

# FY22 ESLTP Grant

## Frequently Asked Questions

3/4/2021

A complete copy of the Notice of Funding Opportunity and a FAQ page can be found at the ICCB website.

[https://www.iccb.org/adult\\_ed/funding-plans/early-school-leaver-transition-program-grant/](https://www.iccb.org/adult_ed/funding-plans/early-school-leaver-transition-program-grant/).

1. **To log into AmpliFund, use the same information you use to log into the GATA portal.**
2. **If you experience difficulty accessing the application, please e-mail AmpliFund's Customer Success team directly.**  
[support@il-amplifund.zendesk.com](mailto:support@il-amplifund.zendesk.com)
3. **An applicant must be pre-qualified in GATA prior to any grant application being scored.** If you have not met all of the pre-qualification requirements, your application will **not be scored**. Please go to the GATA portal to view the pre-qualification and other requirements.  
<https://www2.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx>

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

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Information on Illinois' Covid-19 vaccine plan and vaccination eligibility from the State of Illinois Coronavirus Response Site

### Grant Accountability and Transparency Act

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## 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.

**Grantee Pre-qualification:** All entities must be qualified to do business with the State of Illinois. To be qualified for a grant award, an entity must:

- Have a valid DUNS number;
- Have a current SAM.gov account;
- Not be on the Federal Excluded Parties List;
- Be in Good Standing with the Illinois Secretary of State, as applicable;
- Not be on the Illinois Stop Payment list;
- Not on the Dept. of Healthcare and Family Services Provider Sanctions list.

**Pre-qualification** status will be verified after Grantee Registration is registered and nightly thereafter. If an entity has a pre-qualification issue, the specific issue and remediation support is provided thru the grantee portal. Entities on the Federal Excluded Parties List are not eligible to do business with the State of Illinois.

4. No more than 5% of your total allocation can be spent on travel. *(This can be easily seen on the downloadable/uploadable Uniform Grant Budget as shown below.)*
5. No more than 5% of your total allocation can be spent on administrative costs. *(This can be easily seen on the downloadable/uploadable Uniform Grant Budget as shown below.)*

STATE OF ILLINOIS		UNIFORM GRANT BUDGET TEMPLATE		Illinois Community College Board: ESLTP
Organization Name:		DUNS#:		NOFO#:
CSFA Description: Early School Leaver Transition Program		CSFA Number:		Fiscal Year: 2022
FY 2022 Requested Amount				\$ -
BUDGET SUMMARY				
Budget Expenditure Categories <small>OMB Uniform Guidance Federal Awards Reference 2 CFR 200</small>		ESTIMATED EXPENDITURES		% OF BUDGET
Personnel (Salaries & Wages)	200.430	\$	-	
Fringe Benefits	200.431	\$	-	
Travel (limited to 5%)	200.474	\$	-	
Equipment	200.439	\$	-	
Supplies	200.94	\$	-	
Contractual Services	200.318	\$	-	
<b>Total Direct Costs</b>	<b>200.413</b>	\$	<b>-</b>	
General Administration/Indirect (limited to 5%)	200.414	\$	-	
<b>TOTAL</b>		\$	<b>-</b>	
MESSAGE CENTER		STATUS		Percent Spent
Travel - 5% Rule		Not Applicable		
General Administration - 5% Rule		Not Applicable		

6. You will use the front page of your downloadable budget as shown above to complete the Budget Template that is part of the application proper. Please upload the budget as an Excel file.
7. You will also upload a separate PDF signed Certification Page.
8. Do NOT include matching funds on the downloadable/uploadable Uniform Grant Budget. **Matching funds are to be included with the allocated funds on**

**the Budget Template that is a part of the application proper as shown below.**

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
<b>Total Expense Budget Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Revenue Budget			
Grant Funding			
Award Requested	\$0.00		\$0.00
Subtotal	\$0.00		\$0.00
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
	<b>Total Revenue Budget Cost</b>		<b>\$0.00</b>
	<b>Total Overall Budget Cost</b>		<b>\$0.00</b>

The “Non-Grant Funded” column of the Budget Template that is a part of the application proper will show your matching dollars.

- ✓ Mark as Complete
- Save & Continue

9. Below may be helpful in entering numbers into the AmpliFund Budget Template. Notice that the total of the “Personnel” line item from the downloadable/uploadable Uniform Grant Budget was entered in order to simplify the process. You may wish to do this for all of your line items when completing the AmpliFund Budget Template. You do not have to do it this way.

## New Line Item

Name*	<input type="text" value="All Personnel"/>
Position*	<input type="text" value="All areas"/>
Salary Amount*	<input type="text" value="\$20,000.00"/>
Basis	<input type="text" value="Yearly"/>
% of Time*	<input type="text" value="100.00%"/>
Length of Time*	<input type="text" value="1.00"/>
Direct Cost	\$20,000.00
Non-Grant Funded	<input type="text" value="No"/>
Total Budgeted	\$20,000.00
Narrative	<p>Describe the responsibilities and duties of the position in relationship to fulfilling the project goals and objectives.</p> <div style="border: 1px solid #ccc; padding: 5px;"><p>Salary represents all persons as detailed in the <u>uploadable budget</u>.</p></div>

### 10. What are the Reading and Math tested levels for eligible students?

The ESLTP is designed for out-of-school youth between the ages of 16 and 24 whose NRS reading scores are at or above the 8.0 grade level equivalency and their math scores are at or above a 6.0 grade level.

**3/20/2021**

#### 1. Can you pay an ESLTP instructor from this grant? Is a Career Development instructor allowed?

Allowable expenditures include **Personnel** for the cost of employing and/or covering the cost of full- or part-time ESLTP coordinators, support staff, teaching faculty, advisors, counselors, and other staff necessary for the development of an ESLTP that will lead to students' success. **The cost of adult education or high school completion instruction is not an allowable activity and should**

**be coordinated with the AEL administrator.** The ESLTP Career Awareness and Development Instruction can be paid for from the ESLTP budget.

**2. Would it benefit us to get AmpliFund access now if we do not apply for this particular grant?**

The State of Illinois is mandating that all grants eventually be managed through the AmpliFund system. This should be done within the next year, so gaining access now would be advantageous for the future.

**3. The NOFO refers to incorporating ICAPS programming. Is this a requirement?**

The ESLTP model requires co-enrollment of adult education, career exploration, and work-based learning. These are the core elements of an ICAPS program. If you are meeting all the requirements of the grant, you have an ICAPS program.

**4. Are new organizations eligible to apply? Or is it a continuation funding for current providers?**

New organizations are able to apply. This is a competitive grant.

**5. Is there an approved ICCB curriculum for the CADI course or is this a course that the program develops and for which receives ICCB approval?**

There is not a specific curriculum, but there are resources on the ICSPS website that ESLTP grant recipients can reference for information. <https://www.esltpillinois.com/wp-content/uploads/2020/05/Curriculum-Guidance.pdf>

**6. Is a general notification going out to all ICCB grantees about the use of Amplifund to submit grant applications? Will there be any training materials to get familiar with its use?**

Once you have access to AmpliFund and begin your grant process, there is a “Help” button at the top of the page should you have any questions as to how to navigate the technology. There will be no available training materials outside of this FAQ page or the AmpliFund help information available through the “Help” button link.

**7. Are you supposed to have 50 active participants at all times or just serve a total 50 participants for the fiscal year?**

You need to serve at least 50 students total for the fiscal year. You do not need to maintain that number at all times.

**3/23/2021**

- 1. There is access to the AmpliFund “Zendesk” support site which does contain some additional training information that may be useful in navigation of the AmpliFund system as you complete your grant application.**

<https://il-amplifund.zendesk.com/hc/en-us/articles/1500004678842-Pre-Award-Process-GATA-Portal-through-Application-Submission>

Please refer to the top of this FAQ for the direct e-mail address for submitting specific questions to the “Zendesk” support site.

- 2. Is there a restriction of the number of pages for the narrative of the ESLTP Grant?**

Once you are completing the application in the AmpliFund system, there is no “page” criteria as the application is configured with specific questions. Each question, however, does have a character limit.

- 3. Note on multiple applications.**

An applicant may have multiple people within their organization completing different parts of the application. In this situation, please make sure you do not accidentally have multiple applications. All persons contributing information to a single application needs to be working on the same application to avoid accidentally having multiple applications showing in the AmpliFund system./

**4/19/2021**

- 1. Because the ESLTP Programs contain all the components of a ICAPS Program, can they be considered a generalized ICAPS Program for Adult Education?**

Being part of the ESLTP does not alone make it an ICAPS. However, running an approved ICAPS in conjunction with an ESLTP is allowable and encouraged. The two primary missing components are the teaming teaching and credential attainment requirements of an ICAPS.

**4/21/2021**

- 1. Can AEFL grant dollars be count as matching funds?**

No. You can not use grant dollars to match other grant dollars.

**2. Can institutional dollars be used as matching funds for both AEFL grant and ESLTP grant?**

No, institutional dollars can be split and used for each grant but the same dollar cannot be used for both.

**3. Can you provide some examples of what matching funds?**

Examples could include equipment, equipment usage, facility space, people salaries.