

NSORG Lunch & Learn: Getting Started with your NSORG Award

March 20, 2024 & March 27, 2024

Agenda

- Introductions
- Understanding your contract
 - Where to find key details
- Logging into AmpliFund
 - Accessing your grant
 - Completing custom forms
 - Assigning a recipient grant manager
- Resources for awardees
- Q&A

**** NOTE: Everyone who registered for the Lunch & Learn will receive a copy of the slides & meeting recording link. ****

Introductions

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Lead Economic Recovery Program Manager

- Ryan ZimmerMas

Program Managers

Data & Technology Team Manager

- Jamdan Clang

Business Managers

- Elizabeth Blanco Rodriguez
 - South Omaha
- Daren Waters
 - North Omaha

Understanding your contract

Understanding your contract

Before any funds are disbursed from DED to recipients, both parties must execute (sign) an award agreement (contract).

Contracts will be sent via email (DocuSign) to the authorized individual as listed on your application.

- You may re-assign to a different authorized signer once you receive the DocuSign link.

As of March 20, 2024:

- 49 contracts sent via DocuSign
 - 27 contracts executed
 - 22 contracts pending signature
- Approximately 80 contracts in the drafting stage

DISCLAIMER

Every contract is unique and customized to each Recipient.

While a template version is shown in the next few slides, please consult your specific contract for details.

DED recommends thoroughly reviewing your contract and consulting with legal counsel as needed before sending back the contract.

**STATE OF NEBRASKA - DEPARTMENT OF ECONOMIC DEVELOPMENT
NORTH AND SOUTH OMAHA RECOVERY GRANT PROGRAM
AWARD AGREEMENT
PROGRAM NAME GRANTS
CONTRACT NO. 123-45-67**

In consideration of the mutual promises and understandings of the parties as set forth below, this Award Agreement is entered into between the State of Nebraska – Department of Economic Development (“the Department”) and Doing Good Inc. (“Recipient”) upon the date of signature by both parties.

This contract is a grant of state financial assistance by the Department to Recipient intended to assist, stimulate, or support Recipient in carrying out its allowable activities under the North and South Omaha Recovery Grant Program pursuant to Neb. Rev. Stat. § 81-12,241.01, as requested by Recipient in its application to the Department for state financial assistance. The Department and Recipient each agree to be bound by the applicable terms and conditions of this Award Agreement, the Department’s Program Manual, and state law.

ARTICLE 1: REQUIRED DATA ELEMENTS

Recipient Name:	Doing Good Inc.
Period of Performance Start and End Date:	January 10, 2023 – December 31, 2027
Total Amount of the Grant Award:	\$1,000,000
Name of Awarding State Agency:	Nebraska Department of Economic Development
Funding Source:	State of Nebraska – General Fund
Name and Contact Information for Official / Program Manager:	Ryan ZimmerMas 531-207-5020 Ryan.zimmermas@nebraska.gov

ARTICLE 2: SCOPE OF SERVICE

Recipient shall spend the grant award on the following Project (“Project”):

Recipient shall construct a new facility located at 123 ABC Street. Once complete, the facility shall have the capacity to serve no fewer than 2,000 youth annually.

Contract Number

Name of Recipient

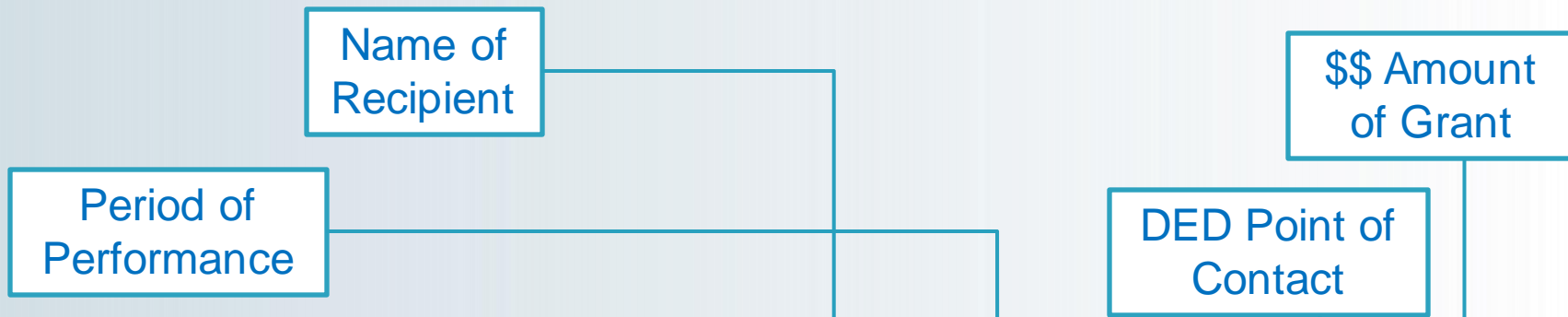
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Eligible use of grant funds

- Further defined in budget (in AmpliFund)

Project deliverables

- Need to report on quarterly progress
- Need to complete by 2027 to close out grant

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Other highlighted contract provisions

Disbursement of Funds: Sections 3.2, 3.4, & 3.5

- DED will **advance 50% of the grant funds** after execution of the Award Agreement.
- Recipient may also be entitled to **equal monthly payments** of remaining grant funds until the Project is complete, the total amount of funds committed is paid in full, or December 31, 2027, whichever occurs first.
 - Payments may be withheld for **failure to timely report** all expenses that utilize grant funding, **failure to timely complete financial or performance reports**, or **failure to adhere to any other terms** or conditions of this Award Agreement.
 - Payments may also be reduced upon a documented finding that such funds are **not being used for the purpose for which the grant was awarded**.

Other highlighted contract provisions

Dedicated Account Requirement: Section 3.6

- Recipient shall maintain funds disbursed pursuant to this Award Agreement in a separate, dedicated account used solely for project receipts and expenses. Such funds shall not be commingled with other funds.

NEBRASKA

Good Life. Great Opportunity.

Questions about your contract?

Consult **legal counsel** as needed

Contact your **DED Program Manager** if you have additional questions or would like to negotiate specific terms of the contract

- Negotiating the contract may slow down when you are able to receive grant funds
- DED will review negotiation requests on a case-by-case basis

The Department will consider modifying your Agreement before signature for the following reasons: (1) correction of clerical or typographical errors; (2) necessary clarifications of the Scope of Service (Article II); and (3) correction of contact information.

Any other requests for modification may result in substantial delay of your award.

Other highlighted contract provisions

Reporting Requirements: Article 4

- Monthly **financial** reports due the 15th day after the end of each month
- Quarterly/Annual **performance** reports due the 15th day after the end of each calendar year quarter
 - First quarterly report is due July 15, 2024, for 2024 Q2 (April – June)
- Additional reporting at DED's discretion

Session #3: Wednesday, April 10 at 12:00 p.m.

Topic: Reporting Expenses & Requesting Funds

Session #4: Wednesday, April 17 at 12:00 p.m.

Topic: Performance Reporting

AmpliFund

Logging into AmpliFund

- <https://ne.amplifund.com/>

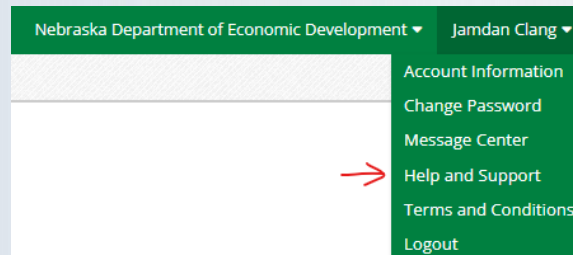
AmpliFund Resources

- **Recipient Help Center**

- <https://opportunity.nebraska.gov/amplifund>
 - User Guides and Step-by-step Instructions

- **AmpliFund Support**

- In-system Ticket
 - Email



- <https://ne-amplifund.zendesk.com/>
 - Live Chat available 8:00am-4:00pm CT
- support@ne-amplifund.zendesk.com
 - Email

Resources for Awardees

Resources for Awardees

Program
Manager

Zendesk

AmpliFund
support

NAM
Trainings

Lunch &
Learns

Office
Hours

Submitted Questions

- The contract references a 10% cap on "administrative costs." How are administrative costs defined for the purposes of the NSORG grants?
- Do you have any tips to properly manage the grant after I receive funding?

Questions?