2026 SUSTAINED TRAFFIC ENFORCEMENT PROGRAM APPLICATION GUIDE

NAVIGATING AMPLIFUND FOR GRANT APPLICATIONS

This guide is to help learn new processes and the flow of information with the implementation of the AmpliFund Grant Management Software.

All applications and documents will be submitted electronically through the AmpliFund system for Notice of Funding Opportunities (NOFO) posted in AmpliFund.

This guide will start with where to find the NOFOs, walkthrough a step-by-step process of how to fill out the information and submit it.

LOCATING THE FUNDING OPPORTUNITY

Funding Opportunity links can be found on the IDOT website.
https://idot.illinois.gov/transportation-system/safety/grants/current

Funding Opportunity links can also be found on the GATA website. Using the CSFA 494-10-0343 to search. Copy the web address listed in the "Grant Application Link".

https://www2.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx

ILLINOIS TRAFFIC SAFETY GRA

SAFETY FIRST

| Home | Apply | Forms | Resources | Contact Us |

Apply For Current Grant Opportunities

Please submit STEP and Distracted Driving applications and accompanying documents to DOT.Tsgrants@illinois.gov ⬜.

Please use Internet Explorer to access form attachments.

Grant Accountability and Transparency Act

Search...

Select Language

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CSFA Home / Agency List / Program List / Program

State and Community Highway Safety/National Priority Safety Prog
NHTSA Section 402, Section 405, and 1906 funds and State of Illinois funds
CSFA Number: 494-10-0343

STATE AGENCY INFORMATION

Agency Name
Department Of Transportation (494)

Agency Identification
494-10-0343

REVIEWING OPPORTUNITY DETAILS

Once the Funding Opportunity is located, you can review the information.

Review the Opportunity Details tab for application information.

This will include the following: opportunity information, funding, award information, submission information, question submission information, eligibility information, and award administration information.

State and Community Highway Safety/National Priority Safety Program; 26-0343-11 Sustained Traffic Enforcement Program (STEP)

Print | Help | Do

Opportunity Details | Evaluation & Scoring

Opportunity Information

CSFA Number | 494-10-0343

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

Title | State and Community Highway Safety/National Priority Safety Program; 26-0343-11 Sustained Traffic Enforcement Program (STEP)

EVALUATION & SCORING

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

State and Community Highway Safety/National Priority Safety Program; 26-034
Sustained Traffic Enforcement Program (STEP)

Print

Opportunity Details   Evaluation & Scoring

Opportunity Information

CSFA Number   494-10-0343

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

Title   State and Community Highway Safety/National Priority Safety Program; 26-0343-11 Sustained Traffic Enforcement Program (STEP)

LOG INTO AMPLIFUND

In order to login, the person logging in must already be registered in the GATA Applicant Portal. Persons who have GATA Portal access is determined by the applicant agency.

Please contact your agency's GATA portal contact if you do not have access. It is your agency's responsibility to determine who has GATA Portal and AmpliFund access.

AmpliFund supports the following browser versions:

- **Google Chrome – Recommended**

- Mozilla Firefox

- Microsoft Edge

- Microsoft IE11+

- Apple Safari 10+

LOGGING INTO AMPLIFUND

All GATA Grantee Portal users have immediate access to AmpliFund. Use your GATA Grantee Portal username and password to log into AmpliFund to access your saved, started, and submitted applications.

1. Go to https://il.amplifund.com. You will be redirected to the Illinois.gov authentication portal page.

2. On the Illinois.gov portal page, click Public Account.

3. Enter your GATA Applicant portal username and password.

4. Click Sign In. Note: You'll notice your entered username automatically should turn into your public.external.illinois.gov email address.

5. Review the Usage Terms and Conditions page, click **Accept**.

ILL**I**NOIS.GOV
Authentication Portal

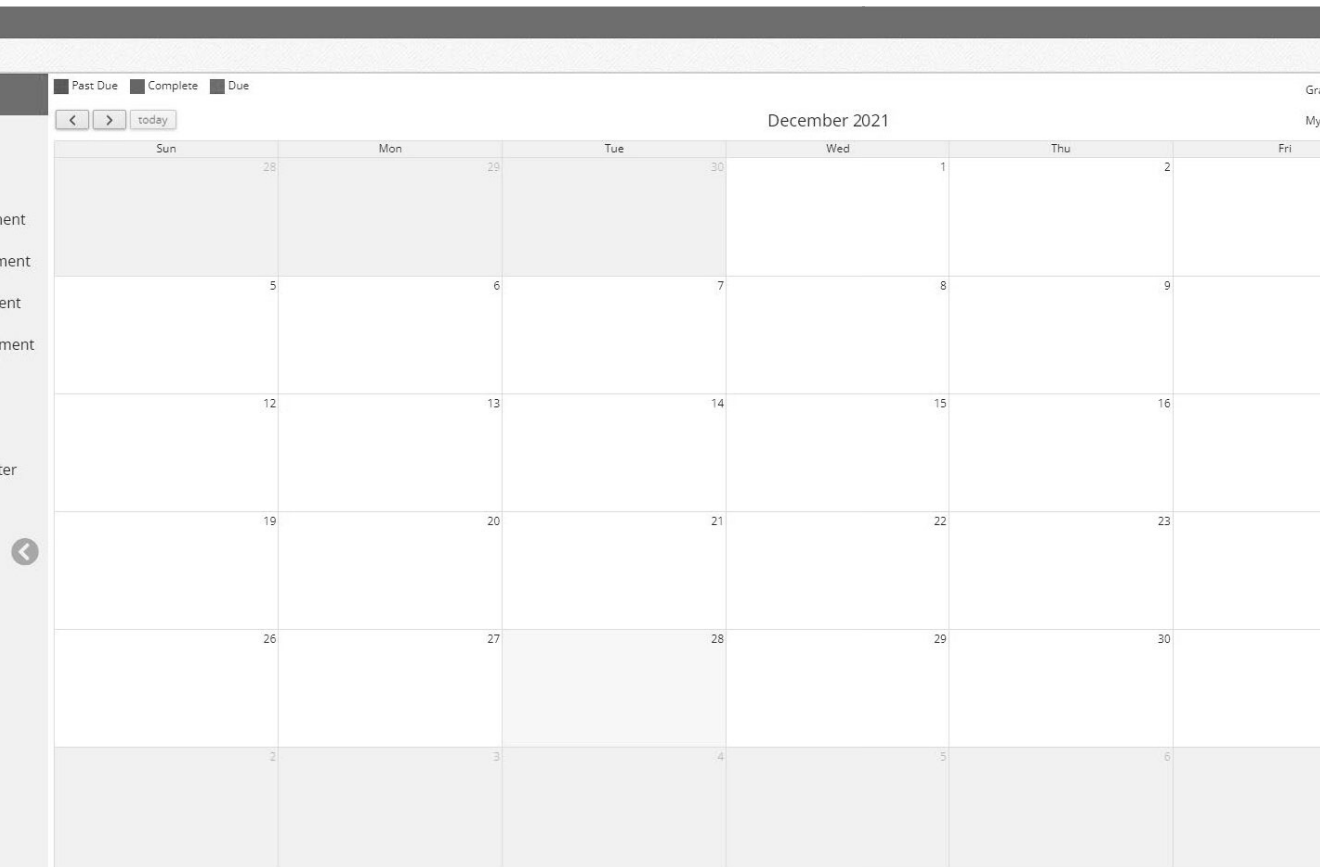Sign in with one of these accounts

Public Account

Partner Account

Employee Account

ILL**I**NOIS.GOV
Authentication Portal

Sign in with your Public account

Username

Password

Sign in

- Reset your password
- Recover your Username
- Create a new account

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

Having log-in issues? Email aaron.link@Illinois.gov for assistance.

AMPLIFUND — YOU'RE IN

SETTING UP ADDITIONAL AMPLIFUND ACCOUNTS

Access to the Applicant Portal requires registration on the Illinois GATA Grantee Portal and an Illinois.gov public account.

1. Go to https://il.amplifund.com. You will be redirected to the Illinois.gov authentication portal page.

2. On the Illinois.gov portal page, click Public Account.

3. Click Create a new account.

4. Add your account information and click Register.

5. Click the link in the confirmation email. Note: The email link will only be valid for 24 hours.

6. Go to https://grants.illinois.gov/portal.

7. Click "Sign In Here"

ILLINOIS.GOV
Authentication Portal

Sign in with one of these accounts
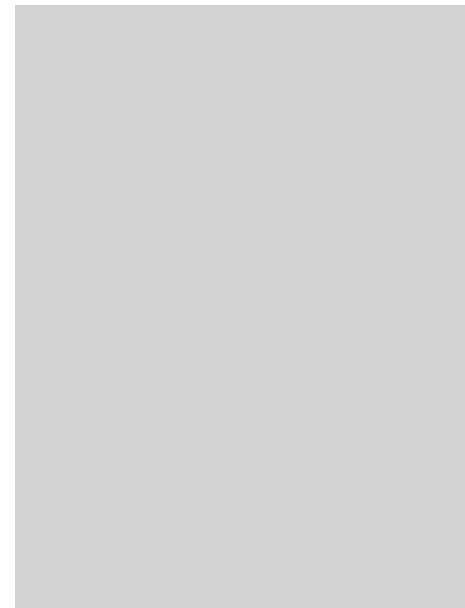
Public Account

Partner Account

Employee Account

ILLINOIS.GOV
Authentication Portal

Sign in with your Public account

Username

Password

Sign in

- Reset your password
- Recover your Username
- Create a new account

SETTING UP ADDITIONAL AMPLIFUND ACCOUNTS

8. Log in with your newly created username and password.

9. On the Usage Terms and Conditions page, click Accept.

10. On the Associate Grantee page, add your organization's UEI number and click Submit.

11. Verify your organization and click Yes.

12. Your request to join your organization must be approved by administrator users before continuing.

13. Once approved, follow the Logging into AmpliFund for the instructions on slide 7.

AmpliFund log-ins are the same as GATA Applicant Portal user log-ins. Be mindful who you are giving this access to within your organization. Only make accounts that are necessary for the submission of the application.

USER ROLES AND WORKFLOW

All users tied to the organization can view and edit all open applications.

• Organization Administrator: can create, edit, delete, and withdraw applications; can edit accounts.

• Other types of users: depending on the role, can edit applications, view applications, and/or update their own account settings.

Important to Note:

• All users are initially defaulted to the Administrator role.

• Multiple users can work on an application at once. All must have individual GATA grantee portal credentials.

• It is strongly suggested not to work on the same form at once. You will overwrite the form

PRE-QUALIFICATION

Prior to applying for a Notice of Funding Opportunity (NOFO), log into the GATA Portal to check if all your registration statuses for your entity are marked as **Good**. Check that registrations (SAM.gov Account, Illinois Secretary of State) are not set to expire close to the **Pre-Qualification Deadline** listed on the NOFO.

Pre-Qualification Status

Your organization is currently in good standing with all pre-qualification requirements.

Requirement	Status	Remediation
SAM.gov Account	Good	Help
Federal Employer ID (FEIN)	Good	Help
Federal Excluded Parties List	Good	Help
Illinois Secretary of State	Good	Help
Illinois Stop Payment List	Good	Help
Illinois DHFS Sanction List	Good	Help

Your organization must remain in good standing in all pre-qualification requirements. The status of these requirements are validated nightly. Notifications when changes occur to the pre-qualification status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

Fiscal and Administrative Internal Controls Questionnaire (ICQ)

ICQ	State FY	Date Started	Date Submitted	Date Accepted
View	2021	04-08-2020	04-13-2020	04-27-2020
View	2017	09-20-2016	09-30-2016	10-05-2016

An ICQ is required for each state fiscal year your organization does business with the State of Illinois. For example, state FY 2018 which begins on 7/1/2017 and runs through 6/30/2018 requires an FY 2018 ICQ. Notifications when changes occur to an ICQ status can be emailed to Grantee Portal Access users by clicking "Manage" button below.

APPLYING FOR AND SAVING AN OPPORTUNITY

Once you have logged into AmpliFund, you can save opportunities, access in progress applications, and submit applications to IDOT.

Opportunities can be saved before submitting. Saved opportunities can be accessed by clicking the IDOT logo in the top-left corner of the Applicant Portal.

1. Re-copy the entire opportunity link, paste, and go to the web address listed in the Notice of Funding Opportunity (NOFO).

2. Review the Opportunity Details. Then click Next to review the Evaluation & Scoring page.

3. Once you review the Opportunity Details page, click Save.

4. If you would like to download the application as a PDF first, click Download. Note: This will download all components of the application except for the Budget Template. You'll be able to download the Budget Template once you click Apply. Keep in mind all the information will need to be manually inserted into AmpliFund to complete the application.

5. If you are ready to apply, click Apply.

State and Community Highway Safety/National Priority Safety Program; 26-0343-11
Sustained Traffic Enforcement Program (STEP)

Print   Help   Download

Opportunity Details   Evaluation & Scoring

Opportunity Information

CSFA Number	494-10-0343
CSFA Popular Name	NHTSA Section 402, Section 405, and 1906 funds and State of Illinois funds
Title	State and Community Highway Safety/National Priority Safety Program; 26-0343-11 Sustained Traffic Enforcement Program (STEP)

APPLYING FOR AND SAVING AN OPPORTUNITY

The "Download" allows you to give pieces of the application to those individuals responsible for completing them (e.g., CFO can complete the Budget template, Program Director can work on the proposal, etc.). **Keep in mind all of that information will have to be manually inputted in Amplifund once completed.**

You can save your inputted information along the way so that you don't have to complete the application in one sitting.

State and Community Highway Safety/National Priority Safety Program; 25-0343-11 Sustained Traffic Enforcement Program (STEP)

Print   Help   Download   Apply

Opportunity Details   Evaluation & Scoring

Opportunity Information

CSFA Number   494-10-0343

PROJECT INFORMATION FORM

Opportunity Details   Evaluation & Scoring   Project Information   Application Forms   Submit

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

lication Name - type in your organization's name and STEP.

le:

field Police Department — STEP,

ard Requested - This must match the award amount in your budget. At this point, you do not know the amount you plan
. Put in an amount and adjust it later.

Match Contributions and In-Kind Match Contributions - (the amount your organization is planning to contribute to
m with non-state funds) is not a requirement for IDOT grants nor will influence scoring. $0.00 is acceptable.

e Primary Contact Information - add the application's primary contact information. The contact info entered will rece
nication regarding the status of the application once submitted. The information in this section defaults to the contact in
d by the user who started the application. Please update to the CEO, Executive Director, CFO, or the authorized offic
ely responsible for grant awards in the organization. Note: The email address will default to the public.external.illinois
address. Remember to update.

k as Complete and then Save and Continue - Your information/application will not be shared with IDOT until you sub
ation on the last step.

f you receive this message "ERROR: This page contains invalid entries" double check if all required fields are filled ou

APPLICATION FORMS

Each application will have **six forms**. They will all be listed in the forms se
To view and complete the form click on the form name. Remember to Marl
Complete, then Save and Continue as you complete the forms.

Once you click "Mark as Complete" and "Save and Continue" it will take y
directly to the next form to be completed. And the status will change from
Complete.

If you would like to go back to the list of forms, click "Application Forms" a
the top of the page.

The forms are designed to be completed in this order. You should not do th
of order.

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

Forms

Name	Status	Print
2025 BSPE Local Enforcement Agency Calculation Guidance	New	🖨
2025 BSPE Local Enforcement Agency Budget Guidance	New	🖨
2025 Local Agency Uniform Grant Application	New	🖨
Affidavit of Disclosure of Conflicts of Interest	New	🖨
2025 BSPE Local Agency Enforcement Proposal (Part 1)	New	🖨
2025 Local Agency Enforcement Programmatic Risk Assessment (PRA)	New	🖨

Help | Download | Save & Continue

|< < **1** > >| 25 ∨ items per page   1 - 6 of 6 items

UNIFORM GRANT APPLICATION FORM

Refer to the GATA portal to help with this information. Discuss with financial staff to ensure it is correct.

Please read what is being requested as wrong informat may cause issues with reviewing you application.

Different Payment Address – define if payment should sent to another address than registered.

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

• Legislative and congressional districts – NOT REQUIRE

• When entering the Description Title of Applicant's Pro use the NOFO title.

AFFIDAVIT OF DISCLOSURE OF CONFLICTS OF INTEREST FORM

Complete all required fields.

• Read the questions carefully.

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

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

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

LOCAL LAW ENFORCEMENT AGENCY CALCULATION GUIDANCE FORM

Calculations are required for later in this application and this form is used to help.

Read the form and follow the instructions.

An excel spreadsheet was designed so that all the totals and calculation will be completed for you with some basic inputs.

You must download and use the excel sheet.

It will be uploaded later.

2026 BSPE LOCAL AGENCY ENFORCEMENT PROPOSAL (PART 1)

This proposal document will be used to establish baseline information about your agency. We understand that some of this information will be estimates. It is ok to use estimates and answer questions to the best of your abilities. Some of this information will be used to score the application.

Guidance on how to fill out the Proposal Part 1:

- Be sure to review the document in its entirety prior to completing.

- **Narratives are extremely important.** Missing or incomplete narratives make proposals hard to review and can affect scoring and approval of the project.

- **Narratives must be specific and explain rationale.** They should include data and background information where necessary.

- <u>**NOTE: Estimated Hourly Rate will be used in the excel sheet – it is the estimated overtime rate of officers works hireback enforcement hours.**</u>

PROGRAMMATIC RISK ASSESSMENT (PRA) FORM

This is only for your awareness, but nothing is required of your agency.

2026 BSPE LOCAL ENFORCEMENT AGENCY BUDGET GUIDANCE FORM

This form is used to inform the applicant of the requirements for the budget that will be filled out after all the forms are complete.

On this form you are required to upload your completed excel sheet that was provided and used throughout form Part 1.

Please take careful note of the information in this form as it will be needed when filling out the budget.

2026 BUDGET FORM

Guidance on how and what to include in the Budget:

ustained Traffic Enforcement rogram **only allows for Personnel nd Indirect Costs**.

 add a cost, click on the green plus gn (+).

Expense Budget

Category

+ 1. Personnel (Salaries and Wages) (2 CFR 200.430

2026 BUDGET FORM

w to fill out Personnel:

me - Hireback Officers

ition - Hireback Officers

ary Amount - Average hourly overtime rate
d in the excel spread sheet

sis - Hourly

of time - 1 - Note – it is in decimal format - 1
00%

gth of time - Number of total hours - Total
ber of hours - see the excel spread sheet

rrative - Put in average hourly overtime rate
d number of total hours.

New Line Item

active projects.

Item Type	Personnel
Name*	Hireback Officers
Position*	Hireback Officers
Salary Amount*	$50.00
Basis	Hourly
% of Time*	100%
Length of Time*	300.00
Direct Cost	$15,000.00
Non-Grant Funded	No
Total Budgeted	$15,000.00
Narrative	Describe the responsibilities and duties of the position in relationship to fulfilling the project goals and objectives.

Hireback hourly rate is $50.00
We plan to use 300 hours.

Create

2026 BUDGET FORM

... to fill out Indirect Costs:

... e - Personnel

... - Dollar amount of personnel costs - see
...el sheet or what was put in personnel.

...* - Percent rate your agency is approved
... please note that it must be put in
...mal format – 0.15 = 15%

...rative – Put in exact rate in the narrative
...AmpliFund will round.

...chment(s) – not needed but can include
...fied IDC form.

New Line Item

Budget Item Information

Category	Indirect Cost (2 CFR 200.414) ⌄

The applicable indirect cost rate(s) negotiated by the organization with the
cognizant negotiating agency must be used in computing indirect costs (F&
for a program budget. The amount for indirect costs should be calculated
applying the current negotiated indirect cost rate(s) to the approved base(

Item Type	Non-Personnel
Name*	Personnel
Base*	$15,000.00
Rate*	9%
Direct Cost	$1,350.00
Non-Grant Funded	No ⌄
Total Budgeted	$1,350.00
Narrative	After the amount of indirect costs is determined for the program, a break of the indirect costs should be provided in the budget worksheet and narr below.
	Actual rate is 8.91%

Create

2026 BUDGET FORM

When you filled out the "Project Information" page in the beginning you assigned a dollar amount. Now that you have completed the application and budget, those totals may now be different.

If the total are different, you must go back and update the Project Information page so that it matched the Expense Budget.

Please be sure to check all of your figures to ensure they are correct. Incorrect amounts anywhere will be sent back to the applicant to fix.

Once everything is correct and complete – "Mark as Complete" and "Save and Continue".

Expense Budget

Category	Grant Funded	Non-Grant Funded	To
+ 1. Personnel (Salaries and Wages) (2 CFR 200.430)	$15,000.00	$0.00	
Hireback Officers ✏ 🗑	$15,000.00	$0.00	
+ 2. Fringe Benefits (2 CFR 200.431)	$0.00	$0.00	
+ 3. Travel (2 CFR 200.474)	$0.00	$0.00	
+ 4. Equipment (2 CFR 200.439)	$0.00	$0.00	
+ 5. Supplies (2 CFR 200.94)	$0.00	$0.00	
+ 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	$0.00	$0.00	
+ 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	
+ 11. Telecommunications	$0.00	$0.00	
+ 12. Training and Education (2 CFR 200.472)	$0.00	$0.00	
+ 13. Direct Administrative Costs (2 CFR 200.413 (c))	$0.00	$0.00	
+ 14. Other or Miscellaneous Costs	$0.00	$0.00	
+ Indirect Cost (2 CFR 200.414)	$1,350.00	$0.00	
Personnel ✏ 🗑	$1,350.00	$0.00	
Total Expense Budget Cost	→ $16,350.00	$0.00	

Revenue Budget

Grant Funding

Award Requested	$5,000.00	
Subtotal	$5,000.00	

Non-Grant Funding

Cash Match	$0.00
In-Kind Match	$0.00
Other Funding	$0.00
Subtotal	$0.00

Total Revenue Budget Cost

Total Overall Budget Cost $

The grant funded total cannot exceed the award requested on the Project Information page.
The Total Overall Budget Cost must be $0.00

2026 BUDGET - COMPLETE

Guidance

1. Here is an image of what a completed budget would look like.

2. The totals balance out from Award requested and Total Expense Budget Cost and show a "Total Overall Budget Cost of $0.00".

3. Now you are ready to review your application and submit if all is correct.

Expense Budget

Category		Grant Funded	Non-Grant Funded	Total Budgeted
+ 1. Personnel (Salaries and Wages) (2 CFR 200.430)		$15,000.00	$0.00	$15,000.00
Hireback Officers	✏ 🗑	$15,000.00	$0.00	$15,000.00
+ 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)		$1,350.00	$0.00	$1,350.00
Personnel	✏ 🗑	$1,350.00	$0.00	$1,350.00
Total Expense Budget Cost		**$16,350.00**	**$0.00**	**$16,350.00**

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	$16,350.00	$16,350.00
Subtotal	$16,350.00	$16,350.00
Non-Grant Funding		
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	($16,350.00)
Total Overall Budget Cost	**$0.00**

Mark as In Progress   Save & Continue

RETURNING TO A PARTIALLY SAVED APPLICATION

Saved and submitted applications can be viewed on the Applications list. The Applications list will become your new landing page when you log-in once an application has been started/submitted.

If you mistakenly navigate away from your current application to your homepage, click on the AmpliFund logo in the top left corner to return to the Applications list. If you are in one IDOT application and would like to work on another, click on the IDOT logo in the top left corner to return to the Applications list to choose another application you have already begun.

Once all required fields and sections have been complet
your application can be submitted to IDOT.

You can download your application and its materials for
review before submitting. Reviewing your application wil
download a PDF packet of the project information, forms
downloads, and uploads.

1. Open the application.

2. Navigate to the Submit page.

3. Click Review.

**You cannot edit an application once it h
been submitted.**

± Review Submit

EVIEWING AND BMITTING THE PLICATION

All forms must be marked as complete to submit applicat

1. Open the application.

2. Navigate to the Submit page.

3. Click Submit.

If any required forms or fields are missing, you will not b able to submit the application and you will receive an er message.

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

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

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

🖫 Review   Submit

REVIEWING AND SUBMITTING THE APPLICATION

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

WITHDRAWING A SUBMITTED APPLICATION

After you have submitted your application, you may withdraw your application at any time.

1. Click Applications.

2. Click the submitted application name.

3. Click Withdraw.

You cannot edit an application once it has been submitted. **If you like to change something in your previously submitted application, you must withdraw the application and begin a one for the same opportunity.** Only Administrators may withdraw an application.
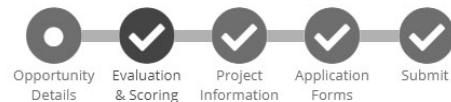
ELETING AN PPLICATION

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

1. Click Applications.

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

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

REVIEWING APPLICATION STATUS

Submission Status:

On the Applications page you can see the Submission Status of all your entity's applications.

APPLICATION NOTIFICATIONS

Applicants will receive an automatic email from AmpliFund when an application has been submitted on behalf of their organization.

Notification from AmpliFund will be sent when the application is approved or denied. **Please do not expect this information until July or August.**

If it is to be awarded, the entity will receive an AmpliFund email that the status of the application has been updated to Approved.

If denied, the entity will receive an AmpliFund email that the status of the application has been updated to Rejected.

All AmpliFund notifications will go to the Primary Contact email address listed on the Project Information form. All IDOT notifications will go to contacts listed in the GATA Grantee Portal.