



Notice of Funding Opportunity 27-3786-01
Questions and Answers

Question: GATA Portal – I need to create a GATA account. How do I do create this account?

Answer: Check out the How to Create an Account document found at this link:

<https://idot.illinois.gov/content/dam/soi/en/web/idot/documents/transportation-system/safety/grants/resources/gata/how-to-create-a-login-account-gata-and-amplifund.pdf>.

Step 1: Browse to <https://grants.illinois.gov/portal> and click the “Create a new account” link below the Sign in button.

Step 2: Fill in all fields of the form and click the “Register” button.

Step 3: You should receive an email from IdentityManagement@illinois.gov to the address you entered in the textbox above. If you did not receive the email, check your spam or trash folder. To verify your account click the link in the email message.

Step 4: Browse to <https://grants.illinois.gov/portal> and enter your Username and Password to access the Grantee Portal.

Question: Resources – where can I find resources, such as guidance documents and how-to's?

Answer: Resources can be found at the Traffic Safety Grants site: <https://idot.illinois.gov/programs-and-projects/safety-programs/safety-grants.html>. Scroll towards the end of the site to see the resources section.

Question: Resources – where can I find the Title 92, Part 455 Illinois Administrative Code?

Answer: Ill. Admin. Code tit. 92, Part 455 can be found on the ILGA.gov website at <https://www.ilga.gov/agencies/JCAR/EntirePart?titlepart=09200455>.

Question: Resources – where can I find the Cycle Rider Safety Training Act?

Answer: The Act can be found on ILGA's website at:

<https://www.ilga.gov/Legislation/ILCS/Articles?ActID=1824&ChapterID=49&Chapter=VEHICLES&MajorTopic=TRANSPORTATION>. <https://www.ilga.gov/agencies/JCAR/EntirePart?titlepart=09200455>

Question: Application - Should I begin my application immediately?

*Answer: Yes. The application includes many questions and requires supporting documentation, including Curriculum Approval Forms and Range Approval Forms. It may take a few days to complete the comprehensive application. It is **highly recommended** to begin the application early and click 'Save' often as you fill out the application questions. Do not wait until the deadline to begin and complete the application.*

Question: Application – In completing the application, I have multiple forms or documents to upload per one question. How do I upload them all if there is only one upload file button?

Answer: Combine files into one PDF or scan files in one file to upload.

Question: Application – Who do we contact with questions?

Answer: Send all questions to DOT.TSGrants@illinois.gov. Please include a description of the issue or question.

Question: Budget – In which budget category should the Cost per Student be located?

Answer: Cost per Student should be placed in Grant Exclusive Line Item (#15).



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Question: Budget – What budget categories are not applicable?

Answer: The following budget categories on the Uniform Budget Template are not applicable to this program:

- 1. Personnel
- 2. Fringe
- 7. Consultant (Professional Services)
- 8. Construction
- 9. Occupancy (Rent and Utilities)
- 10. Research and Development (R&D)
- 11. Telecommunications
- 13. Direct Administrative Costs

Question: Budget – Do costs need to be placed in all allowable budget categories?

Answer: No. It is recommended to begin your budget by starting with the Cost per Student line-item under the Grant Exclusive Line-Item (15).

Question: Budget – Can all costs be placed into Cost per Student?

Answer: Yes. It is possible to include all costs in the Cost per Student line item. Please remember to provide a detailed breakdown of costs in the budget narrative.

New* Question: Budget – How do we determine Cost per Student?**

Answer: Applicants determine their own cost per student. This is usually done by combining the expenses that will make up cost per student and dividing it by the estimated number of students to be trained. This must all be shown in the narrative of the Grant Exclusive Line Item. Reimbursement will be based on the number of students present on the first day of class.

New* Question: Budget – The Euna NOFO displays that there is a matching requirement. Is there really a matching requirement?**

Answer: No. This is incorrect and there is not a matching requirement.

Question: Budget – Is a Uniform Budget Template required for all three possible grant years?

Answer: Yes. A Uniform Budget Template (UBT) must be submitted for each possible grant year.

New* Question: Budget – Will Providers be held to all three year's budgets if they are renewed?**

Answer: Yes. All three budgets must be true and accurate and will be used for the renewals.

Question: Budget – How do we calculate indirect costs on the Grant Exclusive Line-Item?

Answer: Indirect Cost Rate should be applied to the line. (Ex: Cost per Student total is \$123,456.00 x Indirect Cost Rate at 15% MTDC = Indirect Cost is \$18,518.40)

New* Question: Budget – If students register and do not show up for class, is their registration fee considered a donation?**

Answer: Yes. All registration fees not refunded to the student must be held in the income account. If a student fails to show for class the forfeited registration fee is considered a donation.



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Question: Provider Curriculum and Range Approvals – It is unclear how curriculum and ranges are approved. Is it part of the application process?

Answer: Yes, approval of curriculum and ranges is part of the application process. A pre-approved curriculum/range is not necessary to apply.

New* Question: The Range Approval form says digital photo files must be submitted. Can I submit them as PDF's for the purpose of the application?**

Answer: Yes. For grant application purposes – PDFs of scanned photos may be used in place of digital files when completing BSPE 714 forms for range approval.

Question: Program – Is the CRSTP Provider required to have an Assistant Coordinator on staff?

Answer: No. This is not mandatory as the only requirement is a Program Coordinator.