



ILLINOIS  
CLIMATE  
BANK

How to Apply – IFA Small Utility Clean Energy Planning Grants

Issued May 1, 2025

## Grantee Pre-Requisites:

- Organization must be registered in the GATA Grantee Portal.
- User must create a public.external.illinois.gov account.
- The public.external.illinois.gov account must be linked to the correct Organization in the GATA Grantee Portal.
- AmpliFund User access is managed in the GATA Grantee Portal.
  - Grantee must be granted access to AmpliFund and the Applicant Portal.
- Review the GATA website for more information: <https://gata.illinois.gov>.
  - GATA Grantee Portal: <https://grants.illinois.gov/portal/>.
  - GATA Grantee Portal FAQs: <https://gata.illinois.gov/grantee/grantee-portal-faq.html>.
  - AmpliFund Support Article: <https://il-amplifund.zendesk.com/hc/enus/articles/27588129343507-How-to-Add-New-Users-as-a-Grantee-and-SingleSign-On-SSO-Process>.
- Contact OMB.GATA@illinois.gov with questions about the GATA Grantee Portal

# GATA Grantee Pre-Requisites

- Access the CSFA and a list of current funding opportunities here:  
<https://gata.illinois.gov/grants/csfa.html>
- Search “Small Utility” in the active programs box
- Select the program, scroll to the bottom of the page, and click on the NOFO
- Alternatively, “browse a list of current funding opportunities” and scroll down to “Illinois Climate Pollution Reduction Grants: Small Utility Clean Energy Planning Grant Program” at the bottom of the page.

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.

**Disclaimer:** CSFA data is based on State Agency entries. Contact information for the assigned state agency representative is provided at the program level and at the state agency level.

**Active Programs and Awards**

[Click here to browse a list of agencies that have active grant programs](#)

[Click here to browse a list of active grant programs](#)

[Click here to browse a list of current funding opportunities](#)

Search active programs :  Search      Search registered grantees :  Search

To subscribe to a weekly mailing list of new opportunities, send a blank email message to: [subscribe-omb-gata-grants@lists.illinois.gov](mailto:subscribe-omb-gata-grants@lists.illinois.gov)

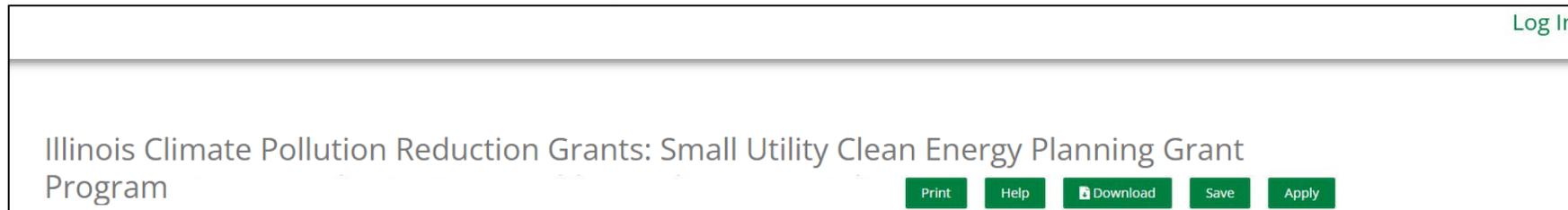
- Continue to the NOFO in AmpliFund.

# Applicant Portal – Log In

- Make sure you log in using your public.external.illinois.gov account.
- If you can see your name on the top right of the screen, you are logged in.



- If not, click log in on the top right of the screen.

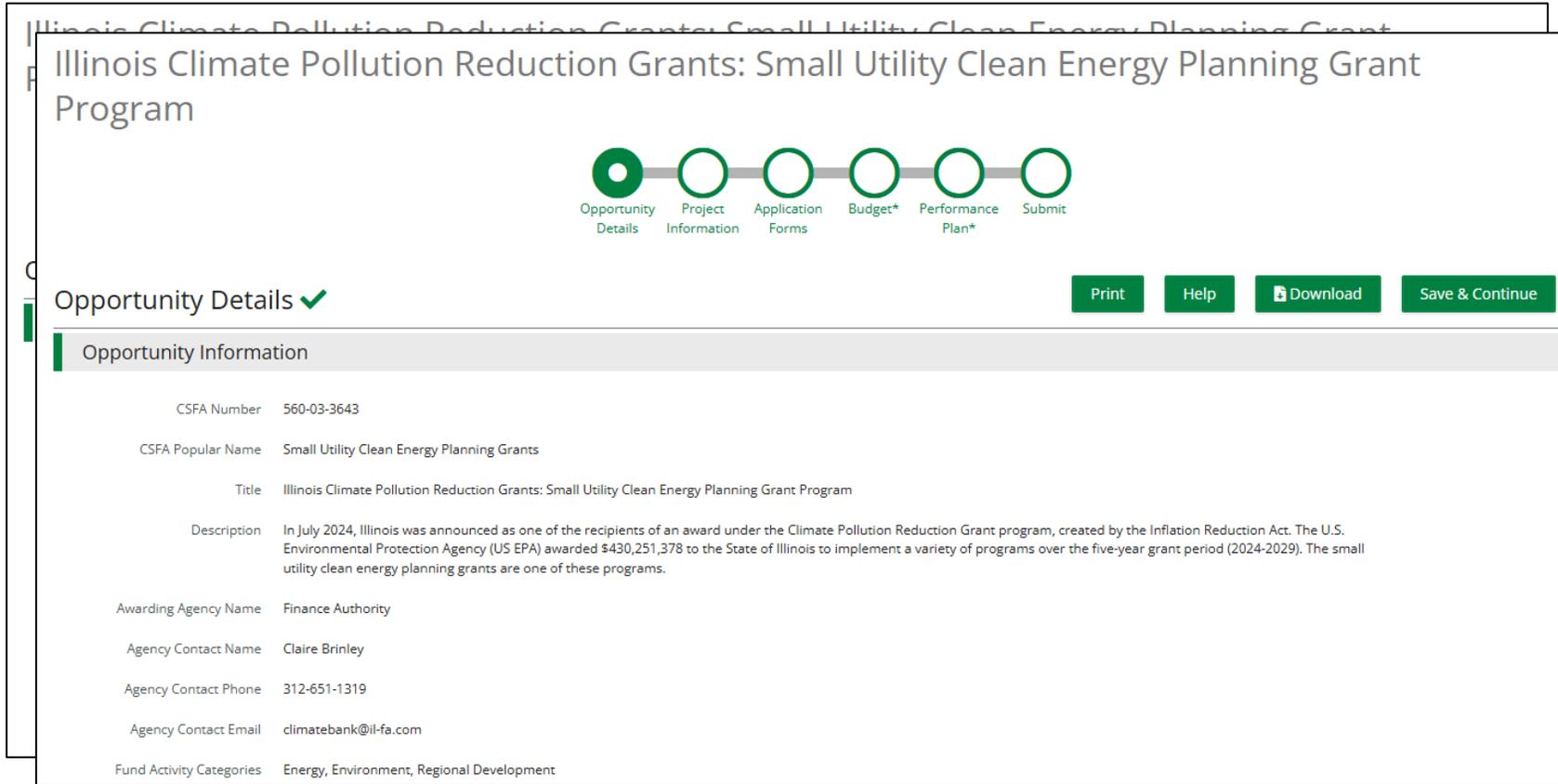


- Select the Public option and enter your credentials.



# Navigation – Opportunity Details

- After accessing the public link via the CSFA or manually adding the URL, you will land on the Opportunity Details page in the Applicant Portal.
- Review the Details.
- If needed, click on the Download tab to download the application packet.



The screenshot shows the 'Opportunity Details' page for the 'Illinois Climate Pollution Reduction Grants: Small Utility Clean Energy Planning Grant Program'. At the top, a progress bar indicates the current step is 'Opportunity Details', followed by 'Project Information', 'Application Forms', 'Budget\*', 'Performance Plan\*', and 'Submit'. Below the progress bar, the page title is 'Opportunity Details' with a green checkmark. To the right of the title are four buttons: 'Print', 'Help', 'Download', and 'Save & Continue'. The main content area is titled 'Opportunity Information' and contains the following details:

CSFA Number	560-03-3643
CSFA Popular Name	Small Utility Clean Energy Planning Grants
Title	Illinois Climate Pollution Reduction Grants: Small Utility Clean Energy Planning Grant Program
Description	In July 2024, Illinois was announced as one of the recipients of an award under the Climate Pollution Reduction Grant program, created by the Inflation Reduction Act. The U.S. Environmental Protection Agency (US EPA) awarded \$430,251,378 to the State of Illinois to implement a variety of programs over the five-year grant period (2024-2029). The small utility clean energy planning grants are one of these programs.
Awarding Agency Name	Finance Authority
Agency Contact Name	Claire Brinley
Agency Contact Phone	312-651-1319
Agency Contact Email	climatebank@il-fa.com
Fund Activity Categories	Energy, Environment, Regional Development

# Navigation – Apply

- When ready, click on Apply.
- Land on the Project Information page.

### Illinois Climate Pollution Reduction Grants: Small Utility Clean Energy Planning Grant Program



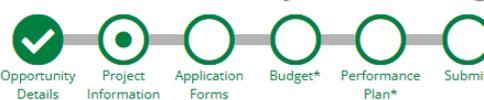
Opportunity Details ✓

Print Help Download Save & Continue

#### Opportunity Information

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Fund Activity Categories	Energy, Environment, Regional Development

### Illinois Climate Pollution Reduction Grants: Small Utility Clean Energy Planning Grant Program



#### Project Information

Help Download Save Save & Continue

#### Application Information

Application Name \*

Pre-Qualification Status Not Qualified

**How much are you requesting from the funder?**

Award Requested \*

**How much are you planning to contribute to the budget?**

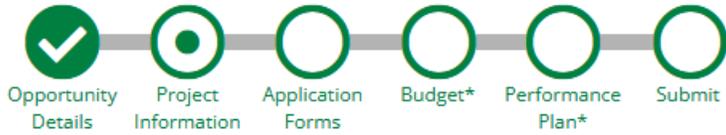
Cash Match Requirement \$0.00 ⓘ

Cash Match Contributions \*

# Navigation Continued

- All navigation sections on the top of the screen must be complete before submitting your application (hit “Mark as Complete” in addition to “Save and Continue” if you’re finished with a section).
- Each circle should be green with a white checkmark, like the Opportunity Details section below. You can still reopen sections after marking them as complete, if desired.
- Navigate to different sections of the application by clicking on the desired navigation section.

Illinois Climate Pollution Reduction Grants: Small Utility Clean Energy Planning Grant Program



Opportunity Details   Project Information   Application Forms   Budget\*   Performance Plan\*   Submit

Project Information

Help   Download   Save   Save & Continue

# Considerations

- Anything marked with an (\*) is required.
- All pages must be marked as complete and saved before submitting the application.
- Reminder: there is no cost match requirement for this grant. Leave Cash Match, In-Kind Match, and Other Funding Contributions blank.

## Project Information

### Application Information

Application Name \*

Pre-Qualification Status Qualified

**How much are you requesting from the funder?**

Award Requested \*

Total Award Budget \$0.00

Phone Number

# Suggested Order of Operations

Find below a suggested order of operations when completing this application in AmpliFund:

- Project Information.
- Application Forms.
- Budget.
- Performance Plan.
- Submit.

# Application Forms – Review NOFO

- Land on the Application Form grid.
- Review the ability to download and print.
- Click on the Review NOFO Application Form and complete all required fields.
- Click Mark as Complete and Save and Continue.

## Forms

Name	Status
Review NOFO	New
Uniform Grant Application - Applicant Completed Section	New
Project Narrative	New
Task Timeline and Deliverables	New

Navigation: < 1 > 25

**Save & Continue**

### Review NOFO

1 of 4

**Download Save Save & Continue**

**NOFO Information**  
The Notice of Funding Opportunity includes important information about the purpose of the Small Utility Clean Energy Planning grants and how applications will be scored. Please review the full NOFO before applying, which can also be found on the Opportunity Details page.

**Resources**  
Download NOFO here (also available on Opportunity Details page)  
[IFA\\_CPRG\\_CLEAN POWER PLANNING\\_NOFO\\_FINAL\\_4.30.25.pdf](#)  
How to Apply Document  
[Stretch Code Grants How to Apply.pdf](#)

**Applicant Certification**  
I certify that I have reviewed the full Notice of Funding Opportunity before applying. \*  
 Yes

**Save ✓ Mark as Complete Save & Continue**

# Application Forms – Uniform Grant Application

- Read the instructions carefully.
- Complete all required fields.
- Click Mark as Complete and Save and Continue.

Uniform Grant Application - Applicant Completed Section Download Save Save & Continue

2 of 4

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### Applicant Information

Legal Name (Name used for UEI registration and grantee pre-qualification) \*

Common Name (DBA) \*

Employer/Taxpayer Identification Number (EIN,TIN) \*

Organizational UEI Number \*

GATA ID (assigned through the grantee portal) \*

SAM Cage Code

# Application Forms – Project Narrative

- Read the instructions carefully. Refer to NOFO for additional information.
- Upload Project Narrative as a Microsoft Word document or readable PDF.
- Click Mark as Complete and Save and Continue.

## Project Narrative

3 of 4

[Download](#) [Save](#) [Save & Continue](#)

Please see the attached NOFO for full program requirements, including the program objectives, eligible activities, prohibited activities, performance metrics, and evaluation criteria. This information will be useful as you write your Project Narrative.

The applicant must submit a Project Narrative, in Microsoft Word or a readable PDF format, of up to 10 pages in 11- or 12-point font. The narrative should include the following information:

**Applicant's information and qualifications:**

- Lead applicant's name, type, and contact person (name, title, phone, email and address).
- A brief description of the applicant's background and any relevant experience, including with similar codes and permitting-related projects.
- Indicate if the applicant has been debarred or is a suspended entity.
- If more than one entity is involved in the proposed project, describe each entity involved and provide name and contact information.

**Project Description:**

### Upload Narrative Here \*

[Choose File](#)

[Save](#) [✓ Mark as Complete](#) [Save & Continue](#)

# Application Forms – Task Timeline and Deliverables

- Read the instructions carefully.
- Download and Upload Timeline and Deliverables Spreadsheet.
- Click Mark as Complete and Save and Continue.

## Task Timeline and Deliverables

4 of 4

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Instructions  
Please download the attached spreadsheet, complete it, and re-upload it below.

Timeline and Deliverables Spreadsheet  
[NOFO-IFA-CPRG-Small Utility Clean Energy Planning-Attachment A\\_FINAL.xlsx](#)

Upload Timeline and Deliverables Here \*

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# Budget Template

- Land on the Budget navigation item.
- Read instructions carefully.
- Uncheck the “Non-Grant Funded” box.
- The total budget must match the amount requested on the “Project Information” page.

Budget View Settings		
<b>Options</b>		
<input checked="" type="checkbox"/> Line Items <input type="checkbox"/> Non-Grant Funded		
Proposed Budget		
<b>Expense Budget</b>		
Category	Grant Funded	Total Budgeted
+ 1. Personnel (Salaries and Wages) (2 CFR 200.430)	\$0.00	\$0.00
+ 2. Fringe Benefits (2 CFR 200.431)	\$0.00	\$0.00
+ 3. Travel (2 CFR 200.474)	\$0.00	\$0.00
+ 4. Equipment (2 CFR 200.439)	\$0.00	\$0.00
+ 5. Supplies (2 CFR 200.94)	\$1,000.00	\$1,000.00
Test  	\$1,000.00	\$1,000.00
+ 7. Consultant Services and Expenses (2 CFR 200.459)	\$0.00	\$0.00
+ 12. Training and Education (2 CFR 200.472)	\$0.00	\$0.00
+ 13. Direct Administrative Costs (2 CFR 200.413 (c))	\$0.00	\$0.00
+ 14. Other or Miscellaneous Costs	\$0.00	\$0.00
+ Indirect Cost (2 CFR 200.414)	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>Revenue Budget</b>		
<b>Grant Funding</b>		
Award Requested	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Non-Grant Funding</b>		
Cash Match		\$0.00
In-Kind Match		\$0.00
Other Funding		\$0.00
<b>Subtotal</b>		<b>\$0.00</b>
<b>Total Revenue Budget Cost</b>		<b>\$0.00</b>
<b>Total Overall Budget Cost</b>		<b>\$1,000.00</b>

The grant funded total cannot exceed the award requested on the Project Information page.

## Illinois Climate Pollution Reduction Grants: Small Utility Clean Energy Planning Grant Program



[Help](#) [Download](#) [Save & Copy](#)

### Budget

#### Instructions

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program instructions, if attached. The applicant organization should refer to 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within these instructions.

**You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.**

Although the degree of specificity of any budget will vary depending on the nature of the project and State of Illinois agency requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood proposal being funded. A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely. The budget should be as concrete and specific as possible in its estimates. Make every effort to be to estimate costs accurately. Your budget should justify all expenses and be consistent with the program narrative.

You can add budget line items directly below.

# Budget Template - Continued

- Click the “+” button next to a category to add a line item for that category. You can add multiple line items for each category.
- Fill out the required fields for each line item.
- Costs must be broken out by quarter for each line item under “Purpose Areas”

**Options**

Line Items

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Proposed Budget

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**Expense Budget**

Category	Grant Funded	Total Budgeted
+ 1. Personnel (Salaries and Wages) (2 CFR 200.430)	\$0.00	\$0.00
+ 2. Fringe Benefits (2 CFR 200.431)	\$0.00	\$0.00
+ 5. Supplies (2 CFR 200.94)	\$0.00	\$0.00
+ 7. Consultant Services and Expenses (2 CFR 200.459)	\$0.00	\$0.00
+ 12. Training and Education (2 CFR 200.472)	\$0.00	\$0.00
+ 13. Direct Administrative Costs (2 CFR 200.413 (c))	\$0.00	\$0.00
+ Indirect Cost (2 CFR 200.414)	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>

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**Revenue Budget**

Grant Funding		
Award Requested	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
Non-Grant Funding		
<b>Subtotal</b>		<b>\$0.00</b>

---

**Total Revenue Budget Cost** **\$0.00**

**Total Overall Budget Cost** **\$0.00**

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**New Line Item**

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Budget Item Information

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Category 5. Supplies (2 CFR 200.94) ▼

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item Type Direct Cost Calculation

Calculation Type Quantity x Rate

Name \*

Cost Rate \*

Quantity \*

Direct Cost \$0.00

Total Budgeted \$0.00

Narrative \*

Purpose Areas

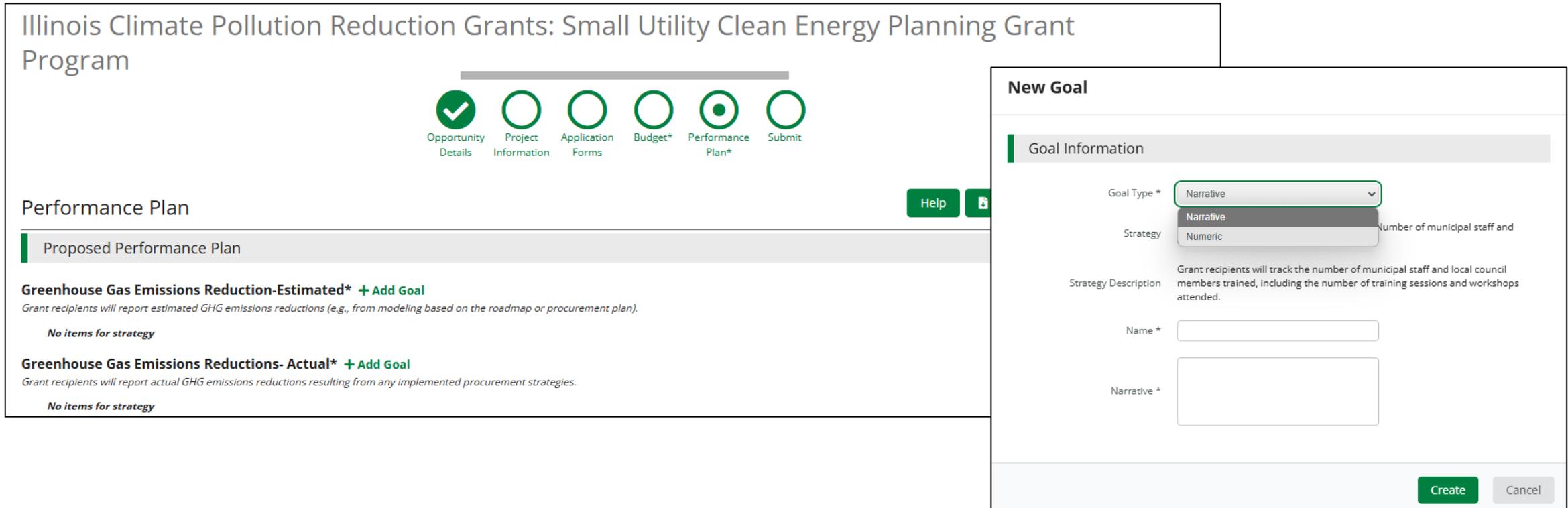
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Small Utility Clean Energy Planning - Year 1 Q1	<input style="width: 90%;" type="text" value="\$0.00"/>
Small Utility Clean Energy Planning - Year 1 Q2	<input style="width: 90%;" type="text" value="\$0.00"/>
Small Utility Clean Energy Planning - Year 1 Q3	<input style="width: 90%;" type="text" value="\$0.00"/>
Small Utility Clean Energy Planning - Year 1 Q4	<input style="width: 90%;" type="text" value="\$0.00"/>
Small Utility Clean Energy Planning - Year 2 Q1	<input style="width: 90%;" type="text" value="\$0.00"/>
Small Utility Clean Energy Planning - Year 2 Q2	<input style="width: 90%;" type="text" value="\$0.00"/>
Small Utility Clean Energy Planning - Year 2 Q3	<input style="width: 90%;" type="text" value="\$0.00"/>
Small Utility Clean Energy Planning - Year 2 Q4	<input style="width: 90%;" type="text" value="\$0.00"/>
Small Utility Clean Energy Planning - Year 3 Q1	<input style="width: 90%;" type="text" value="\$0.00"/>
Small Utility Clean Energy Planning - Year 3 Q2	<input style="width: 90%;" type="text" value="\$0.00"/>
Small Utility Clean Energy Planning - Year 3 Q3	<input style="width: 90%;" type="text" value="\$0.00"/>

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# Performance Plan

- Land on the Performance Plan navigation item.
- Click the “Add Goal” button to add a goal for the metric. Some goals must be numeric or narrative, but some goals give you the option to choose one or the other (or both).
- You may add more than one goal to each performance metric. All performance metrics are required.



Illinois Climate Pollution Reduction Grants: Small Utility Clean Energy Planning Grant Program

Performance Plan

Proposed Performance Plan

**Greenhouse Gas Emissions Reduction-Estimated\*** [+ Add Goal](#)  
*Grant recipients will report estimated GHG emissions reductions (e.g., from modeling based on the roadmap or procurement plan).*  
*No items for strategy*

**Greenhouse Gas Emissions Reductions- Actual\*** [+ Add Goal](#)  
*Grant recipients will report actual GHG emissions reductions resulting from any implemented procurement strategies.*  
*No items for strategy*

**New Goal**

Goal Information

Goal Type \*

Strategy  Number of municipal staff and

Strategy Description Grant recipients will track the number of municipal staff and local council members trained, including the number of training sessions and workshops attended.

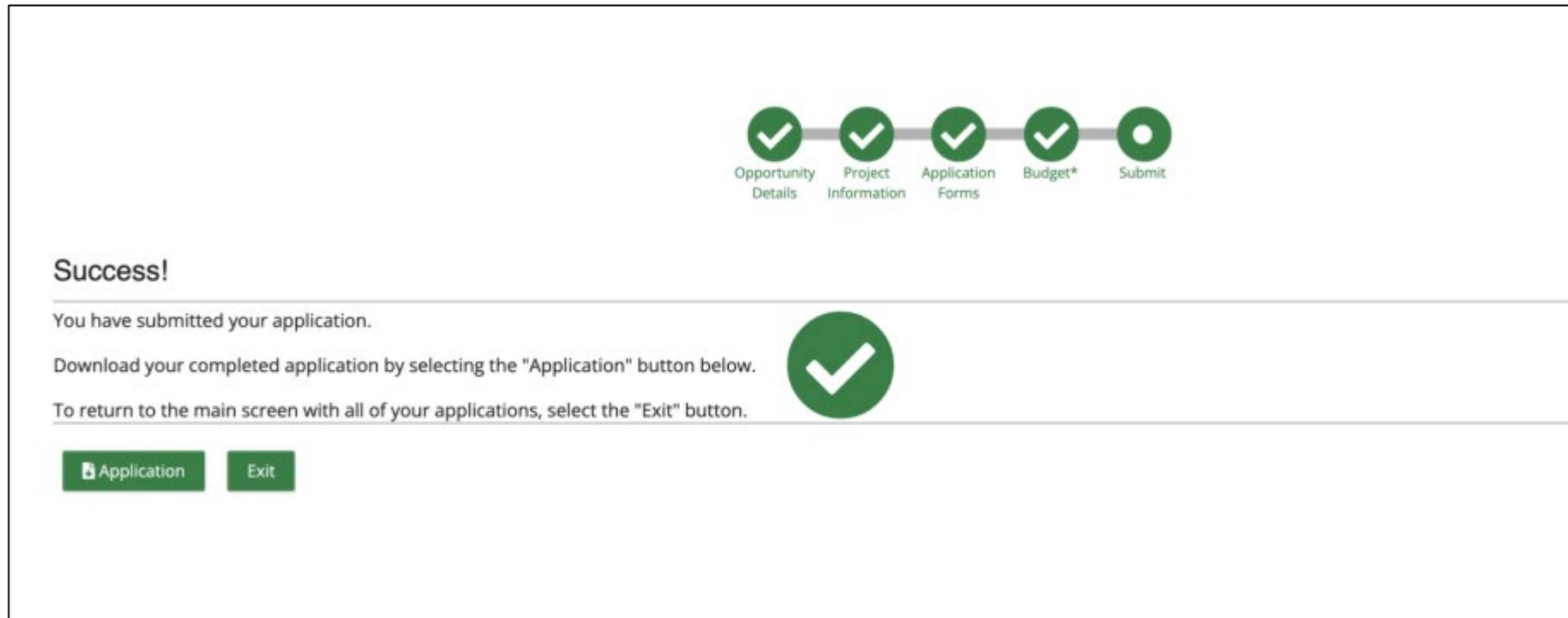
Name \*

Narrative \*

[Create](#) [Cancel](#)

# Submission – Ready to Submit

- If the Application is complete, all navigation elements will be green with a checkmark.
- Click on the Submit button to submit the Application.
- AmpliFund will display a success message.
- Click the Application tab on the bottom left to download your Application if needed.



# Submission – Not Ready to Submit

- AmpliFund will display a validation error on the Submission page if there are any incomplete items or items not marked as complete.
- If so, navigate to the appropriate section by clicking the tab across the top of the screen.
- Complete the required information and Mark as Complete.
- Navigate back to the Submit tab across the top of the screen and click Submit.

## Illinois Climate Pollution Reduction Grants: Stretch Code Adoption Grant



Opportunity Details   Project Information   Application Forms   Budget\*   Performance Plan\*   Submit

---

You are about to submit your application, , to **Illinois Finance Authority**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

The Project Information has not been marked "Complete."

You have forms containing required fields which have not been completed.

You have forms that have not been completed.

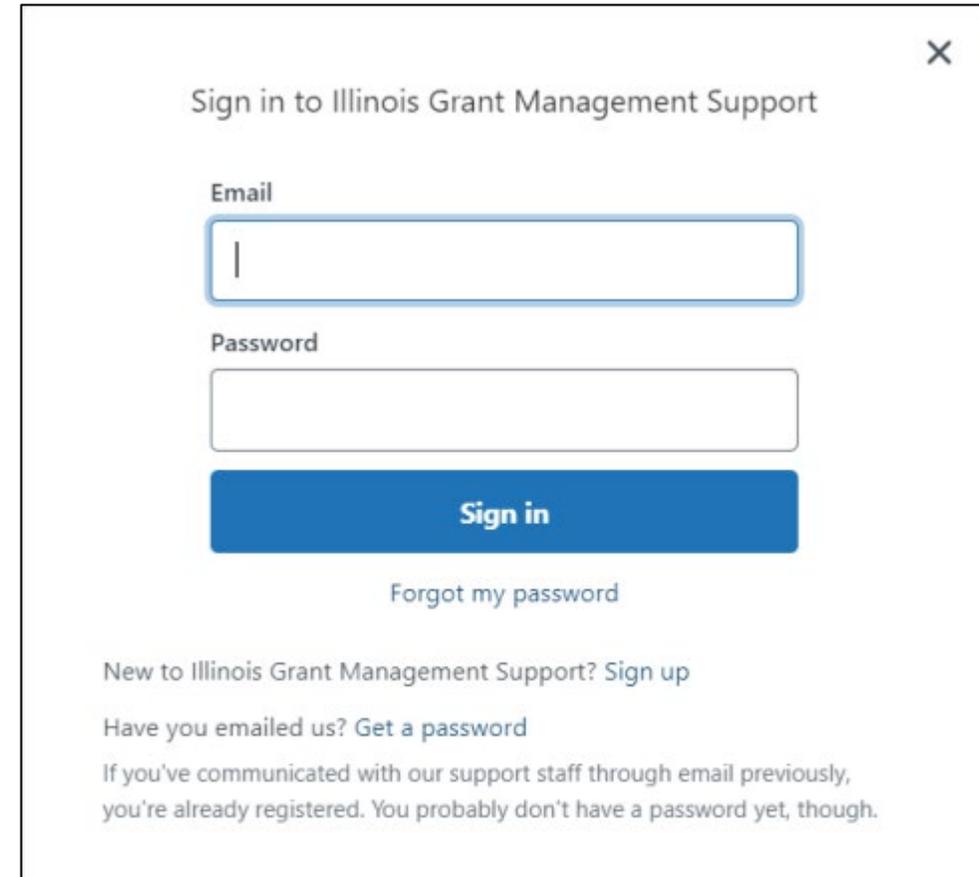
You have empty strategies in the performance plan which require Goals.

---

# Customer Support – Create Support Account

If you're having issues with submitting, you can reach out to AmpliFund customer support by creating an account following the steps below:

1. Go to <https://il-amplifund.zendesk.com>
2. Click the Sign up link
3. Enter your full name
4. Enter your email address
5. Complete the “I’m not a robot” check
6. Click the Sign up button
7. An email from support@zendesk.com will be sent to you via email
8. Click the link to set your password



Sign in to Illinois Grant Management Support

Email

Password

**Sign in**

[Forgot my password](#)

[New to Illinois Grant Management Support? Sign up](#)

[Have you emailed us? Get a password](#)

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.

# AmpliFund Illinois Support Portal

**Submit a support ticket:**  
[support@il-amplifund.zendesk.com](mailto:support@il-amplifund.zendesk.com)

**Visit the support portal:**  
<https://il-amplifund.zendesk.com>

## Supported Browsers:

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Apple Safari 10+

