

INSTRUCTIONS

Request for NAHTF Funds

Nebraska Department of Economic Development (Revised May 2010)

GENERAL INSTRUCTIONS

If a grantee has more than one grant, funds must be requested separately for each grant. Carefully enter all requested information. Double check addition and subtraction. Incomplete or incorrect forms will not be processed. Round all figures down to the nearest dollar. **ONLY ONE ORIGINAL OF THIS FORM IS REQUIRED TO BE SUBMITTED.**

IDENTIFYING INFORMATION

Name of Grantee: Name of organization awarded funds (must match name in contract)

Mailing Address, City, State, and Zip Code: Address of organization named in contract

NAHTF Grant Number: Grant Number listed in contract (i.e. 00TFTA999)

Federal Identification Number: Nine-digit tax ID number of organization (must match federal ID in contract)

Request for NAHTF Funds Number: Number of Draw (if there has been 3 previous draws, current draw is #4)

DED Program Representative: Your DED contact for program questions as identified in Notice of Award letter

PART I – STATUS OF FUNDS

Line 1 - Total of all NAHTF funds you have received from DED to date (do not include program income or award funds requested but not yet received)

Line 2 - All program income received to date (do not include other funds listed in your contract)

Line 3 - Subtotal lines 1 and 2

Line 4 - Total of NAHTF funds expended on project to date (must include any program income spent and must equal Part II, Line 3 Total)

Line 5 - Subtract Line #4 from Line #3, will equal award funds received but not yet expended. Transfer this amount to Part II, Line #6. Please note that State Trust Funds on Hand must be noted for each applicable activity.

PART II – CASH REQUIREMENTS

This part provides information on the grantee's cash requirements. Requests for funds are to be submitted only as funds are needed for immediate disbursement. Enter the amounts for each approved activity. Identify the activities by entering the activity code and activity name (as shown in the Sources and Uses Section of the NAHTF Contract) above each column. Be sure to complete Part II for all approved activities even if funds are not requested for all activities. Enter totals to the right of each row and the bottom of each column. Indicate whether this is the final disbursement for each activity.

Line 1 – Enter the total of all cash requirements to date. This amount should be equal to all expenditures paid to date plus cash needed to meet immediate obligations.

Line 2 - Amount of other funds applied. This will include local funds already expended and local funds which will be expended to meet the immediate cash obligations identified in Line 1.

Line 3 - Amount of NAHTF funds expended for each activity (including Program Income). Total will equal Part I, Line 4.

Line 4 - Subtotal by subtracting lines 2 and 3 from line 1. This amount should equal the amount of NAHTF funds needed for immediate cash obligations.

Line 5 - Amount of NAHTF funds requested for each activity previously but not yet received by your organization.

Line 6 - Amount of NAHTF funds (including program income) received for each activity but not yet expended. Total will equal Part I, Line 5.

Line 7 – The net amount of NAHTF requested is determined by subtracting lines 5 and 6 from line 4. This should be the amount of NAHTF funds needed (when added to NAHTF on hand and unpaid previous requests) to meet immediate cash requirements. Funds may be requested at any time and in any frequency; however, the minimum request is \$1500 except for the final request on a grant.

Two signatures are required for each draw. These signatures must match the authorized signatures submitted to DED on the Authorization to Request NAHTF Funds. Please list the Preparer's Name, Organization and Telephone Number. After signing and dating the Request for NAHTF Funds, the grantee should retain a copy of the form and mail (no FAX) the single original to:

**NAHTF Request for Funds
Nebraska Department of Economic Development
P.O. Box 94666
Lincoln, NE 68509-4666**