



# AMPLIFUND APPLICATION GUIDE

Updated 4/2/2022

# 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, walkthrough 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/transportation-safety/safety-grants/apply.html>

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://omb.illinois.gov/Apps/GATA/CSFA/Programs.aspx>

## ILLINOIS TRAFFIC SAFETY GRANTS



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### 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

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### 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 the grant award your entity is interested in.

This will include the following information: opportunity information, funding information, award information, submission information, question submission information, technical assistance session (if applicable), eligibility information, and award administration information. See example below.

## 26-0343-01 State Agency Enforcement Program

### Opportunity Information

CSFA Number ⓘ 494-10-0343

CSFA Popular Name NHTSA Section 402, Section 405, and 1906 funds and State of Illinois funds

Title 26-0343-01 State Agency Enforcement Program

# EVALUATION & SCORING

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

## 26-0343-01 State Agency Enforcement Program

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

### Criteria

- 1) Problem Identification – 10%
- 2) Illinois Strategic Highway Safety Plan – 5%
- 3) Enforcement Focus – 10%
- 4) Illinois Traffic Stop Study – 5%
- 5) Location of Planned Enforcement – 20%
- 6) Planned Activity – 15%
- 7) Personnel – 20%
- 8) Additional Activities – 10%
- 9) Risk Assessment – 5%

### 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. Applicant 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.

[Save](#)

# LOG INTO AMPLIFUND

In order to login, the person logging in must already be registered in the GATA Applicant Portal. Persons who have 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
- Apple Safari

# 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

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	

- Activity
- Contacts
- Research
- Grant Management
- Award Management
- Fund Management
- Project Management
- Reports
- Documents
- Knowledge Center
- Administration

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

Having log-in issues? Email [Aaron.Link@Illinois.gov](mailto:Aaron.Link@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 DUNS 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.

**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 absolutely 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. Then click Next to review the Evaluation & Scoring page.
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 except for the Budget Template. You'll be able to download the Budget Template once you click Apply.
5. If you are ready to apply, click Apply.

26-0343-10 Non-Enforcement Safety Program

Print

Help

Download

Save

Apply

Opportunity Details

Evaluation & Scoring

Opportunity Information

# APPLYING FOR AND SAVING AN OPPORTUNITY

You may download the application after you've clicked Apply. This allows you to give pieces of the application to those individuals responsible for completing them (e.g., CFO can complete the Budget template and Programmatic Risk Assessment, Program Director can work on the proposal, etc.). Once all are completed and you are ready to submit, copy and paste and/or upload the information into all the required areas.

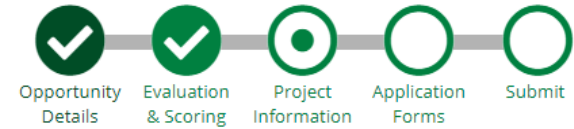
26-0343-10 Non-Enforcement Safety Program

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

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

[Opportunity Information](#)

# PROJECT INFORMATION FORM



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

1. **Application Name** - type in your organization's name and grant applying for. If your agency is submitting more than one application be sure to differentiate between the two applications.

Examples:

ABC Agency – Traffic Records,

ABC Agency – Enforcement,

ABC Agency – Non-enforcement.

3. **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.

4. 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 influence scoring. \$0.00 is acceptable.

5. In the Primary Contact Information section, 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.

6. Once completed click 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.

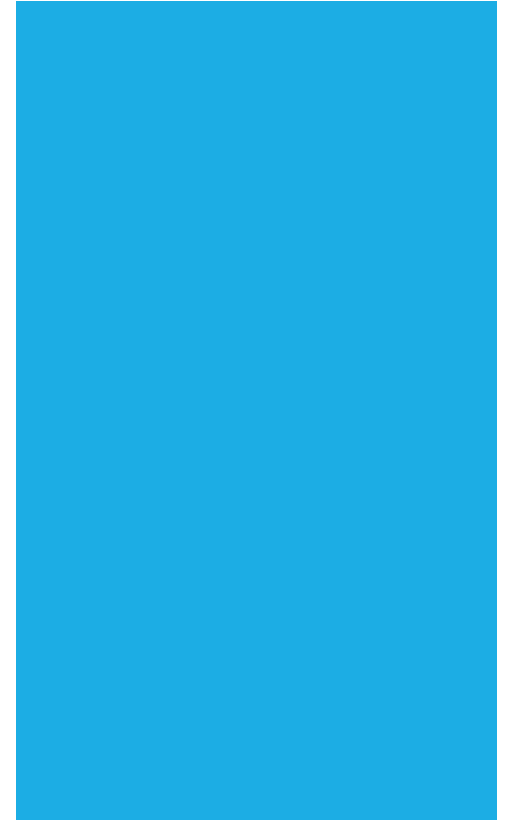
Note: If you receive this message "ERROR: This page contains invalid entries" double check if all required fields are filled out.

# APPLICATION FORMS

Each IDOT application will have four to six forms depending on the NOFO. 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 progress through the forms.

Those forms marked as complete will have a white checkmark. Those in progress will have a small white circle.

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





# UNIFORM GRANT APPLICATION FORM

Complete all required fields.

- When listing areas affected by the project, please list cities, counties, zip codes or “state-wide.”

- Look up legislative and congressional districts using zip codes online.

- When entering the Description Title of Applicant’s Project, use the NOFO title.

- Remember to read to Applicant Certification and click “I agree” if you do.

# AFFIDAVIT OF DISCLOSURE OF CONFLICTS OF INTEREST FORM

Complete all required fields.

- Read the questions carefully.

- If there is a conflict of interest, two boxes will appear when yes is selected.

- Both boxes must be filled out if yes is selected.

- Remember to read to Submittal Verification and click the box.

# 2026 NON-ENFORCEMENT PROPOSAL

Depending on which NOFO you are applying for will dictate what proposal documents you will fill out. Non-Enforcement and Racial Profiling will be filling out the Non-Enforcement Proposal Parts 1-3. You will not see the other forms in your application.

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.
4. Space may be limited in certain areas. Please focus on putting the most important information in the form. For instance, Program Implementation only has spots for ten activities. – only put the most important activities.

# 2026 ENFORCEMENT PROPOSAL

The Enforcement proposal will only be one part.

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.
4. Space may be limited in certain areas. Please focus on putting the most important information in the form. For instance, Program Implementation only has spots for ten activities. – only put the most important/relevant activities.

# 2026 TRAFFIC RECORDS PROPOSAL

Traffic Records will have the Traffic Records Proposal form.

## **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.

# BUDGET 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.



# BUDGET FORM

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

1. **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 but may be removed if no justification is provided.
2. 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.
3. Read your project details in the NOFO as it may outline specifics items that are or are not allowed for the specific project.

# BUDGET

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

Reminder – “Award Requested” in Program Information page must match amount in the section to submit application.

## 24-0343-01 State Agency Non-Enforcement Safety Program



### Project Information

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

#### Application Information

Application Name\*  ✓

Pre-Qualification Status

#### How much are you requesting from the funder?

Award Requested\*



# 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 based on that percentage. Percentage of time must be a round number like 50%.

## 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.

# BUDGET - PERSONNEL

## Full Time Grant Employee

Jane Doe

### Budget Item Information

Category	1. Personnel (Salaries and Wages)
	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. Personnel cannot exceed 100% of their time on all active projects.
Item Type	Personnel
Name*	Jane Doe
Position*	Distracted Driving Program Coordinator
Salary Amount*	\$33,500.00
Basis	Yearly
% of Time*	100.00%
Length of Time*	1.00
Direct Cost	\$33,500.00
Non-Grant Funded	No
Total Budgeted	\$33,500.00
Narrative	This person will be responsible for developing and implementing a distracted driving program at Illinois High Schools. This person will give presentation at high schools and and develop trainers that can carry the program on the program. This person will focus on 25 schools and plans to impact 3500 students through this program in 2023.

## Hourly employee

John Doe

### Budget Item Information

Category	1. Personnel (Salaries and Wages)
	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. Personnel cannot exceed 100% of their time on all active projects.
Item Type	Personnel
Name*	John Doe
Position*	Administrator
Salary Amount*	\$25.00
Basis	Hourly
% of Time*	100.00%
Length of Time*	416.00
Direct Cost	\$10,400.00
Non-Grant Funded	No
Total Budgeted	\$10,400.00
Narrative	This positions will oversee the administration of the grant and implementation of the projects. This person will handle the submittal of claims and financial documentation and develop new traffic safety strategies and programs for the agency. This person will work for 416 hours this year. This is at an anticipated 8 hours a week for 52 weeks.

# BUDGET — 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.

## Example

Jane Doe

### Budget Item Information

Category 2. Fringe Benefits

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.

Item Type Non-Personnel

Name\* Jane Doe

Position\* Distracted Driving Program Coordinator

Base\* \$33,500.00

Rate\* 16.00%

Direct Cost \$5,242.75

Non-Grant Funded No

Total Budgeted \$5,242.75

Narrative FICA = 7.65% Unemployment Insurance = 2% Workers Compensation = 2% Health Insurance = 2% Retirement Benefits = 2% Total = 15.65

# BUDGET — 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 for \$0.60 per mile.
6. Explain all costs in the narrative.

## Example

### Staff Mileage

#### Budget Item Information

Category	3. Travel
	For training projects, show the number of trainees and unit cost involved. Travel and meals for trainees should be listed separately. 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.
Item Type	Non-Personnel
Name*	Staff Mileage
Description*	Mileage staff will use to complete project tasks
Cost Rate*	\$0.59
Basis	per mile
Quantity*	19
Number of Trips*	20
Direct Cost	\$224.20
Non-Grant Funded	No
Total Budgeted	\$224.20
Narrative	Mileage is needed to drive to the different school where the distracted driving program is going to be presented. We expect it to be an average of 19 miles per trip and 20 trips. 380 total miles.

# BUDGET — EQUIPMENT AND SUPPLIES

## Guidance

1. Be specific and give rationale for costs in the narrative. Example - Do not put “Office Supplies - \$600.00” with no explanation or justification. It will be denied.
2. Explain in the narrative where they are going to be used and how they will be distributed.

## Example

### Jump Drive 2gb

#### Budget Item Information

Category 5. Supplies

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

Item Type Non-Personnel

Name\* Jump Drive 2gb

Cost Rate\* \$6.00

Quantity\* 100

Direct Cost \$600.00

Non-Grant Funded No

Total Budgeted \$600.00

Narrative 2gb jump drives will be downloaded with safety training materials for child passenger safety technicians to ensure they are up to date on all training standards. These 100 drives will be given out at CPS training courses. 10 course with 10 students each.

# BUDGET — 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 and must meet all NHTSA and IDOT requirements to be reimbursed.
4. Example of what not to do – Name - Class Presentation, Direct Cost - \$3,000, Narrative – To give presentations at schools.

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.

## Example

### Child Passenger Safety Instructor

#### Budget Item Information

Category	6. Contractual Services & Subawards
	Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole contracts in excess of \$150,000 (See 2 CFR 200.88). NOTE : this budget category may include subawards. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project. Please also note the differences between subaward, contract, and contractor (vendor):1) Subaward (200.92) means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal/State award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal/State program.2) Contract (200.22) means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.3) "Vendor" or "Contractor" is generally a dealer, distributor or other seller that provides supplies, expendable materials, or data processing services in support of the project activities.
Item Type	Non-Personnel
Name*	Child Passenger Safety Instructor
Direct Cost*	\$1,000.00
Non-Grant Funded	No
Total Budgeted	\$1,000.00
Narrative	This contractual service will be used to pay an individual \$1,000 to conduct a Child Passenger Safety Technician course to certify 12 technicians. These costs will be personnel only costs.

# BUDGET — 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.

## Example

### Mr. Moon

#### Budget Item Information

Category	7. Consultant Services and Expenses
	Consultant Services (Fees):For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.Consultant Expenses:List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)
Item Type	Non-Personnel
Fees or Expenses	Fees
Name*	Mr. Moon
Description*	CPS Instructor Class
Cost Rate*	\$50.00
Basis	Hourly
Quantity*	12
Direct Cost	\$600.00
Non-Grant Funded	No
Total Budgeted	\$600.00
Narrative	Mr. Moon will be providing CPS technician course training. He will be conducting two six hour courses. he will be only paid his hourly rate of \$50.00 for this service.

# BUDGET — 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.

## Example

### 123 Main Street Office Rental

#### Budget Item Information

Category 9. Occupancy (Rent and Utilities)

List items and descriptions by major type and the basis of the computation. NOTE: This budgetary line item is to be used for direct program rent and utilities, all other indirect or administrative occupancy costs should be listed in the indirect expense section of the Budget worksheet and narrative. Maintenance and repair costs may be included here if directly allocated to program.

Item Type Non-Personnel

Name\* 123 Main Street Office Rental

Cost Rate\* \$500.00

Basis monthly

Quantity\* 12

Length of Time\* 1.00

Direct Cost \$6,000.00

Non-Grant Funded No

Total Budgeted \$6,000.00

Narrative The office rental for our office is \$500.00 per month for 12 months. This office is necessary to provide our services to the member of the community. We have 100 people a month come into our office and it is a vital part of our program.



# BUDGET — 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.

## Example

### Program Effectiveness Study

#### Budget Item Information

Category	10. Research and Development (R&D)
	All research activities, both basic and applied, and all development activities that are performed by non-Federal entities directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. Consult with the program office before budgeting funds in this category.
Item Type	Non-Personnel
Name*	Program Effectiveness Study
Description*	Evaluation of the current program to show benefits and impact.
Direct Cost*	\$5,000.00
Non-Grant Funded	No
Total Budgeted	\$5,000.00
Narrative	This study will be used to gauge the effectiveness of our traffic safety program in order to make it more effective and ensure we are reaching the desired results to improve highway safety in Illinois. This study will sample our past trainings and interview attendees to achieve results. We will then use these results to adjust our program to be more impactful and effective to our target audience. The cost are made up of an overall hourly rate of \$100/hr and 50 hours of evaluation.

# BUDGET — TELECOMMUNICATIONS

## Guidance

1. These costs need to be descriptive and show the need for telecommunications.
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.
4. No Personal Phone use can be reimbursed.

## Example

### Office Land Line

#### Budget Item Information

Category	11. Telecommunications
	List items and descriptions by major type and the basis of the computation. 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.
Item Type	Non-Personnel
Name*	Office Land Line
Cost Rate*	\$25.00
Basis	monthly
Quantity*	12
Length of Time*	1.00
Direct Cost	\$300.00
Non-Grant Funded	No
Total Budgeted	\$300.00
Narrative	Our office requires a land line because we receive over 200 call per month and make over 500 calls to community member. This is a necessity for our office to function. We estimate the cost to be \$25 a month for 12 month for a total cost of \$300.

# BUDGET — TRAINING AND EDUCATION

## Guidance

1. This area is for agency staff only. Trainings for outside people are to be listed in the Other and Miscellaneous 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.

## Example

### Child Passenger Safety Technician Certification

#### Budget Item Information

Category	12. Training and Education
	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.
Item Type	Non-Personnel
Name*	Child Passenger Safety Technician Certification
Cost Rate*	\$55.00
Basis	1
Quantity*	5
Length of Time*	1.00
Direct Cost	\$275.00
Non-Grant Funded	No
Total Budgeted	\$275.00
Narrative	All member of our office are CPS technicians and need to renew our CPS technician certification. The cost is \$55.00 a person for a total cost of \$275.00. This is done annually.

# BUDGET — DIRECT ADMINISTRATION 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.

## Example

No relevant example available.

# BUDGET — OTHER AND MISCELLANEOUS

## 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.

## Example

### CPS Technician Training

#### Budget Item Information

Category	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 if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (e.g., Printing, Memberships & subscriptions, recruiting costs, etc.)
Item Type	Non-Personnel
Name*	CPS Technician Training
Cost Rate*	\$95.00
Basis	each
Quantity*	20
Length of Time*	1.00
Direct Cost	\$1,900.00
Non-Grant Funded	No
Total Budgeted	\$1,900.00
Narrative	Our agency plans on training 20 cps technicians at local fire departments in this grant year. It will cost \$95 per person to pay for the training.

# BUDGET — INDIRECT COST

## Guidance

Due to Rules contained in the State Finance Act, IDOT can only pay for direct grant related expenses on behalf of the State Agency. IDOT cannot pay for indirect costs and cannot pay the State Agency directly for expenditures.

# BUDGET - COMPLETE

## Guidance

1. Here is an image of what a completed budget would look like.
2. In this sample budget we stated that they were only eligible for indirect costs for personnel, fringe, and travel.
3. You can not go back and adjust your “Award Requested” in the Project Information page.
4. The totals balance out from Award requested and Total Expense Budget Cost and show a “Total Overall Budget Cost of \$0.00”.
5. Now you are ready to review your application and submit if all is correct.

Budget View Settings			
Options			
<input checked="" type="checkbox"/> Line Items	<input checked="" type="checkbox"/> Non-Grant Funded		
Proposed Budget			
Expense Budget			
Category	Grant Funded	Non-Grant Funded	Total Budgeted
<b>+ 1. Personnel (Salaries and Wages) (2 CFR 200.430)</b>	\$43,900.00	\$0.00	\$43,900.00
John Doe	\$10,400.00	\$0.00	\$10,400.00
Jane Doe	\$33,500.00	\$0.00	\$33,500.00
<b>+ 2. Fringe Benefits (2 CFR 200.431)</b>	\$5,242.75	\$0.00	\$5,242.75
Jane Doe	\$5,242.75	\$0.00	\$5,242.75
<b>+ 3. Travel (2 CFR 200.474)</b>	\$342.20	\$0.00	\$342.20
Staff Mileage	\$342.20	\$0.00	\$342.20
<b>+ 4. Equipment (2 CFR 200.439)</b>	\$0.00	\$0.00	\$0.00
<b>+ 5. Supplies (2 CFR 200.94)</b>	\$600.00	\$0.00	\$600.00
Jump Drive 2gb	\$600.00	\$0.00	\$600.00
<b>+ 6. Contractual Services &amp; Subawards (2 CFR 200.318 &amp; 200.92)</b>	\$1,000.00	\$0.00	\$1,000.00
Child Passenger Safety Instructor	\$1,000.00	\$0.00	\$1,000.00
<b>+ 7. Consultant Services and Expenses (2 CFR 200.459)</b>	\$600.00	\$0.00	\$600.00
Mr. Moon	\$600.00	\$0.00	\$600.00
<b>+ 8. Construction</b>	\$0.00	\$0.00	\$0.00
<b>+ 9. Occupancy (Rent and Utilities) (2 CFR 200.465)</b>	\$6,000.00	\$0.00	\$6,000.00
123 Main Street Office Rental	\$6,000.00	\$0.00	\$6,000.00
<b>+ 10. Research and Development (R&amp;D) (2 CFR 200.87)</b>	\$5,000.00	\$0.00	\$5,000.00
Program Effectiveness Study	\$5,000.00	\$0.00	\$5,000.00
<b>+ 11. Telecommunications</b>	\$300.00	\$0.00	\$300.00
Office Land Line	\$300.00	\$0.00	\$300.00
<b>+ 12. Training and Education (2 CFR 200.472)</b>	\$275.00	\$0.00	\$275.00
Child Passenger Safety Technician Certification	\$275.00	\$0.00	\$275.00
<b>+ 13. Direct Administrative Costs (2 CFR 200.413 (c))</b>	\$0.00	\$0.00	\$0.00
<b>+ 14. Other or Miscellaneous Costs</b>	\$1,900.00	\$0.00	\$1,900.00
CPS Technician Training	\$1,900.00	\$0.00	\$1,900.00
<b>+ Indirect Cost (2 CFR 200.414)</b>	\$4,948.50	\$0.00	\$4,948.50
Personnel	\$4,390.00	\$0.00	\$4,390.00
Fringe Benefits	\$524.28	\$0.00	\$524.28
Travel	\$34.22	\$0.00	\$34.22
<b>Total Expense Budget Cost</b>	<b>\$70,108.45</b>	<b>\$0.00</b>	<b>\$70,108.45</b>
Revenue Budget			
Grant Funding			
Award Requested	\$70,108.45		\$70,108.45
<b>Subtotal</b>	<b>\$70,108.45</b>		<b>\$70,108.45</b>
Non-Grant Funding			
Cash Match		\$0.00	\$0.00
In-Kind Match		\$0.00	\$0.00
Other Funding		\$0.00	\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Revenue Budget Cost</b>		<b>(\$70,108.45)</b>	
<b>Total Overall Budget Cost</b>			<b>\$0.00</b>

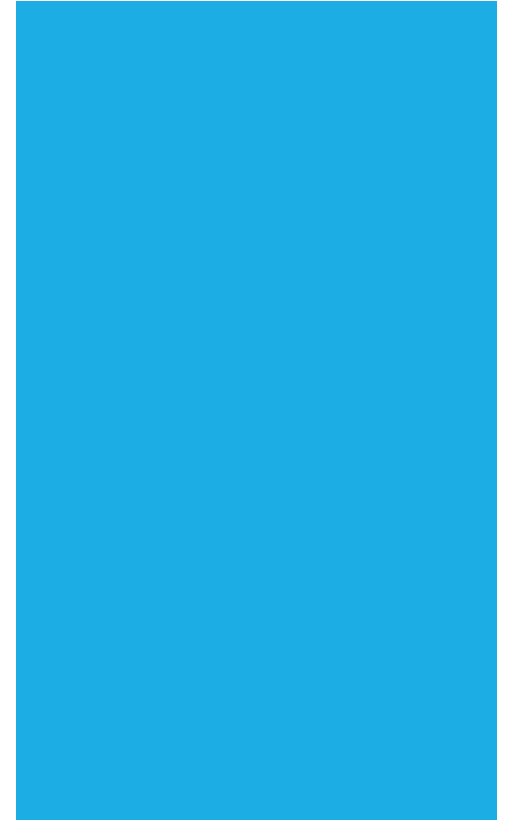
✓ Mark as Complete

Save & Continue

# 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 word "Submit" in white, bold, sans-serif font.

Submit

# REVIEWING AND SUBMITTING THE APPLICATION

All forms must be marked as complete to submit 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!

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 Review

 Submit

# 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

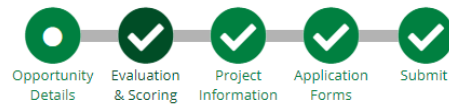
Exit

# 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

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

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1. Click Applications.

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

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

# REVIEWING APPLICATION STATUS

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## Submission Status:

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On the Applications page you can see the Submission Status of all 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.

Award notification from IDOT will be provided when available. Two emails will be sent to the applicant:

If awarded, the entity will receive an AmpliFund email that the status of the application has been updated to Approved, and a GATA grantee portal email notification requesting acceptance of the Notice of State Award (NOSA).

If denied, the entity will receive an AmpliFund email that the status of the application has been updated to Rejected, and an emailed Notice of Denial from [DOT.TSGRANTS@Illinois.gov](mailto:DOT.TSGRANTS@Illinois.gov)

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.