



Capital Development Board

Building a Better Illinois

Early Childhood Construction Grant Application Guide

Introduction

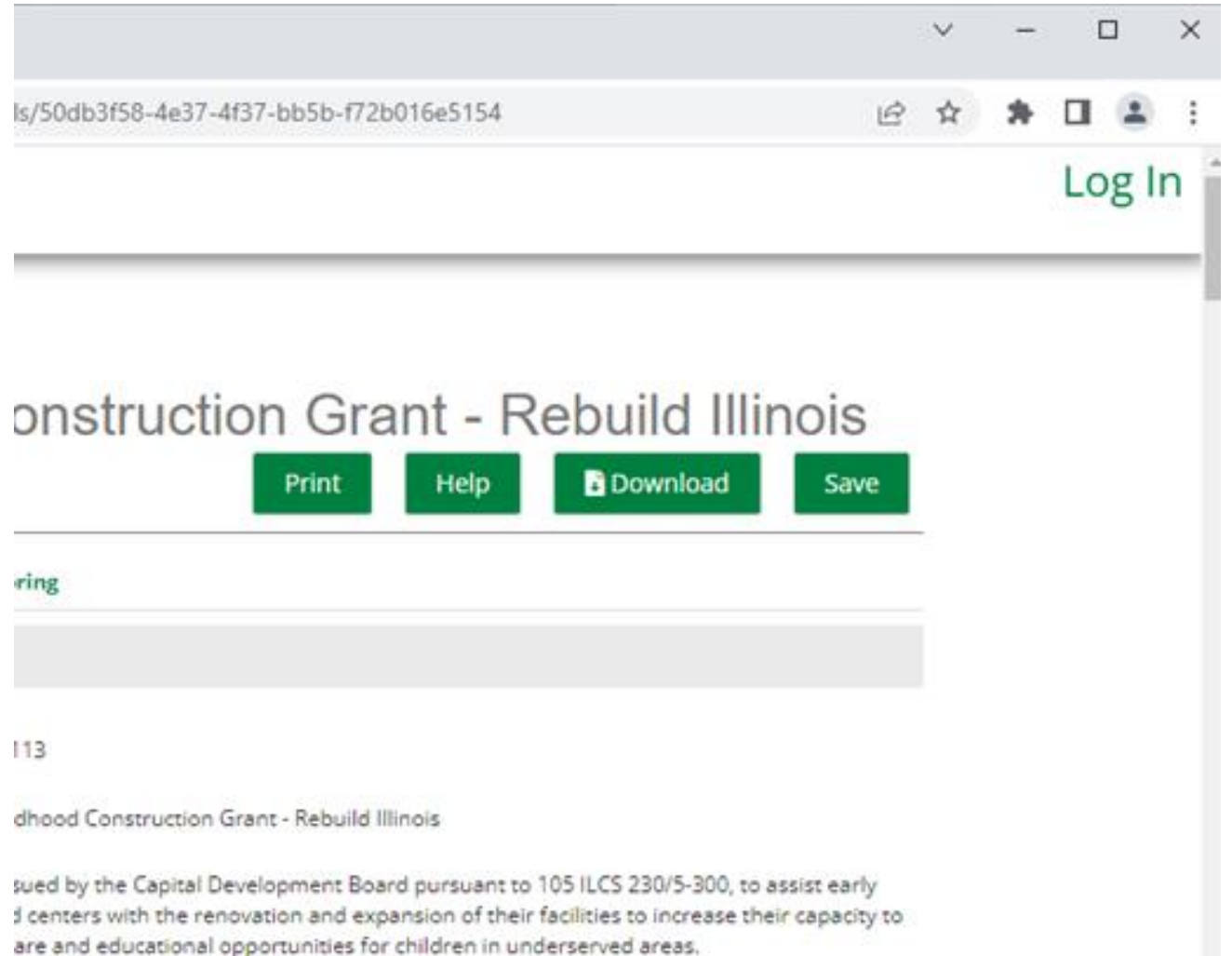
The Capital Development Board (CDB) is utilizing Amplifund to submit and review applications for its Early Childhood Construction Grants.

This presentation will walk you through completion of the application in the Amplifund system.

Prior to starting the application, you must be registered in the GATA Applicant Portal. For information on this pre-application step, please view the presentation entitled Initial Steps on CDB's website at [Grants - Grants \(illinois.gov\)](https://www.illinois.gov/grants-grants).

ACCESSING THE OPPORTUNITY

A link to the Amplifund application for the Early Childhood Construction Grant is available in the Notice of Funding Opportunity. Once you access the Opportunity, you will be able to log into Amplifund by clicking “Log In” at the right-hand top of the screen.



LOGGING INTO AMPLIFUND

All GATA Grantee Portal users have immediate access to AmpliFund and can use their GATA Grantee Portal username and password to log into AmpliFund to start an application and to access or submit saved applications. To log in:

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.

You are now logged in.

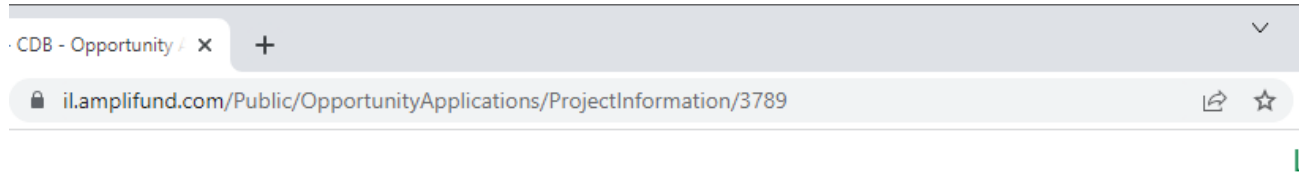
STARTING THE APPLICATION

Once the Funding Opportunity is located, you can review the Opportunity Details and the Evaluation & Scoring Details by clicking on the two tabs.

To begin the application, click “Apply” on the top right of the page or at the bottom of the page. You must be logged in to apply.

The screenshot shows a web browser window with the URL il.amplifund.com/Public/Opportunities/Details/50db3f58-4e37-4f37-bb5b-f72b016e5154. The page title is "Early Childhood Construction Grant - Rebuild Illinois". Below the title are five green buttons: "Print", "Help", "Download", "Save", and "Apply". There are two tabs: "Opportunity Details" (selected) and "Evaluation & Scoring". Under the "Opportunity Details" tab, there is a section titled "Opportunity Information" containing the following details:

CSFA Number	511-00-2113
Title	Early Childhood Construction Grant - Rebuild Illinois
Description	Grants issued by the Capital Development Board pursuant to 105 ILCS 230/5-300, to assist early childhood centers with the renovation and expansion of their facilities to increase their capacity to provide care and educational opportunities for children in underserved areas.
Awarding Agency Name	Capital Development Board
Agency Contact Name	Natalie Lambert



Early Childhood Construction Grant - Rebuild Illinois



Project Information

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

Application Information

Application Name* ✓

Pre-Qualification Status Qualified

NAVIGATING BETWEEN FORMS

You will need to complete the Project Information section, 8 Forms in the Application Forms section, and the Uniform Budget Template prior to submitting the grant. You may navigate between the forms by clicking the green circle for each section at the top of the page. Please remember to save your work prior to navigating to the next page.

“SAVE & CONTINUE”

It is recommended that you click “Save & Continue” after completing each form. Although you will need to mark each form as complete prior to submitting the application, it is recommended that you do that as part of your final review of the application.

The screenshot shows a web browser window with the address bar displaying "il.amplifund.com/Public/OpportunityApplications/projectinformation/3789". The browser tab is labeled "CDB - Opportunity". Below the browser window, a form is displayed with the following fields:

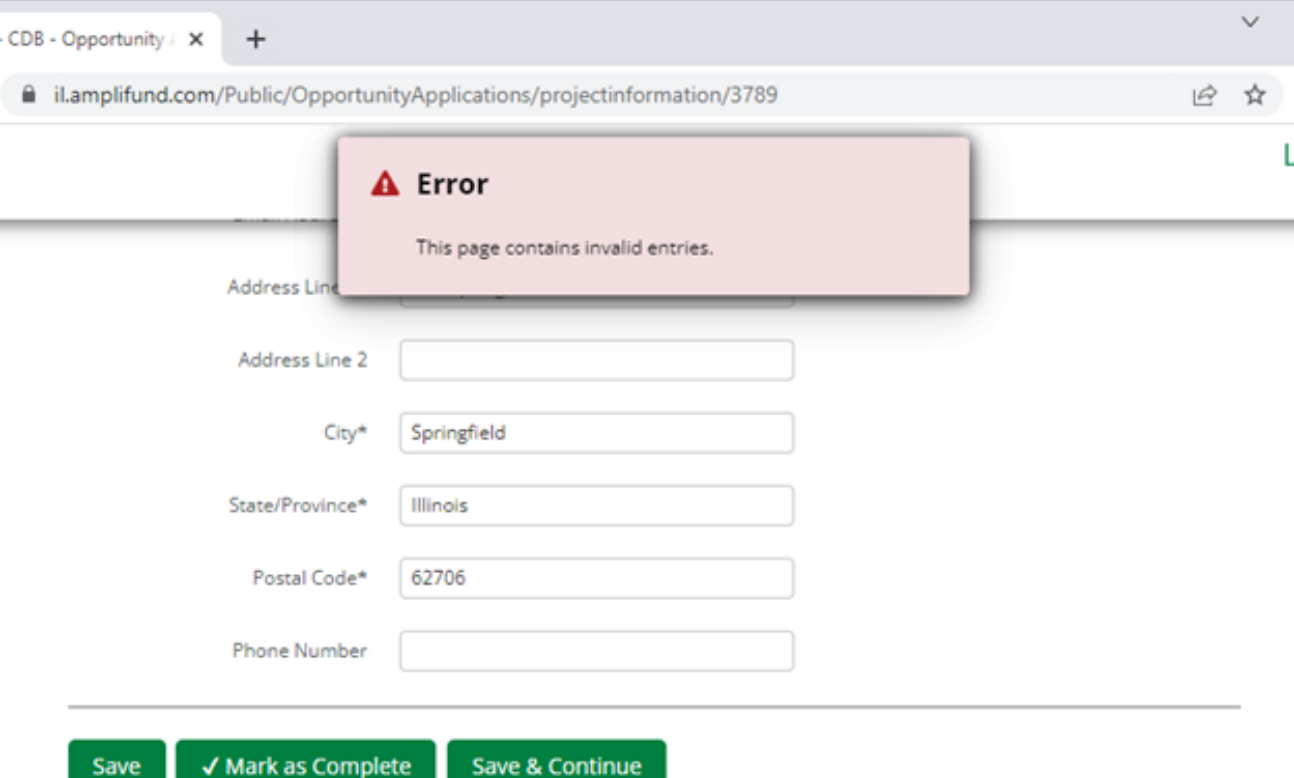
Address Line 1*	<input type="text" value="401 Spring Street"/>
Address Line 2	<input type="text"/>
City*	<input type="text" value="Springfield"/>
State/Province*	<input type="text" value="Illinois"/>
Postal Code*	<input type="text" value="62706"/>
Phone Number	<input type="text"/>

At the bottom of the form, there are three green buttons: "Save", "✓ Mark as Complete", and "Save & Continue". The "Save & Continue" button is highlighted with a white border.

ADDITIONAL INFORMATION

Saving your work will not transfer any information to CDB. CDB will not receive your application until it has been submitted. Information on submitting a completed application is towards the end of this presentation.

If you receive an “Error” message when completing a form, please review the section to ensure that all fields have been completed.



The screenshot shows a web browser window with the URL `il.amplifund.com/Public/OpportunityApplications/projectinformation/3789`. An error message box is overlaid on the form, stating "Error" and "This page contains invalid entries." The form fields are as follows:

Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City*	<input type="text" value="Springfield"/>
State/Province*	<input type="text" value="Illinois"/>
Postal Code*	<input type="text" value="62706"/>
Phone Number	<input type="text"/>

At the bottom of the form, there are three buttons: "Save", "✓ Mark as Complete", and "Save & Continue".

RETURNING TO A PARTIALLY SAVED APPLICATION


You may return to a saved but unsubmitted application at any time. Saved 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.

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fund.com/Public/OpportunityApplications/budget/3791

Your Session is About to Expire!



Your session will expire in **96** second(s). If you do nothing, you will be logged out.

Do you wish to continue your session? If you quit, you will lose any unsaved work.

Category	Total Budget
1. Personnel (Salaries)	\$
2. Fringe Benefits	\$
3. Travel (2 CFR 200.403)	\$
4. Equipment (2 CFR 200.404)	\$275,000
5. Supplies (2 CFR 200.405)	\$
6. Contractual Services & Subawards (2 CFR 200.318 & 200.92)	\$0.00 \$0.00
7. Consultant Services and Expenses (2 CFR 200.459)	\$0.00 \$0.00
8. Construction	\$4,500,000.00 \$390,940.00 \$4,890,940.00
Architect Fees	/\$ \$0.00 \$125,940.00 \$125,940.00
Construction	/\$ \$3,775,000.00 \$250,000.00 \$4,025,000.00
Site Work	/\$ \$375,000.00 \$0.00 \$375,000.00
Donated Construction Materials	/\$ \$0.00 \$15,000.00 \$15,000.00
construction contingency	/\$ \$350,000.00 \$0.00 \$350,000.00
9. Occupancy (Rent and Utilities) (2 CFR 200.465)	\$0.00 \$0.00 \$
10. Research and Development (R&D) (2 CFR 200.87)	\$0.00 \$0.00 \$

ADDITIONAL INFORMATION

If you remain idle too long while in Amplifund, you will automatically be logged out. Any unsaved information will be lost when you are logged out. Please remember to save your application often as you work to complete it.

COMPLETING THE APPLICATION

The first section of the application is called “Project Information.” In this section, you will be providing general information about the grant request and primary contact information.

The next slides will walk you through completion of this section.

CDB - Opportunity / x +

il.amplifund.com/Public/OpportunityApplications/projectinformation/3791

Early Childhood Construction Grant - Rebuild Illinois

Opportunity Details Evaluation & Scoring Project Information Application Forms Budget* Submit

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

Application Information

Application Name* ABC School District - Early Childhood Const ✓

Pre-Qualification Status Qualified

How much are you requesting from the funder?

PROJECT INFORMATION

1. Application Name: Type in your organization's name and the grant for which you are applying. Together this will create your Application Name.
Ex: ABC School District – Early Childhood Construction Grant
2. Pre-Qualification Status: This will be automatically generated. If you are not pre-qualified, you will not be able to apply for an Early Childhood Construction Grant. For additional information on prequalification, please review the PowerPoint entitled Initial Steps on CDB's website at [Grants - Grants \(illinois.gov\)](http://illinois.gov).
3. Award Requested: Enter the total amount of grant funds being requested for the construction or renovation project described later in the application. The maximum grant award is \$10,000,000.00. The award amount plus the match amount together will equal the total project cost for the construction or renovation project. The amounts requested must match the amounts listed in the Project Budget and the Uniform Budget Template later in the application.

PROJECT INFORMATION CONT.

4. Match Contributions: Grantees for this program are required to provide a certain percentage of the grant award as a match. The match requirements are set forth in the School Construction Law, 105 ILCS 230/5-300, and are outlined in the Notice of Funding Opportunity for this grant program. The match requirement depends on where the project is located and will be different depending on which Tier under Section 18-8.15 of the School Code the public school district applying for the grant is in or the Tier for the school district where another eligible entity is located. In the event that an entity is located in a geographical area that encompasses two separate school districts, the School Tier for the elementary school will be used for purposes of determining the appropriate match percentage.

PROJECT INFORMATION CONT.

Match Contribution Cont.

The required match percentages are as follows:

- a. A public school district assigned to Tier 1 under Section 18-8.15 of the School Code or any other eligible entity in an area encompassed by that district must provide local matching funds in an amount equal to 3% of the grant awarded.
- b. A public school district assigned to Tier 2 under Section 18-8.15 of the School Code or any other eligible entity in an area encompassed by that district must provide local matching funds in an amount equal to 7.5% of the grant awarded.
- c. A public school district assigned to Tier 3 under Section 18-8.15 of the School Code or any other eligible entity in an area encompassed by that district must provide local matching funds in an amount equal to 8.75% of the grant awarded.
- d. A public school district assigned to Tier 4 under Section 18-8.15 of the School Code or any other eligible entity in an area encompassed by that district must provide local matching funds in an amount equal to 10% of the grant awarded.

PROJECT INFORMATION CONT.

Match Contribution Cont.

A spreadsheet with additional information on the school tiers is available on CDB's website at [Early Childhood Grant Program - Grants \(illinois.gov\)](https://www.illinois.gov/earlychildhood/grants). The spreadsheet is also available in the "Question Submission Information" section of the Amplifund application. Please do not use the spreadsheet on the form entitled LOCATION AND FUNDING (Form 3 of 8) within the application, as it contains errors.

If you are unsure about the required match percentage and amount for your proposed project, you may come back to complete this part later.

PROJECT INFORMATION CONT.

5. Primary Contact Information: Please add the information for the person to be contacted related to the application. The contact information entered will receive communications 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 and should be updated to the CEO, Executive Director, CFO, or the authorized official ultimately responsible for grant awards in the organization. Please note: The email address will default to the public.external.illinois.gov email address and will need to be updated accordingly.

Select “Save & Continue” to move to the next part of the application.

APPLICATION FORMS

The Early Childhood Construction Grant Application has 8 application forms to be completed: 1) Uniform Grant Application, 2) Initial Questions, 3) Location and Funding, 4) Provider Details, 5) Project Details, 6) Project Status, 7) Project Budget, and 8) Final Certifications. To view and complete each form, click on the form name. To navigate between the forms, you may click “Application Forms (8)” at the top of the screen. Please remember to save the form prior to navigating to another page.

CDB - Opportunity / x +

il.amplifund.com/Public/OpportunityApplications/applicationforms/3791

Early Childhood Construction Grant - Rebuild Illinois

Opportunity Details Evaluation & Scoring Project Information Application Forms (8) Budget* Submit

Help Download Save & Continue

Forms

Name	Status	Print
Uniform Grant Application - Applicant Completed Section	New	
Initial Questions	New	
Location and Funding	New	
Provider Details	New	
Project Details	New	
Project Status	New	
Construction Budget	New	
Final Certifications	New	

1 - 8 of 8 items

UNIFORM GRANT APPLICATION FORM (Form 1 of 8)

Applicant Information

1. Legal Name: List the name of the entity that is applying for the grant using the same name as was used for the grantee pre-qualification.
2. Common Name (DBA): If the entity does business under a name other than its legal name, list the common name or doing business as name here. This is a required field. In the event that that the applicant does not have a DBA, please include the Legal Name again in this field.
3. Employer/Taxpayer Identification number: List your organization's FEIN or TIN.
4. Organizational UEI Number: Enter your organization's Unique Entity Identifier number as is listed in the GATA Portal.
5. GATA ID: This is an identification number assigned through the grantee portal for the State of Illinois.
6. SAM Cage code: To find your organization's Cage code, you can use the "search records" function on sam.gov. Simply type in the organization's formal name and you should be able to locate it.

UNIFORM GRANT APPLICATION FORM (Form 1 of 8) Cont.

Applicant's Organizational Unit

1. Department Name: If the applicant has different departments within the overall entity, the applicant should list the specific department that will be responsible for the grant. If the applicant does not have different departments, you may list the applicant's name in lieu of a Department Name.
2. Division Name: This is not a required field, but you may identify a specific division within the department or organization if you would like.
3. Contact Information for Person to be Contacted for Program Matters Involving this application: Please list the Name, Title, Organization Affiliation, Phone Number, and Email Address for the individual responsible for programmatic decisions related to this grant application and project. Listing a fax number for the individual is optional.
4. Contact Information for Person to be Contacted for Business/Administrative Office Matters Involving this application: Please list the Name, Title, Organization Affiliation, Phone Number, and Email Address for the individual responsible for Business/Administrative decisions related to this grant application and project. Listing a fax number for the individual is optional.

UNIFORM GRANT APPLICATION FORM (Form 1 of 8) Cont.

5. Areas Affected: The application asks whether there are areas affected by the proposed project. Since all early childhood construction grants will positively impact the surrounding communities, the answer for this will be “yes.”
6. Legislative and Congressional Districts of Applicant: The applicant may look up legislative and congressional districts online using the zip code for the location of the applicant’s main office.
7. Legislative and Congressional Districts of Program: The applicant may look up legislative and congressional districts online using the zip code for the location of the Early Childhood Center that will be constructed or improved with grant funds.

There is an option to attach an additional list to this part of the application, if necessary. This likely will not be necessary for any Early Childhood Construction Grant applicant.

UNIFORM GRANT APPLICATION FORM (Form 1 of 8) Cont.

8. Certification: At the bottom of this section of the application, you will need to complete the Application Certification if you agree with the certification. The Certifications and Assurances for CDB grants may be found on CDB's website at [Grants - Grants \(illinois.gov\)](https://www.illinois.gov/grants).

You may click "Save & Continue" to move onto the next form in the application. Although you must mark all forms as "Complete" prior to submitting the application, it is recommended that you do not mark the forms as complete until just before submitting the application after a final review.

INITIAL QUESTIONS (Form 2 OF 8)

1. Type of Applicant: The question asks whether the applicant is a Public School District, a nonprofit entity, or something else. If the applicant is a nonprofit, additional fields will appear that will need to be completed.
 - a. If the applicant is a nonprofit entity, the applicant will have to upload a document showing its tax status. Allowable documents include a Certificate of Good Standing from the Illinois Secretary of State showing nonprofit status or a determination letter from the IRS confirming 501(c)(3) status.
 - b. If the applicant is a nonprofit entity, the applicant will need to identify the licensing standards applicable to its program and upload a copy of its license from the Department of Children and Family Service (DCFS). The license must be for the applicant itself and not a third party. To upload the license, click “Choose File.” Select the file to be uploaded and then click “open.” The license should then be uploaded into Amplifund. To remove an uploaded document, click the garbage can icon next to the file.

INITIAL QUESTIONS (Form 2 of 8) Cont.

2. ExceleRate Illinois: Please check the box indicating the level, if any, of quality rating from ExceleRate Illinois. The levels include Gold Circle of Quality, Silver Circle of Quality, Bronze Circle of Quality, and Licensed Circle of Quality. Please see <https://www.excelerateillinoisproviders.com/> for additional information on ExceleRate.
3. Previous Experience: Please explain your previous experience in providing educational, health, social and/or child development services to children ages 0 to five and their families. Briefly describe the services provided by the applicant and the age groups to whom those services are provided.

INITIAL QUESTIONS (Form 2 of 8) Cont.

4. Proposed site/program questions: There are a series of questions about the location of the site, including whether the applicant will own the site, whether the facility to be improved is a private residence, and whether the applicant will run the early childhood programs at the site proposed in the application. Whether the applicant has a collaborative relationship with Early Intervention (see [IDHS: Early Intervention \(state.il.us\)](http://state.il.us)) and/or Child and Family Connections (see [IDHS: Child and Family Connections Offices \(state.il.us\)](http://state.il.us)) is also asked. For each question, please click the appropriate response, whether yes or no. Some responses may trigger a pop up indicating that the applicant is not eligible for the grant program. Please review the Notice of Funding Opportunity for additional information on eligibility.
5. Age groups served at the Early Childhood Center: Please check all age groups that are currently served at your Early Childhood Center. For purposes of this question, “infants” include children 0-15 months old, and “toddlers” include children 15-24 months old.

Once all the questions have been completed, click “Save and Continue” to move onto the next form.

LOCATION AND FUNDING (Form 3 of 8)

1. Total amount of grant funding being requested: Please enter the grant amount being requested in this application. This amount should match the amount provided in the Project Information section of the application and is limited to ten million dollars (\$10,000,000.00).
2. Address of the facility to be built, purchased, or improved using these grant funds: Please provide the exact address of the facility that will be built, purchased, or improved with grant funds. If land or a building will be purchased as part of the proposed project, and the exact location is not yet known, please list as much information about the proposed location as possible, including, at a minimum, the city in which the site will be located.
3. County: Please provide the county where the new or improved facility is or will be located.

LOCATION AND FUNDING (Form 3 of 8) Cont.

4. School District: Please identify the school district encompassing the area in which the new or improved early childhood center is or will be located. In the event that the location is in a geographical area that is encompassed by two separate school districts, you must identify the district for the elementary school. The name of the school district may be obtained from the School District Tier sheet described below.
5. School Tier: Each school district is assigned to a tier under Section 18-8.15 of the School Code. There are four tiers. To identify the tier for the school district in which the early childhood center is or will be located, please use the School Tier spreadsheet on CDB's website at [Early Childhood Grant Program - Grants \(illinois.gov\)](https://www.cdb.org/early-childhood-grant-program-grants). The spreadsheet is also available in the "Question Submission Information" section of the Amplifund application. Please do not use the spreadsheet on the LOCATION AND FUNDING form (Form 3 of 8) within the application, as it contains errors. In locating the school district, it may be helpful to use the "find" feature in Excel, by pressing Ctrl+f and then typing in the partial name of the district or county. Clicking the "Find Next" button in the find feature will take you to the next entry with the search term you entered, if the school district you were searching for is not the first one located.

LOCATION AND FUNDING (Form 3 of 8) Cont.

6. Required Match: Once you have identified the School Tier for the location of the Early Childhood Center that will be purchased, constructed, or improved with grant funds, you can identify the required match percentage and match amount. The required percentages as follows:

a. A public school district assigned to Tier 1 under Section 18-8.15 of the School Code or any other eligible entity in an area encompassed by that district must provide local matching funds in an amount equal to 3% of the grant awarded.

b. A public school district assigned to Tier 2 under Section 18-8.15 of the School Code or any other eligible entity in an area encompassed by that district must provide local matching funds in an amount equal to 7.5% of the grant awarded.

c. A public school district assigned to Tier 3 under Section 18-8.15 of the School Code or any other eligible entity in an area encompassed by that district must provide local matching funds in an amount equal to 8.75% of the grant awarded.

d. A public school district assigned to Tier 4 under Section 18-8.15 of the School Code or any other eligible entity in an area encompassed by that district must provide local matching funds in an amount equal to 10% of the grant awarded.

LOCATION AND FUNDING (Form 3 of 8) Cont.

Required Match Cont.

In the event that the location of the Early Childhood Center to be purchased, improved, or constructed with grant funds is in a geographical area that is encompassed by two separate school districts, you must use the match percentage for the tier of the elementary school.

Using the percentages on the previous slide and the requested grant amount, please calculate the required match as a dollar value.

LOCATION AND FUNDING (Form 3 of 8) Cont.

7. Match Calculator Spreadsheet: Next, the applicant will need to complete the Match Calculator spreadsheet. The Match Calculator sheet may be downloaded by clicking the Match Calculator link. Once the Excel form has opened, the applicant will need to enter the required match amount in cell C3 of the spreadsheet. You may need to click “Enable Editing” at the top of the sheet to allow you to complete the form. The match amount should be listed as a dollar value, as determined using the match percentage identified earlier in the application. The applicant will need to enter each source of match funding and the type of funding in the table provided. If one source will provide multiple types of support (for instance donated time and donated materials), please list each on separate lines. Additional rows may be added as needed, as described on the spreadsheet. The total match being provided will automatically update as entries are made. The amount listed in the “Shortfall” cell is the remaining amount that must be added to the table to meet the statutory match amount. Once you have met or exceeded the required match amount you have entered, nothing will show in the “Shortfall” cell.

LOCATION AND FUNDING (Form 3 of 8) Cont.

Match Calculator Spreadsheet Cont.

Examples of Funding Sources include cash reserves, in-kind contributions, and loans. Please review the Notice of Funding Opportunity for additional information on requirements for in-kind contributions and restrictions placing liens or other encumbrances on the property being purchased, constructed, or improved with grant funds.

Examples of Funding Types include cash, donated time, and donated materials.

Once you have completed the Match Calculator, you should save the form to your computer and then upload it into Amplifund. To upload the completed document, click the “Choose File” button, find the document you have saved, and then click “open.”

LOCATION AND FUNDING (Form 3 of 8) Cont.

8. Additional funding: Will the total project cost exceed the grant amount requested plus required match? If you select “yes,” a box will appear wherein you may provide details about the additional funding source(s). Please include the Funding Source and Funding Type, similar to what was provided on the Match Calculator Spreadsheet.
9. Certification: Applicants must certify that they have, or will have, the matching funds identified in the application, along with any project costs that exceed the grant amount plus required match.

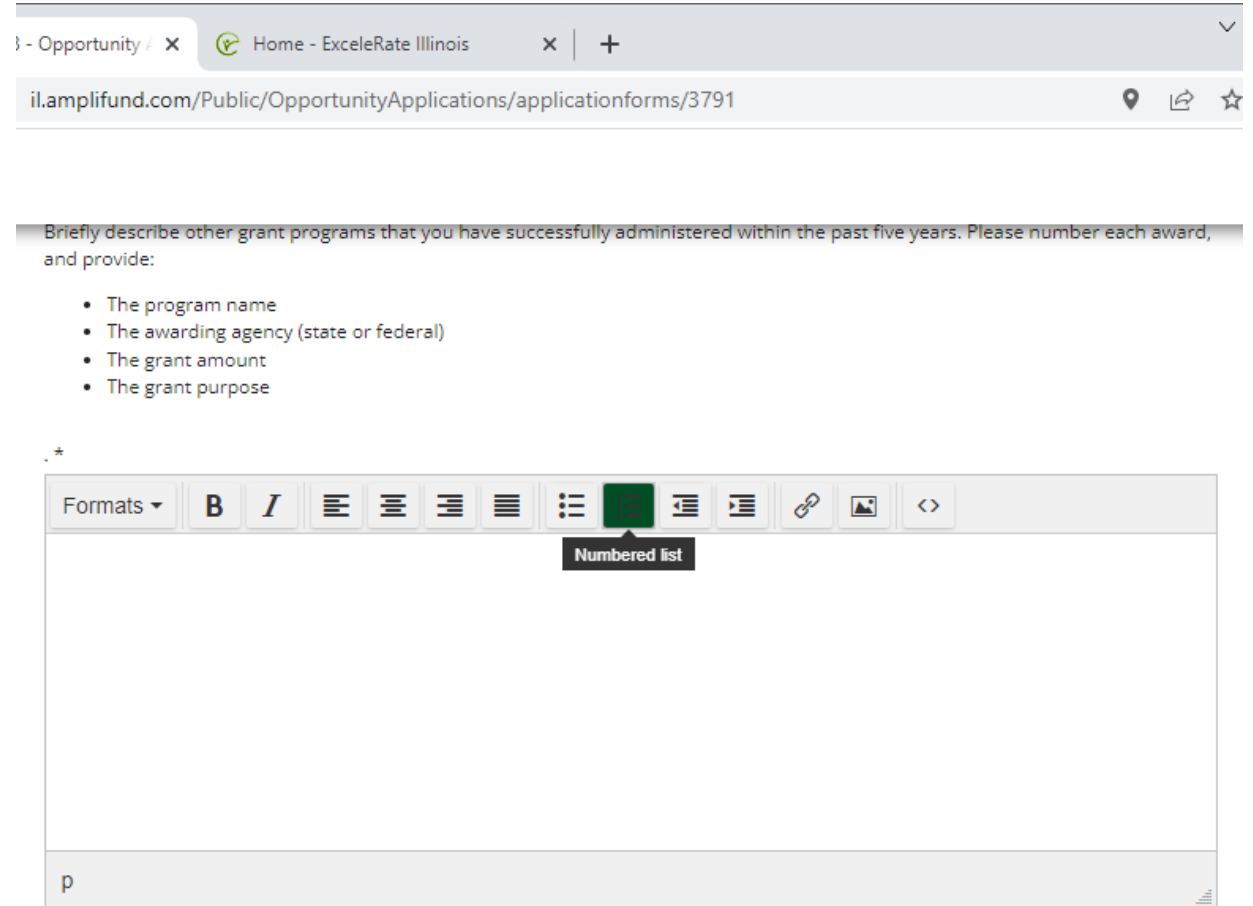
When you finish the questions on this form, it is recommended that you select “Save & Continue” to move to the next form. Although all forms must be marked as “Complete” prior to submitting the application, it is recommended that you mark each form as complete after a final review of the entire application prior to submission.

PROVIDER DETAILS (Form 4 of 8)

1. History of the Early Childhood Organization: Briefly describe the founding of your organization, any mergers or other important changes to the organizational structure of the organization, the scope of services historically provided by the organization, and any modifications to those services to present date.
2. Years in Operation: How many years has your early childhood center been in operation? Please enter this in years. You may round up or down to the nearest year. For six or more months of a year, round up. For five or fewer months of a year, round down. If the organization has been operating for fewer than 6 months, please enter 0.

PROVIDER DETAILS (Form 4 of 8) Cont.

3. Previous Grants: Briefly describe other grant programs that you have successfully administered within the past five years. For each entry, please list the grant program name; the awarding agency, including whether it is a State or federal agency; the grant amount; the grant award date; and the grant purpose. Please number each entry. You may create a numbered list by selecting that feature in the text box tool bar.



The screenshot shows a web browser window with the URL il.amplifund.com/Public/OpportunityApplications/applicationforms/3791. The page content includes a heading: "Briefly describe other grant programs that you have successfully administered within the past five years. Please number each award, and provide:" followed by a bulleted list of requirements:

- The program name
- The awarding agency (state or federal)
- The grant amount
- The grant purpose

Below the list is a rich text editor toolbar with various formatting options. The "Numbered list" button is highlighted with a tooltip that says "Numbered list". The text area below the toolbar contains the letter "p".

PROVIDER DETAILS (Form 4 of 8)

An example of how to list previous grants is below:

- 1) Early Childhood Block Grant
Illinois State Board of Education
Grant Amount: \$355,000
Grant Date: 7/1/21
Purpose: Providing high quality preschool

- 2) Special Education—Technical Assistance and Dissemination Grant
US Department of Education
Grant Amount: \$27,000
Grant Date: 12/1/21
Purpose: To provide educators, policymakers, other service providers, and the parents and families of children with disabilities with information on effective practices for meeting the needs of children with disabilities and their families.

PROVIDER DETAILS (Form 4 of 8) Cont.

4. Section on Responsible Persons: This section asks for the person at the organization responsible for each of the following: overseeing contracts for construction, reviewing and approving contractor's pay requests, completing programmatic and financial compliance reporting, and reviewing and approving the programmatic and financial compliance reports. For each task, please identify the name, position, and contact email for the responsible person at the organization. The same person at the organization may have many of these responsibilities. If the applicant is successful for the grant program and CDB believes that additional oversight may be appropriate based on applicant's responses, CDB may require additional reporting or other mitigating measure to be implemented during the grant term.

PROVIDER DETAILS (Form 4 of 8) Cont.

Current Early Childhood Program Section

5. Maximum number of children your facility can accept now: Please list the number of children allowed by your current license or other capacity limit in place at the Early Childhood Center currently operated.
6. Total number of children currently served: Please provide the number of children currently enrolled at the facility. For programs operating primarily during the school year, please provide the number of children to be enrolled at the start of the next school year if already know. If the number for next school year is not yet known, please list the number of children enrolled during the most recent school year.
7. Total number of children on the waiting list: Please provide the number of children who are currently on a waitlist to enroll at your facility in the event that spaces become available.
8. Full-time Enrollment: Of the total number of children enrolled, please list the number of children who attend full-time, defined as attending 8+ hours per day, for 5 or more days a week.

PROVIDER DETAILS (Form 4 of 8) Cont.

9. Increased Provision Spreadsheet:

Next, you must complete the Increased Provision Spreadsheet. To download and complete the spreadsheet, click the link to open the spreadsheet entitled “Increased Provision.” To edit and complete the spreadsheet, click “enable editing” at the top of the sheet, if needed.

Complete the first section of the spreadsheet entitled “Current Availability” with the total current capacity allowed by your license or other capacity amount for each age group at the facility that will be replaced or upgraded with grant funds. If this application is for a new building that will not replace an existing facility, enter 0 on each line in the “Current Availability” part of the chart. If the applicant has more than one location, only the slot information for the location that will be constructed or improved with grant funds should be included on this sheet

PROVIDER DETAILS (Form 4 of 8) Cont.

Increased Provision Spreadsheet Cont.:

For the “Anticipated Availability” section, add the number of new spaces (those that exceed the current capacity) that will be added as a direct result of the construction or renovation project proposed in the application in the column labeled “planned number of new spaces.” The Projected Total Number of Children Served will automatically populate to show the total capacity at the new or improved facility upon completion of the construction or renovation project.

Once the form has been completed, save it to your computer. To upload the completed form into the application, please click the “choose file” button in the application, select the saved file, and click “open.” A link to the completed form should now appear in the Amplifund application. To remove a form that you have uploaded in error, you may click the garbage can icon next to the form.

Once you have uploaded the completed Increased Provision Spreadsheet, click “Save & Continue” to move to the next form in the application.

PROVIDER DETAILS (Form 4 of 8) Cont.

10. Programmatic Changes: Outline the programmatic changes your organization will make as a result of the proposed construction/renovation project. Briefly describe any program improvements and any new or expanded services or programs that you will be able to offer as a result of the proposed project.
11. Staff Ratio: Briefly describe the staff-to-child ratios for any new or expanded programs, and, if applicable, proposed changes to current staff-to-child ratios as a result of the project.
12. Recruitment: Please briefly explain how any eligible population will be recruited to fill slots or programs created by the project. Include information on whether your current wait list numbers satisfy any increase in slots, and if not, how the additional slots will be filled.
13. 10 Year Certification: The applicant must acknowledge the requirement that, in the event that Applicant is awarded a grant, the facility purchased, constructed, or improved with grant funds must be operated by Applicant as an Early Childhood Center for at least ten years from completion of the project.

PROJECT DETAILS (Form 5 of 8)

1. Use of Funds: Will the requested funding be used for 1) the purchase of land and/or a building; 2) construction of a new facility; 3) an addition to an existing facility; 4) renovation of an existing building; or 5) to purchase equipment? You may check all boxes that apply to the proposed project. Please ensure to include costs for each of the proposed parts of the total project on the Project Budget and Uniform Budget Template provided later in the application.
2. Scope of Work/Project Description: Please provide a detailed description of the proposed project for which grant funds are sought. The specific information that should be provided for each type of project is on the next slide. In addition, please include information on any due diligence performed, including the site appropriateness for an early childhood education center; zoning issues or requirements; any building code compliance concerns; and any environmental studies performed, as applicable, for the project.

PROJECT DETAILS (Form 5 of 8) Cont.

Scope of Work/Project Description Cont.: Provide the following for each type of project:

- For renovation projects, please outline the total square footage of the facility and the amount of space (square footage) to be renovated. Please include how the utilization of the space will change as a result of the renovation.
- For the construction of an addition to an existing facility, please outline the total square footage of the additional space as well as the current square footage of the space. Please include how the utilization of the space will change as a result of the addition.
- For the construction of a new facility, please provide details related to the size and usage of the new facility. Additionally, provide information on site selection.
- For building/land purchases, please provide details on the property to be purchased, including information on site selection and square footage. Please include a description of any renovation that will be needed for the facility.
- For equipment purchases, please outline the equipment to be purchased and reason this equipment is needed.

PROJECT DETAILS (Form 5 of 8) Cont.

Scope of Work/Project Description

Cont.: You may, but are not required to, upload a document that further shows or explains the proposed scope of work. To upload a document, click the “Choose File” button, select the file you wish to upload, and select “Open.” The document should now be loaded into the Amplifund application. To remove a document that you have previously uploaded, click the garbage can icon next to the document link.

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Upload any supporting documents here. Only one file can be uploaded.

Choose File

Will the new/improved facility comply with all applicable licensing standards and achieve other accreditations once construction is completed? *

- Yes
 No

Environmental Considerations

If applicable to the project, do you intend to apply for LEED certification?

- Yes

PROJECT DETAILS (Form 5 of 8) Cont.

3. Compliance with applicable licensing standards/accreditations: Next, the application asks whether the new or improved facility will comply with all applicable licensing standards and achieve other accreditations once construction is completed. Select yes or no. This includes, for instance, DCFS Licensing standards for Group Homes (89 Ill. Adm. Code 403), Licensing Standards for Day Care Agencies (89 Ill. Adm. Code 405), Licensing Standards for Day Care Homes (89 Ill. Adm. Code 406), Licensing Standards For Day Care Centers (89 Ill. Adm. Code 407), Licensing Standards for Group Day Care Homes (89 Ill. Adm. Code 408), or any other applicable standards or other accreditations.

4. LEED: Do you intend to apply for Leadership in Energy and Environmental Design (LEED) certification for the project? For additional information on LEED, please visit: [What is LEED certification? – U.S. Green Building Council \(usgbc.org\)](#)

5. Environmentally sustainable components: Will the completed facility include any environmentally sustainable components? Select Yes or No, as appropriate. If the answer is “yes,” please briefly explain those components.

PROJECT STATUS (Form 6 of 8)

1. Design Status: Please check the box to describe the status of your project at this time: pre-design, in design, or equipment only.
 - a. Projects are in “pre-design” when the project will require a design from a licensed architect or engineer (A/E) but no A/E has been selected to date. All construction work for the project shall be designed by a licensed A/E.
 - b. Projects “in design” are currently being worked on by a licensed A/E. This includes having a contract in place with an A/E, having an initial/schematic design, having design documents that are 50% complete, or having design documents that are 100% complete. If you select that the project is “in design,” additional questions will populate asking you to provide information about the A/E that was selected and the specific design stage.
 - c. Projects that are for equipment only may not require design. Please note that the installation of some equipment may require changes to other components of the facility or the land surrounding the facility. This could affect, for instance, the compatibility of systems or drainage of the surrounding land. It is recommended that an architect or engineer is consulted in these situations to determine whether “design work” may be appropriate.

PROJECT STATUS (Form 6 of 8) Cont.

2. Construction Timeline: Please provide an estimated schedule of major construction milestones for the project, including when the design will be completed, when the construction work will be bid, and when the construction work will be completed. Please provide as accurate an estimate as possible. It is recommended that you review the Notice of Funding Opportunity for specific time requirements for the projects.

There is also an option to upload any supporting documents related to this question. To upload a document, please use the “choose file” button. Only one file may be uploaded in this section, and uploading an additional document is not required.

When you finish the questions on this form, it is recommended that you select “Save & Continue” to move to the next form. Although all forms must be marked as “Complete” prior to submitting the application, it is recommended that you mark each form as complete after a final review of the entire application prior to submission.

PROJECT BUDGET (Form 7 of 8)

1. Form 7 provides for information on the Total Project Budget. This information will also need to be entered on the Uniform Budget Template, using the information provided on this form. The budget provided should reflect the total costs of the entire project and should include both the grant amount requested and any required match. Additional information on the different categories is on the next several slides.

Project Budget	
	Total Costs
Architectural & Engineering Fees	<input type="text"/>
Project Inspection Fees	<input type="text"/>
Site Work	<input type="text"/>
Demolition & Removal	<input type="text"/>
Building/Land Purchase	<input type="text"/>
Construction	<input type="text"/>
Equipment	<input type="text"/>
Misc Expenses	<input type="text"/>
Total Project Cost	<input type="text"/>

PROJECT BUDGET (Form 7 of 8) Cont.

For the proposed project, please list the total estimated costs for each of the following:

- Architectural and Engineering Fees – These are the fees related to the design work and construction supervision by a licensed architect or engineer. This may include, for example, creating the design, issuing bidding documents, overseeing the bidding, providing on-site representation during construction, responding to questions during construction, assisting with the completion of grant related reports as may be necessary, and issuing final as build drawings.
- Project Inspection Fees – This may include, for example, appraisals from licensed appraisers, boundary surveys, and building inspection fees.
- Site Work – This includes all costs associated with work outside of the 5-foot building line, including grading, excavation, filtration systems, parking lots, sidewalks, utilities, etc.
- Demolition and Removal – This includes all costs associated with removal of any structures required to accommodate new construction and approved as part of the grant.

PROJECT BUDGET (Form 7 of 8) Cont.

For the proposed project, please list the total estimated costs for each of the following:

- Building/Land Purchase – This will include any amounts needed to purchase land or a building that will be used for the Early Childhood Center.
- Construction – This includes all costs associated with physical construction and construction related services provided by the contractor(s) for the facility. This includes construction work bid for the project, including general conditions such as moveable site trailers, port-a-johns, hard hats, temporary or limited duration signage, and security costs during construction; bid bonds and performance and payment bonds; and a construction contingency amount.
- Equipment – This may include, for example, large playground equipment or other equipment that may be purchased with bond funds as outlined in the Notice of Funding Opportunity.
- Misc. Expenses – This may include, for example, legal fees related to obtaining a legal opinion regarding title to a site and filing fees for recording the liens required by CDB. Given the nature of the grant program, this category should be a very minimal part of the overall budget.

PROJECT BUDGET (Form 7 of 8) Cont.

Total Project Budget Cont.: Once you have entered the correct amount for each specific category (Architectural & Engineering Fees, Project Inspection Fees, Site Work, Demolition & Removal, Building/Land Purchase, Construction, Equipment, and Miscellaneous Expenses), please list the total amount for the project in the final box provided on the Project Budget, entitled “Total Project Cost.” This should be the sum total of the previous boxes.

The costs provided on this application page must match the Uniform Budget Template amounts later in the application and that must be confirmed on the Project Budget form by clicking the appropriate box.

Project Cost Estimate: The form asks whether the project budget was provided by a licensed architect or a construction contractor. Check yes or no, as appropriate.

Date of Estimate: The form then asks how old the estimate provided is: 0 to 6 months old, 6 months to two years old , or more than two years old. Select the appropriate response.

Select “Save & Continue” to move to the next form in the application.

FINAL CERTIFICATIONS (Form 8 of 8)

This form provides for a certification by the applicant. Please review the certification and, if you agree, indicate such and identify your name and job title. The certifications and assurances for CDB grant programs may be found on CDB's website at [Grants - Grants \(illinois.gov\)](http://illinois.gov).

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

(*):The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity. If a NOFO was not required for the award, the state agency will specify required assurances and certifications as an addendum to the application.

Applicant Certification serves as signature *

I agree

Name of person certifying application *

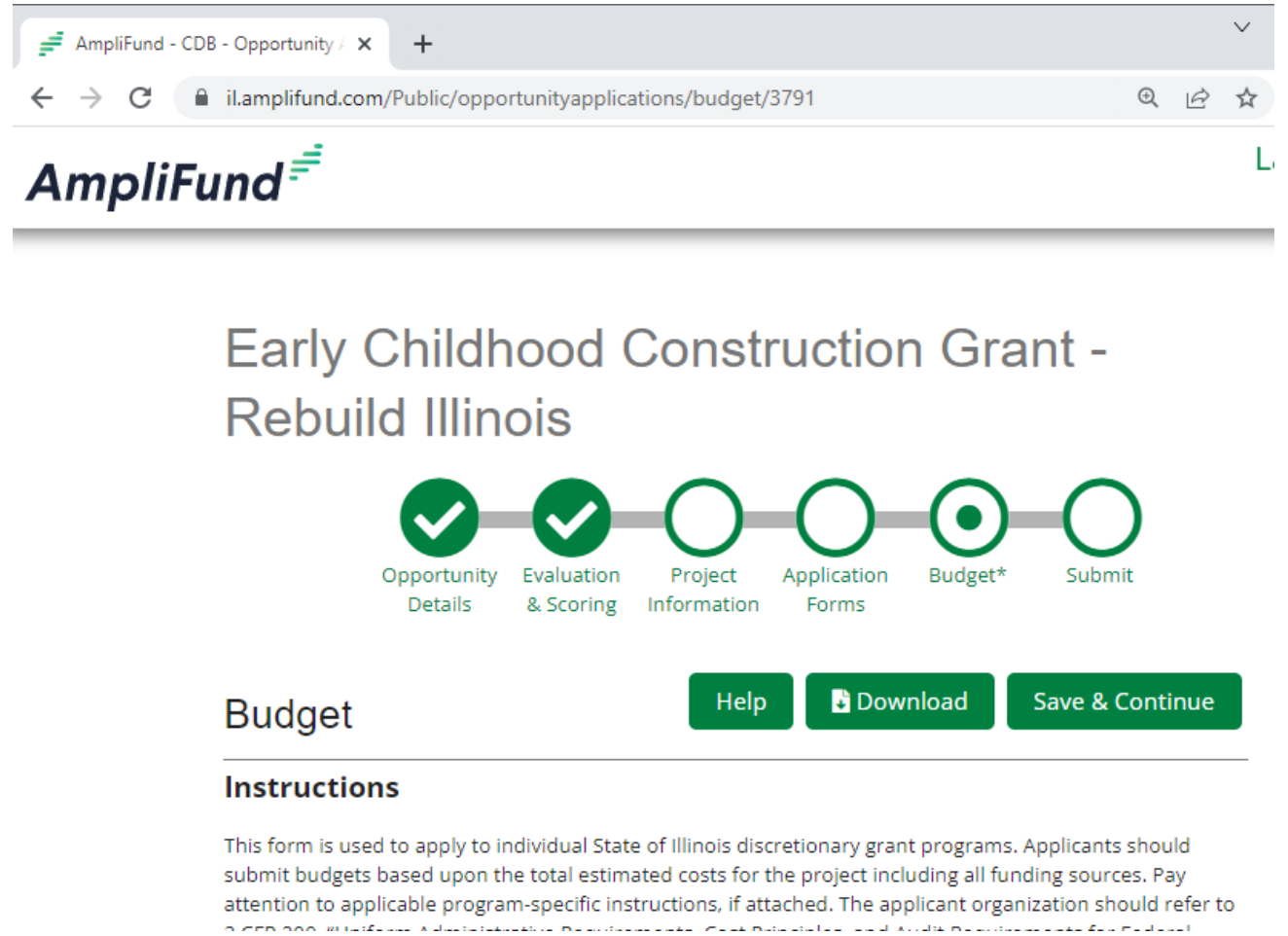
Title of person certifying application *

BUDGET TEMPLATE

Once you have completed forms 1 through 8, you will need to complete the Uniform Budget Template.

Clicking “Save & Continue” at the end of the final form will take you to the Budget.

You may also access the Budget using the location marker at the top of the Amplifund application.



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AmpliFund

Early Childhood Construction Grant - Rebuild Illinois

Progress bar steps: Opportunity Details, Evaluation & Scoring, Project Information, Application Forms, Budget*, Submit

Budget

Help Download Save & Continue

Instructions

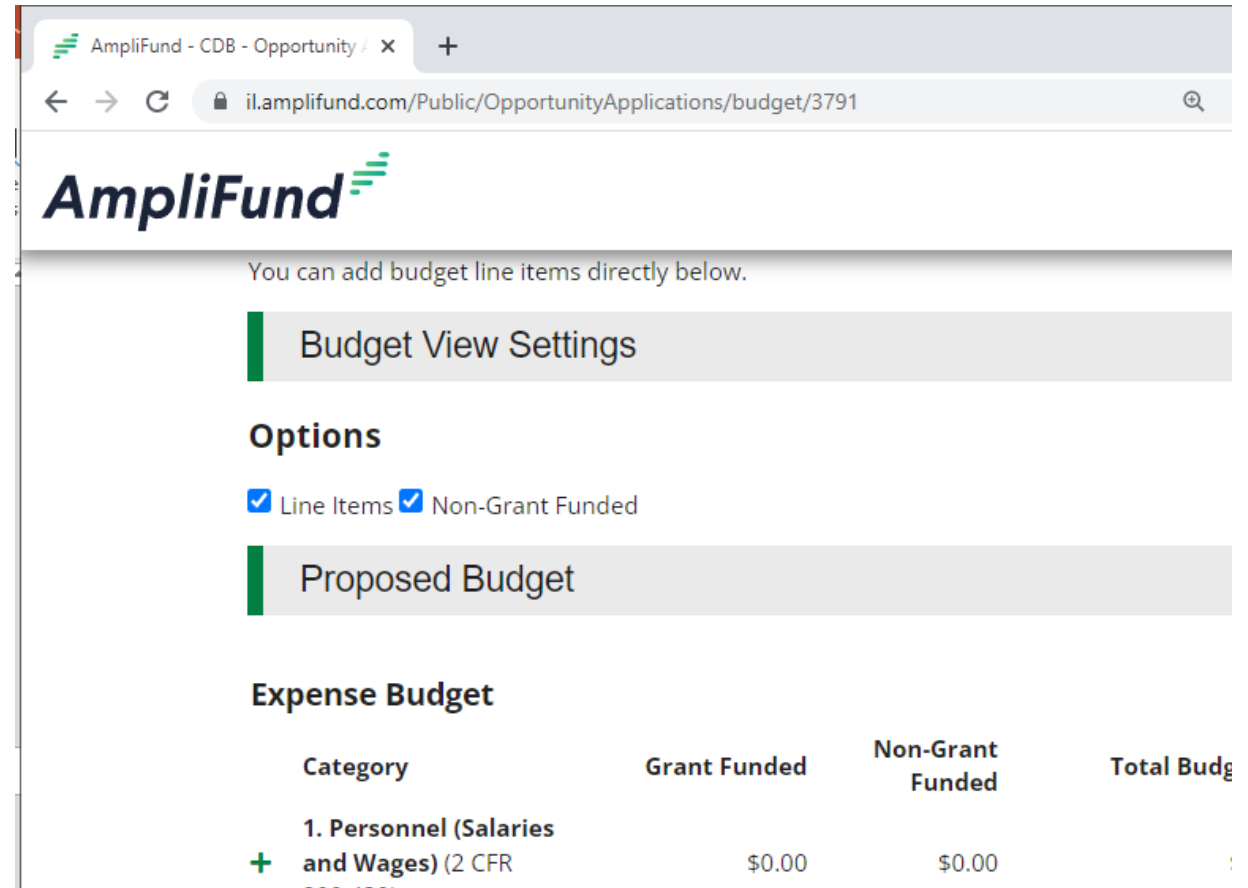
This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program-specific instructions, if attached. The applicant organization should refer to 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal

BUDGET Cont.

Please review the instructions provided on the Budget form and the information in this presentation prior to completing the Budget.

The Budget should be as concrete and specific as possible in the estimates. Make every effort to be realistic and to estimate costs accurately. Grant awards will not be adjusted if the actual costs exceed the grant amount requested in the application.

For the “Budget Viewing Settings,” you should keep both the “Line Items” and “Non-Grant Funded” boxes checked.



The screenshot shows the AmpliFund web application interface. The browser address bar displays the URL: il.amplifund.com/Public/OpportunityApplications/budget/3791. The AmpliFund logo is visible at the top. Below the logo, there is a section titled "Budget View Settings" with the instruction "You can add budget line items directly below." Underneath, there are two checked options: "Line Items" and "Non-Grant Funded". Below these options is a section titled "Proposed Budget" which contains a table with the following data:

Category	Grant Funded	Non-Grant Funded	Total Budget
1. Personnel (Salaries and Wages) (2 CFR	\$0.00	\$0.00	

BUDGET Cont. – General Guidance

1. Because these grants are funded with bonds, allowable expenses for both the grant funds and the required match are limited. Please review the Notice of Funding Opportunity for additional information on allowable expenditures.
2. Although the Budget template allows for the inclusion of many types of expenditures, the majority of the expenditure categories listed on the template will not be applicable to this grant program. The only categories that should be completed are “Construction,” “Equipment,” and “Miscellaneous,” although all projects may not have all three categories. Each of these categories will be discussed in more detail on the following slides.
3. The total budget provided in the Budget Template must match the Project Budget provided on Application Form 7, Project Budget.

BUDGET Cont. – General Guidance Cont.

4. Additionally, the amounts provided on the Budget Template must match the grant amount and match amounts provided in the Project Information section of the application. If necessary, you may need to go back to the Project Information section to update your responses.
5. Each entry must include a narrative for the item. The narrative should explain how costs were estimated and justify the need for the cost.
6. Architectural fees incurred prior to award may be used as part of a successful applicant's match contribution. If applicable, this must be reflected in the Budget and the narrative must indicate that the expense has already been incurred. Please review the Notice of Funding Opportunity for additional information on the allowance of pre-award costs.

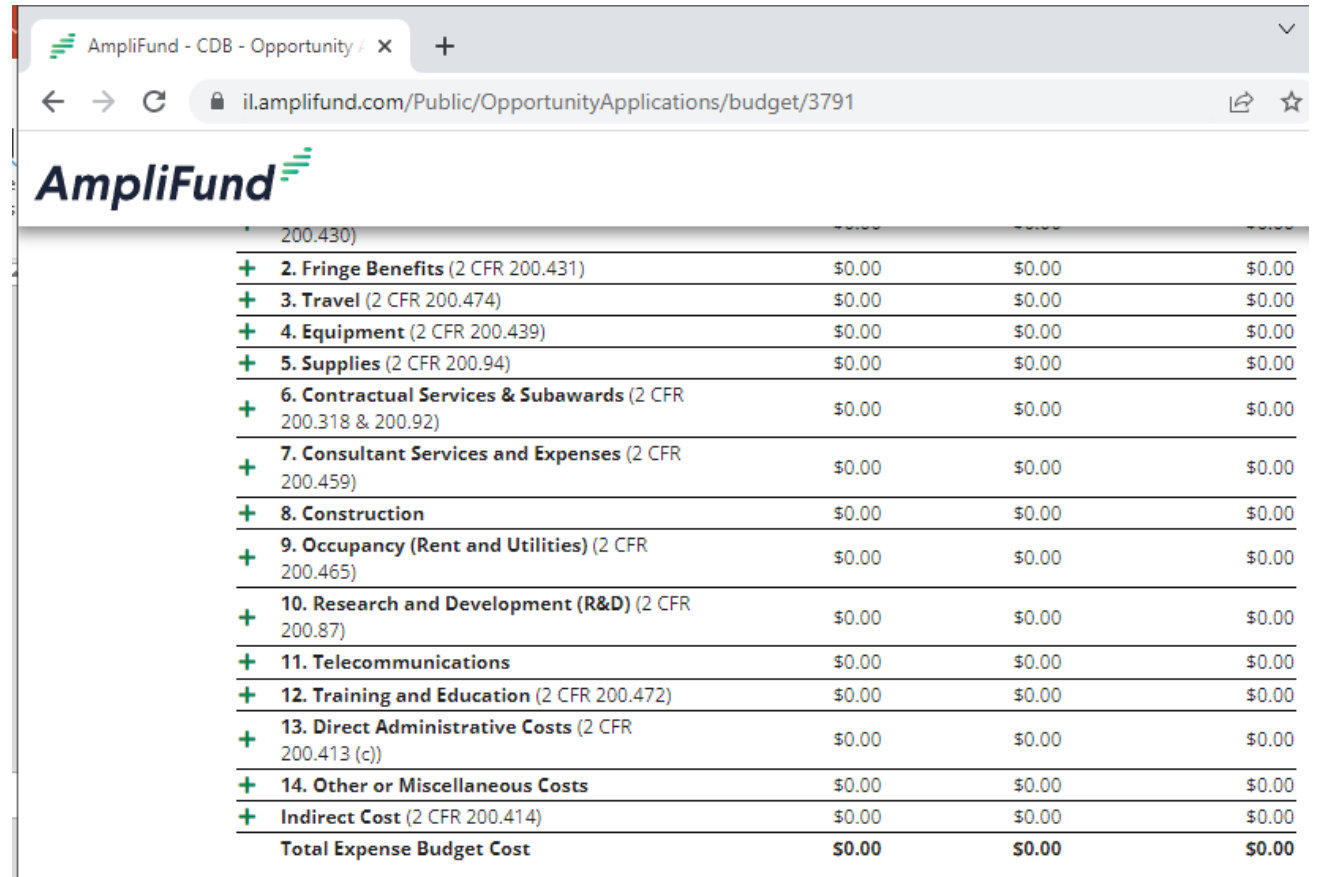
BUDGET Cont.

To make an entry to the Budget, click on the green plus sign next to the category for which you would like to make the entry. You can and should make multiple entries under certain categories.

Please review upcoming slides for additional information on what costs should be entered under each category.

To edit a line item previously entered, click the green pencil icon to the right of the line item's name.

To remove a line item previously entered, click the green garbage can icon.



The screenshot shows a web browser window with the URL il.amplifund.com/Public/OpportunityApplications/budget/3791. The page displays the AmpliFund logo and a table of budget categories. Each category has a green plus sign to its left, indicating it can be expanded. The table lists 14 categories, each with a value of \$0.00. A 'Total Expense Budget Cost' row is at the bottom, also showing \$0.00.

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

New Line Item

Non-Grant Funded

Grant Funded \$150,000.00

Cash Match

In-Kind Match

Other Funding

Total Budgeted \$300,000.00

Narrative 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.

BUDGET – Entering Match Contributions

For each line item entered, you will be asked the funding source for the item. If the line item will be paid entirely with Grant Funds, the “Non-Grant Funded” selection should say “No,” indicating that only Grant Funds will be used.

If the line item will be paid with Match Funds or both Match Funds and Grant Funds, select “Yes,” indicating that Non-Grant Funds will be used. When you select “Yes,” boxes will populate in which you must enter the match source (i.e. cash or in-kind contribution). Although cash match contributions may be included in line items paid partially with grant funds, in-kind match contributions **MUST** be entered separately as their own line item.

BUDGET— In-Kind Entries

Each in-kind contribution must be entered as a separate line item under the appropriate category. Provide the value of the in-kind contribution in the “In-Kind Match” box. In the Narrative, provide details about the match, including what is being provided, who is providing it, and how the value of that item was calculated.

The screenshot shows a 'New Line Item' form with the following fields and values:

Field	Value
Cost Rate*	\$600.00
Basis	
Quantity*	1
Length of Time*	1
Direct Cost	\$600.00
Non-Grant Funded	Yes
Grant Funded	\$0.00
Cash Match	\$0.00
In-Kind Match	\$600.00
Other Funding	\$0.00

Buttons: Create, Cancel

BUDGET – Adding Equipment

Adding Equipment:

Please note that while the introductory note discussing equipment mentions a minimum useful life of one-year, additional requirements apply to this opportunity. Please review the Notice of Funding Opportunity for additional information on allowable equipment.

Any costs for Equipment indicated on the Project Budget (Form 7) must be included on the Budget Template under the Equipment category.

New Line Item

Budget Item Information

Category

4. Equipment (2 CFR 200.439) ▼

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

Item Type

Non-Personnel

BUDGET - Adding Equipment Cont.

Name: Identify the type of equipment by name. Large equipment purchases should be entered as separate line items, when possible.

Cost Rate: Add the cost for the equipment. Please provide as accurate an estimate as possible.

Quantity: If more than one piece of the same equipment is needed, enter how many are needed for the Quantity.

The Direct Cost Amount will self populate based on the unit cost and quantity to be purchased.

m/Public/OpportunityApplications/budget/3791

New Line Item

Cost Rate*	<input type="text" value="\$300,000.00"/>
Quantity*	<input type="text" value="1"/>
Direct Cost	\$300,000.00
Non-Grant Funded	<input type="text" value="Yes"/>
Grant Funded	\$150,000.00
Cash Match	<input type="text" value="\$150,000.00"/>
In-Kind Match	<input type="text" value="\$0.00"/>
Other Funding	<input type="text" value="\$0.00"/>

BUDGET - Adding Equipment Cont.

Narrative: Each entry must include a narrative for the item, explaining the cost and necessity for the item.

Adding File: You may, but are not required to, add additional documents explaining the line item. Adding an additional file does not eliminate the requirement to complete the other required parts for the entry.

Click “Create” to add the item to the Budget. Repeat for additional equipment entries, as needed.

The screenshot displays a web browser window with the address bar showing 'm/Public/OpportunityApplications/budget/3791'. Below the browser window, a form titled 'New Line Item' is visible. The form contains the following fields and values:

Cost Rate*	\$300,000.00
Quantity*	1
Direct Cost	\$300,000.00
Non-Grant Funded	Yes
Grant Funded	\$150,000.00
Cash Match	\$150,000.00
In-Kind Match	\$0.00
Other Funding	\$0.00

BUDGET – Adding Construction

The costs listed on the Project Budget (Form 7) for 1) Architectural and Engineering Fees, 2) Project Inspection Fees, 3) Site Work, 4) Demolition and Removal, and 5) Construction are all considered “Construction” costs on the Budget Template.

Each one should be entered as a separate entry under the “Construction” category.

When it is known that different construction contractors will be performing different scopes of work, each type of work should be listed as a separate line item under the Construction category.

Please note that although the text related to Construction line-item entries says that Construction Costs are generally not allowable and must be supported by bids, that is not the case for this opportunity. Because this is a grant program for construction, Construction Costs are allowed without prior written approval. Additionally, although estimates for Construction Costs should be as accurate as possible, bids are not required at the application stage for this grant program.

BUDGET – Adding Construction

Name: Identity the line item by name, such as “Architectural Fees” or “Demolition.”

Description: Please briefly describe the costs. Additional information should be provided in the Narrative part of the entry.

Direct Cost: Please identify the cost for the particular item listed. Please provide as accurate of an estimate as possible.

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New Line Item

Budget Item Information

Category **8. Construction** ✓

Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable unless with prior written approval. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category. Estimated construction costs must be supported by documentation including drawings and estimates, formal bids, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations.

Item Type Non-Personnel

Name* ⓘ

Description*

Direct Cost*

Create Cancel

BUDGET – Adding Construction

If an item will be paid entirely with Grant Funds, select “No” for “Non-Grant Funded.”

If an item will be paid with both Grant Funds and Cash Match Funds or exclusively Cash Match Funds, select “Yes” for “Non-Grant Funded.” When you select “Yes,” additional boxes will appear. Input the amount of Cash Match into the appropriate box. The Grant Funded Amount will automatically adjust depending on the Cash Match provided.

Construction

award, and applicable regulations.

Item Type	Non-Personnel
Name*	<input type="text" value="Construction"/> ⓘ
Description*	<input type="text" value="Construction work to renovate the facility"/>
Direct Cost*	<input type="text" value="\$4,025,000.00"/>
Non-Grant Funded	<input type="button" value="Yes"/> ▼
Grant Funded	\$3,775,000.00
Cash Match	<input type="text" value="\$250,000.00"/>
In-Kind Match	<input type="text" value="\$0.00"/>

BUDGET – Adding Construction

Any In-Kind Contribution MUST be added as a separate line item entry and may not be included with any entry using either Grant Funds or Cash Match.

When using an In-Kind Contribution, provide details about the match in the Narrative section, including what is being provided, who is providing it, and how the value of that item was calculated.

Construction

award, and applicable regulations.

Item Type	Non-Personnel
Name*	<input type="text" value="Construction"/> ⓘ
Description*	<input type="text" value="Construction work to renovate the facility"/>
Direct Cost*	<input type="text" value="\$4,025,000.00"/>
Non-Grant Funded	<input type="text" value="Yes"/> ▼
Grant Funded	\$3,775,000.00
Cash Match	<input type="text" value="\$250,000.00"/>
In-Kind Match	<input type="text" value="\$0.00"/>

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New Line Item

Grant Funded	\$0.00
Cash Match	<input type="text" value="\$125,000.00"/>
In-Kind Match	<input type="text" value="\$0.00"/>
Other Funding	<input type="text" value="\$0.00"/>
Total Budgeted	\$125,000.00
Narrative	<input type="text" value="The architect has provided a schematic design and will be completing the design and bidding documents. The architect will assist to bid the construction work and will oversee the construction work. The architect will assist with grant compliance"/>
Attachment(s)	Attach supporting documentation such as drawings, estimates, formal bids, etc. <input type="button" value="Choose file(s)"/>

BUDGET- Adding Construction

Narrative: Each entry must include a narrative for the item, explaining the cost and necessity for the item. If expenses were already expended, include that information. Review the NOFO for allowable pre-award costs.

Adding File: You may, but are not required to, add additional documents explaining the line item. Adding an additional file does not eliminate the requirement to provide the other items for the Line Item.

Click “Create” to add the item to the Budget. Repeat for additional Construction items, as needed.

BUDGET – Adding Other/Misc. Costs

The Miscellaneous Expenses listed on the Project Budget (Form 7) should be included in the “Other or Miscellaneous Costs” category on the Budget Template. This includes legal fees related to obtaining a legal opinion regarding title to a site and filing fees for recording the liens required by CDB. Please note that these items should be an extremely small portion of the overall budget as most allowable costs will fall into a different category.

Land and property purchase costs listed on the Project Budget (Form 7) should also be included in the “Other or Miscellaneous Costs” category on the Budget Template. This may be a more significant portion of the budget.

Each cost should be listed as its own line item as much as possible.

BUDGET – Adding Other/Misc. Costs

Name: Add the name of the item (i.e. Building Purchase, Recording Fees)

Cost Rate: Add the cost of the item

Basis: This is not a required field. No entry is required.

Quantity: This is a required field. Please enter “1”.

Length of Time: This is a required field. Please enter “1” unless the item provided is billed at an hourly rate and more than one hour of work is anticipated.

New Line Item

Name*	<input type="text" value="Lien Recording Costs"/>
Cost Rate*	<input type="text" value="\$55.00"/>
Basis	<input type="text"/>
Quantity*	<input type="text" value="1"/>
Length of Time*	<input type="text" value="1.00"/>
Direct Cost	\$55.00
Non-Grant Funded	<input type="text" value="No"/>
Total Budgeted	\$55.00

BUDGET – Adding Other/Misc. Costs

If an item will be paid entirely with Grant Funds, select “No” for “Non-Grant Funded.”

If an item will be paid with both Grant Funds and Cash Match Funds or exclusively Cash Match Funds, select “Yes” for “Non-Grant Funded.” When you select “Yes,” additional boxes will appear. Input the amount of Cash Match into the appropriate box. The Grant Funded Amount will automatically adjust depending on the Cash Match provided.

Any In-Kind Contribution **MUST** be added as a separate line item entry and may not be included with any entry using either Grant Funds or Cash Match.

When using an In-Kind Contribution, provide details about the match in the Narrative section, including what is being provided, who is providing it, and how the value of that item was calculated.

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New Line Item

Grant Funded	\$0.00
Cash Match	<input type="text" value="\$125,000.00"/>
In-Kind Match	<input type="text" value="\$0.00"/>
Other Funding	<input type="text" value="\$0.00"/>
Total Budgeted	\$125,000.00
Narrative	<input type="text" value="The architect has provided a schematic design and will be completing the design and bidding documents. The architect will assist to bid the construction work and will oversee the construction work. The architect will assist with grant compliance"/>
Attachment(s)	Attach supporting documentation such as drawings, estimates, formal bids, etc. <input type="button" value="Choose file(s)"/>

BUDGET- Adding Other/Misc. Costs

Narrative: Each entry must include a narrative for the item, explaining the cost and necessity for the item.

Adding File: You may, but are not required to, add additional documents explaining the line item. Adding an additional file does not eliminate the need to provide the other items for the line item.

Click “Create” to add the item to the Budget. Repeat for additional entries, as needed.

BUDGET Cont.

Once completed, the Budget should include an itemized list of all costs related to the project and identify whether items will be purchased with Grant Funds, Match Funds or In-Kind Contributions.

The screenshot shows a web browser window with the URL il.amplifund.com/Public/OpportunityApplications/budget/3791. The page displays the AmpliFund logo and a detailed budget table with four columns of monetary values. The table lists various budget categories such as Travel, Equipment, Supplies, Contractual Services, Construction, and Occupancy, with sub-items like Architect Fees, Construction, and Site Work. Each item includes a plus sign for expansion, a pencil icon for editing, and a trash icon for deletion. The total expense budget cost is summarized at the bottom as \$9,000,000.00.

+ 3. Travel (2 CFR 200.474)		\$0.00	\$0.00	\$0.00
+ 4. Equipment (2 CFR 200.439)		\$0.00	\$275,000.00	\$275,000.00
Playground Equipment		\$0.00	\$275,000.00	\$275,000.00
+ 5. Supplies (2 CFR 200.94)		\$0.00	\$0.00	\$0.00
+ 6. Contractual Services & Subawards (2 CFR 200.318 & 200.92)		\$0.00	\$0.00	\$0.00
+ 7. Consultant Services and Expenses (2 CFR 200.459)		\$0.00	\$0.00	\$0.00
+ 8. Construction		\$4,500,000.00	\$390,940.00	\$4,890,940.00
Architect Fees		\$0.00	\$125,940.00	\$125,940.00
Construction		\$3,775,000.00	\$250,000.00	\$4,025,000.00
Site Work		\$375,000.00	\$0.00	\$375,000.00
Donated Construction Materials		\$0.00	\$15,000.00	\$15,000.00
construction contingency		\$350,000.00	\$0.00	\$350,000.00
+ 9. Occupancy (Rent and Utilities) (2 CFR 200.465)		\$0.00	\$0.00	\$0.00
+ 10. Research and Development (R&D) (2 CFR 200.87)		\$0.00	\$0.00	\$0.00
+ 11. Telecommunications		\$0.00	\$0.00	\$0.00
+ 12. Training and Education (2 CFR 200.472)		\$0.00	\$0.00	\$0.00
+ 13. Direct Administrative Costs (2 CFR 200.413 (c))		\$0.00	\$0.00	\$0.00
+ 14. Other or Miscellaneous Costs		\$4,500,000.00	\$600.00	\$4,500,600.00
Legal Fees for Title Review		\$0.00	\$545.00	\$545.00
Property purchase		\$4,500,000.00	\$0.00	\$4,500,000.00
Lien Recording Costs		\$0.00	\$55.00	\$55.00
+ Indirect Cost (2 CFR 200.414)		\$0.00	\$0.00	\$0.00
Total Expense Budget Cost		\$9,000,000.00	\$666,540.00	\$9,666,540.00

BUDGET Cont.

The screenshot shows a web browser window with the URL il.amplifund.com/Public/OpportunityApplications/budget/3791. The AmpliFund logo is visible at the top left. The main content is a budget summary table with the following data:

+ Indirect Cost (2 CFR 200.414)	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$9,000,000.00	\$666,540.00	\$9,666,540.00
Revenue Budget			
Grant Funding			
Award Requested	\$9,000,000.00		\$9,000,000.00
Subtotal	\$9,000,000.00		\$9,000,000.00
Non-Grant Funding			
Cash Match		\$650,995.00	\$650,995.00
In-Kind Match		\$15,545.00	\$15,545.00
Other Funding		\$0.00	\$0.00
Subtotal		\$666,540.00	\$666,540.00
		Total Revenue Budget Cost	(\$9,666,540.00)
		Total Overall Budget Cost	\$0.00

At the bottom of the table, there are two green buttons: "✓ Mark as Complete" and "Save & Continue".

The Revenue Budget at the bottom of the page will summarize the funding types being utilized for the project.

The form will show an error if the amounts entered on the Budget Template do not match the amounts listed on the Project Information page of the application.

Once all of the entries are accurate, you may “Save & Continue.”

REVIEWING AND SUBMITTING YOUR APPLICATION

Once all required fields and sections have been completed, you are ready to submit your application to CDB. Prior to submitting your application, you will need to review each page for accuracy and “Mark as Complete” by clicking that button at the bottom of each page. Once you have marked a page as Complete, you may click “Save & Continue” to move to the next page.

You cannot edit an application once it has been submitted, so please review it very carefully prior to submission.

You may also download your application and its materials for review before submitting. To review your application:

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

Reviewing your application will download a PDF packet of the project information, forms, and uploads.

REVIEWING AND SUBMITTING YOUR APPLICATION

Once you have marked all forms as complete, you may submit your application.

To submit your application:

1. Open the application.
2. Navigate to the Submit page using the green navigation circles at the top of the page.
3. Click Submit.

Early Childhood Construction Grant - Rebuild Illinois



Forms

Help

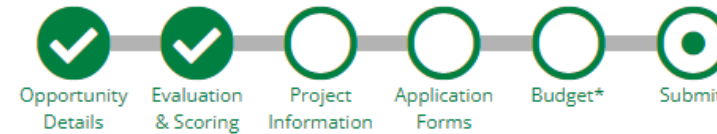
Doc

Name	Status	Print
Uniform Grant Application - Applicant Completed Section	Complete	
Initial Questions	In Progress	
Location and Funding	In Progress	
Provider Details	In Progress	
Project Details	In Progress	
Project Status	In Progress	
Construction Budget	In Progress	

REVIEWING AND SUBMITTING YOUR APPLICATION

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

Early Childhood Construction Grant - Rebuild Illinois




You are about to submit your application, **ABC School District - Early Childhood Construction Grant**, to CDB.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms containing required fields which have not been completed!

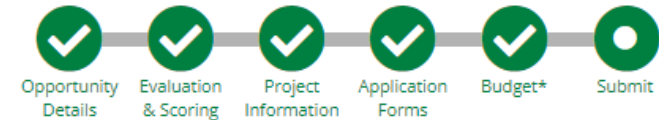
 Review

Submit

REVIEWING AND SUBMITTING YOUR APPLICATION

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

Early Childhood Construction Grant - Rebuild Illinois



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 AN APPLICATION

After you have submitted your application, you may withdraw your application, if necessary.

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.

APPLICATION NOTIFICATIONS

- Applicants will receive an automatic email from AmpliFund when an application has been submitted on behalf of their organization.
- Award notification: 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 CDB.
- All AmpliFund notifications will go to the Primary Contact email address listed on the Project

FAQs

You may view all of the questions received by CDB through August 15, 2022, and relevant responses on CDB's website at:

[Early Childhood Grant Program - Grants \(illinois.gov\)](https://www.illinois.gov/EarlyChildhoodGrantProgram-Grants)

