



Pre-Award Processes For Illinois State Fire Marshal Grantees

Table of Contents

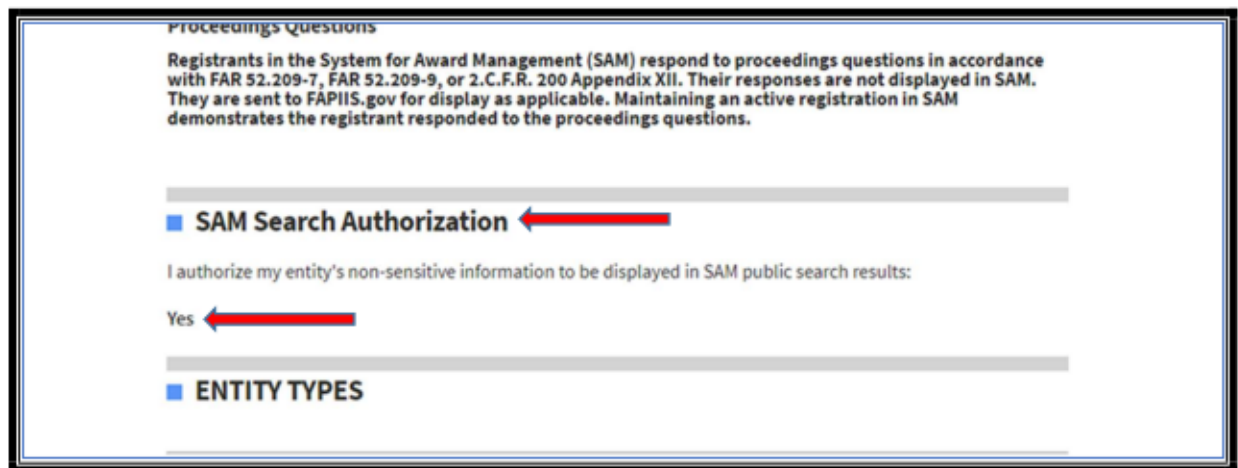
Table Of Contents	1
Gata Grantee Portal Prerequisites.....	2
Opportunity Details	4
Project Information And Navigation.....	7
Application Forms	9
Budget.....	11
Submit Application.....	14
Customer Support	16

GATA Grantee Portal Prerequisites

Applicants must register with SAM.gov and with the GATA Grantee Portal and be granted access to the AmpliFund Applicant Portal and AmpliFund GMS in order to apply for a grant.

The following provides assistance on creating a SAM.gov account:

1. Create a SAM.gov account here – <https://SAM.gov>
2. Federal assistance guides for SAM.gov can be found here – https://www.fsd.gov/gsafsd_sp/en/quick-start-links-getting-started-with-entity-registration?id=kb_article_view&sysparm_article=KB0039524&sys
3. In the SAM Search Authorization section of SAM.gov registration, select, “YES” to ensure the organization’s public information is accessible. (Illinois has automated data feeds from SAM.gov. If “NO” is selected, the organization’s “QUALIFIED” status may be flagged under the SAM.gov Account.)



Proceedings Questions

Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

SAM Search Authorization ←

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes ←

ENTITY TYPES

The following support article outlines the following processes for GATA Grantee Portal Accounts:

1. Create GATA Grantee Portal Account here – <https://grants.illinois.gov/portal>.
2. Link the account to the appropriate Organization.
3. Grant access to the AmpliFund Applicant Portal and AmpliFund GMS.
4. Toggle between the Applicant Portal and AmpliFund GMS.

[How to Add New Users as a Grantee and Single-Sign-On \(SSO\) Process](#)

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

Grantee Portal
Sign In

Amplifund
Sign In

Create Account

Public Account
Help

Partner Account
Help

To access the Portal or Amplifund you must have an Illinois.gov account.

To create an account, click the Create Account button.

For Public domain account help, click the Public Account Help button.

For Partner domain account help, click the Partner Account Help button.

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

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

[Grantee Portal Frequently Asked Questions²](#)

[GATA Learning Management System](#)

GOMB/GATU, in partnership with the University of Illinois Springfield, is pleased to offer comprehensive training courses for grantees, potential grantees and state agency personnel. To read more about these courses, including instructions to access the [GATA Learning Management System](#), [click here](#).

Opportunity Details

Applicants can find a link to apply on the Catalogue of State Financial Assistance (CSFA) or any other means that the funding agency provides the Public Link.

Applicants may utilize the following link to the Opportunity on the OSFM website:
<https://sfm.illinois.gov/iam/firedepartment/grants-and-loans.html>.

OR

Complete the following steps to access Opportunities from the CSFA:

1. Access the **CSFA** here - <https://gata.illinois.gov/grants/csfa.html>.
2. Select Click here to browse a list of current funding opportunities.

CSFA Home

Illinois Catalog of State Financial Assistance

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

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

Active Programs and Awards

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

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

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

Search active programs :

Search

Search registered grantees :

Search

To subscribe to a weekly mailing list of new opportunities, send a blank email message to: subscribe-omb-gata-grants@lists.illinois.gov

3. Search for the appropriate Opportunity.

HOW TO APPLY USING THE AMPLIFUND SYSTEM

Opportunities with [GMS](#) prepended have a NOFO in AmpliFund. NOFOs in AmpliFund have the same content but look slightly different in this system. These NOFOs are using AmpliFund for grant applications. You must have Grantee Portal access.

Also, your organization must be registered in the Grantee Portal.

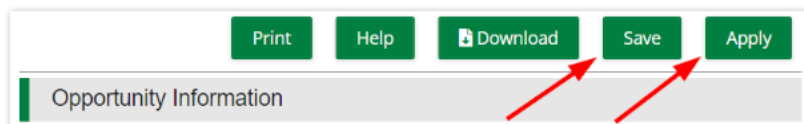
For help completing these requirements, see the [Grantee Portal User Guide](#).

Opportunity Title	Agency	Application Date Range	Award Range
Community Development Block Grant Disaster Response Program	DCEO (420)	04/05/2022 - No end date	\$0 - \$250000
Business Attraction Prime Sites	DCEO (420)	09/20/2021 - 06/30/2025	\$250000 - \$25000000
SBIR/STTR Match Program	DCEO (420)	11/17/2022 - 06/30/2025	\$1 - \$50000
Federal Grant Support Program	DCEO (420)	05/24/2023 - No end date	\$10000 - \$5000000
Illinois Reproductive Health Facilities Capital Grant Program	DCEO (420)	07/31/2023 - No end date	\$50000 - \$500000
Illinois Returning Residents Clean Jobs Program (CEJA)	DCEO (420)	02/20/2024 - No end date	\$1000000 - \$2000000
Community Development Block Grant Economic Development Program	DCEO (420)	10/23/2024 - No end date	\$300000 - \$1000000
Illinois Grocery Initiative	DCEO (420)	12/17/2024 - 12/15/2025	\$25000 - \$250000
Illinois Digital Equity Capacity Grant Program (IDEC)	DCEO (420)	02/03/2025 - 05/08/2025	\$90000 - \$900000
Clean Energy Career and Technical Education Pilot Program	DCEO (420)	02/10/2025 - 06/30/2025	\$250000 - \$750000
Clean Energy Career and Technical Education Pilot Program	DCEO (420)	02/11/2025 - 06/01/2025	Not Applicable
Future Energy Jobs Act Craft Apprenticeship Program	DCEO (420)	03/21/2025 - 05/05/2025	Not Applicable
Future Energy Jobs Act Multi-Cultural Jobs Program	DCEO (420)	05/01/2025 - 07/01/2025	\$500000 - \$1000000
Solar Pipeline Training Program	DCEO (420)	05/01/2025 - 07/01/2025	Not Applicable

- Review the note as needed.
- Select the Opportunity Title link under Continue to the NOFO in AmpliFund.

PLEASE NOTE:

To Apply or Save an opportunity using the AmpliFund system you will be prompted to sign in. You must have Grantee Portal access and your organization must be registered in the Grantee Portal.



For help completing these requirements, see the [Grantee Portal User Guide](#).

Continue to the NOFO in AmpliFund...

[Special Wildlife Funds - Duck Stamp - DU Line Item 100K Canada \(FY26 Budget\)](#)

- Alternatively, use the Public Link provided by your Funder.
- Land on the Opportunity Details page.

Complete the following steps to review the Opportunity Details:

- Review the Print, Help, Download, Save, and Apply options on the top right of the screen.
 - Use the back button on the browser to get back to the Opportunity Details page.

2. Review the Opportunity Details and related attachments.
3. Select Apply.

Ronny Test - FY25 Small Equipment Grant 3 v1

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

Opportunity Information

CSFA Number	592-01-0504
CSFA Popular Name	Small Equipment Grant
Title	Ronny Test - FY25 Small Equipment Grant 3 v1
Description	Provides up to \$26,000 for the purchase of small fire fighting and ambulance equipment.

4. Land on the Project Information Page.

Project Information and Navigation

Navigate throughout the Application Packet by selecting the appropriate element across the top of the screen. For example, select the Application Forms to review all the required Application Forms. Then, select the Project Information element to navigate back to the Project Information page.

Enter basic Application Information and Primary Contact information on the Project Information page.

Complete the following fields on the Project Information page:

1. Application Name.
2. Award Requested.
3. Match Amounts.
 - a. Leave as \$0.00, not required for this program.

Ronny Test - FY25 Small Equipment Grant 3 v1



Project Information

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

Application Information

Application Name * ✓

Pre-Qualification Status

How much are you requesting from the funder?

Award Requested *

4. Enter Name.
5. Enter Email Address.
6. Enter Address Line 1.
7. Enter Address Line 2
 - a. As needed.
8. Enter City.
9. Enter State/Province.
10. Enter Postal Code.
11. Enter Phone Number.

12. Mark as Complete.

13. Save and Continue.

Primary Contact Information

Name *	<input type="text" value="Tommy Testster"/>
Email Address *	<input type="text" value="Tommy@tester.com"/>
Address Line 1 *	<input type="text" value="123 Test Drive"/>
Address Line 2	<input type="text"/>
City *	<input type="text" value="Test City"/>
State/Province *	<input type="text" value="IL"/>
Postal Code *	<input type="text" value="00000"/>
Phone Number	<input type="text" value="555-555-5555"/>

Save

✓ Mark as Complete

Save & Continue

14. Land on the Application Forms list page.

Application Forms

Funders configure Application Forms to collect data from Applicants. The Application Forms Grid shows the Name, Status, and Print options of each form.

Ronny Test - FY25 Small Equipment Grant 3 v1



Forms

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

Name	Status	Print
Small Equipment Grant Application	New	

1 - 1 of 1 items

[Save & Continue](#)

Applicants are required to complete the following:

1. Uniform Grant Application – Applicant Completed Section
2. Small Equipment Grant Application

Complete the following steps for each Application Form:

1. Select the Name to start the Application Form.

Forms

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

Name	Status	Print
Small Equipment Grant Application	New	

1 - 1 of 1 items

[Save & Continue](#)

2. Review all application instructions, fields, and downloadable attachments carefully.
3. Important Considerations:
 - a. The Application must be completed correctly to be reviewed by the Committee.
 - b. There is conditional formatting on some of the questions. For example, if you select Yes or No, a new question might appear.

- c. Read the instructions and watch the video for each section of the Application Form.
 - d. Enter all % at a decimal (example: 10% is .1; 1% is 0.01; 0.5% is 0.005).
 - e. Contact Ronny Wickenhauser (Ronny.J.Wickenhauser@illinois.gov; (217)558-0577) with questions.
4. Complete all required fields marked with an (*).
 5. Complete all applicable optional fields.
 6. Mark as Complete.
 7. Save and Continue.

Attestation

We, the undersigned, and duly authorized officers do hereby certify that the filing of this application was duly authorized, and that the statements made in this grant application and all exhibits, documents, and data submitted with this grant application are true and correct according to the best knowledge and belief of the undersigned and are submitted as a basis for approval of a grant from the Small Equipment Grant Program. As part of the grant process, the Office of the Illinois State Fire Marshal is hereby authorized to verify any information contained herein.

Signature 1 Name *

Signature 1 Title *

Signature 2 Name *

Signature 2 Title *

Save

✓ Mark as Complete

Save & Continue

8. Land on the next Application Form page.
9. Complete the above steps for all Application Forms.
10. Land on the Budget after completing the last Application Form.

Budget

Applicants must account for all the Award Requested amount on the Project Information page when completing the Budget. For example, if requesting \$26,000 on the Project Information page corresponding Line Items must be entered against allowable Budget Categories to reconcile the Award Requested with the Total Revenue Budget Cost on the Budget.

Complete the following steps to add Budget Line Items:

1. Select the + icon next to the Budget Category.

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Small Equipment Grant - Equipment	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

2. Ensure the Item Type is Non-Personnel.
3. Enter the name of the equipment to be purchased (for example: Turnout Gear).
4. Enter Description (**This is where you enter the narrative for your grant request**). This description narrative should include the following (**It is important that you address ALL of the items below to allow Committee members to score your application. Failure to include a detailed description narrative may result in your application not being considered.**):
 - a. A description of what the equipment is and how the equipment will be used.
 - b. Why the equipment needs to be purchased or replaced.
 - c. Why the department is unable to purchase the equipment without a grant, including a discussion on why the department's current budget cannot be used for the purchase and whether the department has tried to secure other outside funding and if not, why.
 - d. Demographic factors/trends affecting the need for the purchase of the equipment.
 - e. Any other information you believe may justify your request for the grant.
5. Enter Direct Cost.

6. **Ignore the Narrative field.**
7. Click Create on the bottom right of the screen (**it is not necessary to upload any attachments prior to clicking Create**).
8. Repeat for all Line Items.
9. Select the pencil edit icon to edit Line Items.

Budget Item Information

Category

Small Equipment Grant - Equipment

Small Equipment Grant - Equipment are small firefighting and ambulance tools or equipment that are part of the approved Tier I categories of equipment for the program. Tier I equipment includes the following items (other items may be considered Tier I if they fit within the following categories): Personal Infection Control Items (examples include anti-microbial wipes, boot covers, face shields, goggles, gowns, infection control kits, medical gloves, N-95 masks, UV and sanitizing equipment [vehicle use only]), Fire Fighter Safety Equipment (examples include flashing beacon lights for personal wear, flashlights, PASS device, portable foam equipment, portable handheld radios and or charger stations, PPE, reflective vests, rescue pants, R.I.T. bag system, SCBA, SCBA cylinder tanks, SCBA cylinder fill stations, SCBA scrubber, thermal imaging cameras, turnout gear, turnout gear washers and dryers), EMS Emergency Response Equipment (examples include AED machines, ambulance based O2 bottles, backboards, cardiac monitors, cardiac "thumper," mass casualty gear, oxygen regulators, portable handheld radios and/or chargers, portable suction units, power cots, stair chairs), and Vehicle Rescue Equipment (examples include air lifting bags, extrication tools, extrication tool mounting brackets, forcible entry/overhaul tools, Halligan bars, portable generators, reciprocating saws and blades, K12 saws)

Item Type

Non-Personnel

Name *

Description *



Direct Cost *

\$0.00

Create

Cancel

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Small Equipment Grant - Equipment	\$5,000.00	\$0.00	\$5,000.00
Test 1  	\$5,000.00	\$0.00	\$5,000.00
Total Expense Budget Cost	\$5,000.00	\$0.00	\$5,000.00

10. The Total Overall Budget Cost must be \$0.00.

11. Select Mark as Complete.

12. Save and Continue.

13. Land on the Submit page.

Subtotal	\$0.00	\$0.00
Total Revenue Budget Cost		(\$25,000.00)
Total Overall Budget Cost		\$0.00

✓ Mark as Complete

Save & Continue

Submit Application

The Project Information page, all Application Forms, and the Budget must be Marked as complete to submit. The navigation element will be green with a white checkmark when complete. AmpliFund displays validation errors if there are incomplete sections in the Application Packet.

Incomplete Application:



Grantee Pre-Award Processes



You are about to submit your application, **Test**, to **Board of Elections**.

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.

You have forms that have not been completed.

Your budget has errors that require your attention.



Complete Application:



Grantee Pre-Award Processes



You are about to submit your application, **Test**, to **Board of Elections**.

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.



Submitted Application:



Grantee Pre-Award Processes



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.



Download Complete Application:

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.



Customer Support

Housekeeping User Tips:

- Create an AmpliFund favorites folder in your browser.
- Follow AmpliFund Release Notes to stay up to date on product updates.
AmpliFund Release Notes: <https://il-amplifund.zendesk.com/hc/en-us/categories/360001754633>

AmpliFund Links:

- Production Link: <https://il.amplifund.com>

AmpliFund Support Contacts:

- AmpliFund Support Site: <https://il-amplifund.zendesk.com>
- AmpliFund Support Email: support@il-amplifund.zendesk.com
- AmpliFund Support Phone: (844) 407-3573

GATU Support Contacts:

- GATU Support Site: <https://gata.illinois.gov>
- GATU Support Email: omb.gata.gms@illinois.gov
- GATU Support Phone: (217) 782-4520

OSFM Support Contacts:

- Program Support: (217) 785-4717
- Program Support Email: Roger.D.Branson@illinois.gov
- Application Support: (217) 558-0577
- Application Support Email: Ronny.J.Wickenhauser@illinois.gov