



SFY24 Consolidation and NG9-1-1 Expenses Grants Technical Assistance Session

NOVEMBER 15, 2022

AmpliFund

- ▶ In 2019 the State entered into a partnership with AmpliFund, the leading enterprise grant management platform designed for federal, state and local governments to manage every phase of the grant management process.
- ▶ Over the past five years, the State of Illinois has been implementing the most comprehensive, statewide grant management infrastructure in the U.S., passing the Grant Accountability and Transparency Act and Unit to ensure State and Federal compliance.
- ▶ The State of Illinois selected AmpliFund to automate this infrastructure through the implementation of a statewide grants management system as part of its plan to further standardize and drive compliance of grant-related processes for state agencies and recipients.

Important Dates

TASK	DATE
Funding Opportunity Posted Technical Assistance Session	November 8, 2022 November 15, 2022
Grant Applications Due	February 1, 2023 – 1 PM
Projected Award Announcement Date	June 1, 2023
Award End Date	June 30, 2023
Performance Period	July 1, 2023 – June 30, 2024

Pre-Award Phases

Creating Accounts and Pre-Award Requirements

Fiscal and Administrative Risk Assessment (ICQ)

Funding Opportunity

Grant Application and Expense Budget

Grant Review/Award/Agreement

GATA Registration & Pre-Qualification

- ▶ Completed at the Grant Accountability and Transparency Act (GATA) Website <https://gata.illinois.gov>
- ▶ Select **Grantee Links**



State of Illinois
Grant Accountability and
Transparency Act

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Indirect Cost

Training

Creating a GATA Account

- ▶ Grant applicants must create an account on the State's Grant Accountability and Transparency Act (GATA) to access the Grantee Portal and AmpliFund at:

<https://grants.illinois.gov/portal>

The screenshot shows the homepage of the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal. At the top, there is a blue header with the text "Illinois Grant Accountability and Transparency Act" and "Welcome to the GATA Grantee Portal". Below the header, there are five buttons: "Grantee Portal Sign In", "Amplifund Sign In", "Create Account", "Public Account Help", and "Partner Account Help". Below the buttons, there is a section of text providing instructions on how to access the portal and create an account. A note indicates that bookmarking the sign-in page will cause an error. At the bottom, there is a "Frequently Asked Questions" section with a list of links to various help topics.

Illinois Grant Accountability and Transparency Act
Welcome to the GATA Grantee Portal

[Grantee Portal Sign In](#) [Amplifund Sign In](#) [Create Account](#) [Public Account Help](#) [Partner Account Help](#)

To access the Portal or Amplifund you must have an Illinois.gov account.
To create an account, click the Create Account button.
For Public domain account help, click the Public Account Help button.
For Partner domain account help, click the Partner Account Help button.

Partner account usernames end in "@external.illinois.gov" are are most likely DHS CRV account users.

Note: To bookmark this Portal, bookmark this page. Bookmarking the sign in page will cause an error.

Frequently Asked Questions

- [How to manage AmpliFund Access. \(Webcast\) \(Transcript\)](#)
- [How to access the Illinois GATA Grantee Portal.](#)
- [How to create an Illinois.gov public account.](#)
- [How to reset your password.](#)
- [All Grantee Portal FAQs](#)

Creating an Illinois.gov Public Account

- ▶ To access the Grantee Portal and/or the AmpliFund Grant Management System all users must first have an Illinois.gov account.
- ▶ Step 1: Browse to <https://grants.illinois.gov/portal> Select the “Create a new Account”

ILLINOIS.gov

Accounts

Accounts

- [Create a new Account](#)
- [Reset your password](#)
- [Recover your Username](#)
- [Manage your Account](#)
- [Help](#)

Creating an Illinois.gov Public Account

Create a new Account

- ▶ Step2: Fill in all fields of the form and click the “**Register**” button.

Registration

Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long.

Examples: John.Smith JSm1th

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Confirm Email Address:	<input type="text"/>
Cell Phone: (Optional)	<input type="text" value="Example: 999-999-9999"/>
Cell Carrier:	<input type="text" value="- Not Supplied -"/>
Choose your Username:	<input type="text" value="Public\CindBB"/> Invalid ID
Password:	<input type="password" value="....."/> Good Password Rules
Confirm Password:	<input type="password"/>
	<input type="button" value="Register"/> <input type="button" value="Cancel"/>

Creating an Illinois.gov Public Account

- ▶ If the Username already exists, you will receive this error and will need to select a different Username.

Please note the following message(s) and make any needed corrections:

- Username already exists.. Please enter a different user name.

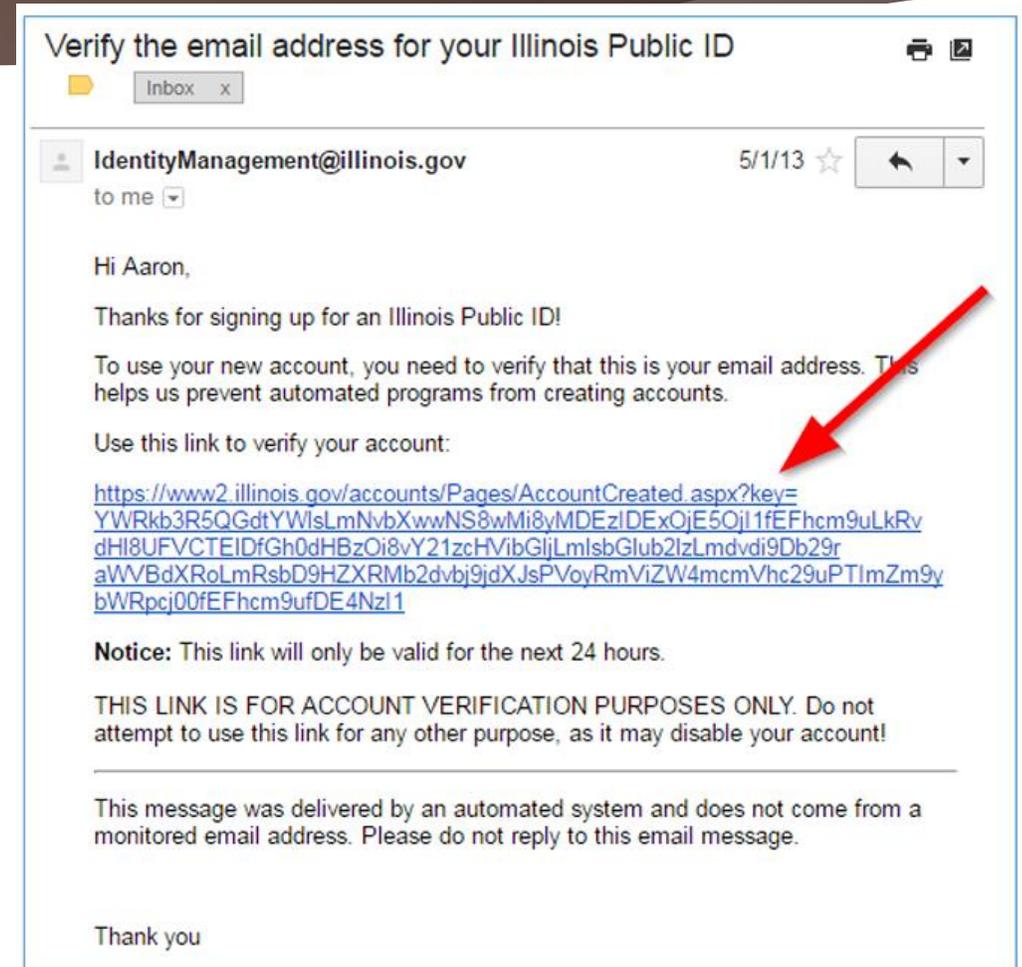
- ▶ If the Email Address has already been used, you will receive this error message. If this is the case, you will need to browse back to <https://grants.illinois.gov/portal> and select the link “Can’t access your account” below the Sign in button and reset your password.

Please note the following message(s) and make any needed corrections:

- That email address has already been registered in our system.

Creating an Illinois.gov Public Account

- ▶ Step 3: You will receive an email from IdentifyManagement@illinois.gov



Creating an Illinois.gov Public Account

- ▶ Step 4: Browse to <https://grants.illinois.gov/portal> and enter your Username and Password to access the GATA and/or AmpliFund Portal.

Pre-Award Requirements

- ▶ There are four grantee pre-award requirements:
 - ▶ 1. Authentication
 - ▶ 2. Grantee Registration
 - ▶ 3. Grantee Pre-qualification
 - ▶ 4. Fiscal and Administrative Risk Assessment (ICQ)

Authentication

- ▶ The Grantee Portal utilizes the Illinois.gov Authentication Portal. A personal or business email address is required to establish an account. Authentication verifies the relationship between an individual and the organization they represent. Authentication is performed once for each individual associated with a registration. To obtain an account click the “Create a new account” link below the “Sign in” button. For help with the Illinois.gov Authentication Portal please click the 'Can't access your account' link below the sign in button.

Grantee Registration

- ▶ All grantees must be registered with the State of Illinois. Grantee Registration is completed by browsing to <https://grants.illinois.gov/portal> and associating your Illinois.gov account with your organization. New accounts must enter the organization's information on the Registration screen. Existing accounts must click the "Edit" button next to the organization name on the Main Menu.

Grantee Pre-qualification

- ▶ All entities must be qualified to do business with the State of Illinois. To be qualified for a grant award, an entity must:
 - ▶ Have a current SAM.gov account;
 - ▶ Have a valid Unique Entity Identifier (UEI)
 - ▶ Not be on the Federal Excluded Parties List;
 - ▶ Be in Good Standing with the Illinois Secretary of State, as applicable;
 - ▶ Not be on the Illinois Stop Payment list;
 - ▶ Not on the Dept. of Healthcare and Family Services Provider Sanctions list.

Fiscal and Administrative Risk Assessment (ICQ)

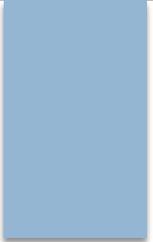
- ▶ Entities must complete an Internal Controls Questionnaire (ICQ) as the Fiscal and Administrative Risk Assessment.
- ▶ The ICQ is completed once, annually. All state agencies utilize the results of the ICQ. The entity can access the ICQ from the GATA Grantee Portal.
- ▶ A FY24 ICQ when available will need to be completed.

Sam.gov Registration

- ▶ Sam.gov registration - <https://sam.gov/content/home>
 - ▶ Sam.gov requirement is mandated by the State of Illinois. While an applicant may fill out an application in AmpliFund without this registration, the application will be locked out from evaluation until an account is successfully obtained.
 - ▶ Your entity will be assigned a Unique Entity Identifier (**UEI**). It is a 12-character alpha-numeric ID. It replaces your DUNS #.

Accessing the Grantee Portal

- ▶ Log in to the Illinois.gov portal
- ▶ Use the credentials you generated when you created your public Illinois.gov account.
- ▶ **Note:** The Illinois.gov account is not an email address, but a credential for accessing systems in the award process. You will not be able to send or receive email from this address.



ILLINOIS.gov Authentication Portal

Sign in with your Public account

Sign in

GATA's Usage Terms

- ▶ Read and accept GATA's terms and conditions
- ▶ After you have read the content, click "Accept" to proceed.

Illinois Grant Accountability and Transparency Act Grantee Portal Disclaimer

USAGE TERMS AND CONDITIONS

***** UNAUTHORIZED ACCESS IS PROHIBITED *****

Further access to this system is strictly limited to users authorized by the State of Illinois conducting official State business. Users of this system shall have no expectation of privacy. By accessing this system the user consents to monitoring and recording, which may be disclosed for administrative, disciplinary, civil, or criminal actions, penalties, or prosecution. Neither the State of Illinois nor any of its employees shall be liable for any damages arising in any way out of the use of this system or any information contained herein.

Decline

Accept

UEI (formerly the
DUNS number)

- ▶ Enter the UEI for
your Entity and
click “Submit.”

Illinois Grant Accountability and Transparency Act Grantee Portal - Associate Grantee

You are accessing the GATA Grantee Portal with the Illinois.gov Public account:
akauth (akauth@uic.edu)

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 9 digit Dun & Bradstreet DUNS number of your organization and press the 'Submit' button.

If you do not know your DUNS number please [click here for assistance](#).

UEI Recognition

- ▶ Make note of whether the GATA system recognizes the UEI for your entity.
- ▶ If your organization is displayed, select Yes. A request is submitted to your entity's GATA Administrator to complete your enrollment to the GATA and AmpliFund systems.

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 9 digit Dun & Bradstreet DUNS number of your organization and press the 'Submit' button.

If you do not know your DUNS number please [click here for assistance](#).

Is this your organization?

Test Org
123 State Street
Springfield, IL 62706

DISCLAIMER

By clicking 'Yes' you certify that you are a legal member or representative of the organization listed.

GATA System Access

- ▶ Contact your entity's GATA Administrator with a call or email and request that they respond to your request for GATA access. The GATA system does not auto-generate an alert or invitation upon your request. Advise them that **you will need access to the AmpliFund Grant Management System.**
- ▶ Upon login, while your request is pending, you will see the screen displayed here.
- ▶ **Note:** in responding to your request, your GATA administrators must select a checkbox (not pictured) that says: "Has Access to the AmpliFund Grant Management System." Advise them that they need to select this checkbox.
- ▶ Your State Cognizant Agency is the ISP.

Illinois Grant Accountability and Transparency Act Grantee Portal

You are attempting to access: **Illinois State Police**

The following people can approve access for this organization:

- **Trudy Malkey (trudy.malkey@illinois.gov)**

[Click here](#) after approval is granted to browse to the Grantee Portal Main Menu.

[Click here](#) to cancel your request.

If assistance is needed, please contact your state cognizant agency:

Department Of Transportation
DOT.GATA@illinois.gov

UEI Not Recognized

- ▶ If the UEI is not recognized, select “**Create Grantee Account**”

Illinois Grant Accountability and Transparency Act Grantee Portal - Associate Grantee

You are accessing the GATA Grantee Portal with the Illinois.gov Public account:
HTC_Test (jbartkus@id.iit.edu)

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 9 digit Dun & Bradstreet DUNS number of your organization and press the 'Submit' button.

If you do not know your DUNS number please [click here for assistance](#).

This DUNS number was not found in the GATA system. If this is the correct DUNS number for your organization then click the 'Create grantee account' link below to create a new account with the State of Illinois. If the number above is incorrect, you may edit and click the submit again.

DISCLAIMER

By creating an account you certify that you are a legal member or representative of the organization associated with this DUNS number.

UEI

- ▶ Fill out the Grantee Portal Registration form and then click Save.
- ▶ This form requests various information about your Entity. You will need the organization's UEI, FEIN, and Illinois Secretary of State ID to complete this form.

**Illinois Grant Accountability and Transparency Act
Grantee Portal - Registration**

To create an account with the Illinois Grant Accountability and Transparency System please fill in the form and click the 'Save' button. All fields are required except those labeled 'Optional'.

Organization DUNS

Organization FEIN (Numbers only, 9 digit Federal Employer ID Number)

Organization Type

Illinois Secretary of State File ID (Numbers only)
 [Illinois Secretary of State](#)

Organization Name

Organization Address 1 **Organization Address 2** (Optional)

City **State** **Zip Code**

Primary Email **Primary Phone**

Does this organization have 2 or more years experience with Illinois grants? Yes No

IMPORTANT: Please enter and validate this organization's correct fiscal year end date. GATA must record the correct date for audit requirements. Upon clicking the 'Save' button, changes to this date can only be done by contacting the state cognizant agency.

Fiscal Year End Month: **Fiscal Year End Day:**

Portal Registration

- ▶ Once the information you entered in the Grantee Portal Registration form is saved, you will be navigated to the Main Menu page for your newly GATA-enrolled entity.
- ▶ As the creator of this account, you are the default GATA administrator of your Entity, and as such, have access to AmpliFund. No further action is necessary.
- ▶ Note: This Main Menu page lists the status of key qualification requirements for your organization to submit a grant application through AmpliFund.

Organization: **HTC_Test** [Edit](#)

GATA ID: **697035**

State cognizant agency: **Healthcare And Family Serv (478)**

Contact for assistance: Ron.McKechan@illinois.gov

You are signed in as: **jbartkus31 (jbartkus@uic.edu)**

Information confirming your organization's registration in GATA. Your email address is by default assigned administrator status.

Pre-Qualification Status

Items in yellow are being evaluated by the State. Their status could take up to one business day.

Requirement	Status	Remediation
SAM.gov Account	Pending	Help
Federal Employer ID (FEIN)	Good	Help
Federal Excluded Parties List	Good	Help
Illinois Stop Payment List	Good	Help
Illinois DHFS Sanction List	Good	Help

Your organization must remain in good standing in all pre-qualification requirements. The status of these requirements are validated nightly. Notifications when changes occur to the pre-qualification status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

Confirm AmpliFund Enrollment

- ▶ If a webpage titled Illinois Grant Accountability and Transparency Act – Main Menu displays after selecting the **Click Here** approval button, navigate to IL.AmpliFund.com, choose Public Account, and log-in with your Illinois.gov account credentials.
- ▶ If you are successful, you will be brought to a page titled “**Click to Proceed Agreement.**” At this point, no further action is necessary.
- ▶ If you are unsuccessful, circle back with your GATA administrator to make sure your account was granted access to AmpliFund in GATA.

Confirm AmpliFund Enrollment

- ▶ Select the **Click Here** button after approval, if a webpage that says: “You do not have access to the Grantee Portal, but you do have access to the AmpliFund Grant Management System,” then your user account is successfully registered with AmpliFund and no further action is necessary.

- ▶ To locate a Grant opportunity from the GATA website select CSFA

 **State of Illinois**
Grant Accountability and
Transparency Act

Select Language

Search

Home About CSFA Resource Library Grantee Links Indirect Cost Training

CSFA Home

Illinois Catalog of State Financial Assistance

The Catalog of State Financial Assistance (CSFA) is a single, authoritative, statewide, comprehensive source document of State financial assistance program information.

Disclaimer: CSFA data is based on State Agency entries. Contact information for the assigned state agency representative is provided at the program level and at the state agency level.

Active Programs and Awards

[Click here to browse a list of agencies that have active grant programs](#)

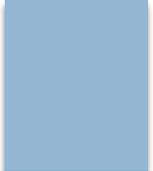
[Click here to browse a list of active grant programs](#)

[Click here to browse a list of current funding opportunities](#)

Search active programs :

Search registered grantees :

- ▶ Select [Click here to browse a list of current funding opportunities](#)



▶ Locate ISP Grant Opportunities by Agency

Opportunity Title	Agency	Application Date Range	Award Range
NG9-1-1 Expenses Grant Program	ISP (493)	11/08/2022 - 02/01/2023	Not Applicable
9-1-1 System Consolidation Grant Program	ISP (493)	11/08/2022 - 02/01/2023	\$0 - \$0

▶ Select the [NG9-1-1 Expenses Grant Program](#) or [9-1-1 System Consolidation Grant Program](#) to display information about the opportunity.

- ▶ To display the Opportunity, select Opportunity.pdf

CSFA Home / [Funding Opportunities](#) / [Program](#) / Opportunity

Awarding Agency Name	State Police
Agency Contact	Cindy Barbera-Brelle (Cindy.Barbera-Brelle@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Agency Opportunity Number	24-493-NG9-1-1E
Agency Funding Program	NG9-1-1 Expenses Grant Program
CSFA_Number	493-60-1652
CSFA Popular Name	NG9-1-1 Expenses Grant Program
Anticipated Number of Awards	0
Estimated Total Program Funding	8000000.00
Single Award Range	Not Applicable
Source of Funding	State
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	11/08/2022
Application Date Range	11/08/2022 - 02/01/2023 : 13:00
Grant Application Link	
Technical Assistance Session	Offered : Yes; Mandatory : Yes; Date : 11/15/2022 : 13:00; Registration link : http://Webex - Request invite from Agency Contact
Attachments	Opportunity.pdf

9-1-1 System Consolidation Grant Priorities

- ▶ Consolidation Grant award funding of \$5,000,000 is available first to Unserved Counties as of January 1, 2016
- ▶ If additional funding is available, then to:
 - ▶ 1st time Grant Applicants consolidating in accordance with Section 15.4a
 - ▶ Previous grant recipients that consolidated after January 1, 2016
 - ▶ Existing and previously completed consolidation projects for reimbursement of non-recurring costs related to consolidations that occurred in:
 - ▶ 2010 - 2015

NG9-1-1 Expenses Grant Priorities

- ▶ NG9-1-1 Grant award funding of \$8,000,000 is available first to 1st time 9-1-1 Authority Grant Applicants that provide 9-1-1 service within the territory of a large Electing Provider(AT&T) as defined in Section 13-406.1 of the Public Utilities Act.
- ▶ Funding is available for:
 - ▶ i3 capable NG9-1-1 Call Handling Equipment. A hosted solution is preferred.
 - ▶ NG9-1-1 Multimedia Recorder System.
 - ▶ GIS Projects in support of preparing GIS data for NG911.

Grant Applications

- ▶ Grant Applications are submitted electronically via AmpliFund and are due on February 1, 2023, at 1 PM. Applications submitted after the due date/time or submitted by mail or email will not be accepted.
- ▶ **Quotes/Proposals/Invoices that include an itemized cost breakdown for all funding requested are required. That documentation is attached in the Budget with your Application.**

Attachments



- ▶ If the Grant Application is for reimbursement for consolidations that occurred between 2010 and 2015 a separate application is required for each year that a consolidation occurred. Itemized invoices are required to be submitted.
- ▶ If the Grant Application is for one or more eligible NG9-1-1 Expenses Grant projects only one application is required to be submitted for one or any combination of projects.
- ▶ Award criteria is addressed in the Grant Opportunity.
- ▶ Funding Restrictions need to be considered when completing the Budget.

Accessing the Grant Application

- ▶ Select the **Public Link** located in the Opportunity Information.
- ▶ To begin to prepare your application select Apply (located in the upper left-hand corner)

Application Forms – NG9-1-1 Expenses Grant

- ▶ Uniform Grant Application
- ▶ Eligibility
- ▶ Project Narrative
- ▶ NG911 Grants
 - ▶ I3 Capable Hosted Call Handling Equipment
 - ▶ Multimedia a Recording System
 - ▶ GIS Project in Support of NG911
- ▶ Analysis of Needs

Application Forms – Consolidation Grant

- ▶ Uniform Grant Application
- ▶ Eligibility
- ▶ Consolidation Modification Plan – Documentation & Details
- ▶ Project Narrative & Implementation Strategy
- ▶ Demographic & Public Safety Information
- ▶ Analysis of Needs

Uniform Grant Application - Naming Convention

- ▶ **Legal Name**

- ▶ **Capitalize**

- ▶ **Common Name and Department Name**

- ▶ **Capitalize**

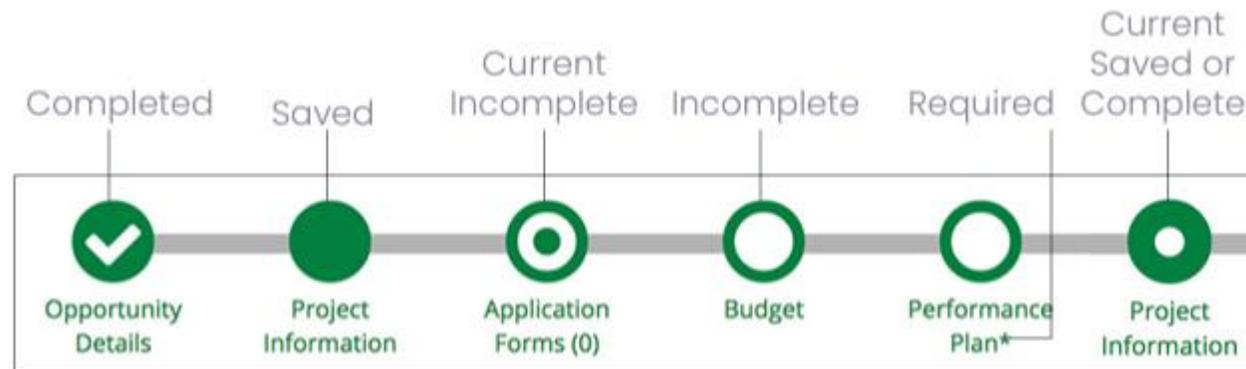
- ▶ Start with the County or Municipal Name

- ▶ Not County of Cook, but Cook County

- ▶ Not Village of Lansing, but Lansing, Village of

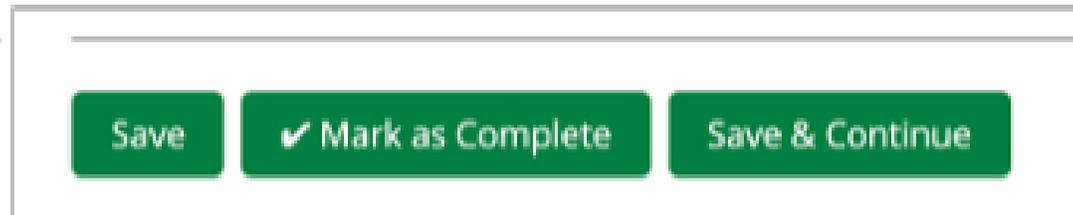
Application Progress

- ▶ In the Applicant Portal, 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.



How to Complete Application Forms

- ▶ Open the grant opportunity.
- ▶ Click Application Forms.
- ▶ Click a form name.
- ▶ Add responses to the form. The form may contain text, multiple choice, or dropdown list questions, or a request to choose a file to be attached.
- ▶ Click Save to save your progress, **Mark as Complete** to save the page as completed or **Save & Continue** to save your progress and move to the next page. Your information will not be shared with the funding organization until you click Submit.



Grant Budget

- ▶ Budgets are submitted based upon the total estimated costs for your grant project.
- ▶ Funding is **ONLY AVAILABLE** for the following Budget Categories:
 - ▶ 4 – Equipment
 - ▶ 6 – Contractual Services
 - ▶ 7 – Consultant Services (*Consolidation Grant Only*)
 - ▶ 8 – Construction (*Consolidation Grant Only*)
 - ▶ 11 – Telecommunications
 - ▶ 12 – Training and Education
- ▶ **Itemized Invoices/Quotes/Proposals are required**

Grant Budget

- ▶ An itemized listing of each individual part is not required.
- ▶ Instead provide the budget for each unique project component:
 - ▶ Equipment
 - ▶ Call Handling Equipment by PSAP, if Applicable
 - ▶ Multimedia Recording System by PSAP, if applicable
 - ▶ Contractual Services
 - ▶ Installation Call Handling Equipment by PSAP
 - ▶ Multimedia Recording System by PSAP, if applicable
 - ▶ Training
 - ▶ TC Training - Call Handling Equipment by PSAP
 - ▶ Admin Training - Multimedia Recording System by PSAP

Preparing Your Budget

- ▶ A complete, well thought out budget serves to reinforce your credibility and increase the likelihood of your proposal being funded.
- ▶ A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
- ▶ The budget should be as concrete and specific as possible in its estimates.
- ▶ All estimates **must** be supported with an itemized breakdown of costs with a quote, proposal or invoice.
- ▶ Your budget should justify all expenses and be consistent with your program narrative.

Expense Budget

- ▶ Funding Restrictions need to be considered when completing the Expense Budget.
- ▶ ALL Quotes/Proposals/Invoices that support your funding requests are attached to the **Equipment Category**.

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ 1. Personnel (Salaries and Wages) (2 CFR 200.430)	\$0.00	\$0.00	\$0.00
+ 2. Fringe Benefits (2 CFR 200.431)	\$0.00	\$0.00	\$0.00
+ 3. Travel (2 CFR 200.474)	\$0.00	\$0.00	\$0.00
+ 4. Equipment (2 CFR 200.439)	\$0.00	\$0.00	\$0.00
+ 5. Supplies (2 CFR 200.94)	\$0.00	\$0.00	\$0.00
+ 6. Contractual Services & Subawards (2 CFR 200.318 & 200.92)	\$0.00	\$0.00	\$0.00
+ 7. Consultant Services and Expenses (2 CFR 200.459)	\$0.00	\$0.00	\$0.00
+ 8. Construction	\$0.00	\$0.00	\$0.00
+ 9. Occupancy (Rent and Utilities) (2 CFR 200.465)	\$0.00	\$0.00	\$0.00
+ 10. Research and Development (R&D) (2 CFR 200.87)	\$0.00	\$0.00	\$0.00
+ 11. Telecommunications	\$0.00	\$0.00	\$0.00
+ 12. Training and Education (2 CFR 200.472)	\$0.00	\$0.00	\$0.00
+ 13. Direct Administrative Costs (2 CFR 200.413 (c))	\$0.00	\$0.00	\$0.00
+ 14. Other or Miscellaneous Costs	\$0.00	\$0.00	\$0.00
+ Indirect Cost (2 CFR 200.414)	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

Revenue Budget

Grant Funding		
Award Requested	\$40,000.00	\$40,000.00
Subtotal	\$40,000.00	\$40,000.00
Non-Grant Funding		
Cash Match		\$0.00
In-Kind Match		\$0.00
Other Funding		\$0.00
Subtotal		\$0.00

Total Revenue Budget Cost (\$40,000.00)

Total Overall Budget Cost (\$40,000.00)

The Total Overall Budget Cost must be \$0.00

Adding a New Line Item

- ▶ Click the + (**Add Icon**) next to a budget category name.
- ▶ In the pop-up window, update the Category, if necessary.
- ▶ Item Type.
 - ▶ Add the Item Type Name (*Company Name*) Recording System Equipment, (*Company Name*) Installation, (*Company Name*) Training)
 - ▶ Add the Direct Cost - dollar amount of the item type that you are requesting funding for.

New Line Item

Budget Item Information

Category **4. Equipment (2 CFR 200.439)**

Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. (Note: Organization's own capitalization policy for classification of equipment can be used). Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the Contractual Services category.

Item Type Non-Personnel

Name*

Cost Rate*

Quantity*

Direct Cost \$0.00

Create Cancel

Adding a New Line Item

- ▶ Add the Narrative that supports the item you are requesting funding for.
- ▶ **Attach the documentation that supports your grant request here.**
 - ▶ Itemized Vendor Invoices, Quotes and/or Proposals
- ▶ Click Create.

New Line Item

Cost Rate*	<input type="text" value="\$0.00"/>
Quantity*	<input type="text" value="0"/>
Direct Cost	\$0.00
Non-Grant Funded	<input type="button" value="No"/>
Total Budgeted	\$0.00
Narrative	<p>Provide justification for the use of each item and relate them to specific program objectives. Provide both the annual (for multiyear awards) and total for equipment.</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Attachment(s)	<p>Attach a narrative describing the procurement method to be used.</p> <div style="border: 1px solid #ccc; padding: 2px;"> Choose file(s)</div>

Submitting Your Grant Application

- ▶ In order to Submit your application, 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.
- ▶ Once all required fields and sections have been completed, your application can be submitted. The ISP will be notified that your application is ready for review.
- ▶ In some cases, your application may be reopened for editing. If this happens, you will receive an email notification from noreply@gotomygrants.com that will include a link to the application and further instructions on the edit required.

Submitting Your Grant Application

- ▶ When all sections have been Marked as Complete, submit your application by clicking on the green Submit button.
- ▶ **ONCE AN APPLICATION HAS BEEN SUBMITTED, NO CHANGES CAN BE MADE TO ANY PART OF THE APPLICATION OR THE APPLICATION FORMS**
- ▶ In order to change a submitted application, it must be withdrawn and deleted by the applicant. Then, you are able to resubmit a new application.
- ▶ Changes must be completed while the application window is open. The application window is open until 1 PM on February 1, 2023.

Not Eligible to Submit an 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 in red, notifying you of any uncompleted forms or sections.

Successful Submission

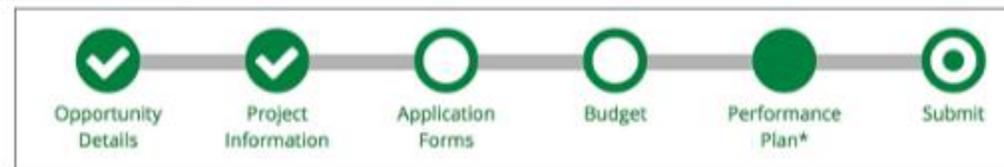
- ▶ Once you have successfully submitted your application, a success message will appear on your screen, and you will receive an email notifying you of the date and time of your application submission.
- ▶ Once the application has been submitted, no changes can be made to the application, but it can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

Reviewing Your Grant Application

- ▶ You can download your application and its materials for review before submitting.

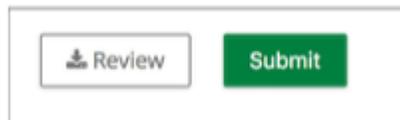
- ▶ Open the Opportunity.

- ▶ Click Submit.



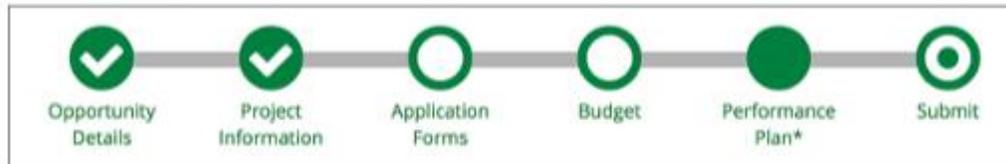
 **Review.**

- ▶ Click

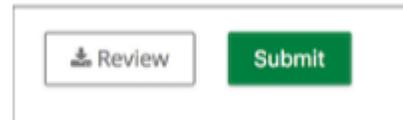


Submitting Grant Application

- ▶ All required sections must be Marked as Complete.
 - ▶ Open the opportunity.



- ▶ Click Submit.



Approval Notice

- ▶ After your Grant application has been reviewed and your Budget is updated, if applicable an email is generated by the AmpliFund System indicating that your entity has been determined to be eligible for an award.

Grant Agreement

- ▶ A Uniform Grant Agreement is prepared within AmpliFund.
- ▶ The Grant Agreement is emailed to the grant applicant to be electronically signed.
- ▶ Upon return of the signed Agreement, it is sent to the ISP Director for electronic signature.
- ▶ If the award is greater than \$250,000 the Agreement is also electronically signed by ISP's CFO and Chief Legal Counsel.
- ▶ Once executed a copy of the Agreement is sent back to the grant applicant for their file and is also sent to the ISP Procurement Liaison to create an obligation to fund the grant.
- ▶ The Grant is activated and is then eligible to submit reimbursement requests.

Application Deadlines

- ▶ Applicants must submit the required grant application documents in AmpliFund by February 1, 2023 – 1 PM.
- ▶ Applications submitted after 1 PM and February 1, 2023, or by mail or email will not be accepted.
- ▶ You are encouraged to submit your application 48 to 72 hours in advance in the event that there are any technical glitches.

Illinois Grant Management Support

- ▶ Register for Illinois Grant Management Support
 1. Enter <https://il-amplifund.zendesk.com/hc/en-us> into a web browser. Browse to <https://grants.illinois.gov/portal> for account creation instructions.
 2. If new user, click 'New to Illinois Grant Management Support? Sign Up' link.
 3. Complete ZenDesk user registration
 4. If existing user, enter in email address and password and click Sign In.



State Agencies

Information and guidelines specific to the State Agency community



Start Here

Learn more about the State of Illinois partnership with AmpliFund



Grantees

Information and guidelines specific to the Grantee community



Release Notes

Announcements of enhancements, updates, and fixes in AmpliFund



User Guides

AmpliFund User Guides and Quickstart Guides for download



Instructions

Step-by-step instructions on using AmpliFund's features



Upcoming Training and Videos

Live training events and videos on how to use AmpliFund



Import Templates

Excel templates for importing data into AmpliFund



FAQs

Frequently Asked Questions about using AmpliFund

AmpliFund Support

Grantees

▶ Grantee Experience

- ▶ Pre-Award Process: GATA Portal through Application Submission
- ▶ Grantee Post-Award Video Training Series

▶ Applicant Portal

- ▶ Introduction to the Applicant Portal
- ▶ Illinois Applicant Portal: Opportunity Overview
- ▶ AmpliFund Applicant Portal: Applicant Portal Navigation
- ▶ Illinois Applicant Series - How to Complete an Application



Grantees

Information and guidelines specific to the
Grantee community