



# 2026 SUSTAINED TRAFFIC ENFORCEMENT PROGRAM APPLICATION GUIDE

Updated 2/26

# 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/programs-and-projects/safety-programs/safety-grants.html>

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://gata.illinois.gov/grants/csfa.html>

## ILLINOIS TRAFFIC SAFETY GRANTS



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### 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.

https://gata.illinois.gov/grants/csfa.html

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ILLINOIS gov



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CSFA Home / Funding Opportunities

#### 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

# 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;  
Sustained Traffic Enforcement Program (STEP)

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

# 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;  
Sustained Traffic Enforcement Program (STEP)

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

# 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](mailto:public.external.illinois.gov) email address.
5. Review the Usage Terms and Conditions page, click **Accept**.

## ILLINOIS.gov Authentication Portal

Sign in with one of these accounts



Public Account



Partner Account



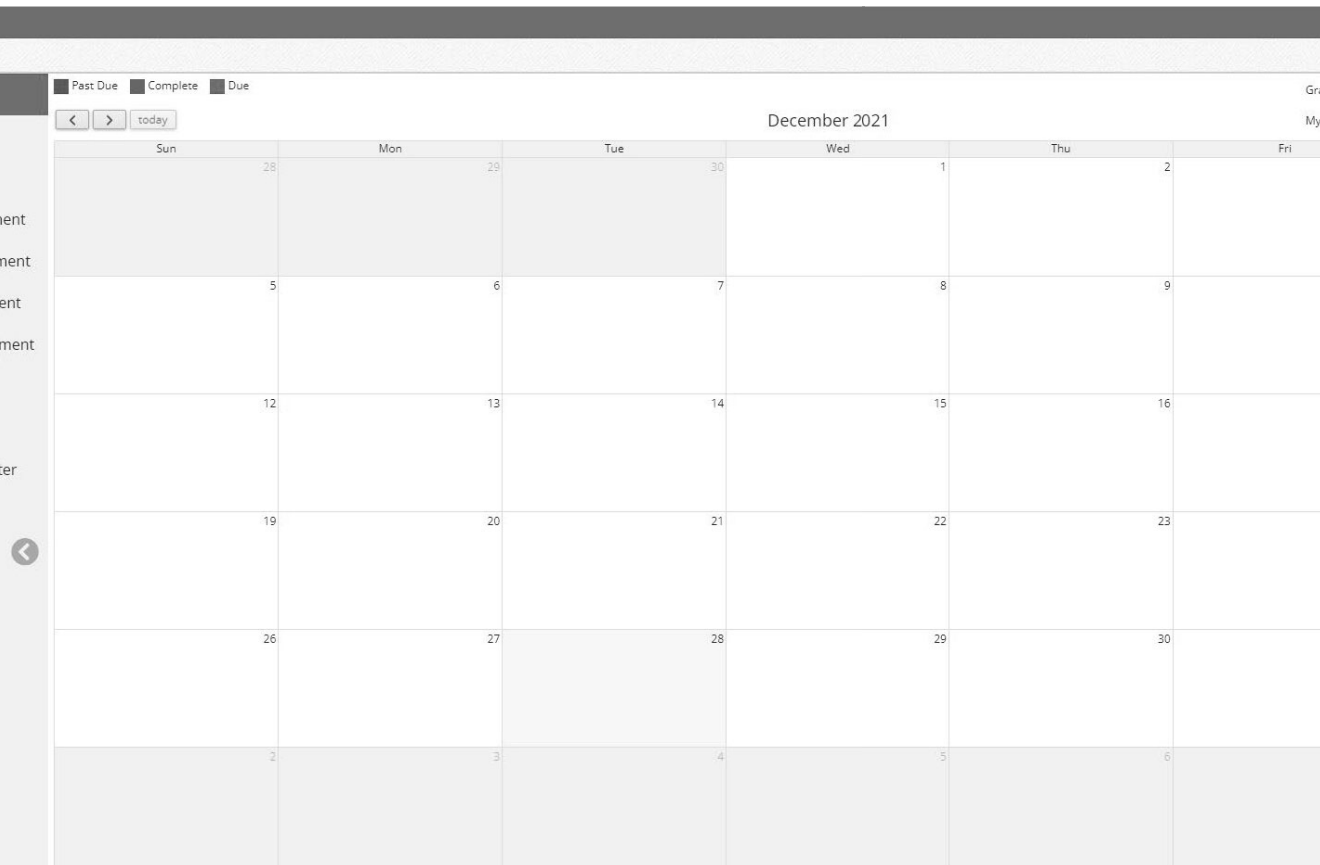
Employee Account

## ILLINOIS.gov Authentication Portal

Sign in with your Public account

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](mailto: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

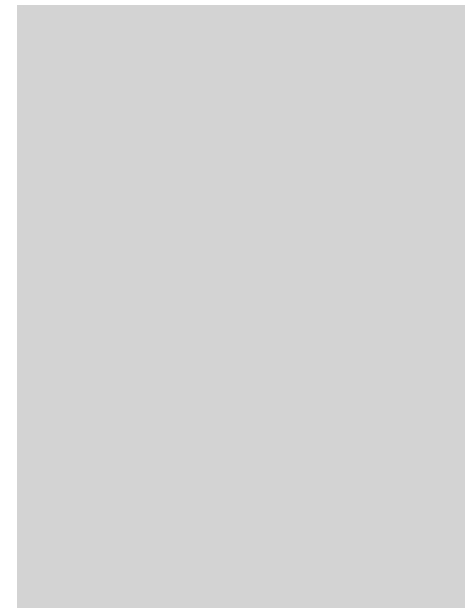


**ILLINOIS.gov**  
Authentication Portal

Sign in with your Public account

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.**

**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

Sign in

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)

# 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	<a href="#">Help</a>
Federal Employer ID (FEIN)	Good	<a href="#">Help</a>
Federal Excluded Parties List	Good	<a href="#">Help</a>
Illinois Secretary of State	Good	<a href="#">Help</a>
Illinois Stop Payment List	Good	<a href="#">Help</a>
Illinois DHFS Sanction List	Good	<a href="#">Help</a>

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
<a href="#">View</a>	2021	04-08-2020	04-13-2020	04-27-2020
<a href="#">View</a>	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.

27-0343-11 Local Agency Sustained Traffic Enforcement Program (STEP)

[Print](#) [Help](#) [Download](#) [Apply](#)

[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 27-0343-11 Local Agency Sustained Traffic Enforcement Program (STEP)

Description I. INTRODUCTION

The Illinois Department of Transportation (IDOT), Bureau of Safety Programs and Engineering (BSPE), announces funding availability under the Sustained Traffic Enforcement Program (STEP). STEP supports high-visibility, data-driven traffic enforcement conducted by local and county law enforcement agencies to reduce traffic crashes, fatalities, and serious injuries on Illinois roadways.

# 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.

## 27-0343-11 Local Agency Sustained Traffic Enforcement Program (STEP)

[Print](#) [Help](#) [Download](#) [Apply](#)

[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 27-0343-11 Local Agency Sustained Traffic Enforcement Program (STEP)  
Description I. INTRODUCTION

The Illinois Department of Transportation (IDOT), Bureau of Safety Programs and Engineering (BSPE), announces funding availability under the Sustained Traffic Enforcement Program (STEP). STEP supports high-visibility, data-driven traffic enforcement conducted by local and county law enforcement agencies to reduce traffic crashes, fatalities, and serious injuries on Illinois roadways.

# PROJECT INFORMATION FORM



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

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

Example:

Chicago Field Police Department – STEP,

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

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

**Primary Contact Information** - add the application's primary contact information. The contact info entered will receive communication regarding the status of the application once submitted. The information in this section defaults to the contact information entered by the user who started the application. Please update to the CEO, Executive Director, CFO, or the authorized official primarily responsible for grant awards in the organization. Note: The email address will default to the public.external.illinois@idot.gov address. Remember to update.

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

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

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

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







If you would like to go back to the list of forms, click “Application Forms” at the top of the page.

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

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

## Forms

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

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	

◀ ◁ 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 information  
may cause issues with reviewing your application.

Different Payment Address – define if payment should be  
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 REQUIRED

- When entering the Description Title of Applicant’s Project,  
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

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

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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.

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**You must download and use the excel sheet.**

**It will be uploaded later.**

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# 2027 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.
- **NOTE: Estimated Hourly Rate will be used in the excel sheet – it is the estimated overtime rate of officers works hireback enforcement hours.**

# PROGRAMMATIC RISK ASSESSMENT (PRA) FORM

## 2027 BSPE Local Agency Risk Levels

 Download

5 of 6

### PROGRAMMATIC RISK ASSESSMENT (PRA)

The PRA determines a grant application agency's risk level in terms of program-specific risks.

- To complete the PRA, make sure to download the PRA template below. Ensure the document is completed in full.
- Once the PRA template is completed, upload it back into this application package by hitting the Attach button below.
- Do NOT include any additional documents with the completed PRA template.

**Depending on your browser, when you click on the PRA template it may show as "Please wait..." . If so, click the download button on the upper right of the web browser to save it on your computer.**

### Download Blank PRA Template

Click on the link below to download the blank PRA template.

[PRA- Program Specific\\_STEP.xlsx](#)

### Upload Completed PRA Template

Click on the button below to select and upload your completed PRA Template. This should be in editable mode and not a scanned copy. \*

# 2027 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.



# 2027 BUDGET FORM

Guidance on how and what to  
include in the Budget:

Sustained Traffic Enforcement  
Program only allows for  
Personnel, equipment, supplies  
and Indirect Costs.

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

## Expense Budget

### Category

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

# 2027 BUDGET FORM

How to fill out Personnel:

Name - Hireback Officers

Position - Hireback Officers

Salary Amount - Average hourly overtime rate  
found in the excel spread sheet

Basis - Hourly

% of time - 1 - Note – it is in decimal format - 100%

Length of time - Number of total hours - Total  
number of hours - see the excel spread sheet

Narrative - Put in average hourly overtime rate  
and number of total hours.

## New Line Item

leave projects.

Item Type	Personnel
Name*	<input type="text" value="Hireback Officers"/>
Position*	<input type="text" value="Hireback Officers"/>
Salary Amount*	<input type="text" value="\$50.00"/>
Basis	<input type="text" value="Hourly"/>
% of Time*	<input type="text" value="100%"/>
Length of Time*	<input type="text" value="300.00"/>
Direct Cost	\$15,000.00
Non-Grant Funded	<input type="text" value="No"/>
Total Budgeted	\$15,000.00
Narrative	<p>Describe the responsibilities and duties of the position in relationship to fulfilling the project goals and objectives.</p> <input type="text" value="Hireback hourly rate is \$50.00&lt;br/&gt;We plan to use 300 hours."/>

Create

# 2026 BUDGET FORM

to fill out Indirect Costs:

Item - Personnel

Amount - Dollar amount of personnel costs - see worksheet or what was put in personnel.

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

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

Attachment(s) – not needed but can include approved IDC form.

### New Line Item

#### Budget Item Information

Category	Indirect Cost (2 CFR 200.414) <input type="button" value="v"/>
The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (FAR 31.101-6.1) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base.	
Item Type	Non-Personnel
Name*	<input type="text" value="Personnel"/>
Base*	<input type="text" value="\$15,000.00"/>
Rate*	<input type="text" value="9%"/>
Direct Cost	\$1,350.00
Non-Grant Funded	No <input type="button" value="v"/>
Total Budgeted	\$1,350.00
Narrative	After the amount of indirect costs is determined for the program, a breakdown of the indirect costs should be provided in the budget worksheet and narrative below. <input type="text" value="Actual rate is 8.91%"/>

# 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

Once everything is correct and complete – mark as Complete” and “Save and Continue”.

Expense Budget			
Category	Grant Funded	Non-Grant Funded	Total
+ 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
<b>Total Expense Budget Cost</b>	<b>\$16,350.00</b>	<b>\$0.00</b>	<b>\$16,350.00</b>
Revenue Budget			
Grant Funding			
Award Requested	\$5,000.00		
<b>Subtotal</b>	<b>\$5,000.00</b>		
Non-Grant Funding			
Cash Match			\$0.00
In-Kind Match			\$0.00
Other Funding			\$0.00
<b>Subtotal</b>			<b>\$0.00</b>
<b>Total Revenue Budget Cost</b>			<b>\$0.00</b>
<b>Total Overall Budget Cost</b>			<b>\$0.00</b>
The grant funded total cannot exceed the award requested on the Project Information page.			
The Total Overall Budget Cost must be \$0.00			

# 2027 BUDGET - COMPLETE

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
<b>Total Expense Budget Cost</b>	<b>\$16,350.00</b>	<b>\$0.00</b>	<b>\$16,350.00</b>
Revenue Budget			
Grant Funding			
Award Requested	\$16,350.00		\$16,350.00
<b>Subtotal</b>	<b>\$16,350.00</b>		<b>\$16,350.00</b>
Non-Grant Funding			
Cash Match		\$0.00	\$0.00
In-Kind Match		\$0.00	\$0.00
Other Funding		\$0.00	\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Revenue Budget Cost</b>			<b>(\$16,350.00)</b>
<b>Total Overall Budget Cost</b>			<b>\$0.00</b>

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.

# VIEWING AND SUBMITTING THE APPLICATION

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

You can download your application and its materials for review before submitting. Reviewing your application will 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 has been submitted.**



# VIEWING AND SUBMITTING THE APPLICATION

All forms must be marked as complete to submit application.

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

If any required forms or fields are missing, you will not be able to submit the application and you will receive an error 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

# VIEWING AND SUBMITTING THE APPLICATION

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



## 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

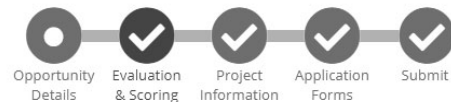
Exit

# WITHDRAWING 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 new one for the same opportunity.** Only Administrators may withdraw an application.



## Withdraw Application

Are you sure that you would like to withdraw the submitted application?

Once an application has been withdrawn it cannot be resubmitted.

Withdra

# DELETING AN APPLICATION

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

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1. Click Applications.

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

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

# REVIEWING APPLICATION STATUS

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## Submission Status:

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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.