

# Capital Development Board Grants

INITIAL STEPS

# GATA

The Grant Accountability and Transparency Act (GATA) of 2014, 30 ILCS 708/1 et seq., increased accountability and transparency in the use of grant funds and reduced the administrative burden on state agencies and grantees through adoption of federal grant guidelines and regulations.

GATA requires grants administered by Executive branch state agencies to be awarded via a competitive bidding process. In addition, all applicants must undergo a registration and pre-award screening process. This competitive grant award process is initiated with a *Notice of Funding Opportunity*.

When applying for funding via a Notice of Funding Opportunity, applicants are required to concisely address a specified scope of work, provide a program budget detailing construction and equipment needs, and qualify their experience to implement the program's scope of services. Applications are competitively reviewed and scored.

## Notification

All Notice of Funding Opportunity are announced via the Catalog of State Financial Assistance(CSFA) and the Capital Development Board(CDB) Website. [CSFA | GATA | Illinois.gov](#) and [Grants - Grants \(illinois.gov\)](#)

# Grant Roadmap

Step  
1

## Notification

Notice of funding opportunity (NOFO)

[GATA | Illinois.gov](#) and  
[Grants - Grants \(illinois.gov\)](#)

Step  
2

## GATA Grantee Portal

Illinois GATA Grantee Portal  
<https://grants.illinois.gov/portal/>

Step  
3

## Pre-Qualification

5 Pre-Award Requirements - Grantee (illinois.gov)

<https://www2.illinois.gov/sites/GATA/Grantee/Pages/default.aspx>

Step  
4

## Amplifund

Application Submission

<https://il.amplifund.com>

# Prequalification

Pre-qualification through the GATA portal must be completed prior to starting the application.

Complete the following to pre-qualify:

Register with the System for Award Management (SAM).

Obtain a Unique Entity Identifier (UEI) code.

Apply for, update, or verify your agency Employer Identification Number (EIN).

Complete registration in the Illinois GATA Grantee Portal.

Also, make sure your agency IS in good standing with the Illinois Secretary of State, as applicable, and IS NOT:

- Excluded from receiving federal grants.
- On the Illinois Stop Payment list within the Grantee Compliance Enforcement System.
- On the Department of Healthcare and Family Services Provider Sanctions list.

**\*\*Grant Contact**

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Capital Development Board

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217-557-9355 (c)

Email: [CDB.Grants@Illinois.gov](mailto:CDB.Grants@Illinois.gov)

# Portal Access

All users who need to access the Grantee Portal and/or the Amplifund Grant Management System must first have an Illinois.gov account. [HowToAccessTheGranteePortal.pdf](https://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/HowToAccessTheGranteePortal.pdf)

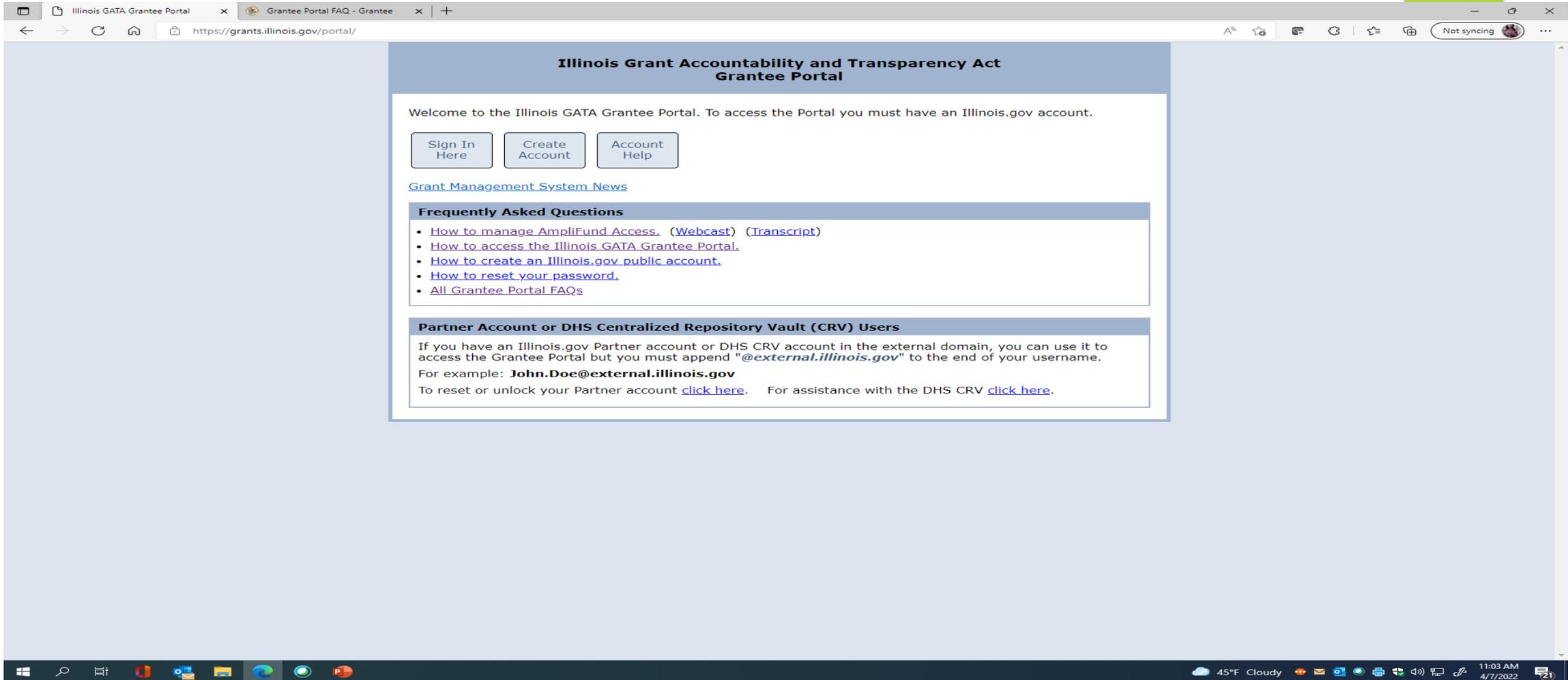
<https://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/HowToAccessTheGranteePortal.pdf>

Please refer to this FAQ for assistance: [Grantee Portal FAQ - Grantee \(illinois.gov\)](https://www2.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx)

<https://www2.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx>

*Please Note: The first person to setup an organization on the Grantee Portal (the first to access a UEI code) will automatically have access to the Grantee Portal and to the Amplifund Grant Management System.*

*Subsequent users to that organization will need to be approved by existing users with Grantee Portal access. The following will show how to give someone access to the Grantee Portal and/or Amplifund.*



## GATA GRANTEE PORTAL

To be qualified to apply for a grant, an entity must complete the following steps in the GATA Grantee Portal. [Illinois GATA Grantee Portal](#)  
[HowToAccessTheGranteePortal.pdf](#)

### Register

- Browse to (<https://grants.illinois.gov/portal>) and Click the “Create a new account” link.
- Fill in all fields of the form and click the “Register” button.
- You should receive an email from IdentityManagement@Illinois.gov to the address you registered. If you did not receive the email, check your spam or trash folder. To verify your account, click the link in the email message.
- Browse to (<https://grants.illinois.gov/portal>) and enter your Username and Password to access the Grantee Portal.

# Grantee Portal FAQ - Grantee (illinois.gov)

https://www2.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx

Anyone, 5 years of age and older, is eligible to receive the COVID-19 vaccine. Find your nearest vaccination location at vaccines.gov.

**Grant Accountability and Transparency Act**

Select Language  
Powered by Google Translate

- Home
- About
- Current News
- CSFA
- Resource Library
- Grantee Links
- Webinars

GATA > Grantee

## Grantee Portal FAQ

The Grantee Portal application is located at: <https://grants.illinois.gov/portal>

- How To Restrict Access To GranteePortal Or Amplifund
- Portal Roles Webcast
- Portal Roles Webcast Transcript
- How To Access The Grantee Portal
- How to create an Illinois.gov Public Account
- How to reset your password
- How to associate an account with multiple organizations
- How to create Grantee Portal notes and comments
- How to set your Organization Type and Secretary of State File ID
- How to register with SAM.gov

**GRANTEE LINKS**

- Pre-Award Requirements
- Grantee Portal
- Grantee Portal FAQs**
- Centralized Indirect Cost System

**Contact Information**

Address: Governor's Office of Management and Budget  
401 South Spring  
603 Stratton Building  
Springfield, IL 62706  
Phone: 217-782-4520  
Email: [OMB.GATA@illinois.gov](mailto:OMB.GATA@illinois.gov)

**Useful Links**

[Kids Privacy](#)

**Stay Connected**

Windows taskbar: 45°F Cloudy, 11:08 AM 4/7/2022

# Overview-AMPLIFUND

Application submissions will need to be completed in Amplifund. All required documents such as the program narrative, budget, and other NOFO application requirements, will require completion and/or uploading within the sections in AmpliFund.

If you are new to AmpliFund, here are the steps applicant users should take to set up their Applicant Portal account before starting their opportunity application. Access to the Applicant Portal requires registration on the Illinois GATA Grantee Portal and an [Illinois.gov](https://illinois.gov) public account.

The first time you access an opportunity through the Applicant Portal, you will be prompted to create a login and password. Alternatively, users may have received an email invitation from another user in their organization. Once you register, you will be able to access the opportunity.

## REGISTER

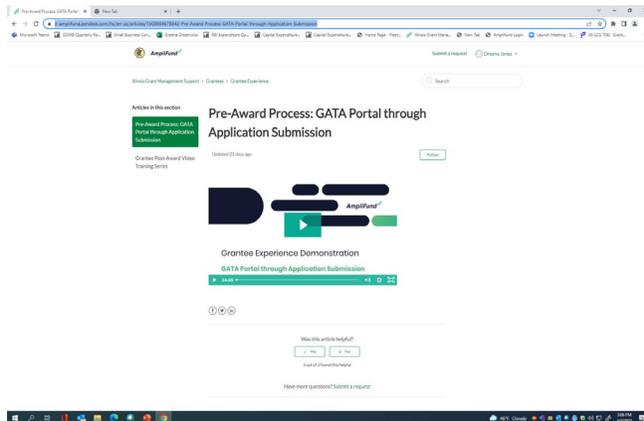
1. Go to <https://il.amplifund.com>. You will be redirected to the Illinois authentication portal page.
2. On the Illinois portal page, click “Public Account.”
3. Click “Create a new account.”
4. Add your account information and click “Register.”
5. Click the link in the confirmation email. Note: The email link will only be valid for 24 hours.
6. Go to <https://grants.illinois.gov/portal>.
7. Click “Sign in here.”
8. Log in with your newly created username and password.
9. Review the Usage Terms and Conditions, click “Accept.”
10. On the Associate Grantee page, add your organization's Unique Entity Identifier (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. Once approved, click “After approval is granted to browse to the Grantee Portal main menu.”
13. To view the applicant portal, go to <https://il.amplifund.com>



# Grant Applications in Amplifund

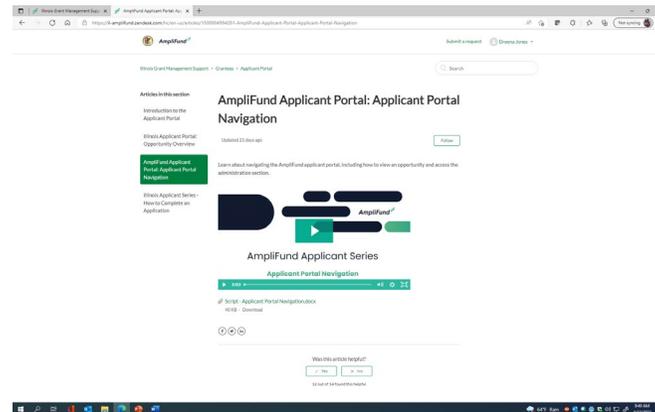
## Pre-Award from GATA Portal to Submission

<https://il-amplifund.zendesk.com/hc/en-us/articles/1500004678842-Pre-Award-Process-GATA-Portal-through-Application-Submission>



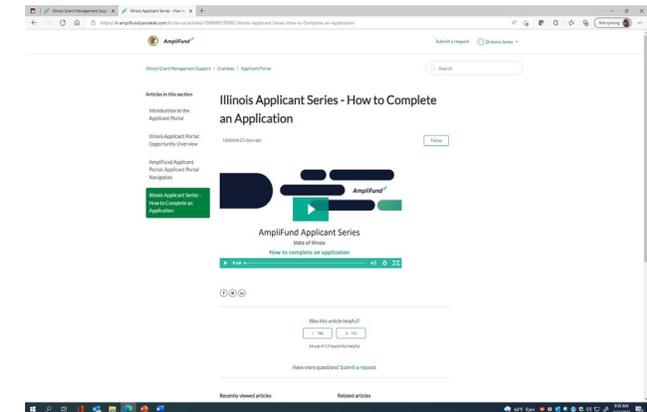
## Amplifund Applicant Portal Navigation

<https://il-amplifund.zendesk.com/hc/en-us/articles/1500004994281-Amplifund-Applicant-Portal-Applicant-Portal-Navigation>



## How to Complete an Application

<https://il-amplifund.zendesk.com/hc/en-us/articles/1500005155062-Illinois-Applicant-Series-How-to-Complete-an-Application>



# How To Start an Application

Applications may be started from previously saved opportunities, or may be started directly from the opportunity link after registering.

- ▶ 1. Use the opportunity link from the funder.
- ▶ 2. On the opportunity details page, click Apply.

--OR--

- ▶ 1. Open the Applicant Portal.
- ▶ 2. Click the logo in the top-left corner of any page.
- ▶ 3. Click Applications.
- ▶ 4. Click an opportunity name.
- ▶ 5. Click Apply.

The screenshot displays the AmpliFund Applicant Portal interface. At the top, the AmpliFund logo is on the left, and the text 'APPLICANT PORTAL Managing and Applying to Opportunities' is on the right. Below the logo is a navigation bar with 'Applications' and 'FAQ' links. A table lists various opportunities, including 'Public Service Training Opportunity - Homelessness Services'. A 'Delete' icon is highlighted next to one of the entries. Below the table, a confirmation pop-up window titled 'How To Start an Application' is shown, containing the same instructions as the main text. At the bottom of the pop-up, the 'Apply' button is highlighted. The page number '8' is visible in the bottom right corner.

AmpliFund

APPLICANT PORTAL  
Managing and Applying to Opportunities

Applications FAQ

3. Click the **(Delete icon)** next to an application name.

| Application No.   | Submission Sta. | Funder Name               | Title   |
|---|-----------------|---------------------------|---|
| Public Service Training Opportunity - Homelessness Services | Unsubmitted     | AmpliFund Training Center | Public Service Training Opportunity - Homelessness Services |

4. In the confirmation pop-up window, click **Delete**.

### How To Start an Application

Applications may be started from previously saved opportunities, or may be started directly from the opportunity link after registering.

1. Use the **opportunity link** from the funder.
2. On the opportunity details page, click **Apply**.

unity - Homelessness Services

Print Help Download Save Apply

--OR--

1. Open the **Applicant Portal**.
2. Click the **logo** in the top-left corner of any page.

AmpliFund

3. Click **Applications**.

Applications FAQ

4. Click an **opportunity name**.
5. Click **Apply**.

unity - Homelessness Services

Print Help Download Apply

REVISION: 2021-03-17

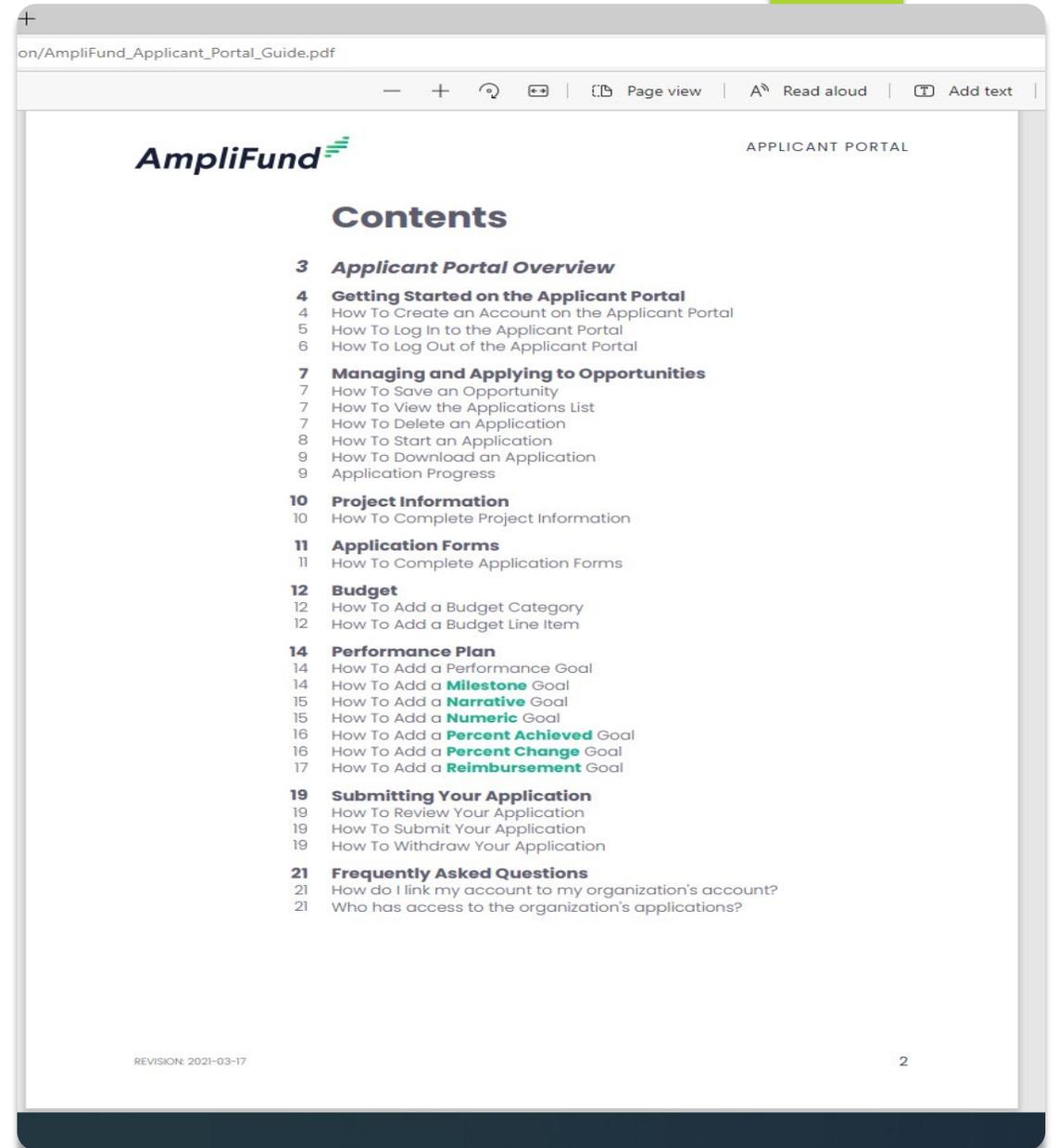
8

# Successfully Submitting Applications

The Amplifund Applicant Portal Guide provides Helpful Tips for navigating the system.

[Amplifund Applicant Portal Guide.pdf](#)

<https://il.amplifund.com/Public/faq/documentation/AmplifundApplicantPortalGuide.pdf>



The screenshot shows a PDF viewer displaying the 'Contents' page of the 'Amplifund Applicant Portal Guide'. The page features the Amplifund logo and the title 'APPLICANT PORTAL'. The table of contents lists various sections with their corresponding page numbers. The sections include: Applicant Portal Overview (3), Getting Started on the Applicant Portal (4), Managing and Applying to Opportunities (7), Project Information (10), Application Forms (11), Budget (12), Performance Plan (14), Submitting Your Application (19), and Frequently Asked Questions (21). The page also includes a revision date of 2021-03-17 and a page number of 2.

| Amplifund       |  | APPLICANT PORTAL |
|-----------------|--|------------------|
| <b>Contents</b> |  |                  |
| <b>3</b>        | <b>Applicant Portal Overview</b>                       |                  |
| <b>4</b>        | <b>Getting Started on the Applicant Portal</b>         |                  |
| 4               | How To Create an Account on the Applicant Portal       |                  |
| 5               | How To Log In to the Applicant Portal                  |                  |
| 6               | How To Log Out of the Applicant Portal                 |                  |
| <b>7</b>        | <b>Managing and Applying to Opportunities</b>          |                  |
| 7               | How To Save an Opportunity                             |                  |
| 7               | How To View the Applications List                      |                  |
| 7               | How To Delete an Application                           |                  |
| 8               | How To Start an Application                            |                  |
| 9               | How To Download an Application                         |                  |
| 9               | Application Progress                                   |                  |
| <b>10</b>       | <b>Project Information</b>                             |                  |
| 10              | How To Complete Project Information                    |                  |
| <b>11</b>       | <b>Application Forms</b>                               |                  |
| 11              | How To Complete Application Forms                      |                  |
| <b>12</b>       | <b>Budget</b>  |                  |
| 12              | How To Add a Budget Category                           |                  |
| 12              | How To Add a Budget Line Item                          |                  |
| <b>14</b>       | <b>Performance Plan</b>                                |                  |
| 14              | How To Add a Performance Goal                          |                  |
| 14              | How To Add a <b>Milestone</b> Goal                     |                  |
| 15              | How To Add a <b>Narrative</b> Goal                     |                  |
| 15              | How To Add a <b>Numeric</b> Goal                       |                  |
| 16              | How To Add a <b>Percent Achieved</b> Goal              |                  |
| 16              | How To Add a <b>Percent Change</b> Goal                |                  |
| 17              | How To Add a <b>Reimbursement</b> Goal                 |                  |
| <b>19</b>       | <b>Submitting Your Application</b>                     |                  |
| 19              | How To Review Your Application                         |                  |
| 19              | How To Submit Your Application                         |                  |
| 19              | How To Withdraw Your Application                       |                  |
| <b>21</b>       | <b>Frequently Asked Questions</b>                      |                  |
| 21              | How do I link my account to my organization's account? |                  |
| 21              | Who has access to the organization's applications?     |                  |

REVISION: 2021-03-17

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