Get ready now to apply to HTC.

Applications for FY22 will be accepted through Amplifund, a user-friendly online system. This guide contains instructions on how to get ready to use Amplifund.

All lead entities must complete pre-registrations.

To access Amplifund and successfully apply, the lead entity of a proposal must complete a series of pre-registrations.

In the event that your lead entity lacks a sam.gov registration, completing these steps can take up to two weeks. It is therefore important for lead entities to acquire their pre-registrations as quickly as possible, ideally before the HTC application has opened.

What is a lead entity?

The lead entity is publicly listed as the primary contact of the collaboration. It is responsible for drafting and submitting the application in Amplifund on behalf of the other participants in the collaborative.

Not all entities participating in the collaboration are required to complete these pre-registrations; only the lead entity – the one who will actually be completing the application – must do so.

Preparing to access Amplifund entails two primary pre-registrations:

1 Registration of the lead entity in sam.gov
   Instructions are linked in the table on page 2.

2 Registration of intended Amplifund users in the Illinois GATA Grantee Portal
   Instructions start on page 3 of this document.

Note: in addition to these requirements, submitting a successful application in Amplifund requires that your lead entity is not:
   1.) Listed in the Federal Excluded Parties List.
   2.) Included on the Illinois Stop Payment List.
   3.) Included on the Illinois DHFS Sanction List.

Continue to page 2.
Here is a list of the components you’ll need to complete your pre-registrations:

<table>
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<tr>
<th>Component</th>
<th>Why do I need it?</th>
<th>Turnaround</th>
<th>How do I get it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>sam.gov registration</td>
<td>This pre-requisite is mandated by the State of Illinois. While an applicant may fill out an application in Amplifund without this registration, the application will be locked out from evaluation until it is successfully obtained.</td>
<td>⏳ Up to 10 business days</td>
<td>Find instructions and begin the registration <a href="#">here</a>.</td>
</tr>
<tr>
<td>DUNS #</td>
<td>A DUNS number is a unique nine-character number used to identify your organization. This credential is needed for registration both with sam.gov and with the GATA Grantee Portal.</td>
<td>Several days to gather info, 1-2 day turnaround once submitted</td>
<td>Look up your DUNS <a href="#">here</a> or request a DUNS <a href="#">here</a>.</td>
</tr>
<tr>
<td>Illinois.gov public account</td>
<td>This credential is used both to register in the GATA Grantee Portal and to log in to Amplifund.</td>
<td>5 minutes</td>
<td>Find instructions to create a new account <a href="#">here</a>.</td>
</tr>
<tr>
<td>GATA registration</td>
<td>This user registration triggers user access to Amplifund.</td>
<td>5-10 minutes, though internal approval may be needed</td>
<td>Find instructions beginning on page 3 of this document.</td>
</tr>
<tr>
<td>FEIN (or EIN)</td>
<td>A FEIN is a federal tax identification number required to register an entity in the GATA Grantee Portal. A FEIN will not have to be provided by users whose organization is already registered in the GATA Grantee Portal.</td>
<td>1 day if completed online, 4 days by fax, 4 weeks by mail</td>
<td>Find instructions and begin the application <a href="#">here</a>.</td>
</tr>
</tbody>
</table>

[Show the table]
How to register a user for the State of Illinois GATA Grantee Portal

Completing this process triggers user access to Amplifund. In the GATA Grantee Portal, you will associate your Illinois.gov account with your organization. When you use Amplifund, your membership in (or representation of) this organization will be presupposed.

When this process is successfully completed, you will be able to follow the public link to the HTC application when it appears and access Amplifund via the Illinois.gov login portal.

Before you begin this process, you will need:
- An Illinois.gov public account
- The DUNS # of your organization
- The FEIN of your organization (if your org. isn't yet registered in GATA)
- The Illinois Secretary of State ID of your organization (if your org. isn’t yet registered in GATA)

1. Navigate to the GATA Grantee Portal
   Visit the Grantee Portal at https://grants.illinois.gov/portal/

2. Click “Sign In Here” to navigate to the Illinois.gov login page.
How to register a user for the State of Illinois GATA Grantee Portal

3
Log in to the illinois.gov portal
Use the credentials you generated when you created your public Illinois.gov account. You need only enter the simple form of your username (e.g. “johndoe”) rather than the complex version (johndoe@public.external.illinois.gov”).

4
Read and accept GATA’S terms and conditions
After you have read the content, click “Accept” to proceed.

5
Enter the DUNS number of the lead entity and click “Submit.”
If your lead entity does not have a DUNS, consult the first page of this document to obtain one.
6 Note whether or not the GATA system recognizes the DUNS of the lead entity.

If the system recognizes your DUNS (as shown below), proceed to Step 7.

DUNS recognized.

Is this your organization?

HTC_Test
100 HTC Testing Street
Springfield, IL 62701

DUNS not recognized.

If the system does not recognize your DUNS, a button will appear that says “Create grantee account.” Proceed to Step 10.

7 (Continue from here if DUNS is recognized in Step 6)

Click “Yes”

By clicking Yes, you will submit an official request to your lead entity’s GATA administrator to be enrolled within the GATA and Amplifund systems.

8 Communicate with your lead entity’s GATA administrator, seeking a response to your request for access.

While your request is pending, upon login, you will see the screen pictured here. We recommend communicating your request directly to your administrator via email, as the GATA system does not auto-generate an alert or invitation upon your request.
Confirm you are enrolled in Amplifund.
When you click the button from step 6b after receiving access, two results are possible, depending on which accesses were granted your account by your administrator.

First possibility:
If you see a webpage titled Illinois Grant Accountability and Transparency Act – Main Menu after clicking the button in 6b, navigate to il.amplifund.com, choose Public Account, and log-in with your illinois.gov email credentials.
If you are successful, you will be brought to a page titled “Click to Proceed Agreement.” At this point, no further action is necessary.
If you are unsuccessful, circle back with your GATA administrator to make sure your account was granted access to Amplifund in GATA.

Second possibility:
After you click the button in 6b, if you see a webpage that says: “You do not have access to the Grantee Portal, but you do have access to the Amplifund Grant Management System,” then your user account is successfully registered with Amplifund and no further action is necessary.

Click “Create grantee account” to navigate to the Create Grantee form page

Fill out the Grantee Portal Registration form and then click Save.
This form requests various information about your lead entity. You will need the organization’s DUNS, FEIN, and Illinois Secretary of State ID to complete this form.
How to register a user for the State of Illinois GATA Grantee Portal

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Success!

Once the information you entered in the Grantee Portal Registration form is saved, you will be navigated to the Main Menu page for your newly GATA-enrolled entity.

As the creator of this account, you are the default GATA administrator of your lead entity, and as such, have access to Amplifund. No further action is necessary.

**Note:** This Main Menu page lists the status of key qualification requirements for your organization to submit an application through Amplifund.

Information confirming your organization’s registration in GATA. Your email address is by default assigned administrator status.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Remediation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM.gov Account</td>
<td>Pending</td>
<td>Help</td>
</tr>
<tr>
<td>Federal Employer ID (FEIN)</td>
<td>Good</td>
<td>Help</td>
</tr>
<tr>
<td>Federal Excluded Parties List</td>
<td>Good</td>
<td>Help</td>
</tr>
<tr>
<td>Illinois Stop Payment List</td>
<td>Good</td>
<td>Help</td>
</tr>
<tr>
<td>Illinois DHFS Sanction List</td>
<td>Good</td>
<td>Help</td>
</tr>
</tbody>
</table>

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.

The Main Menu page lists the status of key pre-qualification requirements for submitting an application in Amplifund.

**Note:** When the public link to the application becomes available, users will be routed directly by that link to enter their Illinois.gov log-in credentials, and from there they will proceed to the application in Amplifund. GATA registration is prerequisite to accessing Amplifund in this way.

Once registered in GATA, users will not have to return to the GATA Grantee Portal to access Amplifund.