminating this Grant Agreement;
9. Imposing a corrective action plan;
10. Withholding further awards; or
11. Taking other remedies or appropriate actions.

The Recipient costs resulting from obligations incurred during a suspension or after termination of this grant are not allowable unless DED expressly authorizes them in the notice of suspension or termination or subsequently. DED, at its sole discretion, may impose sanctions without first requiring a corrective action plan.

7.9 Reporting

7.9.1 Financial Reporting Requirements

All Recipient must complete and submit financial reports as required by The Hall of Fame Museum Grant Program Award Agreement. Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied.

7.9.2 Program Performance Reporting Requirements

All Recipient must complete and submit performance reports as required by The Hall of Fame Museum Grant Program Award Agreement.

7.10 Annual Audit Report

The Recipient must have an annual audit of all of its financial records conducted by an independent certified public accountant at the Recipient's cost.

7.11 Department of Economic Development Monitoring and Reporting

DED is entrusted with the responsibility for the management, disbursement, and accountability of The Hall of Fame Museum Grant Program. This responsibility extends to managing risks associated with the grants management process to facilitate efficient operation and compliance with regulatory and programmatic requirements. Monitoring and reporting are critical. DED must have up-to-date information on awards, and it is equally important for Recipients to meet performance goals and ensure compliance with applicable rules and regulations.

Recipient will:

- Be responsible for oversight of the operations of the state award-supported activities;
- Monitor its activities performed under the state award to ensure compliance with applicable state requirements and performance expectations are being achieved. Monitoring will cover each program, function and activity;
- Submit performance report for each open project to DED within 15 days of the reporting period end date, which will include, but not be limited to, the following:
 - Information indicated in the Performance Report section above;
 - Comparison of actual accomplishments to the objectives of the state award established for the period. Where the accomplishments of the state award can be quantified, a computation of the cost.
 - The reason for not meeting established goals, if appropriate; and
 - Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high-cost units;
- Inform DED if the following occur between performance reporting dates:
 - Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the state award. This disclosure must include a statement of the action taken, or contemplated, and assistance needed to resolve the situation and;
 - Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned; and
 - Submit annual audit to DED, as indicated above.

8 Technical Assistance for Using the Grants Management System

To administer this program, DED uses its GMS known as AmpliFund. Applications will be submitted and awards will be managed through the GMS.

8.1 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.



8.1.1 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>).

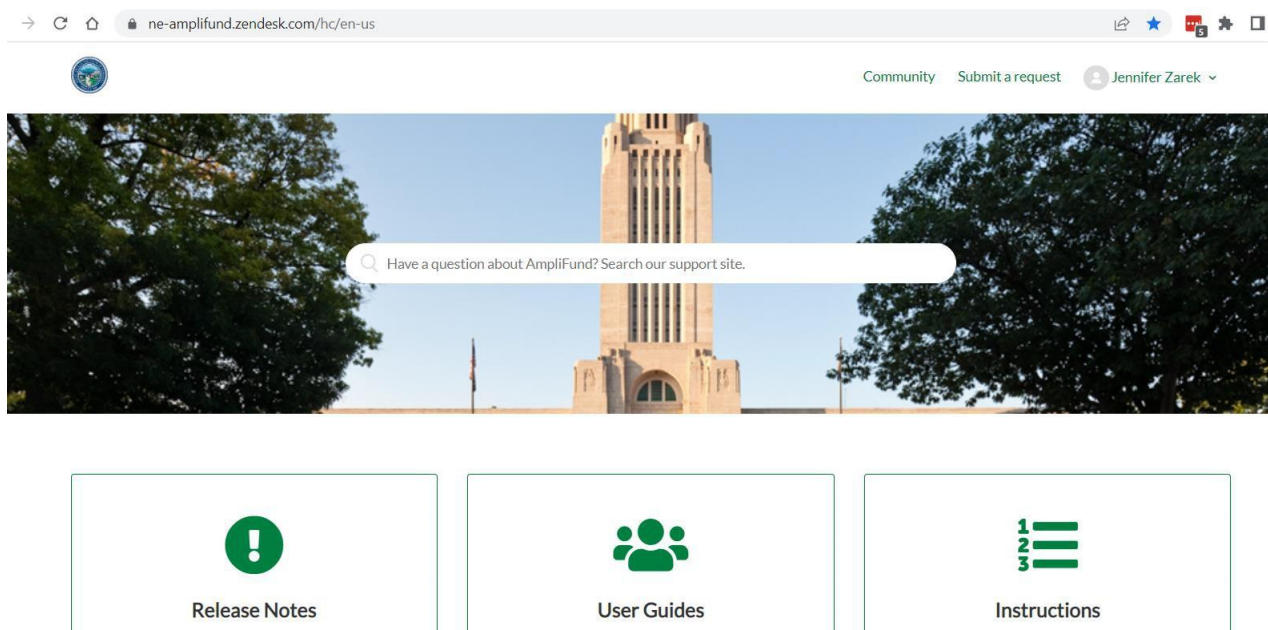
8.1.2 Award User Guides

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.

8.2 GMS Help Portal

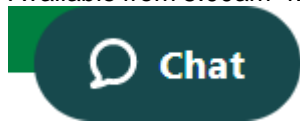
For user guides about using AmpliFund, please visit <https://ne-amplifund.zendesk.com>. This help portal will help you learn how to use the system, navigate the system, and more.



8.3 Customer Support

If you need help using the GMS to apply or manage your 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

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	08/2023	Initial Program Version: Hall of Fame Museum Grant Program
1.1	08/2023	Added section 4.1.5
1.2	09/2023	Section 2.1 Grant Schedule: Change of Dates