

## **New Hampshire Department of Justice**

### **American Rescue Plan Act**

#### **AmpliFund Introduction and Step by Step Instructions**

The New Hampshire Department of Justice announces available federal funding for municipalities and state agencies to aid with activities related to relaxed COVID-19 restrictions. Funding is available beginning July 1, 2021 through June 30, 2023. Funding is provided by the American Rescue Plan Act (ARPA) of 2021, State Fiscal Recovery Funds (SFRF). The total amount of federal funding available is **\$2,000,000**.

Thank you for being interested in applying for funds under the American Rescue Plan Act. The applications are hosted on the platform AMPLIFUND. We recommend to have these instructions available when filling out the application. Below is a step by step processes of what you will need to know in order to successfully submit an application, however if at any time you have questions or difficulty please reach out to the Grants Management Unit at the Attorney General's Office.


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
## AmpliFund Introduction and Step by Step Instructions

### How To

Click the link to go to the information of available funding opportunity.

You will find details about the funding and necessary information regarding the application which you are interested in applying to. 

In the right hand corner if funding is available there will be an APPLY button

- A login screen will pop up
  - o If it is your first time in AmpliFund you will need to register
  - o If you already have an account you can login as normal and can skip the registration section of the  instructions
    - If your agency already has an account do not register again, this will create multiple accounts

### Registration Basics

Information needed to register - Recommend one administrator should set up the organization and invite other users

- Administrator information Email and Password
  - o This is what you will use to login
- Administrator information/contact information
- Full Organization Name (no abbreviations, do not have it in all caps and no additional information)
  - o Ex New Hampshire Department of Justice
- Organization type
  - o Select the most relevant one in the drop down
- Organization information
  - o Address and postal code
  - o Phone number

Complete all of the necessary information – Register button at the bottom of the screen

Accept the terms and conditions of AmpliFund in order to allow full access to the applicant portal

### Adding Additional Individuals

- Click the NH DOJ seal in top left corner to go to the administration screen
- User tab
- Add user
- Enter email address
- Select role
  - o Editor = can edit and view applications

- Administrator = can create, edit, delete and withdraw applications; set up and edit accounts and add new users
- Input user information
- Invite button
  - They would get an email from AmpliFund and then be able to set password

Applying to Opportunity

1. Project information
  - Project name = 2021ARPAname of organization
  - Amount requested
    - Match is not required under ARPA
2. Contact Information
  - Should be prepopulated from the organization information input when you registered – double check and make changes where necessary

Mark Page as Complete – AmpliFund will check all of the required (\*) fields and if complete will allow you to move to the next page in the application

- All pages must be marked as complete in order to submit application to NH DOJ

Save and continue – to save and move to next page in application

Save – save only will not move to next page in application

3. Application Forms
  1. General Application Information
  2. Application Narrative
  3. Budget Narrative
  4. Additional Information
4. Budget Template

Adding Lines to the Budget Template

Select the (+) icon next to the category you want to add requested funding to

Personnel	In the budget template list "Personnel". Please describe all employees, hourly/salary rate and hours worked in the budget narrative section of this application.
Fringe Benefits	In the budget template list "Benefits" . Please provide a breakdown of benefit type, percentage and hours in the budget narrative section of this application.

Travel	<p>Any single purchased item <u>over \$500.00</u> please report into the budget template – in a specific line item (EX: Plane Ticket \$600).</p> <p>Any single item purchased <u>under \$500.00</u> can be listed under a general "Travel" line in the budget template – can be grouped with all other items.</p>
Equipment	<p>List all equipment expenses as single line items.</p> <p>List non-expendable items; property having a useful life of more than two years and an acquisition cost of <u>\$5,000 or more per unit</u>. Expendable items should be included either in the “Supplies” category or in the “Other” category.</p>
Supplies	<p>Generally, supplies include any materials that are expendable or consumed during the course of the project.</p> <p>Any single purchased item <u>over \$500.00</u> we ask that you directly report that into the budget template – in a specific line item (EX: Laptop \$1,000.00)</p> <p>Any single item purchased <u>under \$500.00</u> can be listed under a general "Supplies" line in the budget template – can be grouped with all other items as described in the budget narrative section in the application.</p>
Consultant/Contracts	<p>List each contract/consultant as a single line item.</p> <p>Contracts include goods or services that directly contribute to the implementation or enhancement of the project. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor.</p>
Subgrants	<p>List each Subaward as a single line item.</p> <p>Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.</p>
Indirect	<p>Indirect costs are allowed at the applicant’ federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, the applicant may submit either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate of 10% of modified total direct costs as defined in §200.414 Indirect (F&amp;A) costs, paragraph (f) of the Federal Register Vol. 78 No 248; 2 CFR Part 200</p>
Other	<p>Any single purchased item <u>over \$500.00</u> directly report that into the budget template – in a specific line item.</p>

	Any single item purchased <u>under \$500.00</u> can be listed under a general "Other" line in the budget template – can be grouped with all other items as described in the budget narrative section in the application.
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5. Performance Plan

- GOAL #1
  - Consider using: Utilize funding to assist with activities related to relaxed COVID-19 restrictions.
- OBJECTIVE #1, 2 or 3
  - Objective should represent general statements of the desired results or outcomes of the project. Objectives should be simple, achievable, and timely.
    - EX: Obtain supplies, Attend Training, Fund OT Expenses

6. Submit

- a. Review – make sure you included all required information