



WILL COUNTY, ILLINOIS

CDBG/HOME WORKSHOPS

Wednesday, April 3, 2024

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Land Use Department



Navigating AmpliFund

Subrecipient Application Cycle AmpliFund training for PY2024



Application Steps

- Opportunity Information
 - Details
 - Evaluating and Scoring
- Registration
- Completing the Application
- Submission
- FAQs
- Questions



Opportunity Information

PY 2024– 10/1/2024 thru 9/30/2025

CDBG

- Estimated 2024 Amount:
\$2,000,000

HOME

- Estimated 2024 Amount:
\$1,400,000



Evaluating and Scoring

Each type of opportunity has a different evaluation and scoring criteria

- The criteria can be viewed in the application
 - Each section of the application is evaluated
- Please complete the FULL application
- When ready to apply, click “Apply”



Registration

- When the AmpliFund Login screen appears, click the 'Register' button to Create New Account
- If you already have an account, DO NOT create a new one
 - New opportunities can be applied to by an existing account
- Applicants should only Register ONCE for their Organization
 - Additional users can be added for the same organization
- If you have received funds in the past via AmpliFund, you do NOT need to create a new account



Registration

AmpliFundSM

Login

Email

Password [show](#)

Remember my email [Forgot your password?](#)

Create New Account

If you have already registered, please click [here](#) to login.

User Information

Email Address*

Role Administrator

Password*

Confirm Password*

Contact Information



Completing the Application

- **Each project type has its own application**
 - CDBG Community Services
 - CDBG Capital Improvements
 - CDBG/HOME Housing Services
 - HOME Single Family Development
 - HOME Multi-Family Development
 - HOME/ARP Rental/NCS Pre-Qualification



Completing the Application

Navigation toolbar provides quick access to all sections of the application

- Once 'Marked as Complete' a checkmark will appear on the section header
- Save – Saves progress and remain on current page
- Mark as Complete – Indicates this section of the application has been completed. This must be checked as complete on all pages.
- Save & Continue – Save progress on page and move on to next section





Completing the Application

Budget

- Approved Categories have already been established
- Budget line items can be created by clicking the “+” next to the appropriate category

New Line Item

Budget Item Information

Category:

Available for grant exploration:

Item Type:

Name:

Base Cost:

Non-Grant Funded:

Grant Budget:

Cost Match:

Total Budgeted:

Remarks:

Proposed Budget

Expense Budget

Category	Grant funded	Non-Grant funded	Total Budgeted
+ Personnel	\$0.00	\$0.00	\$0.00
+ Fringe Benefits	\$0.00	\$0.00	\$0.00
+ Equipment	\$0.00	\$0.00	\$0.00
+ Supplies	\$0.00	\$0.00	\$0.00
+ Construction	\$0.00	\$0.00	\$0.00
+ Consultant/Contracts	\$0.00	\$0.00	\$0.00
+ Administrative	\$0.00	\$0.00	\$0.00
+ Childcare	\$0.00	\$0.00	\$0.00
+ Direct Financial Housing Assistance	\$0.00	\$0.00	\$0.00
+ Food Costs	\$0.00	\$0.00	\$0.00
+ Indirect	\$0.00	\$0.00	\$0.00
+ Operational	\$0.00	\$0.00	\$0.00
+ Site Development	\$0.00	\$0.00	\$0.00
+ Tax	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

Revenue Budget

Grant Funding

Award Requested	\$150,000.00	\$150,000.00
Subtotal	\$150,000.00	\$150,000.00

Non-Grant Funding

Cash Match	\$75,000.00	\$75,000.00
Subtotal	\$75,000.00	\$75,000.00

Total Revenue Budget Cost (\$225,000.00)

Total Overall Budget Cost (\$225,000.00)

The Total Overall Budget Cost must be \$0.00



Completing the Application

Performance Plan

- Goals in the Performance Plan section are based on project type
 - All goal types are numeric
 - Goal name and number to be achieved are needed for each goal listed
 - Each goal should fit into the appropriate category
 - LMC, LMA, LMH, LMJ

Proposed Performance Plan

LMC Accomplishments [+ Add Goal](#)

If your project chose LOW MOD CLIENTELE (LMC) as your national Subcategory, please provide the number of PERSONS served. This should match the number you provided in the narrative application.

No items for strategy

LMA Accomplishments [+ Add Goal](#)

If your project chose LOW MOD AREA BENEFIT (LMA) as your national Subcategory, please provide the number of PERSONS served. This should match the number you provided in the narrative application.

No items for strategy

LMH Accomplishments [+ Add Goal](#)

If your project chose LOW MOD HOUSING (LMH) as your national Subcategory, please provide the number of HOUSEHOLDS OR HOUSING UNITS served. This should match the number you provided in the narrative application.

No items for strategy

LMJ Accomplishments [+ Add Goal](#)

If your project chose LOW MOD JOBS (LMJ) as your national Subcategory, please provide the number of JOBS to benefit. This should match the number you provided in the narrative application.

No items for strategy



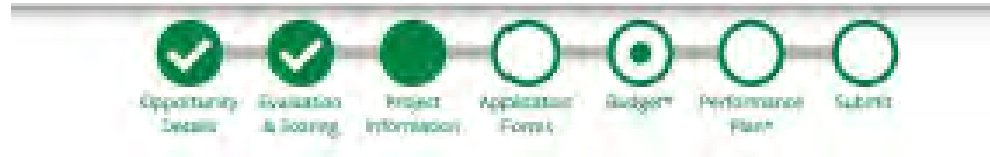
Completing the Application

Application Forms

- Each project type requires additional application forms to support the application
- Project specific templates will be available in each application



Submission



- Once all sections have been Completed and the Checkmark displays in the Navigation Timeline, a user with the Administration role can click the Submit button
- You CANNOT submit the application unless EVERY section has been ‘Mark Complete’
- Once Submitted, applications cannot be modified
 - You will receive an email to verify your application was submitted



FAQs

- Q: Do I need a new AmpliFund account for each awarded grant?
 - A: No. Each organization only needs to register with AmpliFund one time. The organization can apply through multiple entities and multiple grant opportunities with the same login.
- Q: Can I have multiple users that work on the application?
 - A: Yes. The individual that originally registered the organization will be the administrator. Additional users can be added to the same organization as well. Anyone in the organization can work on completing the application, but only the administrator can submit the application.
- Q: Once I submit the application, can I add additional documentation?
 - A: No. Once the application is submitted, it cannot be edited. If we need additional documentation during the scoring and evaluation process, we will let you know.
- Q: Do you provide technical assistance if I have additional questions?
 - A: AmpliFund provides a help desk with an extensive list of “how-to’s” that can be accessed at anytime. The website provides videos, step-by-step guides, and trainings to assist with application of the software. It can be accessed at <https://amplifund.zendesk.com/>. There is also a support ticket option, if needed.



Resources

- AmpliFund application and grant management
 - <https://gotomygrants.com/>
- AmpliFund help desk:
 - <https://amplifund.zendesk.com/>
- AmpliFund Support Ticket
- AmpliFund Office Hours with Samantha Marcum

Questions?



QUESTIONS?

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