# Grant-In-Aid

## **Frequently Asked Questions**

1. **I'm having issues logging in, or I forgot my password.**

2. **The individual who completed my agency's GIA application last year is no longer with our organization. How can I log in to copy last year's application?**

3. **I do not have a copy of my agency's prior year application. Could it be sent to me?**

4. **My organization cannot afford an audit. How can my agency meet this requirement when applying?**

5. **How current does my audit need to be?**

6. **Who are the Joint Finance Committee members?**

7. **When does the Joint Finance Committee review GIA applications?**

8. **When can I speak to the Joint Finance Committee regarding my agency/application?**

9. **How can I track the status of my GIA application, and when will I be notified of whether I've been awarded funds?**

10. **When are GIA funding decisions made?**

11. **Where can I find the contact information for the Controller General Analyst assigned to my agency's GIA category?**

12. **When can I expect my GIA payment(s)?**

13. **Can I submit a paper copy of my application or other supporting documents from my agency?**

14. **How do I know that my application has been submitted?**

15. **How can I get a copy of my submitted application?**

16. **I submitted a GIA application, but it contains an error.  What can I do?**

17. **Can I use GIA funding to renovate my agency's facility?**

18. **Are there GIA workshops for new applicants? And if so, am I required to attend?**

19. **How can I request a copy of my agency's GIA award letter from prior years?**

## 1. I'm having issues logging in or forgot my password.

If you cannot remember your My Delaware password for an existing account, follow the instructions in the My Delaware and Grants Management System Registration Guide to reset and create a new password.

If you have completed the "Forgot password?" option on the Sign In page and still are unable to log in, you will need to contact the Legislative Information Systems (LIS) Helpdesk at (302) 744-4260 or by email at LIS.Helpdesk@Delaware.gov.

If the Helpdesk cannot provide assistance to access the account, you may need to create a new one. Follow the instructions in the My Delaware and Grants Management System Registration Guide beginning on page 3 to create a new account.

## 2. The individual who completed my agency's GIA application last year is no longer with our organization. How can I sign in to copy last year's application?

The legacy Grant-In-Aid system is no longer functionally accessible. With the launch of the new Grants Management System in October 2023, accounts and historical data from the legacy Grant-In-Aid system will not be brought into the new system. Applicants must have a My Delaware registration (if they do not already have one) and should be prepared to draft a new application for consideration.

Follow the instructions in the My Delaware and Grants Management System Registration Guide beginning on page 3 to create a new account.

## 3. I do not have a copy of my agency's prior year application. Could it be sent to me?

If you want a copy of your agency's prior year GIA application sent to you, you must email this request to GIA_Support@Delaware.gov. Receiving these requests through email ensures that the Office of the Controller General can verify that the requestor is affiliated with the organization (either through the email address's domain or listed in the prior year's application as a primary or alternate contact, board member, or officer). If the requestor's identity cannot be verified, it will be suggested that the request be made by a member identified in a previous year's application.

## 4. My organization cannot afford an audit. How can my agency meet this requirement when applying?

Section 9 of the GIA bill requires the submission of an audit with an application completed by either a Certified Public Accountant or a Public Accountant within the past three years. If your agency cannot provide an audit, Section 9 states that the agency must submit a detailed statement of the reason's circumstances.

In practice, the Office of the Controller General has used the $50,000 revenue threshold that the Internal Revenue Service (IRS) uses in requiring non-profit organizations to file a federal tax return as a guideline for an audit requirement. Organizations with less than $50,000 in revenue may submit other forms of financial documentation outside of an audit, such as a letter from a third-party CPA firm or other professional financial

agency, verifying they have reviewed your organization's financials. These services are often less than the total cost of an audit. Please note that the lack of audit may impact the ultimate funding decision of the Joint Finance Committee.

## 5.	How current does my audit need to be?

Section 9 of the GIA bill requires the submission of an audit completed within the past three years. If your agency cannot provide an audit, Section 9 states that the agency must submit a detailed statement explaining the absence of an audit.

## 6.	Who are the Joint Finance Committee members?

Information about the Joint Finance Committee (JFC) and its membership can be found [here](#).

## 7.	When does the Joint Finance Committee review GIA applications?

Each GIA category is assigned a team of legislators from the Joint Finance Committee (JFC). These teams and the assigned Controller General Analyst will review the applications assigned to that group and make funding recommendations to the full committee. These teams will begin to meet typically when the entire General Assembly returns in the spring with decisions regarding GIA made by the JFC in late June. Historically, the GIA bill is the final appropriations bill enacted by the legislature on June 30th.

## 8.	When can I speak to the Joint Finance Committee regarding my agency/application?

The General Assembly typically breaks for six weeks annually, starting around the end of January or the beginning of February, so the Joint Finance Committee can convene and conduct public hearings regarding operating budget requests. Members of the public can sign up, either in advance or on the day of the hearing, to offer public comment after the presentation from the State of Delaware agencies. Some GIA applicants have used this opportunity to advocate for their agency and GIA application before the entire committee. Historically, members of the public speaking on behalf of an organization are allotted three minutes to address the committee. Notices of upcoming meetings are always available on the Joint Finance Committee's [webpage](#).

If you intend to offer public comment and wish to provide handouts to committee members, please bring at least 25 copies of your documents. Staff will be available onsite to handle the distribution of those materials when you are called to speak.

## 9.	How can I track the status of my GIA application, and when will I be notified of whether I've been awarded funds?

An email will be sent to all applicants notifying them of their award status shortly after July 1st. No information will be provided on the status of any GIA request until the General Assembly passes a GIA bill. Historically, the GIA bill is the final appropriations bill enacted by the legislature on June 30th.

### 10. When are GIA funding decisions made?

Each GIA category is assigned a team of legislators from the Joint Finance Committee (JFC). These teams and the assigned Controller General Analyst will review the applications assigned to that group and make funding recommendations to the full committee. These teams will begin to meet typically when the entire General Assembly returns in the spring with decisions regarding GIA made by the JFC in late June. Historically, the GIA bill is the final appropriations bill enacted by the legislature on June 30th.

### 11. Where can I find the contact information for the Controller General Analyst assigned to my agency's GIA category?

This information can be found in the GIA application guides on the GIA website, under the "Controller General Analyst Contact Information" section, or towards the bottom of this page.

### 12. When can I expect my GIA payment(s)?

29 Del. C. § 6505(d) and Section 8 of the GIA bill specify that payments will be released quarterly. GIA recipients receiving $6,000 or less will receive their total award during the first quarter of the fiscal year (July). All other recipients will receive quarterly award payments in July, October, January, and April.

While an exact date for each release cannot be provided, payments are typically issued before the end of each designated month. **Payments issued in July should not be expected until the last week of the month due to the downtime associated with the processing required of the State's financial accounting system at the start of each new fiscal year.**

**Organizations that receive or wish to receive GIA funding must maintain a supplier profile at the State of Delaware's eSupplier Portal (https://esupplier.erp.delaware.gov).** This secure login site allows new suppliers to register and for existing suppliers to manage payment information. *Accurate and up-to-date information ensures the timely processing of GIA payments.* Additional information regarding the three payment options offered by the State of Delaware's Division of Accounting can be found here.

Please allow at least two weeks for the Division of Accounting to process any changes to your eSupplier profile (such as a change in mailing address or banking information, etc.). Payment processing for July GIA payments begins on or around July 10th. Any changes made to your eSupplier profile after this date will delay or prevent your July payment from reaching you in a timely manner. If a change is required after July 10th for the July payment, or if you have specific questions regarding GIA payments, please direct those questions to the Office of the State Treasurer by calling (302) 672-6700 or by emailing Treasury_GIA_Payments@Delaware.gov.

### 13. Can I submit a paper copy of my application or other supporting documents from my agency?

No, Section 5 of the GIA bill specifies that applications must be submitted online. If desired, you may attach PDF scans of supporting documents to your application through the Grants Management System.

### 14.  How do I know that my application has been submitted?

Once your GIA application has been successfully submitted, the system will advise you that it has been received. You also may notice that the status of that application on the GIA Home screen will change from "Draft" to "Under Review." You will also receive a system-generated email confirmation. This confirms that the Office of the Controller General has received your application.

### 15.  How can I get a copy of my submitted application?

Once your application has been submitted, you should be able to generate a PDF copy of the application for yourself (to save a copy and/or to print). By logging into the system and opening your application(s) in the Under Review tab, under the Submitted Application section, you'll see a PDF link to your application. Clicking this will allow you to save a copy and/or print.

If you are unsuccessful in your attempt to create a PDF copy, you can request one by sending an email to GIA_Support@Delaware.gov.  Receiving these requests through email ensures that the Office of the Controller General can verify that the requestor is affiliated with the organization (either through the email domain or listed in the application as a primary or alternate contact, board member, or officer). If the requestor's identity cannot be verified, it will be suggested that the request be made by a member identified in the application.

### 16.  I submitted a GIA application, but it contains an error. What can I do?

Once the application has been submitted, if the deadline for submission has not passed, you may unlock your application for revisions. By signing into the system and opening your application(s) in the Under Review tab, click the Application you want to open or click the blue "Open" button. Once the application has opened, click the **blue** button at the bottom of your screen labeled "Unlock for Revisions," the system will allow you to make any desired changes to your application. ***Just be sure to resubmit it before the deadline!*** Once an application deadline has passed, changes can only be made by contacting the appropriate Controller General Analyst (CGA) or Grant-In-Aid Coordinator. You may email GIA_Support@Delaware.gov to see if your request can be accommodated. If the application review process has already occurred, you will unlikely be able to make any changes.

### 17.  Can I use GIA funding to renovate my agency's facility?

No, funding cannot be used to relocate, rehabilitate, renovate, or purchase buildings. GIA funds cannot provide child daycare, purchase capital equipment, pay any part of an elected official's salary or benefits, for a political campaign or partisan political purposes, or hire lobbyists or other lobbying services. It also cannot be used for activities, programs, or services that benefit individuals not residing in Delaware. These restrictions are listed in Section 6 of the GIA bill and here.

### 18. Are there GIA workshops for new applicants? And if so, am I required to attend?

For Fiscal Year 2025, Jason Smith, the Grant-In-Aid Coordinator for the Office of the Controller General, intends to hold three virtual workshops to see a live demonstration of how to create a My Delaware account, log into the CGO Grants Management System, and create an application for submission. Opportunities to ask questions will also be available.

To register for a specific date and time convenient for you, you may register for a Zoom meeting link by visiting the GIA website or clicking on one of the times below that fits your schedule best and registering.

- Monday, October 16th, at 10:30 a.m.
- Wednesday, November 1st, at 2:30 p.m.
- Friday, November 17th, at 10:30 a.m.

There is no requirement for new applicants to attend. And previously awarded GIA recipients are welcome to sign up for a virtual workshop.

### 19. How can I request a copy of my agency's GIA award letter from prior years?

The Office of the Controller General cannot reissue prior year award letters. However, GIA appropriations are adopted as Delaware Law. Your organization's appropriation will be listed in the previous year's GIA bills, which should satisfy any legal or audit requirements. The GIA bills for the past five years are listed below, starting with the most recent GIA Act. You may search for your organization's name and award amount and use it as needed.

| Bill Number | Fiscal Year | Fiscal Year Time Period |
| --- | --- | --- |
| HB 197 | FY 2024 | July 1, 2023 to June 30, 2024 |
| SB 252 | FY 2023 | July 1, 2022 to June 30, 2023 |
| HB 265 | FY 2022 | July 1, 2021 to June 30, 2022 |
| SB 260 | FY 2021 | July 1, 2020 to June 30, 2021 |
| HB 260 | FY 2020 | July 1, 2019 to June 30, 2020 |

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