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SFY 2024 PAR and Unmet Needs Grant Program Application User Guide

The SFY 2024 PAR and Unmet Needs Grant Program application is a cloud-based form within the AmpliFund grant management system.

The application can be accessed from this link:

https://il.amplifund.com/Public/Opportunities/Details/617f0a29-bde0-4b39-a455-57b866e09129

GATA

The Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq., increases accountability and transparency in the use of grant funds while reducing the administrative burden on both state agencies and grantees through adoption of the federal grant guidance and regulations codified at 2 CFR Part 200 (Uniform Requirements). IEMA has adopted the uniform data field requirements on grant applications to comply with GATA.

In addition to the IEMA program guidance and application form, sub-award recipients also need to comply with GATA requirements for grant eligibility. More information regarding GATA can be found at http://www.illinois.gov/sites/gata.
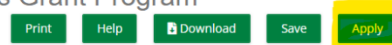
Accessing the Application

Internet access and an AmpliFund logon are needed to submit your completed grant application

Contact EMA.grants@Illinois.gov with any technical questions. Use the following steps to access the application.

1. The SFY 2023 PAR Grant Application is located here: Click the https://il.amplifund.com/Public/Opportunities/Details/617f0a29-bde0-4b39-a455-57b866e09129 to open the grant application in your Internet browser.
2. Review 'Opportunity Information'. Click 'Apply' to begin the application

SFY24 Preparedness, Response, and Unmet Needs Grant Program

Print   Help   Download   Save   Apply

Opportunity Information

CSFA Number	588-40-1714
CSFA Popular Name	PAR
Title	SFY24 Preparedness, Response, and Unmet Needs Grant Program
Description	The grant program has been appropriated to IEMA-OHS for the purpose of all approved costs associated with Homeland Security Preparedness, Response, and Unmet Needs Grant Program.
Awarding Agency Name	Illinois Emergency Management Agency
Agency Contact Name	Bob Evans
Agency Contact Phone	217-557-4788
Agency Contact Email	Bob.P.Evans@illinois.gov
Fund Activity Categories	Disaster Prevention and Relief

Completing the Application

3. Complete the 'Project Information' page when done click 'Mark as complete' and then the 'Save & Continue' buttons at bottom of page.

4. Forms- 3 forms are contained on this page each must be completed.

   a. Click on Uniform Grant Application (**NOTE**: you will need the jurisdictions GATA ID number found in the GATA Grantee Portal.)

Uniform Grant Application - Applicant Completed Section

Applicant Information

Legal Name (Name used for UEI registration and grantee pre-qualification) *

Illinois Emergency Management- Office of

Common Name (DBA)

IEM-OHS

Employer/Taxpayer Identification Number (EIN,TIN) *

806473229

Unique Entity Identifier (UEI) *

H4W7BBRMQ5V9

GATA ID (assigned through the grantee portal) *

679729

SAM Cage Code *

6VL17

Applicant's Organizational Unit

Department Name *

IEMA-PGA

Applicant's Name and Contact Information for Person to be Contacted for Program Matters involving this Application

First Name *

Nichole

Last Name *

Strayer

Suffix

Title *

Account Tech

Organizational Affiliation *

IEMA

Telephone Number *

217/524/7890

Fax Number

Email Address *

Nichole.Strayer@Illinois.gov

Applicant's Name and Contact Information for Person to be Contacted for Business/Administrative Office Matters involving this Applica

First Name *

Alicia

Last Name *

Tate-Nadeau

Suffix

Title *

Director

Organizational Affiliation *

IEMA

Telephone Number *

217/524-7890

Fax Number

Email Address *

Alicia.Tate-Nadeau@illinois.gov

(NOTE: For the Applicant's Name and Contact Information for Person to be Contacted for Business/Administrative Office Matters involving this Application we need you to list who has signing authority for your organization.)

Applicant's Project

Description Title of Applicant's Project

24PARIEMA

Proposed Project Term Start Date

7/1/2023 🔲

Proposed Project Term End Date

6/30/2024 🔲

Applicant Certification

By signing this application, I certify (1) to the statements contained in the required assurances* and agree to comply with any resulting terms if I a penalties. (U.S. Code, Title 18, Section 1001)

(*)The list of certification and assurances, or an internet site where you r required assurances and certifications as an addendum to the applicatic

Applicant Certification *

☑ I agree

[Save] [✓ Mark as Complete] [Save & Continue]

Attach an additional list, if necessary

Choose File

Applicant's Project

Description Title of Applicant's Project

24CAPIEMA

Proposed Project Term Start Date

7/1/2023

Proposed Project Term End Date

6/30/2024

Applicant Certification

By signing this application, I certify (1) to the statements contained in the list of certificaitons* and required assurances* and agree to comply with any resulting terms if I accept an award. I am aw 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 cor required assurances and certifications as an addendum to the application.

Applicant Certification *

☑ I agree

[Save] [✓ Mark as Complete] [Save & Continue]

The Legislative and Congressional District are "**statewide**'. The project is 24PAR of 24CAP Project start date is 07/01/2023 end date is 6/30/2024.
When done click 'Mark as complete' and then the 'Save & Continue' buttons at bottom of page.

      b. Narrative: Type in the program narrative for the SFY24 Par. When done click 'Mark as complete' and then the 'Save & Continue' buttons at bottom of page.

SFY24 Preparedness, Response, and Unmet Needs Grant Program

✓ Opportunity Details ✓ Project Information ◉ Application Forms (3) ○ Budget* ○ Submit
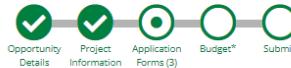
Narrative
2 of 3

[Download] [Save] [Save & Continue]

Program Narrative: Please provide a brief description and time line of the proposed project that summarizes the use of the grant award.

Program Narrative *

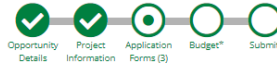| Formats ▾ | **B** | *I* | ≡ | ≡ | ≡ | ≡ | ☰ | ☷ | ↹ | ↹ | 🔗 | 🖼 | <> |

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When you're finished answering the questions on this page, click Mark as Complete. An application cannot be submitted until all pages are marked as complete.

Not finished with this page yet? Click Save or Save & Continue to fill out the missing information at a later time.

[Save] [Mark as In Progress] [Save & Continue]

      c. Travel: Does your organization have travel regulations or do you the state travel regulations? Will there be any out of state travel? When done click

'Mark as complete' and then the 'Save & Continue' buttons at bottom of page.

SFY24 Preparedness, Response, and Unmet Needs Grant Program

Opportunity Details — Project Information — Application Forms (3) — Budget* — Submit

Travel
3 of 3

Download Save Save & Continue

Local Government *
○ Does NOT have Travel Regulations
○ Does have Travel Regulations

Is any of the travel requested out of the State of Illinois? *
○ Yes
○ No

When you're finished answering the questions on this page, click Mark as Complete. An application cannot be submitted until all pages are marked as complete.
Not finished with this page yet? Click Save or Save & Continue to fill out the missing information at a later time.

Save ✓ Mark as Complete Save & Continue

5.   Budget: The Grant Funding and Non-Grant Funding amount are auto populated from the 'Project Information' page. (NOTE: This grant does not use the Non-Grant funding information. Please leave blank) Only the Categories highlighted in yellow will be used.

Budget View Settings

Options

☑ Line Items ☑ Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
✚ 1. Personnel (Salaries and Wages) (2 CFR 200.430)	$0.00	$0.00	$0.00
✚ 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**

Revenue Budget

Grant Funding

	Grant Funded	Non-Grant Funded	Total Budgeted
Award Requested	$964,500.00		$964,500.00
Subtotal	**$964,500.00**		**$964,500.00**

Non-Grant Funding

		Non-Grant Funded	Total Budgeted
Cash Match		$0.00	$0.00
In-Kind Match		$0.00	$0.00
Other Funding		$0.00	$0.00
Subtotal		**$0.00**	**$0.00**

Total Revenue Budget Cost   ($964,500.00)

Total Overall Budget Cost   ($964,500.00)

The Total Overall Budget Cost must be $0.00

Click the **green '+'** on the category to enter details of an expense item. Enter Grant Funded for the 'Expense Budget' items. The 'total Overall Budget Cost' must be $0.00 after entering all of the proposed budget details.

New Line Item

New Line Item

The Budget is complete when the 'total Overall Budget Cost' is $0.00 and the expense details match the grant funded amount auto populated from the project information page. When done click 'Mark as complete' and then the 'Save & Continue' buttons at bottom of page.

6.   Submit: Click the 'Submit' button to officially submit the application to IEMA. You may download and save a copy to your PC after submission.

SFY24 Preparedness, Response, and Unmet Needs Grant Program

Opportunity Details — Project Information — Application Forms — Budget* — Submit

You are about to submit your application, **Illinois Emergency Management-Office of Homeland Security**, to **Illinois Emergency Management Agency - Office of Homeland Security.**

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.

Review   Submit

7.   Application has been submited.

SFY24 Preparedness, Response, and Unmet Needs Grant Program

Opportunity Details — Project Information — Application Forms — Budget* — Submit
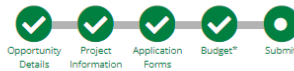
Success!

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