

High Speed Nevada Initiative Phase III Prequalification Application - AmpliFund User Guide

This guide provides applicants to the pre-qualification phase of the High Speed Nevada Initiative Phase III (HSNV Phase III) program with instructions for navigating Nevada's grants management portal (AmpliFund) to submit their application. Questions and requests for assistance completing the application can be directed to HighSpeedNV@gov.nv.gov.

Getting started

Upon opening the application, you will be greeted with the 'Opportunity Information' screen:

HSNV Phase III Applicant Pre-Qualification Form

[Print](#) [Help](#) [Download](#) [Save](#)

Opportunity Information

Title	HSNV Phase III Applicant Pre-Qualification Form
Description	To bring reliable, affordable high-speed internet connections to all unserved and underserved locations and Community Anchor Institutions in Nevada.
Awarding Agency Name	Nevada Governor's Office of Science, Innovation and Technology (OSIT)
Agency Contact Email	HighSpeedNV@gov.nv.gov
Announcement Type	Initial Announcement
Public Link	https://www.gotomygrants.com/Public/Opportunities/Details/da24d677-c9ab-422e-83d8-604af849ad6c
Is Published	No

Funding Information

Funding Source Description	Funding from the American Rescue Plan Act (ARPA) State Fiscal Recovery Fund (SFRF), ARPA Capital Projects Fund (CPF) and Infrastructure Investment and Jobs Act (IIJA) Broadband Equity Access and Deployment (BEAD) fund will be awarded in various sums to eligible subrecipients in the form of grants during a specific period of performance as reimbursements for documented eligible costs incurred during the completion of project or expenditure milestones.
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Submission Information

Submission Timeline Type	Rolling
Submission Open Date	7/2/2024 12:00 AM (EDT)
Submission Timeline Additional Information	

This page provides an overview of the grant funding opportunity. **Please review it thoroughly before moving on.**

At the top right of the screen, you will see four buttons (outlined in red in the above picture):

- The **'Print'** button allows you to print the webpage you are currently on.
- The **'Help'** button opens the AmpliFund instructions PDF, which will detail the options, buttons, and pages within AmpliFund.
- The **'Download'** button allows you to download the ENTIRE application (not just the page you are on). Clicking 'Download' will download a zip file of all the application pages, whether completed or not, that will be comprised of field names and field entry areas.
- The **'Apply'** button allows you to begin your application.

When ready, click 'Apply' to move on to the application.

Once you have clicked 'Apply', a pop-up should appear that gives you two options:

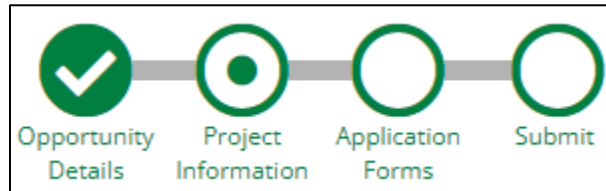
1. If you are starting a new application, click '**Start New Application.**'
2. Otherwise, select the name of the application you would like to open.

General application information

This section covers general information about the AmpliFund application, including button functionalities. Note that the following information will be relevant to the entirety of the application.

Progress meter

At the top of each application page, you will see the following progress meter:



- A **white circle with a small green circle in the center** indicates that the page is being worked on but is not yet complete. For example, in the image above the 'Project Information' page is being worked on (i.e., is selected) but is not complete.
- A **green circle with a white checkmark in the center** indicates that the page is complete and ready for submission. Note: ALL pages must be marked as complete to submit the application at the end.

You can click on any one of the circles in the progress meter to go to that page. **Click 'Save' before doing this.**

Buttons

At the top right of the page you will see four buttons, similar to those discussed at the beginning of this guide. The '**Help**' and '**Download**' buttons have the same functionality, no matter where you are in the application.



However, the 'Save' and 'Save & Continue' buttons are new:

- The 'Save' button is **particularly important**. **Press it frequently to ensure you do not lose your progress!**
- The 'Save & Continue' button allows you to both save your work and move onto the next section (e.g., from 'Project Information' to 'Application Forms').

You will see a few more buttons at the bottom of the page:



The 'Save' and 'Save & Continue' buttons have the same functionality as discussed above.

However, the 'Mark as Complete' button is new. This button allows you to mark the page as complete, preparing it for submission. Do this once when the page you are working on is complete, and then click 'Save & Continue' to move on once it has been marked as complete.

Note: The 'Mark as Complete' button will not be available for selection until all required fields (those with an '*') are completed.

Completing your application

This section provides specific information and guidance about each page of the application. **Remember to press the 'Save' button frequently as you work!**

Project information

Here, you can provide the relevant project information according to the format seen in the screenshot below.

Project Information

Application Information

Application Name * ✓

How much are you requesting from the funder?

Award Requested *

Total Award Budget \$0.00

Primary Contact Information

Name *

Email Address *

Address Line 1 *

Address Line 2

City *

State/Province *

Postal Code *

Phone Number

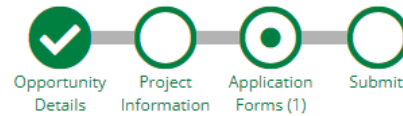
Note: For the 'Award Requested *' field, please enter "\$0.01". As this opportunity is for prequalification, there is no award amount to be requested. This will simply act as a placeholder to move forward with your prequalification application.

Once all required fields have been filled in, select 'Mark as Complete' and then 'Save & Continue.'

Application forms

Next, you will fill out the 'Application Forms' page. Once you have navigated to this page, you will be greeted with the following screen:

TESTING COPY - HSNV Phase III Applicant Pre-Qualification Form




Forms

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

Name	Status	Print
Applicant Pre-Qualification Form	New	

Navigation: [K] [←] [1] [→] [X] [25] [v] 1 - 1 of 1 items

[Save & Continue](#)

Selecting the Print icon () will allow you to download the application forms as a PDF.

Click the **'Application Pre-Qualification Form'** link to open the application forms and begin working on this next portion of the application or select 'Save & Continue' to do the same.

As you work on the application forms, read the instructions thoroughly for each section and ensure you adhere to the formatting instructions laid out beneath the respective fields. Save your work frequently!

Note that for fields **2.1, 2.2, 2.5, and 2.6**, the numbers below the response boxes (e.g., '11' for **2.2**) represent the character limits for those boxes. Please double-check that you have entered the relevant value/ID number correctly before continuing, and **please ensure that you follow any formatting instructions listed in the application.**

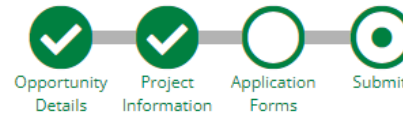
Once you have completed the 'Application Forms' page, select 'Mark as Complete' and 'Save & Continue' to move on, just as you would on the other application pages.

Submit

The final page—the 'Submit' page—will allow you to review your application and see anything that is preventing you from submitting.

Alerts will appear **in red text**, as shown in the picture below, to draw your attention to what you need to do to finalize the application for submission.

TESTING COPY - HSNV Phase III Applicant Pre-Qualification Form




You are about to submit your application, **(3)**, to **Nevada Governor's Office of Science, Innovation and Technology**.

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 containing required fields which have not been completed!

 Review

Submit

Note: You may select the **'Review'** button to download your entire application, including question fields and your responses, as a zip file for review.

If there are no alerts, you will be able to click on the 'Submit' button to submit your application. **It is a good idea to review your application before doing this.**