



FY22 HTC Application Checklist

Use this resource:

- To follow the application process from start to successful submission
- To make sure you're not missing crucial instructions or guidance on how to apply
- To take advantage of all HTC-related resources that might assist your application

As a reminder, the submission window will close on **Friday November 19 at 7:00 pm Central**.

1. Pre-register

Applying for an HTC award requires a series of pre-registrations; in some cases, these can take up to two weeks. *Note that only the lead entity of a proposal needs to fill out the application and complete the pre-registration.*

There are two main pre-registrations to complete; each has its own set of sub-registrations.

- **1. Sam.gov entity registration** (requires DUNS #)
- **2. GATA user registration (for intended users of Amplifund)** – requires:
 - DUNS #
 - Illinois.gov public account
 - FEIN
 - Secretary of State ID #

To start your pre-registrations, see our [Getting Ready for Amplifund guide](#).

2. View the HTC Instructions and Get Familiar with Amplifund

You should consider the [HTC Instructions Guide](#) required reading, as this document clears up many potential sources of confusion and provides instructions that are essential for submitting a complete and viable HTC application. Key information is provided about how to get started in Amplifund, peruse and navigate the application, and complete required sections of the application. Please review this document to familiarize yourself with how the HTC application looks and feels in Amplifund and get prepared to submit as strong an application as possible.

These Instructions contain two sections:

- **Technical directions** with demonstration videos specific to HTC that will get you started in Amplifund and direct you on how to fill out a budget, amongst other key information.
 - **Content guidance** on what *content* HFS is looking for in each section of the application.
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3. Draft your application and submit it in Amplifund.

As you develop responses to application prompts, we recommend working locally in a Microsoft Word document and then transferring text responses and documentation over into Amplifund for submission. Note that graphs, maps, visuals, documentation, etc. will have to be uploaded separately into Amplifund and cannot be placed within the body of your text responses. If you run into any issues (with application content or with Amplifund), consult the following information:

Content Assistance

- Send questions about program goals and guidelines to HFS.Transformation@illinois.gov. Answers will be posted on the [HTC website](#) under [FAQs](#).
- Q&A Period runs October 1-15

Technical Assistance

- For questions about the online application system, submit an email to support@il-amplifund.zendesk.com or call 216-377-5500.
- Register at the [Amplifund support site](#) to find tutorials and help guides

Summary of Resources

Here is a concise view of all the guidance that is available for each section of the application. There is also specific guidance for each form in the [Instructions Guide](#).

Form 1: Participating Entities

- Visit [HTC Connections](#) to find partners
- Find a help glossary in Form 1 of Amplifund

Form 3: Governance Structure

- Review HFS' [guide to collaborations](#)

Form 4: Racial Equity

- Review the racial equity presentation within the 9/30 [informational webinar](#)
- Review the [FY21 REIA assessment](#)
- Review HFS' [help resource on REIA](#)

Form 6: Data

- Review [HFS+UIC's Data and Community Needs Reports](#) (**Note:** *this is only one of many possible sources of data.*)

Form 11: Minority Participation

- Visit Form 11 in Amplifund to find a help resource for looking up BEP vendors

Form 13: Quality Metrics

- Find HFS' 5 Quality Pillars and related metrics in its [Quality Strategy](#)

Form 15: Budget

- View the [instructional video](#) and [Instructions Guide](#) on filling out a budget

For the following forms, consult the [Instructions Guide](#), [9/30 Webinar](#), or [FAQs](#):

- *Form 0: Eligibility Screen*
- *Form 2: Project Description*
- *Form 5: Community Input*

- *Form 7: Healthcare Equity/Outcomes*
- *Form 8: Access to Care*
- *Form 9: Social Determinants of Health*
- *Form 10: Care Integration/Coordination.*
- *Form 12: Jobs*
- *Form 14: Milestones*
- *Form 16: Sustainability*