

Small Business Support Grant Recipient Checklist

The following checklist is a comprehensive tool designed to assist recipients in systematically organizing tasks or items related to your specific proposal under the SBSG Program. This checklist serves as a structured guide to ensure all necessary steps are complete efficiently and nothing is overlooked, thereby facilitating effective project management and task completion.

NOTE: Please be aware that each item on this checklist must be completed sequentially. You will not be able to proceed to any subsequent stage until you have checked off the item before it. This ensures a step-by-step approach to progress through the tasks, facilitating efficient completion of the project. Thank you for your attention to this matter.

Definitions:

NSORG: North and South Omaha Recovery Grant

SBSG: Small Business Support Grant

DED: Department of Economic Development

SESSION #2

- Physical Location Form
 - I have received a Physical Location form from The Program Manager.
 - I have a clear idea of the eligible areas where I can conduct business operations.
 - I have filled out the form and sent it back to the Program Manager.
 - The Program Manager has confirmed received the fill out Physical Location form.
- Threshold Review
 - Option One: I have not received an email requesting missing information from DED
 - Continue with Revised Coordination Plan
 - Option Two: I have received an email requesting missing information from DED
 - I have submitted missing information requested by DED
 - I have received an email from DED confirming my threshold phase is completed.
- Revised Coordination Plan
 - Option One: I have submitted in my application an updated version of my proposal original submission matching the awarded amount in the spreadsheet and highlight any changes.
 - Continue with Scope of Work task.
 - Option Two: I have received an email from DED requesting an updated version of my proposal original submission matching the awarded amount in the spreadsheet and highlight any changes.
 - I have submitted an updated version of my proposal original submission matching the awarded amount in the spreadsheet and highlight any changes.
- Scope of work:
 - Option One: I have received an email regarding clear information of my project's goals and outcomes for the scope of work.

- I have provided measurable goals for the live of my project and submitted to the Program Manager.
 - Program Manager confirms the information is sufficient for contract creation.
 - Option Two: I have not received an email regarding clear information of my project's goals and outcomes for the scope of work, but I have received a contract.
- Contract
 - I have received a contract on DocuSign related to my project
 - I have read the Contract
 - I have confirmed the information in the contract is accurate
 - I have signed the contract and sent it back.