



# 2025 AMPLIFUND NON-ENFORCEMENT APPLICATION GUIDE

Last Updated  
02/27/2024

# NAVIGATING AMPLIFUND FOR GRANT APPLICATIONS

This guide is to help learn new processes and the flow of information with the implementation of the AmpliFund Grant Management Software.

All applications and documents will be submitted electronically through the AmpliFund system for Notice of Funding Opportunities (NOFO) posted in AmpliFund.

This guide will start with where to find the NOFOs and walk through a step-by-step process of how to fill out the information and submit it.

# LOCATING THE FUNDING OPPORTUNITY

Funding Opportunity links can be found on the IDOT website.

<https://idot.illinois.gov/transportation-system/safety/grants/current>

Funding Opportunity links can also be found on the GATA website. Using the CSFA 494-10-0343 to search. Copy the web address listed in the “Grant Application Link”.

<https://www2.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx>

## ILLINOIS TRAFFIC SAFETY GRANTS



[Home](#) [Apply](#) [Forms](#) [Resources](#) [Contact Us](#)

### Apply For Current Grant Opportunities


Please submit STEP and Distracted Driving applications and accompanying documents to [DOT.Tsgrants@illinois.gov](mailto:DOT.Tsgrants@illinois.gov).

Please use Internet Explorer to access form attachments.



### Grant Accountability and Transparency Act

Search... 

Select Language 

Powered by  Google Translate

[Home](#) [About](#) [Current News](#) [CSFA](#) [Resource Library](#) [Grantee Links](#) [Webinars](#)

[CSFA Home](#) / [Agency List](#) / [Program List](#) / [Program](#)

### State and Community Highway Safety/National Priority Safety Program

NHTSA Section 402, Section 405, and 1906 funds and State of Illinois funds

CSFA Number: 494-10-0343

#### STATE AGENCY INFORMATION

##### Agency Name

Department Of Transportation (494)

##### Agency Identification

494-10-0343

# REVIEWING OPPORTUNITY DETAILS

Once the Funding Opportunity is located, you can review the information.

Review the Opportunity Details tab for application information.

This will include the following: opportunity information, funding information, award information, submission information, question submission information, eligibility information, additional information and award administration information.

State and Community Highway Safety/National Priority Safety Program; 25-0343-10 Non-Enforcement Program

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

[Opportunity Details](#) [Evaluation & Scoring](#)

## Opportunity Information

CSFA Number	494-10-0343
CSFA Popular Name	NHTSA Section 402, Section 405, and 1906 funds and State of Illinois funds
Title	State and Community Highway Safety/National Priority Safety Program; 25-0343-10 Non-Enforcement Program
Description	This Funding Opportunity houses most of our non-enforcement programs. Please see the specifications for each program explained below. Child Passenger Safety Resource Center (CPSRC) DUI Court Program Impaired Driving Prevention Program (IDP) Injury Prevention Program (IP) Law Enforcement Liaison Program (LEL) Traffic Safety Resource Prosecutor (TSRP)

# EVALUATION & SCORING

Click on the Evaluation & Scoring tab to review Criteria, Review and Selection Process, and Anticipated Announcement Dates.

## State and Community Highway Safety/National Priority Safety Program; 25-0343-10 Non-Enforcement Program

[Print](#)[Help](#)[Download](#)[Apply](#)[Opportunity Details](#)[Evaluation & Scoring](#)

### Criteria

1. Highway Safety Program Area - 5%
2. Use of the Strategic Highway Safety Plan - 5%
3. Located in the County Population Model - 5%
4. Problem Statement - 10%
5. Background - 5%
6. Specific Objectives - 10%
7. Performance Measures - 5%
8. Data and Method of Evaluation - 20%
9. Previous Experience - 10%
10. Program Implementation - 15%
11. Risk Assessment - 10%

### Review and Selection Process

All application packages submitted on time shall be reviewed, graded, and scored by criteria as stated by the Grantor. Reviews may be completed internally or externally. Due to limited funding, not all applications may receive funding. Each application will be reviewed by at least two different reviewers. Reviewers will complete a scorecard and make notes as necessary.

After the scoring process is complete, BSPE will compile all reviews and begin the selection process. Selection will be based on the merit-based review average score, overall benefit to highway safety, past experience with the grantor (if a previous grantee), and available funding. Selected applicants will receive a state award. Applicants that were not selected will receive a denial notice.

After the merit-based review and selection is complete, applicants that have been denied funding have the ability to appeal the decision.

### Anticipated Announcement Dates

Prior to the grant start date.

# LOG INTO AMPLIFUND

In order to login, the person logging in must already be registered in the GATA Applicant Portal. GATA Portal access is determined by the applicant agency.

Please contact your agency's GATA portal contact if you do not have access. It is your agency's responsibility to determine who has GATA Portal and AmpliFund access.

AmpliFund supports the following browser versions:

- **Google Chrome - Recommended**
- Mozilla Firefox
- Microsoft Edge
- Microsoft IE11+
- Apple Safari 10+

# LOGGING INTO AMPLIFUND

All GATA Grantee Portal users have immediate access to AmpliFund. Use your GATA Grantee Portal username and password to log into AmpliFund to access your saved, started, and submitted applications.

1. Go to <https://il.amplifund.com>. You will be redirected to the Illinois.gov authentication portal page.
2. On the Illinois.gov portal page, click Public Account.
3. Enter your GATA Applicant portal username and password.
4. Click Sign In. Note: You'll notice your entered username automatically should turn into your `public.external.illinois.gov` email address.
5. Review the Usage Terms and Conditions page, click **Accept**.

## ILLINOIS.gov Authentication Portal

Sign in with one of these accounts



Public Account



Partner Account



Employee Account

## ILLINOIS.gov Authentication Portal

Sign in with your Public account

Sign in

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)



AmpliFund<sup>SM</sup>

Activity ■ Past Due ■ Complete ■ Due Grat

Contacts My I

Research

Grant Management

Award Management

Fund Management

Project Management

Reports

Documents

Knowledge Center

Administration

December 2021

Sun	Mon	Tue	Wed	Thu	Fri
28	29	30	1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
2	3	4	5	6	

You are now logged into AmpliFund and can see your dashboard.

Having log-in issues? Email [DOT.TSGrants@Illinois.gov](mailto:DOT.TSGrants@Illinois.gov) for assistance.

**AMPLIFUND — YOU'RE IN**



# SETTING UP ADDITIONAL AMPLIFUND ACCOUNTS

Access to the Applicant Portal requires registration on the Illinois GATA Grantee Portal and an Illinois.gov public account.

1. Go to <https://il.amplifund.com>. You will be redirected to the Illinois.gov authentication portal page.
2. On the Illinois.gov portal page, click Public Account.
3. Click Create a new account.
4. Add your account information and click Register.
5. Click the link in the confirmation email. Note: The email link will only be valid for 24 hours.
6. Go to <https://grants.illinois.gov/portal>.
7. Click “Sign In Here”



Sign in with one of these accounts



Public Account



Partner Account



Employee Account



Sign in with your Public account

Sign in

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)

# SETTING UP ADDITIONAL AMPLIFUND ACCOUNTS

8. Log in with your newly created username and password.

9. On the Usage Terms and Conditions page, click Accept.

10. On the Associate Grantee page, add your organization's UEI number and click Submit.

11. Verify your organization and click Yes.

12. Your request to join your organization must be approved by administrator users before continuing.

13. Once approved, follow the Logging into AmpliFund for the instructions on slide 7.

**AmpliFund log-ins are the same as GATA Applicant Portal user log-ins. Be mindful who you are giving this access to within your organization. Only make accounts that are necessary for the submission of the application.**



Sign in with one of these accounts



Public Account



Partner Account



Employee Account

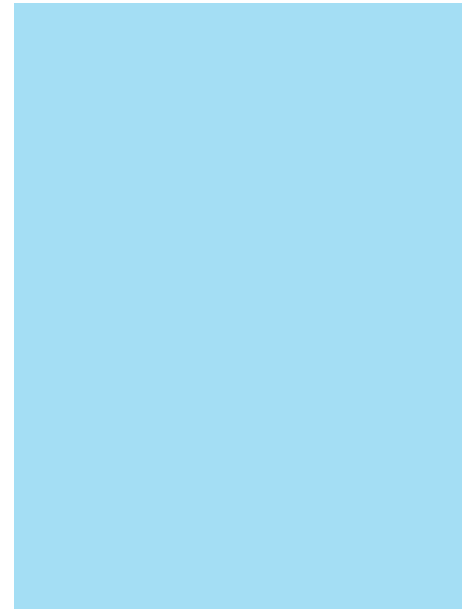


Sign in with your Public account

Sign in

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)



# USER ROLES AND WORKFLOW

All users tied to the organization can view and edit all open applications.

- Organization Administrator: can create, edit, delete, and withdraw applications; can edit accounts.
- Other types of users: depending on the role, can edit applications, view applications, and/or update their own account settings.

Important to Note:

- All users are initially defaulted to the Administrator role.
- Multiple users can work on an application at once. All must have individual GATA grantee portal credentials.
- It is strongly suggested not to work on the same form at once. You will overwrite the form.

# PRE-QUALIFICATION

Prior to applying for a Notice of Funding Opportunity (NOFO), log into the GATA Portal to check if all your registration statuses for your entity are marked as **Good**. Check that registrations (SAM.gov Account, Illinois Secretary of State) are not set to expire close to the **Pre-Qualification Deadline** listed on the NOFO.

## Pre-Qualification Status

Your organization is currently in good standing with all pre-qualification requirements.

Requirement	Status	Remediation
SAM.gov Account	Good	<a href="#">Help</a>
Federal Employer ID (FEIN)	Good	<a href="#">Help</a>
Federal Excluded Parties List	Good	<a href="#">Help</a>
Illinois Secretary of State	Good	<a href="#">Help</a>
Illinois Stop Payment List	Good	<a href="#">Help</a>
Illinois DHFS Sanction List	Good	<a href="#">Help</a>

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.

## Fiscal and Administrative Internal Controls Questionnaire (ICQ)

ICQ	State FY	Date Started	Date Submitted	Date Accepted
<a href="#">View</a>	2021	04-08-2020	04-13-2020	04-27-2020
<a href="#">View</a>	2017	09-20-2016	09-30-2016	10-05-2016

An ICQ is required for each state fiscal year your organization does business with the State of Illinois. For example, state FY 2018 which begins on 7/1/2017 and runs through 6/30/2018 requires an FY 2018 ICQ. Notifications when changes occur to an ICQ status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

# APPLYING FOR AND SAVING AN OPPORTUNITY

Once you have logged into AmpliFund, you can save opportunities, access in progress applications, and submit applications to IDOT.

Opportunities can be saved before submitting. Saved opportunities can be accessed by clicking the IDOT logo in the top-left corner of the Applicant Portal.

1. Re-copy the entire opportunity link, paste, and go to the web address listed in the Notice of Funding Opportunity (NOFO).
2. Review the Opportunity Details and Evaluation & Scoring tabs.
3. Once you review the Opportunity Details page, click Save.
4. If you would like to download the application as a PDF first, click Download. Note: This will download all components of the application. Keep in mind all of the information will need to be manually inserted in to AmpliFund in order to complete the application.
5. If you are ready to apply, click Apply.

State and Community Highway Safety/National Priority Safety Program; 25-0343-10 Non-Enforcement Program

Print

Help

Download

Apply

Opportunity Details

Evaluation & Scoring

Opportunity Information

# APPLYING FOR AND SAVING AN OPPORTUNITY

A downloaded application allows you to give pieces of the application to those individuals responsible for completing them (e.g., CFO can complete the Budget template, Program Director can work on the proposal, etc.). **Keep in mind, all information will have to be manually inputted in Amplifund once completed.**

You can save your inputted information along the way so that you don't have to complete the application in one sitting.

State and Community Highway Safety/National Priority Safety Program; 25-0343-10 Non-Enforcement Program

Print

Help

Download

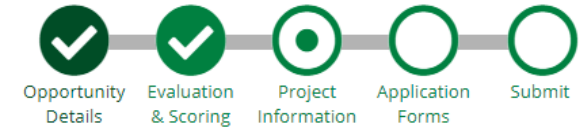
Apply

Opportunity Details

Evaluation & Scoring

Opportunity Information

# PROJECT INFORMATION FORM



Once you click apply you will be brought to the Project Information page. Add your application information and primary contact information on the Project Information page.

1. **Application Name** - If your agency is submitting more than one application be sure to differentiate between the two applications.

**USE THE NAMING CONVENTION ESTABLISHED BELOW. → Agency Name – Program are you applying for – different project type if you are applying for more than one.**

Examples:

ABC Agency – Injury Prevention - Teen Project,

ABC Agency – Injury Prevention – Distracted Driving Project,

ABC Agency – RTSRC Region 1.

2. **Award Requested** - This must match the award amount in your budget. At this point, you do not know the amount you plan to request. Put in an amount and adjust it later.

3. **Cash Match Contributions and In-Kind Match Contributions** - (the amount your organization is planning to contribute to the program with non-state funds) is not a requirement for IDOT grants nor will it influence scoring. \$0.00 is acceptable.

4. **Primary Contact Information** - add the application's primary contact information. The contact info entered will receive all communication regarding the status of the application once submitted. The information in this section defaults to the contact information provided by the user who started the application. Please update to the CEO, Executive Director, CFO, or the authorized official ultimately responsible for grant awards in the organization. Note: The email address will default to the public.external.illinois.gov email address. Remember to update.

5. **Mark as Complete and then Save and Continue** - Your information/application will not be shared with IDOT until you submit the application on the last step.

Note: If you receive this message "ERROR: This page contains invalid entries" double check if all required fields are filled out.



# APPLICATION FORMS

Each application will have **seven to nine forms**. They will all be listed in the forms section. To view and complete the form click on the form name. Remember to Mark as Complete, then Save and Continue as you complete the forms.










Once you click “Mark as Complete” and “Save and Continue” it will take you directly to the next form to be completed. And the status will change from New to Complete.

If you would like to go back to the list of forms, click the “Application Forms” circle at the top of the page.

The forms are designed to be completed in this order. You should not do them out of order.

Note: While in a form, clicking Download will download the full application packet. Clicking Print will download the individual form.

Forms Help Download Save & Continue

Name	Status	Print
2025 Local Agency Uniform Grant Application	New	
Affidavit of Disclosure of Conflicts of Interest	New	
2025 BSPE Non-Enforcement Proposal (Part 1)	New	
2025 BSPE Non-Enforcement Proposal (Part 2)	New	
2025 BSPE Non-Enforcement Proposal (Part 3)	New	
2025 BSPE Non-Enforcement Proposal (Part 4)	New	
2025 Local Agency Enforcement Programmatic Risk Assessment (PRA)	New	
2025 BSPE LOCAL NON-ENFORCEMENT AGENCY UNIFORM BUDGET GUIDANCE	New	
2025 BSPE LOCAL NON-ENFORCEMENT AGENCY UNIFORM BUDGET SUBMISSION	New	

1 - 9 of 9 items

Save & Continue

# UNIFORM GRANT APPLICATION FORM

- Refer to the GATA portal to help with this information. Discuss with financial staff to ensure it is correct.
- Please read what is being requested as wrong information may cause issues with reviewing your application.
- Different Payment Address – define if payment should be sent to another address than registered.
- When listing areas affected by the project, please list cities, counties, zip codes or “state-wide.”
- Legislative and congressional districts – **NOT REQUIRED**
- When entering the Description Title of Applicant’s Project, use the NOFO title.

# 2025 NON-ENFORCEMENT PROPOSAL (PART 1-3)

Depending on which NOFO you are applying for will dictate what proposal documents you will fill out. Non-Enforcement, Motorcycle Safety, Pedestrian and Bicycle, and Racial Profiling will be filling out the Non-Enforcement Proposal Parts 1-4.

The proposal documents are used explain the need for the project, the actions necessary to complete the project, and the impact the proposed project will create in Illinois.

## **Guidance on how to fill out the Proposal forms:**

1. Be sure to review the document in its entirety prior to completing.
2. **Narratives are extremely important.** Missing or incomplete narratives make proposals hard to review and can affect scoring and approval of the project.
3. **Narratives must be specific and explain rationale.** They should include data and background information where necessary.

# 2025 TRAFFIC RECORDS PROPOSAL (PART 1)

Traffic Records NOFO will have the Traffic Records Proposal form 1 and 2.

## **Guidance on how to fill out the Proposal form:**

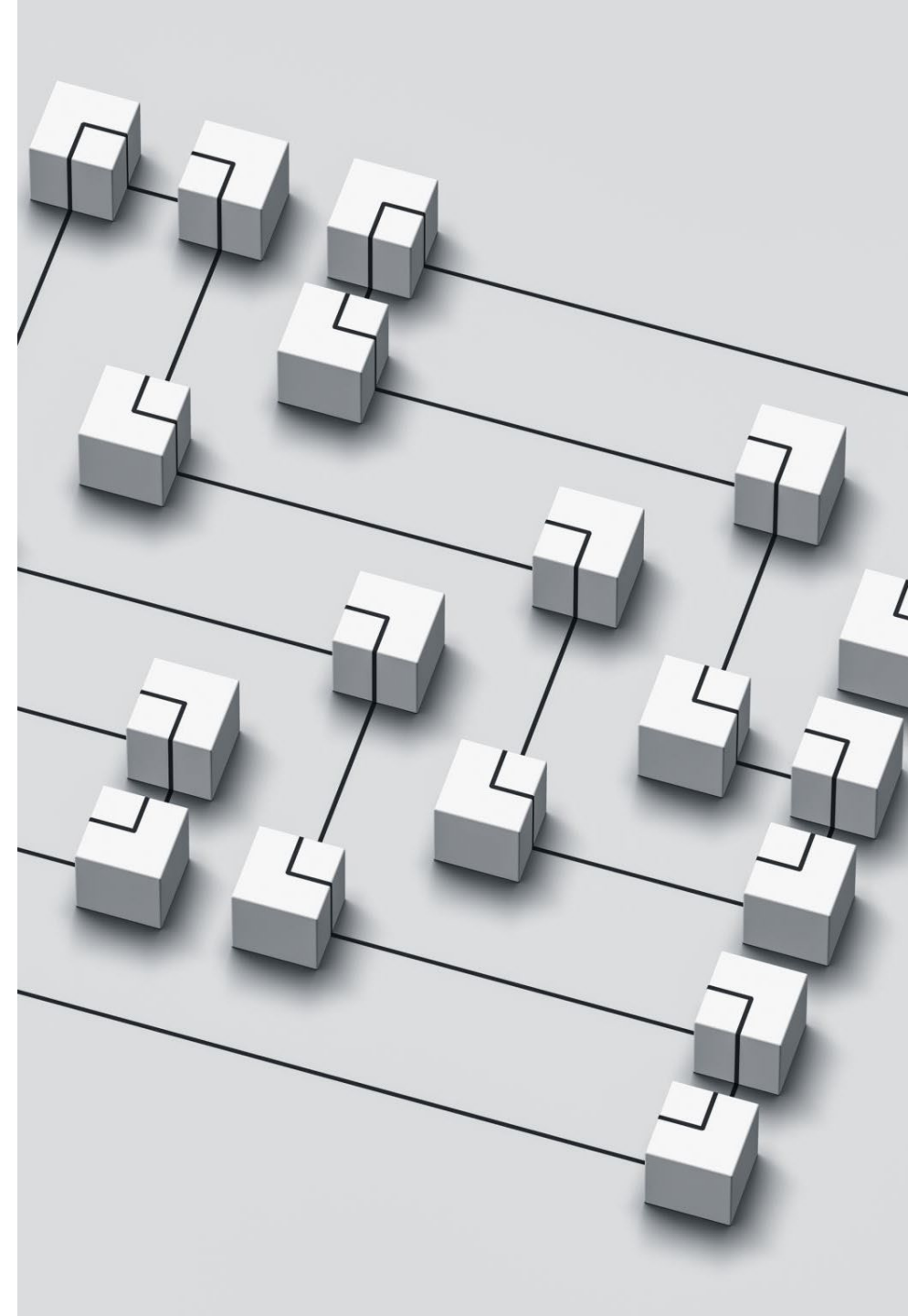
1. Be sure to review the document in its entirety prior to completing.
2. **Narratives are extremely important.** Missing or incomplete narratives make proposals hard to review and can affect scoring and approval of the project.
3. **Narratives must be specific and explain rationale.** They should include data and background information where necessary.
4. **Question 3**, be sure to show and explain a measurable improvement with an actual number or figure. This must be included in the proposal.
5. Space may be limited in certain areas. Please focus on putting the most important information in the form.

# 2025 PERFORMANCE PLAN — WHAT IS IT?

Proposal (Part 4) for Non-Enforcement and Proposal (Part 2) for Traffic Records will be the Performance Plan.

The performance plan is the main objectives, activities, and goals for your project. These objectives, activities, and goals will become the performance plan if you are selected to receive an award. These items will be reported monthly throughout the grant year to show your project's progress and impact.

Depending on the NOFO you will have to review the listing of Performance Plans in AmpliFund and pick the appropriate one for your application. Then you will download it, complete it, and upload it.



# 2025 PERFORMANCE PLAN – HOW TO COMPLETE IT?

There are two areas of the performance plan that will be filled out differently.

**1. IDOT established Performance items (above the yellow line)** – These are predetermined items based on the grant NOFO and/or type.

- In this area you may be required to fill out the number to be achieved and due date.
- If the box is prefilled in with NA then nothing is required. If the box is empty you are required to fill it in.
- If the item is not applicable to your application, place N/A in the box.
- Typically, the due date will be the end of the grant year – 9/30/2025

Goal Type*	Name*	Description	Question	Number To Be Achieved	Due Date
Numeric	Public Education/Awareness Campaigns	Amount of Public Education /Awareness Campaigns completed.			
Narrative	Location of Public Education/Awareness Campaigns	List where the campaigns were located.	What was the location of the campaign?	NA	NA
Numeric	Educational Booth/Display	Amount of Educational Booth/Displays completed.			
Narrative	Location of Educational Booth/Display	List where the events were located.	What was the location of the event?	NA	NA
Numeric	Individuals reached through education program, booth, and/or display	Amount of individuals reached through programs, booths, and displays.			
Numeric	Marketing materials (social media, website, etc.) promoted	Amount of marketing materials promoted.			





# 2025 PERFORMANCE PLAN EXAMPLES

## Example of the Numeric Goal

Goal Type – Numeric

Name – Car Seat inspections

Description – Amount of car seats our agency will check within a year.

Question – How many car seats were checked?

Number to be achieved – 500

Due Date – 9/30/2025

## Example of Narrative Goal

Goal Type - Narrative

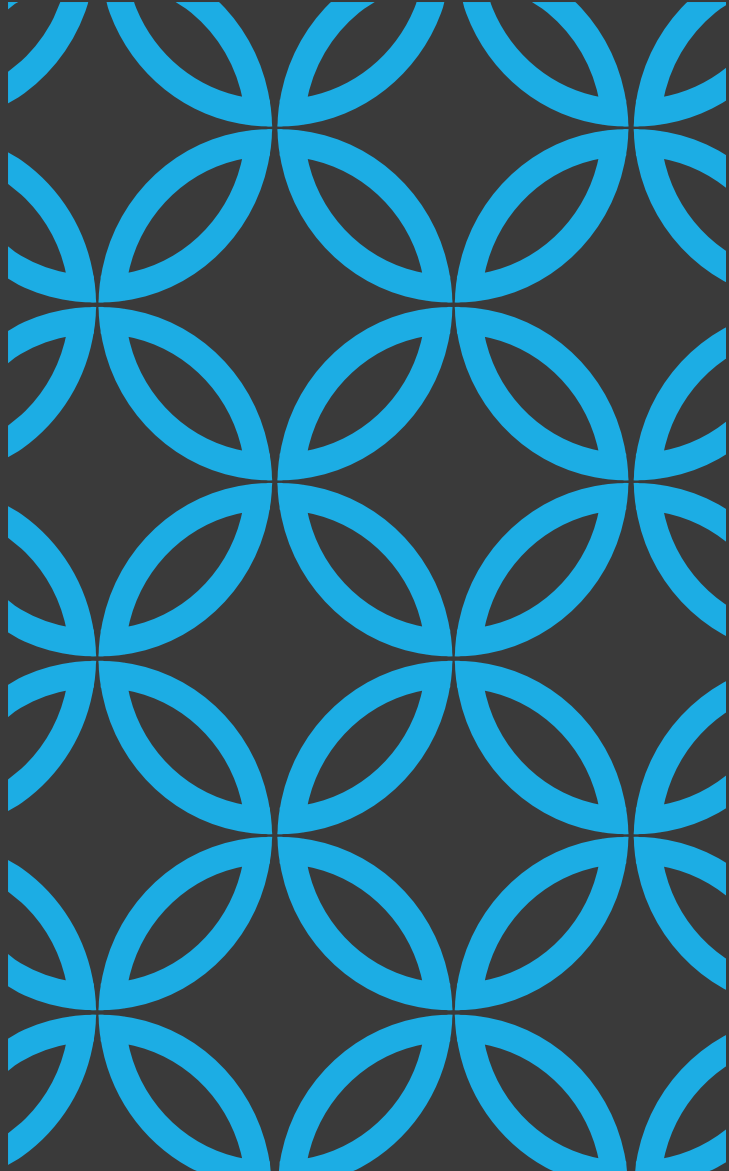
Name – Development of Teen Program

Description – Describe progress on the development of the teen program with tasks being completed and anticipated implementation date.

Question – What is the progress on the development of the teen program and when will it be delivered.

Number to be achieved – N/A

Due Date – 9/30/2025



# PROGRAMMATIC RISK ASSESSMENT (PRA) FORM

---

This is only for your awareness, but nothing is required of your agency.

# 2025 BSPE LOCAL NON-ENFORCEMENT AGENCY UNIFORM BUDGET GUIDANCE FORM

This form is used to inform the applicant of the requirements for the budget that will be filled out after all the forms are complete.

There is nothing that needs to be submitted on this form, but you must accept the acknowledgement at the bottom of the form.

Please take careful note of the information in this form as it will be needed when filling out the budget.

# 2025 BSPE LOCAL NON-ENFORCEMENT AGENCY UNIFORM BUDGET SUBMISSION FORM

Budgets will be done differently from last years application process.

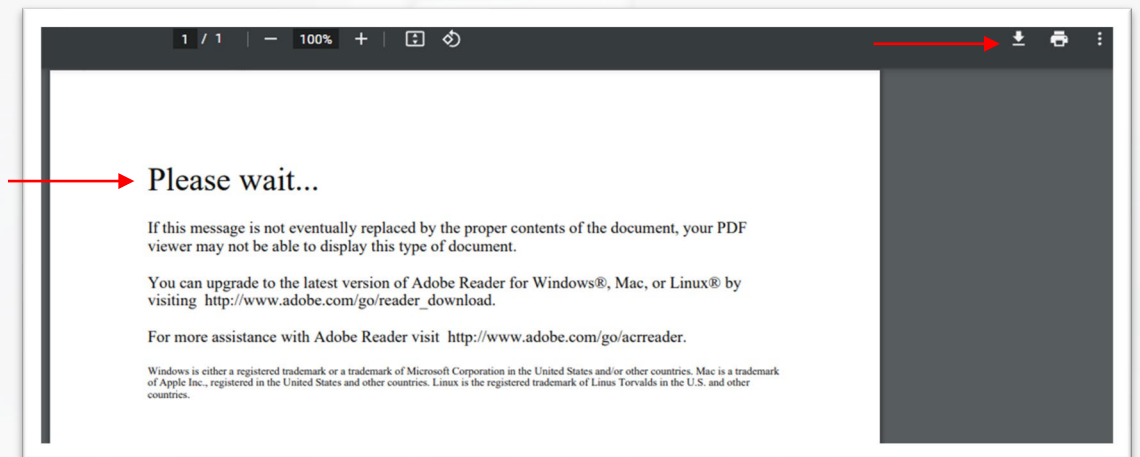
For 2025, you will be downloading a budget template, filling out the pdf budget, and then uploading it to this form.

**How to Download** – click the green text on the form and it should auto-download. You may receive the “Please wait...” message as seen below. If you do, click the download button the top right of the webpage to download it to your computer.

## Download Blank Budget Template

Depending on your browser, when you click on the budget template it may :  
computer.

Click on the green link below to download the blank Uniform Budget  
25-0343-10 Non-Enforcement Uniform Budget Updated.pdf



# FILLING OUT THE BUDGET

---

The downloaded budget has prepopulated information built in.

---

**Page 1** – Fill in Organization Name, UEI Number, and Total Expenditures for each budget expenditure category

---

**Page 2** – Fill out indirect cost information, if requesting

---

**Page 3** – Non-State Funds – Applicant contributions, if applicable

---

**Page 4** – Signatures – Fill out all fields on this page, excluding signatures as they are not needed in the application process

---

**Page 5** – FFATA – Fill out completely

# FILLING OUT THE BUDGET CATEGORIES

## Guidance on how and what to include in the Budget:

1. **Read Budget Category information** at the top of each page and fill out appropriately.
2. **Budget Narratives are extremely important.** When filling out the budget, make sure to **include a narrative for each budget item listed**. Everything requested needs a narrative. Missing narratives make budget items hard to review. Requested items that may be necessary for the project may be removed if no justification is provided.
3. The budget is required to **include clear narrative descriptions**. The narrative should explain **how costs were estimated AND justify the need for the cost**. The budget should be as concrete and specific as possible in the estimates. Make every effort to be realistic and to estimate costs accurately. A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
4. Read the project details in the NOFO as it may outline specific items that are or are not allowed for the specific project.

# 2025 BUDGET



The following slides will show examples and give some guidance on expectations of a correctly completed budget.



Reminder – “Award Requested” in the Project Information page must match the total State Requested amount on the uploaded Uniform Budget.



# PERSONNEL

## Full Time Grant Employee

**Full-time employees working 100 percent** of their time on the grant shall be paid a salaried or hourly rate based on your agencies accounting practices.

## Full Time Employee but Part Time on Grant

**Full-time employees** at your agency that **work a percentage** of their time on a grant shall be paid on an hourly rate and not a percentage of their overall salary. Percentages of time is no longer acceptable. Their wage should be the hourly rate and the basis should be hourly. Percent of time would be 100 percent and length of time would be the amount of hours requested. They must also be billed at an hourly rate if the grant is awarded.

## Hourly Employee

**Part-time employees** shall be paid on an hourly rate. Percentages of time is no longer acceptable. Their wage should be the hourly rate and the basis should be hourly. Percent of time would be 100 percent and length of time would be the amount of hours requested. They must also be billed at an hourly rate if the grant is awarded.

# PERSONNEL - EXAMPLE

## 1). Personnel (Salaries and Wages) (2 CFR 200.430)

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative space provided below. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects.

Name	Position	Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Length of Time	Personnel Cost	Add/Delete Row
John Smith	Assistant	\$35,000.00	Yearly <input type="text"/>	100 %	1	\$35,000.00	Add Delete
Jane Smith	Trainer	\$50.00	Hourly <input type="text"/>	100 %	50	\$2,500.00	Add Delete
State Total						\$37,500.00	
			<input type="text"/>	%			Add Delete
NON-State Total							
Total Personnel						\$37,500.00	

### Personnel Narrative (State):

John Smith is full time on the grant and will be designing educational platforms for teens. He will be working full time on the development and is salaried at \$35,000.

Jane Smith is a trainer that will be facilitating the teen program and will be conducting 50 classes at 1 hour each. We expect to pay \$50hr for her to facilitate.

### Personnel Narrative (Non-State): (i.e. "Match" or "Other Funding")

# FRINGE BENEFITS

## Guidance

1. Explain each fringe benefit cost in the narrative.
2. Show the percentage for each cost.
3. Use the sum of all percentages as the overall percentage to create the calculation.
4. Percentages in the “Rate” box will auto round.

# FRINGE BENEFITS - EXAMPLE

## 2). Fringe Benefits (2 CFR 200.431)

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in category (1) direct salaries and wages, and only for the percentage of time devoted to the project. Provide the fringe benefit rate used and a clear description of how the computation of fringe benefits was done. Provide both the annual (for multiyear awards) and total. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description. Elements that comprise fringe benefits should be indicated.

Name	Position(s)	Base	Rate (%)	Fringe Benefit Cost	Add/Delete Rows
John Smith	Assistant	\$35,000.00	7.65 %	\$2,677.50	Add Delete
John Smith	Assistant	\$35,000.00	10 %	\$3,500.00	Add Delete
Jane Smith	Trainer	\$2,500.00	7.65 %	\$191.25	Add Delete
State Total				\$6,368.75	
			%		Add Delete
Non-State Total					
Total Fringe Benefits				\$6,368.75	

### Fringe Benefits Narrative (State):

The current U.S. Federal Payroll Tax (FICA) rate is 7.65%. In order to provide health and dental benefits we calculated the cost to be 10% of John Smith's base rate salary. Part time staff does not receive health or dental benefits.

# TRAVEL

## Guidance

1. Be very specific about your travel expense.
2. All expenses need to be broken apart. Example - Do not include Hotel and Mileage costs together.
3. Only include costs for your agency staff in this section.
4. Out of State Travel is highly reviewed and must be essential to the program. Narrative must reflect the need.
5. Mileage rate is \$0.67 per mile. Budget form will round but the correct amount will calculate. Rate may change by the time the grant starts but the approved dollar amount will be the spending cap.
6. Explain all costs in the narrative.
7. Effective 1/1/24, State Travel reimbursement rates for lodging, mileage for automobile travel, as well as allowances for meals and per diem shall be set at the maximum rates established by the federal government for travel expenses.

# TRAVEL - EXAMPLE

GATA Uniform Budget Template (03.30.23).pdf - Adobe Acrobat Pro (64-bit)

File Edit View E-Sign Window Help

Home Tools GATA Uniform Bud... x



## State of Illinois UNIFORM GRANT BUDGET TEMPLATE

### 3). Travel (2 CFR 200.474)

Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project. In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of Travel Policies applied, Applicant or State of Illinois Travel Regulations. NOTE: Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the "Miscellaneous" category.

Purpose of Travel/Items	Location	Cost Rate	Basis	Quantity	Number of Trips	Travel Cost	Add/Delete Row
Teen Trainings at schools	Various	\$0.67	miles	50	50	\$1,662.50	Add Delete
Hotel for school trainings	Various	\$85.00	each	1	20	\$1,700.00	Add Delete
State Total						\$3,362.50	
NON-State Total							Add Delete
Total Travel						\$3,362.50	

Travel Narrative (State):  
Mileage is for grant staff to travel to facilitate trainings. Based on current state rate of mileage. Base rate is the standard Illinois hotel rate. We are requesting 20 trips that would require a hotel room. Base rate is the standard Illinois hotel rate.

Travel Narrative (Non-State): (i.e. e "Match" of "Other Funding")

Search tools

- Create PDF
- Combine Files
- Edit PDF
- Fill & Sign
- Export PDF
- Organize Pages
- Send for Comments
- Comment
- Scan & OCR
- Protect
- Stamp
- More Tools

**Get e-signatures fast**  
Send PDFs for signing.  
Recipients sign online for free.  
[Request E-signatures](#)

# EQUIPMENT

## Guidance

1. Be sure to read the definition of equipment and make sure it meets the requirement.
2. Be specific and give rationale for costs in the narrative.

Example - Do not put “Training Equipment - \$1,800.00” with no explanation or justification. It will be denied.

3. Explain in the narrative where the equipment will be used and how it will be distributed.
4. Anything over \$5,000 also needs to have additional approval for our federal oversight agency.

# EQUIPMENT - EXAMPLE

## 4). Equipment (2 CFR 200.439)

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. 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" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Quantity	Cost Per Item	Equipment Cost	Add/Delete Rows
Mobile training center	1	\$4,000.00	\$4,000.00	Add Delete
State Total			\$4,000.00	
				Add Delete
Non-State Total				
Total Equipment			\$4,000.00	

### Equipment Narrative (State):

The mobile training center is a all in one unit that is used for educational events and drivers education instruction. This training center includes a trailer that is wired for an interactive experience for teens to show the negative impacts of poor driving practices. This will provide information for 30 minutes of the 60 min presentation. This will be used at all 50 events our program will be putting on and will impact roughly 1000 students.



# SUPPLIES

## Guidance

1. Be sure to read the definition of supplies and make sure it meets the requirement.
2. Be specific and give rationale for costs in the narrative.

Example - Do not put “Office Supplies - \$300.00” with no explanation or justification. It will be denied. It should say something like \$100 for printer paper, \$100 for misc. pens, pencils, staples, paperclips, and other general desk items, and \$100 for printer ink.

3. Explain in the narrative where supplies will be used and how it will be distributed.

# SUPPLIES - EXAMPLE

## 5). Supplies (2 CFR 200.94)

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Quantity/Duration	Cost Per Item	Supplies Cost	Add/Delete Rows
Laptop for Assistant	1	\$600.00	\$600.00	Add Delete
Office supplies	1	\$300.00	\$300.00	Add Delete
State Total			\$900.00	
				Add Delete
Non-State Total				
Total Supplies			\$900.00	

### Supplies Narrative (State):

Laptop to use in the development of the content for the program. It will also be used to complete all reporting and required documents.

Office Supplies - \$100 for printer paper, \$100 for misc pens, pencils, staples, paperclips, and other general desk items, and \$100 for printer ink.

# CONTRACTUAL SERV. AND SUBAWARDS

## Guidance

1. Contracts and Subawards need itemized costs so that the review team can understand and ensure the costs are allowable and reasonable.
2. Narratives are very important to explain these costs and breakout specifics.
3. Contracts and Subawards agreements must be submitted to IDOT if awarded. They shall meet all NHTSA and IDOT requirements.
4. Example of what not to do – Name - Class Presentation, Direct Cost - \$3,000, Narrative – To give presentations at schools.
5. Only \$25,000 of each subaward or contract can be included in Indirect Costs.

When reviewing this example, it would be denied. We do not have enough information to approve the cost. Is it to pay for a limo to drive this person around or is to pay this person to give presentations? Without a clear narrative we can only speculate what it is and will deny it.

# CONSULTANT SERVICES AND EXPENSES

## Guidance

1. Consultant services and expenses need itemized costs so that the review team can understand and ensure the costs are allowable and reasonable.
2. Narratives are very important to explain these costs.
3. Narratives must also indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions Policy is used.
4. Consultant services and expenses must breakout and explain any travel, meals, lodging, etc. in addition to their fees.
5. The more information the better.

# OCCUPANCY

## Guidance

1. These costs need to be descriptive and show the need for facility/utilities.
2. Must explain how the amounts were projected for rent and utilities.
3. If basing any costs off square footage, it must be well explained and defined in the narrative.

# RESEARCH AND DEVELOPMENT

## Guidance

1. These costs need to be descriptive and show the need for research and development.
2. Costs need to be itemized costs so that the review team can understand and ensure the costs are allowable and reasonable.
3. Narratives are very important to explain these costs.

# TELECOMMUNICATIONS

## Guidance

1. These costs need to be descriptive and show need.
2. Costs need to be itemized so that the review team can understand and ensure they are allowable and reasonable.
3. Narratives are very important to explain these costs.
4. No Personal Phone use can be reimbursed.

# TELECOMMUNICATIONS - EXAMPLE

## 11). Telecommunications

List items and descriptions by major type and the basis of the computation. Explain how telecommunication expenses are allocated for distribution as an expense to a program/service. NOTE: This budgetary line item is to be used for direct program telecommunications, all other indirect or administrative telecommunication costs should be listed in the indirect expense section of the Budget worksheet and narrative.

Description	Quantity	Basis	Cost	Length of Time	Telecommunications Cost	Add/Delete Row
Office Phone Line	1	monthly	\$65.00	12	\$780.00	Add Delete
State Total					\$780.00	
						Add Delete
NON-State Total						
Total Telecommunications					\$780.00	

Telecommunications Narrative (State):

Office phone for school contacts and for schools to be able to request program.



# TRAINING AND EDUCATION

## Guidance

1. This area is for agency staff only. Trainings for outside people are to be listed in the *Other* or *Miscellaneous Costs* budget category.
2. These costs need to be descriptive and show the need for training and education.
3. Costs need to be itemized costs so that the review team can understand and ensure the costs are allowable and reasonable.
4. Narratives are very important to explain these costs.

# TRAINING AND EDUCATION

## 12). Training and Education (2 CFR 200.472)

Describe the training and education cost associated with employee development. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized below.

Description	Quantity	Basis	Cost	Length of Time	Training and Education Cost	Add/Delete Row
Education Development Course for Mr. Smith	1	each	\$3,000.00	1	\$3,000.00	Add Delete
						Add Delete
State Total					\$3,000.00	
						Add Delete
NON-State Total						
Total Training and Education					\$3,000.00	

Training and Education Narrative (State):

Training course for Mr. Smith to attend virtually to be able to develop content under the new tech platform needed for the program development.

# DIRECT ADMINISTRATIVE COSTS

## Guidance

1. Read carefully the criteria for this category. Not many agencies will be able to use this category.
2. These costs need to be descriptive and show the need.
3. Costs need to be itemized costs so that the review team can understand and ensure the costs are allowable and reasonable.
4. Narratives are very important to explain these costs.

# OTHER AND MISCELLANEOUS COSTS

## Guidance

1. This category is for items that don't really fit in other categories. Typically for items such as Printing, Memberships, subscriptions, and trainings for people outside of your agency.
2. Read the category narrative for a clear description of what belongs in this category.
3. Must be descriptive and show need.
4. Costs need to be itemized costs so that the review team can understand and ensure the costs are allowable and reasonable.
5. Narratives are very important to explain these costs.

# OTHER OR MISCELLANEOUS COSTS

## 14). Other or Miscellaneous Costs

This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (e.g., Printing, Memberships & subscription recruiting costs, etc.)

Description	Quantity	Basis	Cost	Length of Time	Other or Miscellaneous Cost	Add/Delete Row
Printing services for education materials	1,000	each	\$0.50	1	\$500.00	Add Delete
State Total					\$500.00	
						Add Delete
NON-State Total						
Total Other or Miscellaneous Costs					\$500.00	

### Other or Miscellaneous Costs Narrative (State):

Printing materials for the educational program to include with the classroom portion of the training. This material will explain safe driving practices. These materials are needed to be used as a source for reference if a teen has follow up questions or needs to reference the materials at a later point.

# INDIRECT COST

## Guidance

1. Use the current approved rate, or the most recently approved rate, if a new rate is not approved.
2. There should be one line item for each budget category that is eligible for indirect costs.

For Instance – Your agency has personnel, fringe benefits, and travel in your budget that are eligible for indirect costs. You should have three separate line items under indirect costs for each total. See the image.

3. Equipment is not to be included.
4. Only \$25,000 per line in subawards and contractual is eligible.

# INDIRECT COST

## 16). Indirect Cost (2 CFR 200.414)

Provide the most recent indirect cost rate agreement information with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s). After the amount of indirect costs is determined for the program, a breakdown of the indirect costs should be provided in the budget worksheet and narrative below.

Description	Base	Rate	Indirect Cost	Add/Delete Rows
Personnel	37,500	\$0.10	\$3,750.00	Add Delete
Fringe	6,369	\$0.10	\$636.88	Add Delete
Travel	3,162	\$0.10	\$316.25	Add Delete
Supplies	900	\$0.10	\$90.00	Add Delete
Telecommunications	780	\$0.10	\$78.00	Add Delete
Training and Education	3,000	\$0.10	\$300.00	Add Delete
Other or Misc Costs	500	\$0.10	\$50.00	Add Delete
State Total			\$5,221.13	
				Add Delete
Non-State Total				
Total Indirect Costs			\$5,221.13	

Indirect Costs Narrative (State):

IDC rate is 10%

# 2025 BUDGET - COMPLETE

## Guidance

1. **NO SIGNATURES ARE REQUIRED.** The budget will be signed if and when the agreement is executed.
2. **Fill out the final budget category dollar amounts on Page 1 to match page 22.**
3. **Save budget.**



# 2025 BSPE LOCAL NON-ENFORCEMENT AGENCY UNIFORM BUDGET SUBMISSION FORM

Now that the budget is complete, **you must go back into AmpliFund and adjust your “Award Requested”** amount in the Project Information page to match this total.

**How to Upload** – Go to “2025 BSPE Local Non-Enforcement Agency Uniform Budget Submission” form, click choose file and attach the budget. You will be uploading it to this form to complete your application.

**Make sure the budget is still in an editable format and not a flattened PDF. If it is, it will be sent back to the applicant to reupload an editable version.**

Now upload the final budget into AmpliFund.

Mark as Complete and Save

Upload Completed Budget Template

Click on the button below to select and upload your corr

Choose File



# RETURNING TO A PARTIALLY SAVED APPLICATION

Saved and submitted applications can be viewed on the Applications list. The Applications list will become your new landing page when you log-in once an application has been started/submitted.

If you mistakenly navigate away from your current application to your homepage, click on the AmpliFund logo in the top left corner to return to the Applications list. If you are in one IDOT application and would like to work on another, click on the IDOT logo in the top left corner to return to the Applications list to choose another application you have already begun.



# REVIEWING AND SUBMITTING THE APPLICATION

Once all required fields and sections have been completed, your application can be submitted to IDOT.

You can download your application and its materials for review before submitting. Reviewing your application will download a PDF packet of the project information, forms, downloads, and uploads.

1. Open the application.
2. Navigate to the Submit page.
3. Click Review.

**You cannot edit an application once it has been submitted.**

A rectangular button with a thin grey border. On the left is a download icon (a square with a downward arrow). To the right of the icon is the text "Review" in a grey, sans-serif font.

Review

A solid green rectangular button with the text "Submit" in white, bold, sans-serif font.

Submit

# REVIEWING AND SUBMITTING THE APPLICATION

All forms must be marked as complete to submit an application.

1. Open the application.
2. Navigate to the Submit page.
3. Click Submit.

If any required forms or fields are missing, you will not be able to submit the application and you will receive an error message.

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!



# REVIEWING AND SUBMITTING THE APPLICATION

If you have completed all forms and fields, you will receive a success message.



## 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.



 Application

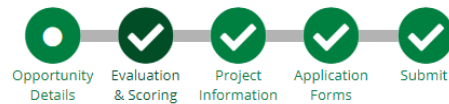
Exit

# WITHDRAWING A SUBMITTED APPLICATION

After you have submitted your application, you may withdraw your application at any time.

1. Click Applications.
2. Click the submitted application name.
3. Click Withdraw.

You cannot edit an application once it has been submitted. **If you'd like to change something in your previously submitted application, you must withdraw the application and begin a new one for the same opportunity.** Only Administrators may withdraw an application.



## Withdraw Application

Are you sure that you would like to withdraw the submitted application?

Once an application has been withdrawn it cannot be resubmitted.

Withdraw

# DELETING AN APPLICATION

---

You may delete an application that has not yet been submitted. Once deleted, that application will no longer be retrievable.

---

1. Click Applications.

---

2. Click the trash icon next to an application name.

---

3. In the confirmation pop-up window, click Delete.

# REVIEWING APPLICATION STATUS



Submission Status:



On the Applications page you can see the Submission Status of all of your entity's applications.



# APPLICATION NOTIFICATIONS

Applicants will receive an automatic email from AmpliFund when an application has been submitted on behalf of their organization.

Notification from AmpliFund will be sent when the application is approved or denied. **Please do not expect this information until July or August.**

If it is to be awarded, the entity will receive an AmpliFund email that the status of the application has been updated to Approved.

If denied, the entity will receive an AmpliFund email that the status of the application has been updated to Rejected.

All AmpliFund notifications will go to the Primary Contact email address listed on the Project Information form. All IDOT notifications will go to contacts listed in the GATA Grantee Portal.