

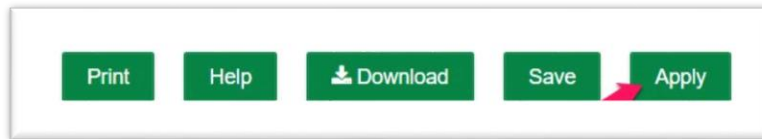
Applicant Portal Guide

2020 Workforce Retraining Initiative Grant

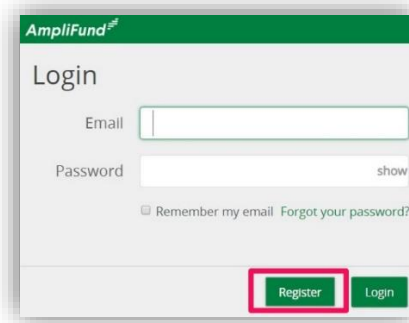
How to Apply to the 2020 Workforce Retraining Initiative

If you are applying for the 2020 Workforce Retraining Initiative grant on behalf of an organization, please complete the following steps to register in the portal.

1. Click on the link to the 2020 Workforce Retraining Initiative provided by the Nebraska Department of Economic Development.
2. Locate and click on the **Apply** button in the top right-hand corner

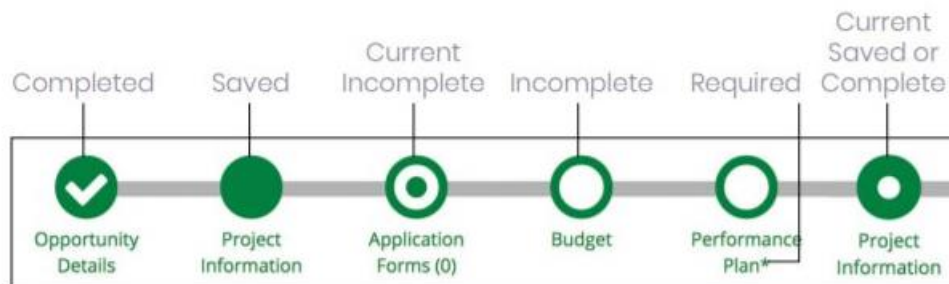


3. You will be brought to a page that asks you to either **Register** or **Log In**
 - a. If you do not already have an AmpliFund username and password, click **Register**
 - b. If you have already started an application or have an existing AmpliFund username and password, enter your Email and Password, and click **Log In**

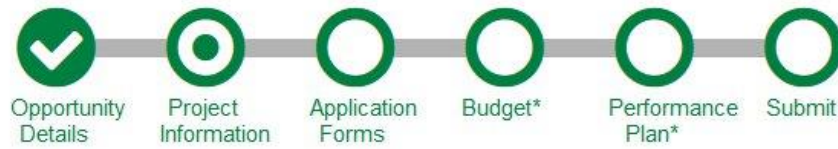


Note: If you chose **Register**, you will be brought back to the 2020 Workforce Retraining Initiative program page upon completing registration. Once again, click the Apply button to begin the application

The application progress is displayed at the top of every page. You can also navigate to any page in the application by clicking the icon above the page's name in the progress bar. If a page is required for submission, an asterisk will appear next to the page name in the progress bar.



Completing the Project Information Section 2020 Workforce Retraining Initiative Grant



Application Information section

1. Enter a name for your application in the **Application Name** field. The Application Name can be the name of your proposed program and/or the name of the organization you are applying with
2. Enter the amount you are requesting plus cash match in the **Total Amount of Award Requested** field
*NOTE: Total Amount of Reward of Requested = Grant Funded + Cash Match + In-Kind Match.
Ex). Suppose you are requesting \$10,000 of DED funds and you have \$5,000 cash match and \$2,000 of In-Kind Match. Total Amount of Award Requested is 17,000 = 10,000 + 5,000 + 2,000.*
3. Enter the amount you are matching in the **Total Amount of Cash Match** field
4. Enter the amount of In-Kind matching in the **Total Amount of In-Kind Match** field

Project Information

Application Information

Application Name*	<input style="width: 90%;" type="text"/>
Total Amount of Award Requested*	<input style="width: 90%;" type="text" value="\$0.00"/>
Calculated Amount of Cash Match	\$0.00
Total Amount of Cash Match*	<input style="width: 90%;" type="text" value="\$0.00"/>
Calculated Amount of In-Kind Match	\$0.00
Total Amount of In-Kind Match*	<input style="width: 90%;" type="text" value="\$0.00"/>

Primary Contact section

The fields in the Primary Contact section will auto-fill with the details provided from when you registered. If you are completing this application on behalf of an organization or if the Primary Contact person is someone other than yourself, populate the correct Name and details in the required fields.

*Fields marked with an asterisk are required

1. Enter the first and last name of the Primary Contact person in the **Name** field
2. Enter the email address of the Primary Contact person in the **Email Address** field
3. Enter the number and street name in the **Address Line 1** field
4. Populate the **City**, **State/Province** and **Postal Code** fields accordingly
5. Once all required fields are populated, please click **Mark as Complete**

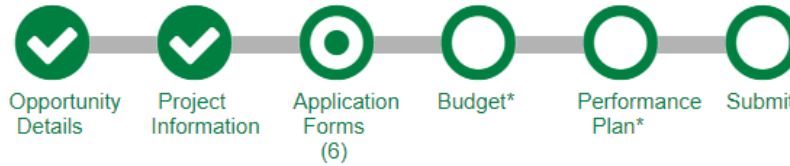
Note: In order to successfully submit an application, all sections must be marked as Complete

6. To move on to the next section of the application, click **Save and Continue**

Primary Contact Information

Name*	<input type="text" value="Ken Blein"/>
Email Address*	<input type="text" value="afnededtest+2@gmail.com"/>
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
City*	<input type="text"/>
State/Province*	<input type="text"/>
Postal Code*	<input type="text"/>
Phone Number	<input type="text"/>

Completing the Application Forms Section 2020 Workforce Retraining Initiative Grant



The Application Forms section contains five (5) application forms:

Forms

Help

Download

Save & Continue

Name	Status	Print
Part 01: Applicant Information	New	
Part 02: Project Details	New	
Part 03: Additional Documents	New	
Part 04: Bank Information	New	
Part 05: Terms and Conditions	New	

Navigation: 25 items per page 1 - 5 of 5 items

Save & Continue

- Each form needs to be clicked on, filled in per the instructions, and then Marked as Complete when finished
- If you have partially completed an Application Form and wish to save changes and return later, please click the **Save** button on the bottom of the form you are working on


The 'Status' column indicates the progress of each application form

Name	Status
Part 01: General Information	Complete
Part 02: Project Details	In Progress
Part 03: Application Questions	New

- **New:** Application Form has not yet been clicked on. All forms will appear as 'New' the first time you access the application
- **In Progress:** Application Form has been partially completed, and Saved
- **Complete:** All required fields have been entered on an Application Form, and the form has been Marked as Complete

Printing Forms

Each form can be printed individually by clicking the 'Print' icon located in the same row of the form

Name	Status	Print
Part 01: General Information	Complete	



**Note: Applicants will have the ability to print a completed version of the application in its entirety before final submission*

Each Application Form must be "Marked as Complete" in order to successfully submit an application

Eligible to Submit Application:

Forms ✓

[Help](#) [Download](#) [Save & Continue](#)

Name	Status	Print
Part 01: General Information	Complete	
Part 02: Project Details	Complete	
Part 03: Application Questions	Complete	
Part 04: Leverage	Complete	
Part 05: Electronic Signature	Complete	
For Further Questions	Complete	







Navigation: 1 | 25 items per page | 1 - 6 of 6 items

[Save & Continue](#)

Not Eligible to Submit Application:

Forms

[Help](#) [Download](#) [Save & Continue](#)

Name	Status	Print
Part 01: General Information	Complete	
Part 02: Project Details	In Progress	
Part 03: Application Questions	New	
Part 04: Leverage	New	
Part 05: Electronic Signature	New	
For Further Questions	New	

Navigation: 1 | 25 items per page | 1 - 6 of 6 items

[Save & Continue](#)

Completing the Budget Section

2020 Workforce Retraining Initiative Grant



Access the **Budget** section by clicking the circle labeled **Budget** at the top of the page

The Budget will display Categories that all proposed costs should be entered against:

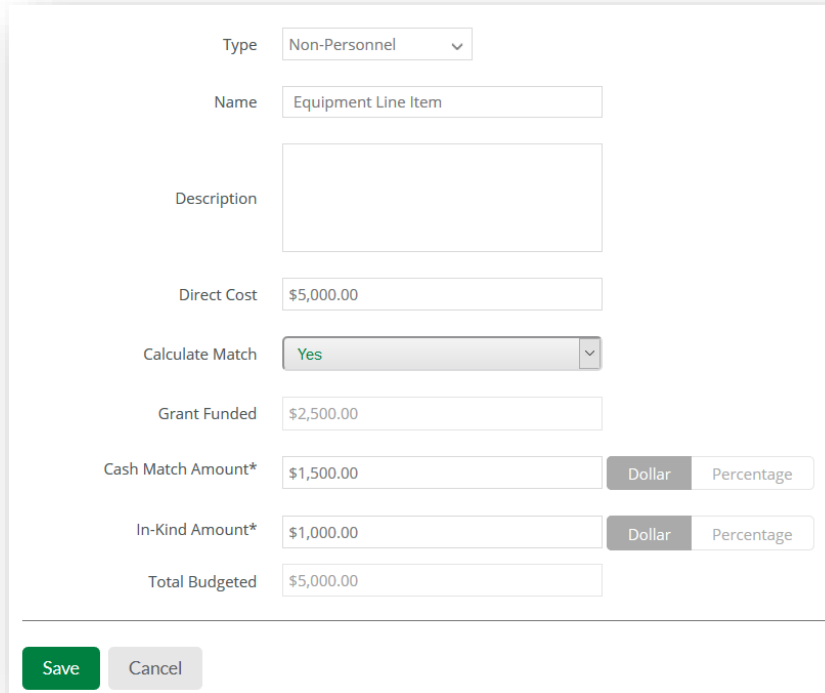
Proposed Budget						
	Category	Grant Funded	Cash Match	In-Kind Match	Total Budgeted	
+	Equipment & Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
+	Integration of Career Services with NWorks Interface Cost	\$0.00	\$0.00	\$0.00	\$0.00	
+	Marketing	\$0.00	\$0.00	\$0.00	\$0.00	
+	Other	\$0.00	\$0.00	\$0.00	\$0.00	
+	Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	
+	Space Renovation or Upgrades	\$0.00	\$0.00	\$0.00	\$0.00	
+	Staff & Personnel	\$0.00	\$0.00	\$0.00	\$0.00	
+	Training	\$0.00	\$0.00	\$0.00	\$0.00	
	Total	\$0.00	\$0.00	\$0.00	\$0.00	

Mark as Complete

Save & Continue

How to add a Budget Line Item

1. Begin entering line items for each Category, by clicking on the green '+' next to the Category name
2. A window will appear allowing you to enter the details for each line item



The screenshot shows a form for adding a budget line item. The form includes the following fields and options:

- Type: Non-Personnel (dropdown)
- Name: Equipment Line Item (text input)
- Description: (empty text area)
- Direct Cost: \$5,000.00 (text input)
- Calculate Match: Yes (dropdown)
- Grant Funded: \$2,500.00 (text input)
- Cash Match Amount*: \$1,500.00 (text input) with radio buttons for Dollar and Percentage (Dollar is selected)
- In-Kind Amount*: \$1,000.00 (text input) with radio buttons for Dollar and Percentage (Dollar is selected)
- Total Budgeted: \$5,000.00 (text input)

At the bottom of the form are two buttons: Save (green) and Cancel (grey).

3. Follow the instructions on how to complete the line items for each category
4. Type in the line item name in the **Name** field
5. Enter a description of the line item (if applicable) in the **Description** field
6. Enter the total amount of the line item (Grant Funded + Cash Match + In-Kind Match) in the **Direct Cost** field

Ex: Grant Funded Amount = \$2,500, Cash Match Amount = \$1,500.00, and In-Kind Match Amount = \$1,000 the **Direct Cost** should be \$5,000

7. In the **Calculate Match** dropdown, select 'Yes'
8. In the **Cash Match Amount** field enter the percentage or dollar amount of Cash Match to meet the minimum Match requirement
9. In the **In-Kind Match Amount** field enter the percentage or dollar amount of Cash Match to meet the minimum Match requirement
10. Click **Save** to save your line item
11. Repeat steps 1-9 for all line items you would like to enter in your Proposed Budget
12. Once you have completed the Proposed Budget template in its entirety, click the **Mark as Complete** button.

Completing the Performance Plan Section 2020 Workforce Retraining Initiative Grant



Access the Performance Plan section by clicking the circle labeled Performance Plan at the top of the page

- Enter information into the **Goals** listed, Required **Goals** are marked with an asterisk

Performance Plan

Proposed Performance Plan

Milestone Throughout the Project* [+ Add Goal](#)

List at least 5 anticipated milestones. For each milestone please provide the name of the milestone; the project be scholarship section, program launch, program completion, etc.

No items for strategy

Enrollment Rate* [+ Add Goal](#)

Please specify the anticipated enrollment rate for each training program you are proposing.

Note: please report percentages as decimals

No items for strategy

Graduation Rate* [+ Add Goal](#)

Please specify the anticipated graduation rate for each training program you are proposing.

No items for strategy

Job Placement Rate* [+ Add Goal](#)

Please specify the anticipated job placement rate for each training program you are proposing.

No items for strategy

Other Goals [+ Add Goal](#)

Please specify any other performance goals you have for your training programs.

No items for strategy

Mark as Complete

Save & Continue

How to add a Performance Plan Goal

1. Click on **+ Add Goal** next to the goal name to begin completing the Performance Plan section of the Performance Plan
2. A pop-up window will appear where information about the goal can be added.
3. The **Goal Type** will vary dependent on the **Goal** you are entering information into:
 - a. **Milestones Throughout the Project:** Track completion of grant milestones by date (i.e. will you complete x?)
 - b. **Enrollment, Graduation, and Job Placement Rate:** Track potential progress with a percentage (to be entered in as a decimal)
Example: If percent desired is 75%, this must be entered in as .75
4. Add a goal **Name**
5. Add the goal information. The fields will vary depending on the Goal Type (Date, or Percentage)
6. Click **Save**

Submitting your Application

2020 Workforce Retraining Initiative Grant



When you are ready to submit your application, click on the Submit button at the top of the page

From the Submit page, you will be able to:

- Download and Review your completed application before or after submission
- Jump to any of the application sections to review your answers by utilizing the timeline at the top of the page
- Submit your application

How to Download and Review your Application

- Click the green **Review** button to download a PDF of your completed application

How to Submit Application

- In order to Submit your application to the Nebraska Department of Economic Development, all sections and application forms must be Marked as Complete.
- You can verify that all sections and application forms have been Marked as Complete by referencing the timeline at the top of page and ensuring there is a check in each section
- When all sections have been Marked as Complete, submit your application by clicking on the green **Submit** button

NOTE: ONCE AN APPLICATION HAS BEEN SUBMITTED, NO CHANGES CAN BE MADE TO ANY PART OF THE APPLICATION OR THE APPLICATION FORMS

Eligible to Submit Application:



You are about to submit your application, **Test App**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.



Not Eligible to Submit Application:

- If you have application forms or sections that have not been Marked as Complete, you will be unable to click the submit button and submit your application
- A message will appear on this page in red, notifying you of any uncompleted forms or sections



You are about to submit your application, **Test App**, to **Nebraska Department of Economic Development**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms that are either "New" or "In Progress" for this application!

You have empty strategies in the performance plan which require Goals!



Successful Submission

- Once you have successfully submitted your application, a success message will appear on your screen and you will receive an email notifying you of the date and time of your submission
- Once the application has been submitted, no changes can be made to the application, but it can be accessed and viewed at any time by logging back into the Applicant Portal at <https://ne-pub.amplifund.com>



Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.

