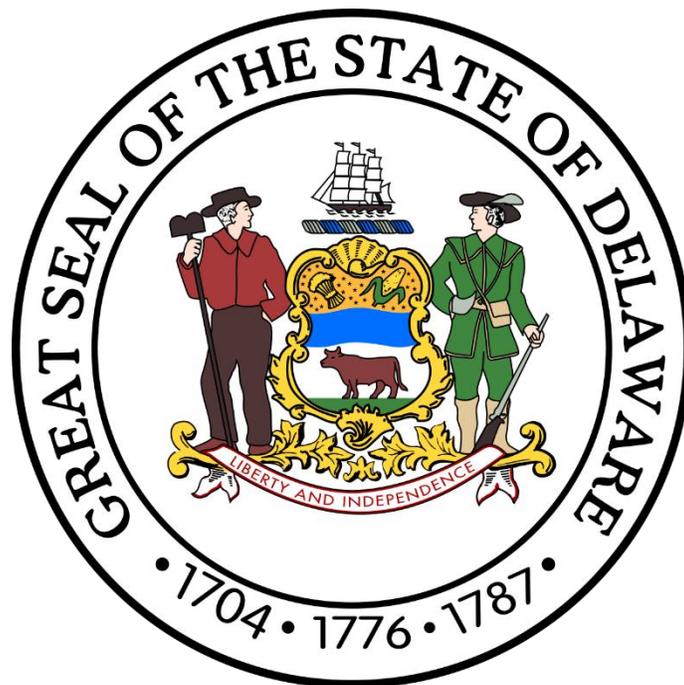


State of Delaware Grant-In-Aid Fiscal Year 2022 Veterans Application Guide



Office of the Controller General
Delaware General Assembly
411 Legislative Avenue
Dover, Delaware 19901
(302) 744-4200
GIA_Support@Delaware.gov

Grant-In-Aid (GIA) is an appropriation made by the General Assembly to support the activities of non-profit organizations that provide services to the citizens of Delaware. The purpose of this funding is to provide supplemental funding to service agencies and should not be construed as a sole source of funding. For additional information, visit <https://gia.delaware.gov>.

Table of Contents

Before you begin.....	3
1. Application Guidelines	3
2. Important Application Tips	4
3. Controller General Analyst Contact Information	5
4. Technical Assistance	5
5. Fiscal vs. Calendar Years	5
Completing the Online Application.....	6
Step 1: Navigate to the Grant-In-Aid website.....	6
Step 2: Click the Login button	6
Step 3: Sign In	6
Step 4: Start a new application	6
Step 5: Enter an application name.....	7
Step 5A: Copy Application (If Applicable)	7
Step 6: General – Personal.....	9
Step 7: Officers.....	9
Step 8: Services	10
Step 9: Attachments	10
Step 10: Approve and Submit	12
Step 11: Sign Out.....	14
GIA Dashboard Functionality	14
The Dashboard	14
a) Viewing Grant Applications.....	15
b) Creating a PDF Copy.....	15
c) Edit or Delete an Application	16
d) Registering an Account	16
Frequently Asked Questions	21

Before you begin...

Please review all materials carefully.

1. Application Guidelines

- a) The deadline for submission of applications is Wednesday, December 2, 2020, at 11:59 p.m.**
- b) All applications must be submitted through the online application [system](#). Hand-delivered or mailed applications will not be accepted.
- c) **Email addresses used to apply will be used for future communications regarding your application.** To ensure efficient communication, it is strongly advised that your organization use an email address that is accessible by all members of your agency who are responsible for GIA.
- d) Beginning with the Fiscal Year 2023 application period (in September 2021), an agency must not request funding for a GIA appropriation through a fiscal agent. Organizations already receiving GIA funding who use fiscal agents will continue to receive funding but must be in compliance by the application period for the Fiscal Year 2023 to be considered for an appropriation in future fiscal years.**
- e) To be considered for a GIA award, an agency must meet the following criteria:**
- Be an incorporated non-profit (or under the umbrella of a parent organization which is also an incorporated non-profit) and operating for two years before applying for GIA;
 - Have bylaws that clearly state the purpose of the agency and include a definition of duties of the Board of Directors;
 - Have an active, community-represented, volunteer Board of Directors that sets policies, goals, and objectives and maintains minutes of regularly scheduled meetings and any special meetings;
 - Have programs that are unduplicated by other state-supported agencies and satisfy unmet human needs of the community;
 - Have personnel policies including job descriptions and classifications;
 - Have competent executives, competent staffing, and reasonable facilities;
 - Practice non-discrimination;
 - Have accounting (budget) procedures;
 - Have an audit completed within the past three years by a Certified Public Accountant or a Public Accountant;
 - Use funds in accordance with the application;
 - Demonstrate community support; and
 - Request funds only for a program that does not receive full funding from other sources of revenue.
- f) GIA funding cannot be used for:**
- Providing child daycare;
 - The purchase of capital equipment;
 - The relocation, rehabilitation, renovation or purchase of buildings;
 - The payment of any part of an elected official's salary or benefits;
 - A political campaign or for partisan political purposes; and
 - The hiring of lobbyists or other lobbying services.



- g) **Organizations who receive, or who wish to receive, GIA funding are required to maintain a supplier profile at the State of Delaware's [eSupplier Portal](#).** 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 can be found at the [Division of Accounting](#).
- h) **If you do not have access to your agency's State of Delaware Single Sign-On (SSO) User Id and password that was used to apply for GIA last year, (and have already attempted to use the "Forgot User Id?" or "Forgot Password?" features without success), you will need to create a new User Id.** Follow the instructions contained in this application guide under the section [Registering an Account](#) (page 16). If you'd like to have your agency's prior year application linked to the new account, then please email the new User Id, along with the first and last name, and email address used to create the new account to GIA_Support@Delaware.gov. Please note this process may take several days and may not be feasible if the deadline for application submissions is approaching.

2. Important Application Tips

Below are items to keep in mind while completing the GIA application.

- a) New applicants should consider attaching supporting documentation confirming the agency's certificate of incorporation and Federal Employer ID number to expedite and assist during the initial application review process. New applicants may be contacted by the Office of the Controller General (OCG) after an application is submitted and asked to provide this information.
- b) **All materials submitted to the OCG during the grant application process are subject to public inspection upon request in accordance with the Freedom of Information Act (FOIA). Please provide a separate document listing any information contained in the application or financial documents and audits that you believe to be a trade secret or commercial or financial information that is privileged or confidential under FOIA, specifically [§ 10002\(l\)\(2\) of Title 29 of the Delaware Code](#).**
- c) The system works best in Internet Explorer version 11.0 or newer. As Microsoft phases out the usage of Internet Explorer, it is anticipated that in future years, the GIA application system will be best accessible using Microsoft Edge.
- d) Save your work frequently. At the bottom of each page is a **GREEN** button labeled SAVE. It is important to click this before going to the next page or walking away from your computer to prevent a loss of information. The system will automatically log you off after 10 minutes of inactivity. If this happens, anything unsaved will be lost.
- e) All items marked with an asterisk (*) are mandatory fields. The application cannot be submitted unless all asterisk items have been completed.
- f) An exclamation point (!) will indicate a field or form that is incomplete.
- g) Once the application has been submitted, changes can only be made by contacting the appropriate Controller General Analyst (CGA).

- h) Handouts or other literature may be scanned and uploaded to the application (as a PDF) for submission if so desired. To upload documents to the application, see the [Attachments](#) section (page 10).

3. Controller General Analyst Contact Information

Please contact the analyst below with any questions you may have while completing your application.

Office of the Controller General – (302) 744-4200		
GIA Category	CGA	Email
Veterans	Jason R. Smith	Jason.R.Smith@Delaware.gov

4. Technical Assistance

For technical assistance, please call the Legislative Information Services Helpdesk at (302) 744-4260, or by email at LIS.Helpdesk@Delaware.gov.

5. Fiscal vs. Calendar Years

The State of Delaware’s annual fiscal year runs from July 1st to June 30th. The Fiscal Year 2022 GIA request from the State of Delaware is for the period of July 1, 2021, through June 30, 2022.

Information involving audited or historical financial data will be based on your agency’s fiscal year. The information related to the prior year would be taken from your agency’s audit.

Agencies using fiscal years should apply the following:

Prior Year - FY 2020
 Current Year - FY 2021
 Proposed Year - FY 2022

Agencies using calendar years should apply the following:

Prior Year - 2019
 Current Year - 2020
 Proposed Year - 2021

Completing the Online Application

Step 1: Navigate to the Grant-In-Aid website

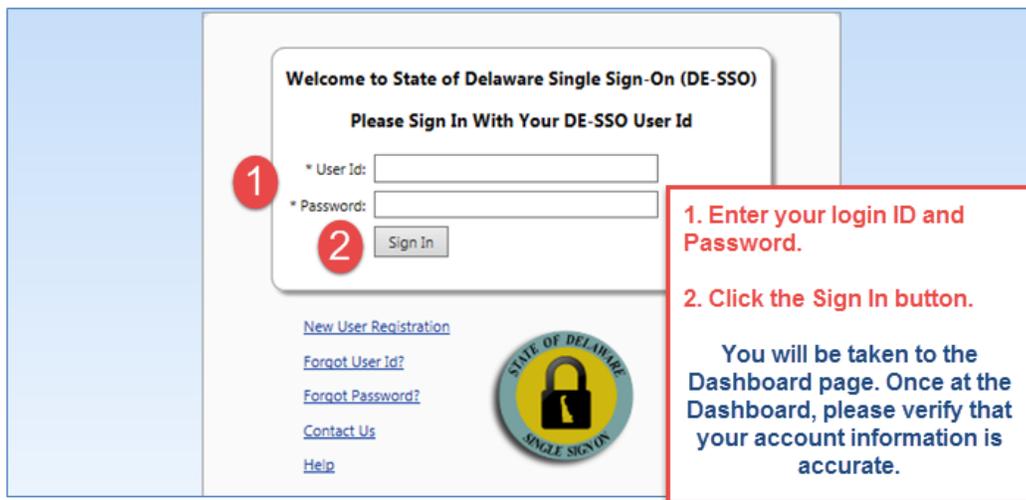
<https://gia.delaware.gov>

Step 2: Click the Login button

If you do not have a registered GIA account, select the “Register” button. Instructions are in this document under the section [Registering an Account](#) (page 16).



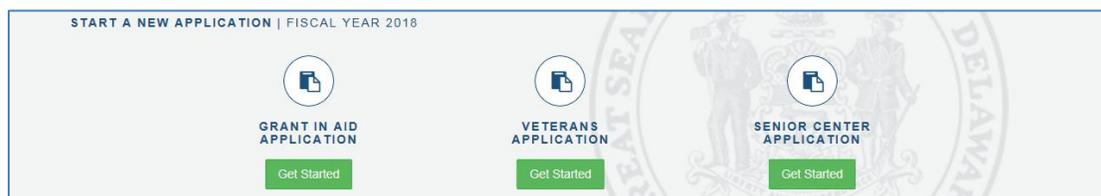
Step 3: Sign In



Step 4: Start a new application

To start a new application, click on the “Get Started” button under the Veterans Application category.

Please note, the green “Get Started” buttons will only be active while applications are currently being accepted for the particular application type. Information regarding the opening and closing dates for all GIA application types can be found on the [GIA website](#).



Step 5: Enter an application name

Grant In Aid

START A NEW APPLICATION | FISCAL YEAR

GRANT IN AID APPLICATION

NEW GRANT IN AID APPLICATION

Application Name

Type a name for your new application here

Proceed Cancel

Enter a name that you can use as a reference to differentiate between multiple applications and click the "Proceed" button.

NOTE: This application name is for your reference.

Example Application Name:
FY 21 Agency Name

If you are (1) a new applicant, (2) do not have the prior year's login information, or (3) do not wish to copy a previous year's application, please continue to [Step 6](#) (page 9).

Step 5A: Copy Application (If Applicable)

During the Fiscal Year 2020 application period, an enhanced feature was introduced in the GIA online application system to allow the copying of data from a previous Fiscal Year application, into a new, current Fiscal Year application. This feature is intended to save time, effort, and reduce the amount of data entry errors. To copy a previous year's application, you must be using the same login information as in the prior year(s).

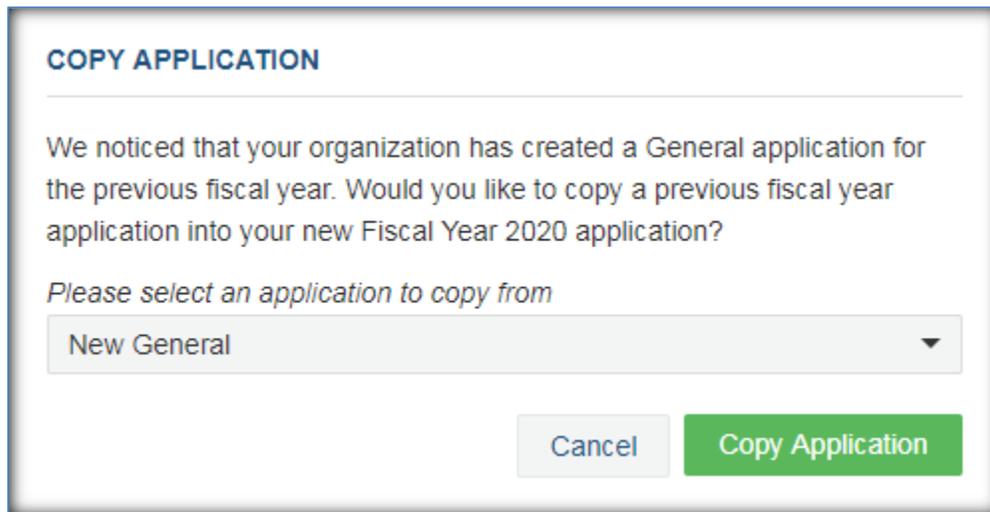
The system will determine if your login account was used to create an application of the same type for the previous Fiscal Year. The prompt will ask if you want to copy the data from a previous Fiscal Year application into the new, current Fiscal Year application. Click the blue "Yes" button to copy the application. If you do not wish to copy a previous Fiscal Year application, simply click the gray "No" button. Selecting "No" will take you to a blank, current Fiscal Year application.

COPY APPLICATION

We noticed that your organization has created a General application for the previous fiscal year. Would you like to copy a previous fiscal year application into your new Fiscal Year 2020 application?

Yes No Cancel

Selecting “Yes” will prompt the system to ask you to select an application to copy from. If you only have one previous Fiscal Year application of the same type to copy, the system will direct you to the application detail page of the current Fiscal Year application, with all data copied from the previous Fiscal Year application. If you have more than one previous Fiscal Year application of the same type you want to copy from, a dropdown will appear in the same pop-up asking you to choose the previous Fiscal Year application you wish to copy. Click in the dropdown to see the last Fiscal Year applications of the same type and then select the one you want to copy.



COPY APPLICATION

We noticed that your organization has created a General application for the previous fiscal year. Would you like to copy a previous fiscal year application into your new Fiscal Year 2020 application?

Please select an application to copy from

New General ▼

Cancel Copy Application

Once you’ve selected the application to copy from, click the green “Copy Application” button. You will then be directed to the current Fiscal Year application detail page, with the data copied into it from the previous Fiscal Year application. Now you may review and update the data to ensure accuracy and relevancy for your current application.

Step 6: General - Personal

Grant In Aid Questions? ☎ (302) 744-4200

VET TEST | Fiscal Year

[Back to My Dashboard](#)

PERSONAL

Complete all fields on the page.

GENERAL !

OFFICERS !

SERVICES

ATTACHMENTS

APPROVE & SUBMIT

Official Name of Organization *
Name

This is a required field

Federal Employer ID Number *
XX-XXXXXXX

An asterisk (*) indicates a mandatory field.

Date of Incorporation *
MM/dd/yyyy

Name of Service Officer *
Name

Daytime Phone Number *
(XXX) XXX-XXXX

Primary E-mail Address *
sample@sample.com

Address Line 1 *
Address Line 1

Address Line 2
Address Line 2

City *
City

State *
DE

Zip Code *
XXXXX

Amount requested to furnish services through a duly selected service officer to Delaware veterans of the Armed Forces of the United States, their widows and orphans by providing contact services in Kent, Sussex, and New Castle counties. *

Amount requested for operational expenses *

Are you a new Applicant?

Don't forget to save!

* Required field

Step 7: Officers

Grant In Aid Questions? ☎ (302) 744-4200

Vets Home #1 | Fiscal Year

[Back to My Dashboard](#)

GENERAL ✓

OFFICERS ✓

SERVICES !

ATTACHMENTS

APPROVE & SUBMIT

OFFICERS

Please fill in all fields.

Commander

Name *
Joe Charming

Phone Number
(302) 222-2222

Vice Commander

Name *
Joe Bob

Phone Number
(302) 222-2222

Secretary

Name *
Mark Field

Phone Number
(302) 222-2222

Treasurer

Name *
Susan Field

Phone Number
(302) 222-2222

The asterisk (*) denotes a required field.

* Required field

Don't forget to save before going to the next page!

Step 8: Services

Grant In Aid Questions? (302) 744-4200

Vets Home #1 | Fiscal Year :

[Back to My Dashboard](#)

GENERAL ✓
OFFICERS ✓
SERVICES ✓
ATTACHMENTS
APPROVE & SUBMIT

SERVICES

The Delaware Commission on Veterans Affairs has indicated that accredited representatives of the Department of Veterans Affairs and recognized National Service Organizations (Department Service Officers) should provide the following services. Please indicate the services that your organization anticipates providing this coming year:

- Outreach Services to under/unrepresented veteran population groups in geographically diverse locations throughout Delaware to include: site visits, hospital visits and in-home visits.
- Interview, assess and advise veterans and their families in determining eligibility for Federal Title 38, United States Code benefits and entitlement.
- Prepare, present and prosecute all claims before the Federal Department of Veterans Affairs.
- Assess and advise on Medicaid and Medicare eligibility requirements.
- Assess and advise on availability and eligibility requirements for Federal and State nursing home care.
- Provide resources and referrals for transportation to Veteran Medical Facilities and other facilities serving the veteran population.
- Act as a liaison and advocate between the veteran and family to include: dealing with bill disputes, hospital care, Veterans Life insurance, burial awards, etc.
- Provide outreach and representation to homeless veterans.

Select only those services that apply to your organization.

Don't forget to save before going to the next page!

[Previous](#) [Save](#) [Next](#)

* Required field

Step 9: Attachments

Grant In Aid Questions? (302) 744-4200

Vets Home #1 | Fiscal Year :

[Back to My Dashboard](#)

GENERAL ✓
OFFICERS ✓
SERVICES ✓
ATTACHMENTS
APPROVE & SUBMIT

ATTACHMENTS

Please attach any supporting documentation you wish to submit.

To add any attachments to your application, begin by clicking on the "Click to Upload" button.

Drag files here
Or, if you prefer...
[Click to Upload](#)

ATTACHED FILES

File	Size	Uploaded
------	------	----------

[Previous](#) [Save](#) [Next](#)

* Required field

Grant In Aid Questions? (302) 744-4200

Vets Home #1 | Fiscal Year

ATTACHMENTS

Please attach any supporting documentation you wish to submit.

Drag files here
Or, if you prefer...

Click to Upload

When you select "Click to Upload" a new box will open and you can choose the file you want to upload.

Choose File to Upload

1

2

3

1. Select the file location.
2. Select the file.
3. Click the "Open" button.

Uploaded

Previous Save Next

Grant In Aid Successfully saved the application Questions? (302) 744-4200

Vets Home #1 | Fiscal Year

ATTACHMENTS

Please attach any supporting documentation you wish to submit.

Drag files here
Or, if you prefer...

Click to Upload

Continue to add additional files as required.

Click "Remove" if you desire to delete the attachment

The files you upload are listed in this area.

ATTACHED FILES

File	Size	Uploaded	
Workshop Flyer.docx	15.7 KB	09/01/2016	Remove

Previous Save Next

Don't forget to save before going to the next page.

Step 10: Approve and Submit

Grant In Aid

Questions? (302) 744-4200

Vets Home #1 | Fiscal Year :

VETERAN'S ORGANIZATION AGREEMENT

Directions: Please carefully READ and CHECK EACH of the following statements with which you agree. I agree...

- 1. To submit funding requests on the forms provided at the times designated and to participate in the allocations review process. *
- 2. To cooperate with other organizations, both voluntary and public, in responding to the needs of the community and in promoting high standards of efficiency and effectiveness. *
- 3. To submit accurate information with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants. *
- 4. This agency will provide the Office of the Controller General with financial information upon request. *

This agreement has been read and approved at the meeting of the governing body of this agency.

* Required field

1 Select Save if you are not ready to submit and would like to complete your application later.

2 Upon completion of all sections and checking each statement, click the "Submit" button.

The application must approved and submitted by checking all boxes and clicking on the "Submit" button.

Upon selecting the BLUE Submit button, the following screen will appear:

Grant In Aid

Questions? (302) 744-4200

Helpful Hands | Fiscal Year :

LETTER OF BOARD APPROVAL

Directions: Please carefully READ and CHECK EACH of the following statements with which you agree. I agree...

- 1. To submit funding requests on the forms provided at the times designated and participate in the allocations review process. *
- 2. To provide the most recent copy of your agency's audit (conducted by either a Certified Public Accountant or a Public Accountant. This audit must have been issued within the past 12 months) to the Office of the Controller General. If your agency does not have an audit, the agency must provide a statement of why an audit cannot be submitted. *
- 3. To provide financial statements.
- 4. To cooperate with other organizations, both voluntary and public, in responding to the needs of the community and in promoting high standards of efficiency and effectiveness. *
- 5. To submit accurate information with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants. *
- 6. That this agency meets the criteria for a grant as set forth in the Grant In Aid legislation. *
- 7. This agency agrees to provide the Office of the Controller General with financial or programmatic information upon request. *

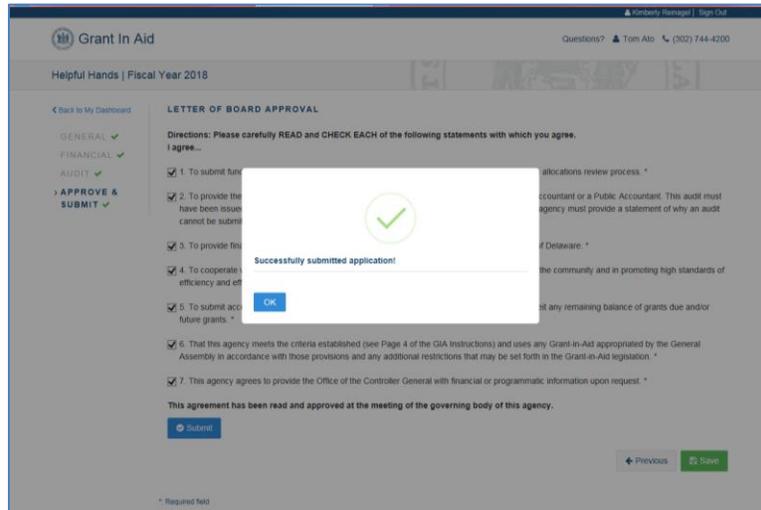
This agreement has been read and approved at the meeting of the governing body of this agency.

* Required field

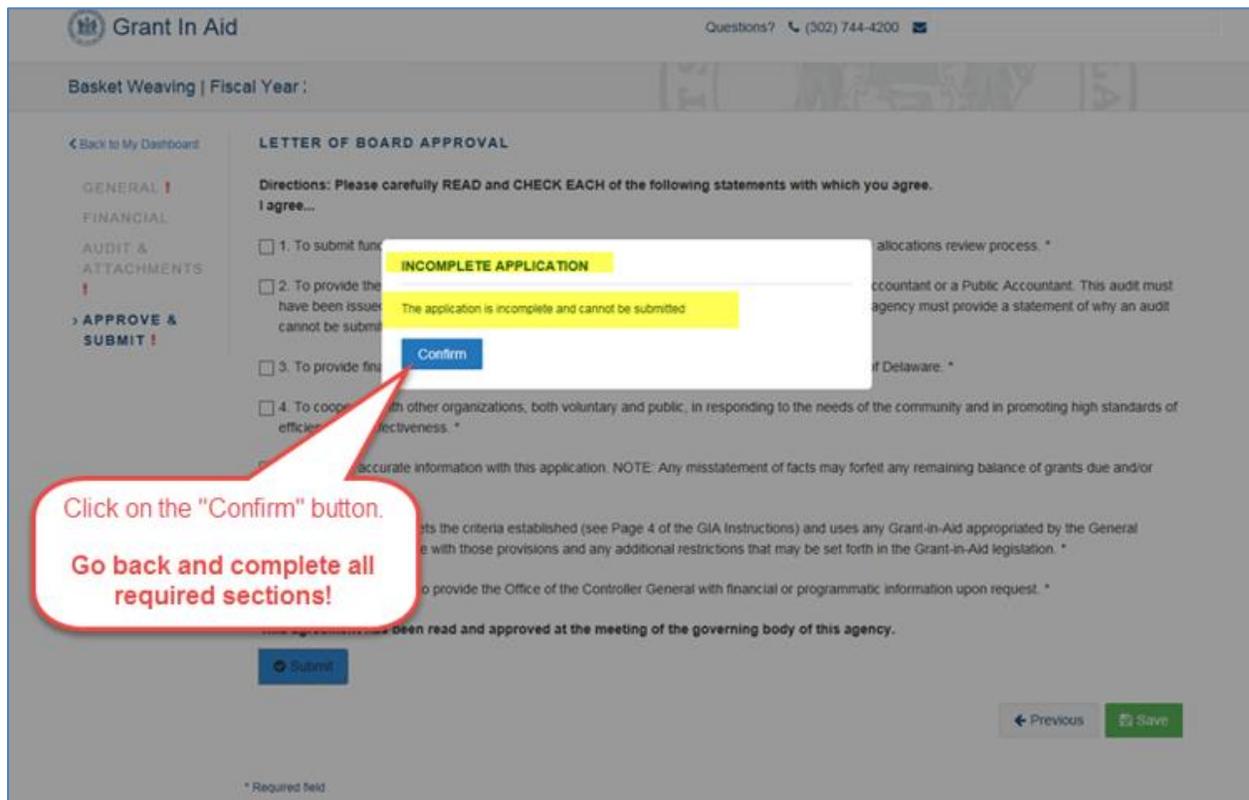
Processing

Please do not navigate away from this page

Once the application has been successfully submitted, the following screen will appear:

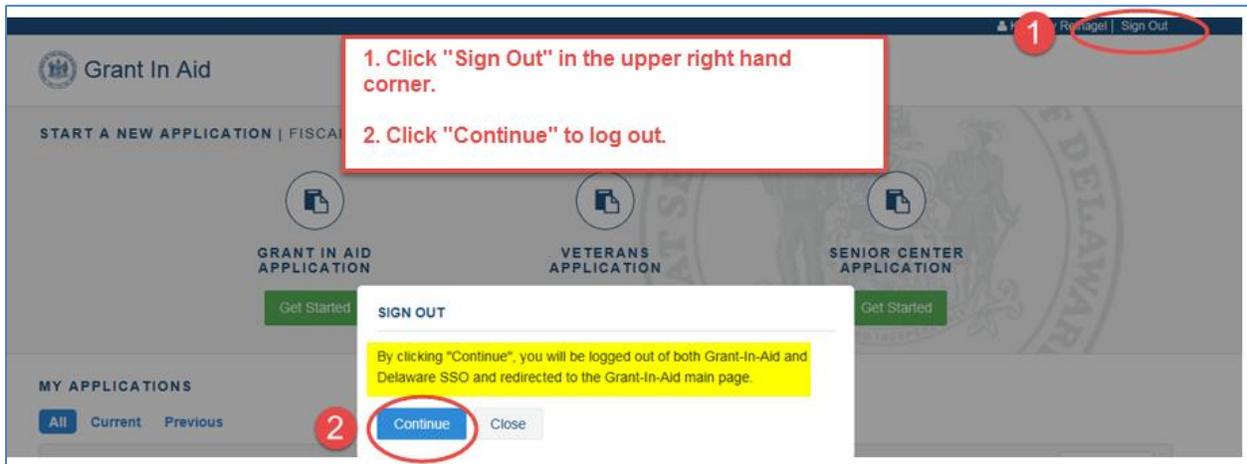


If the application is incomplete, the following screen appears:



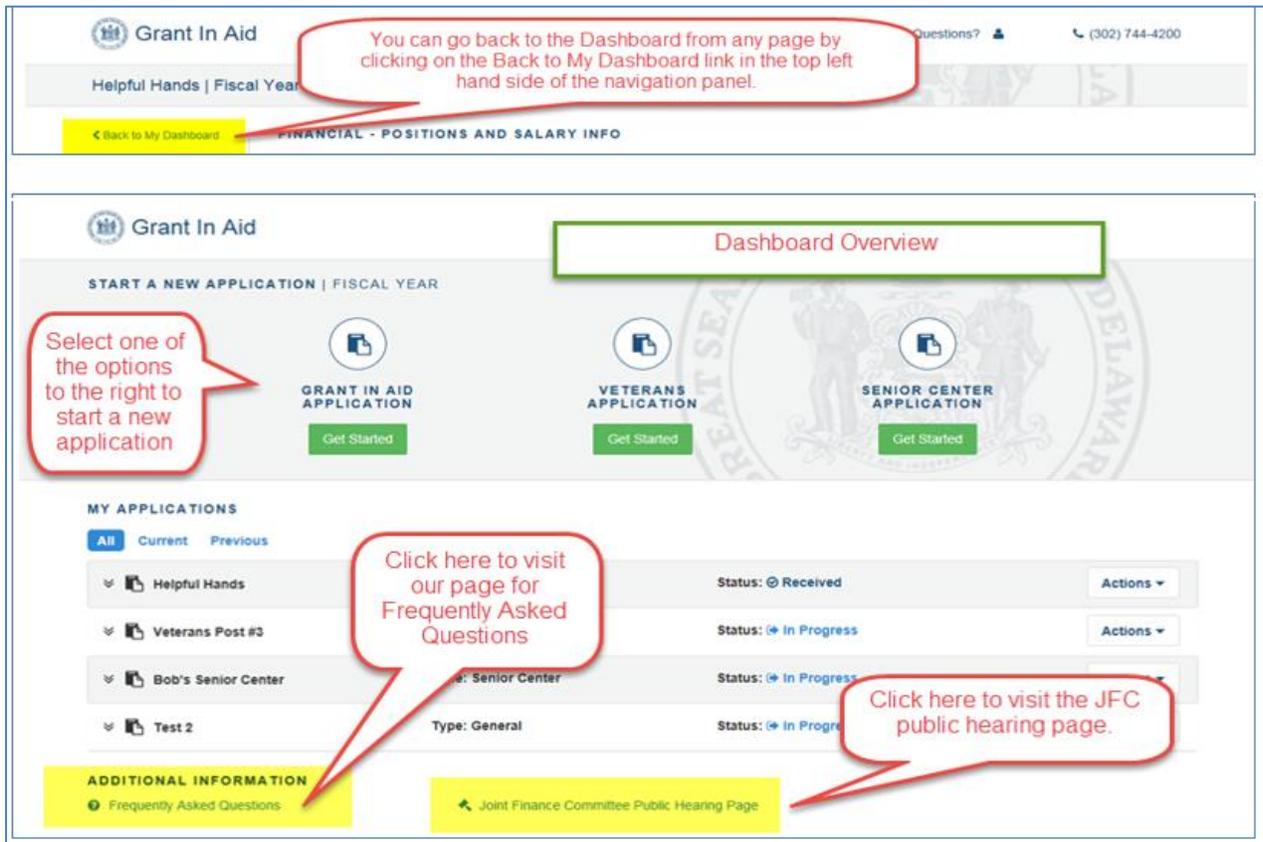
Step 11: Sign Out

To sign out of the system, click the Sign Out on the top right-hand corner at any time.



GIA Dashboard Functionality

The Dashboard



a) Viewing Grant Applications

Grant In Aid

START A NEW APPLICATION | FISCAL YEAR 2018

Viewing Grant Applications from the Dashboard

Selecting All will display all applications, *previous and current

Selecting Current will display the applications for the current year in which you are working

Selecting Previous will display *previous year applications

GRANT IN AID APPLICATION Get Started

SENIOR CENTER APPLICATION Get Started

APPLICATIONS

All Current Previous

b) Creating a PDF Copy

Grant In Aid

START A NEW APPLICATION |

1. A PDF copy of the application can be created from the Dashboard. Simply click on the Actions button and select Generate PDF.

2. Once your PDF document has been created you can save it to your local file.

3. Select Open to view the document.

GRANT IN AID APPLICATION Get Started

VETERANS APPLICATION Get Started

SENIOR CENTER APPLICATION Get Started

MY APPLICATIONS

All Current Previous

Helpful Hands	Type: General	Status: In Progress	Actions
Veterans Post #3	Type: Veterans	Status: In Progress	Actions
Bob's Senior Center	Type: Senior Center	Status: In Progress	Edit Delete Generate PDF
Test 2	Type: General	Status: In Progress	

ADDITIONAL INFORMATION

Frequently Asked Questions

Do you want to open or save Veterans Post #3.pdf (204 KB) from test.gla.delaware.gov?

Open Save Cancel

c) Edit or Delete an Application

To Edit or Delete the application use the drop down Actions button and select either Edit or Delete.

You can only delete prior to submission of the application.

Warning: If you delete, all information will be lost.

Name	Type	Status	Actions
Helpful Hands	General	Received	Actions
Veterans Post #3	Actions
Bob's Senior Center	Senior
Test 2	Gen

d) Registering an Account

Follow the steps below to create an SSO account to be able to complete and submit an online GIA application. If you encounter technical issues and require assistance during this process, please contact the Legislative Information Services Helpdesk at (302) 744-4260, or by email at LIS.Helpdesk@Delaware.gov.

Step 1: Navigate to <https://gia.delaware.gov>.

Step 2: Click the blue “Register” button.

Delaware General Assembly

Enter Bill Number, Legislator, or Keyword

BILLS & RESOLUTIONS DELAWARE LAWS COMMITTEES SENATE HOUSE OFFICES & SERVICES EVENTS & FACILITIES

Grant in Aid

Grant-In-Aid is an appropriation made by the General Assembly to support the activities of non-profit organizations which provide services to the citizens of Delaware. The purpose of this funding is to provide supplemental funding to service agencies and should not be construed as a sole source of funding. To see if you qualify for Grant in Aid, [click here](#).

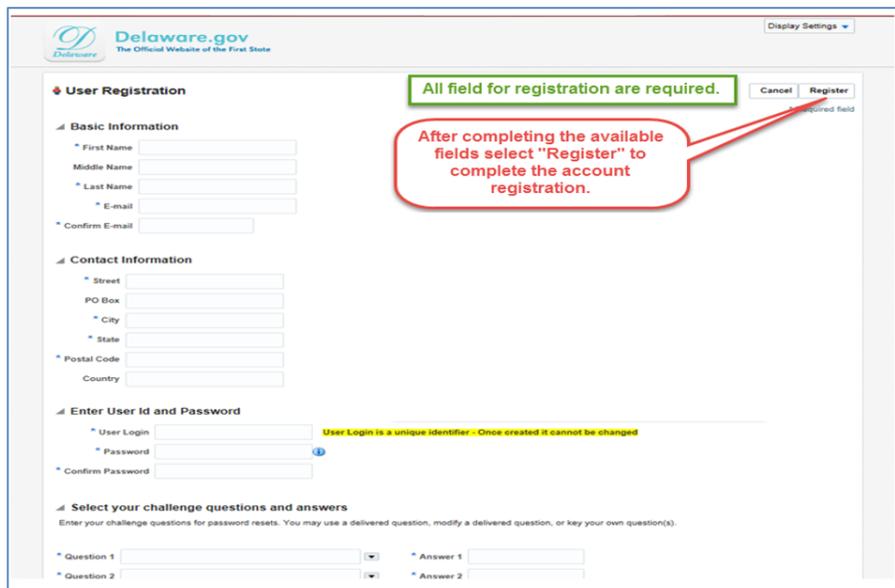
Grant In Aid Login

Login Register

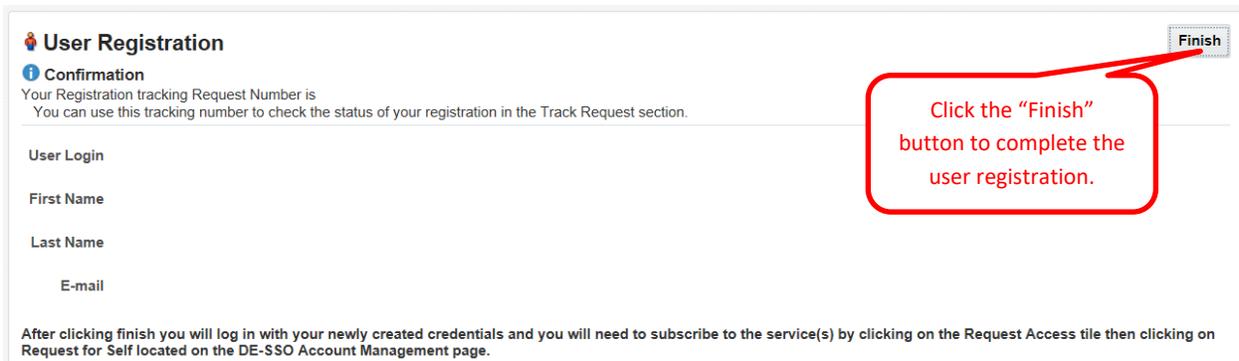
Step 3: Once on the Delaware.gov page, select the Public Services “Click Here” link.



Step 4: Complete the User Registration information.



Step 5: Once you have completed the required fields, click the “Register” button in the top-right to complete the account registration. You will be directed to a User Registration Confirmation screen.

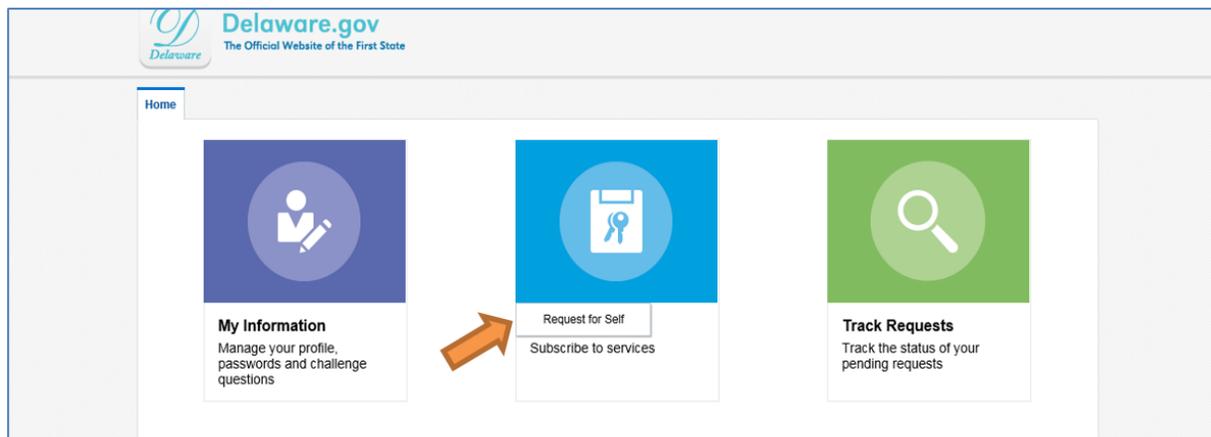


Step 6: After clicking the “Finish” button in the top-right on the confirmation page, you will be automatically navigated to a blank page with a link in the top-left corner of the screen that says,

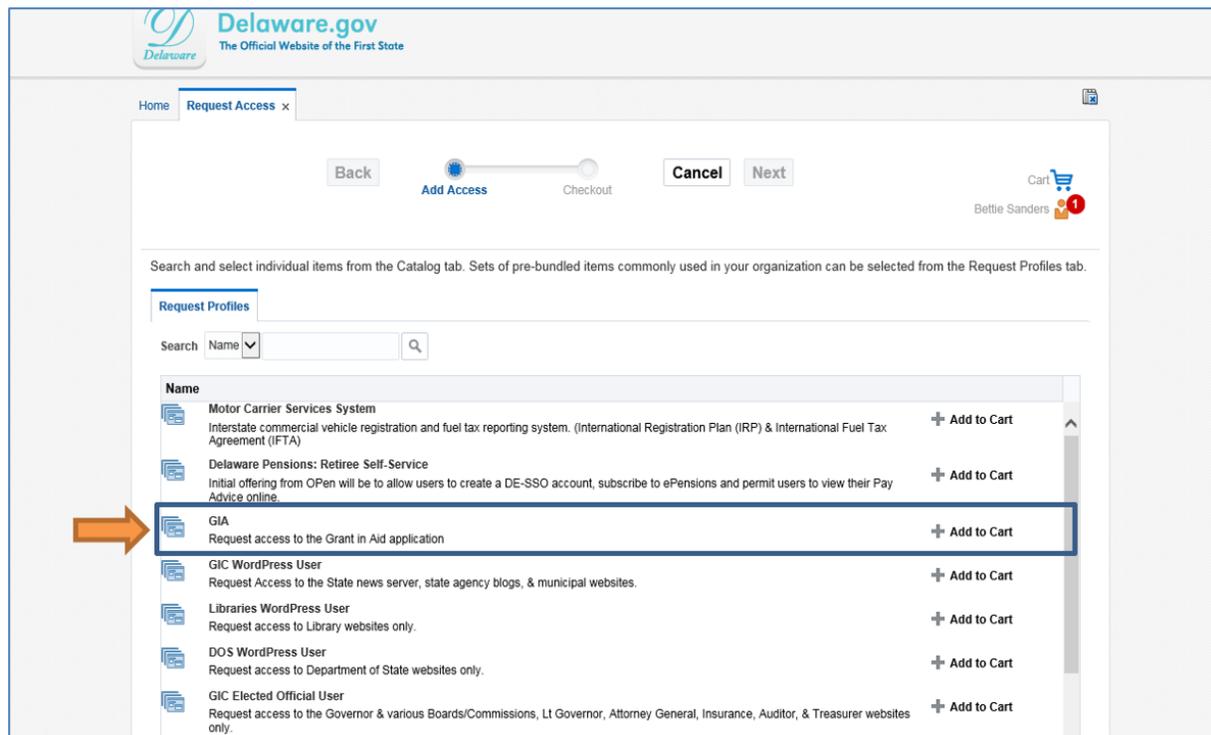
“Operation completed successfully. Click here to login.” By clicking the link, you’ll automatically be redirected back to the SSO page.

Step 7: Enter your newly created credentials and click the “Sign In” button.

Step 8: From the “Home” tab, click the “Request Access” square in the middle of the page, then click the “Request for Self” link that will appear below it.

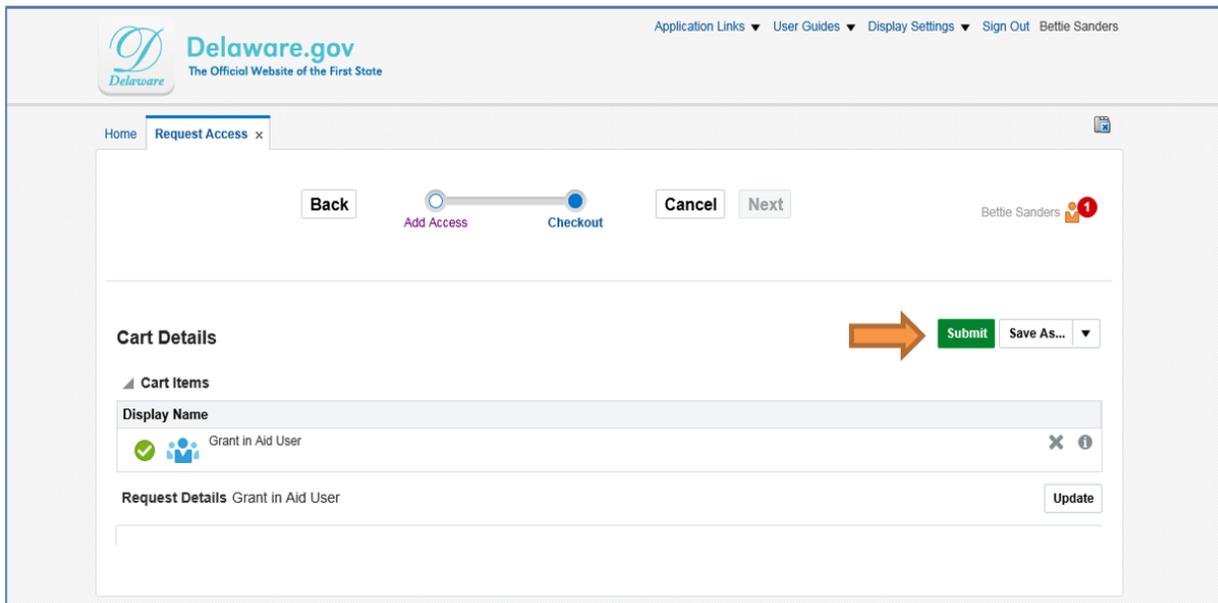


Step 9: On the “Request Access” tab, click “Add to Cart” to the left of the GIA service (should be the third option).

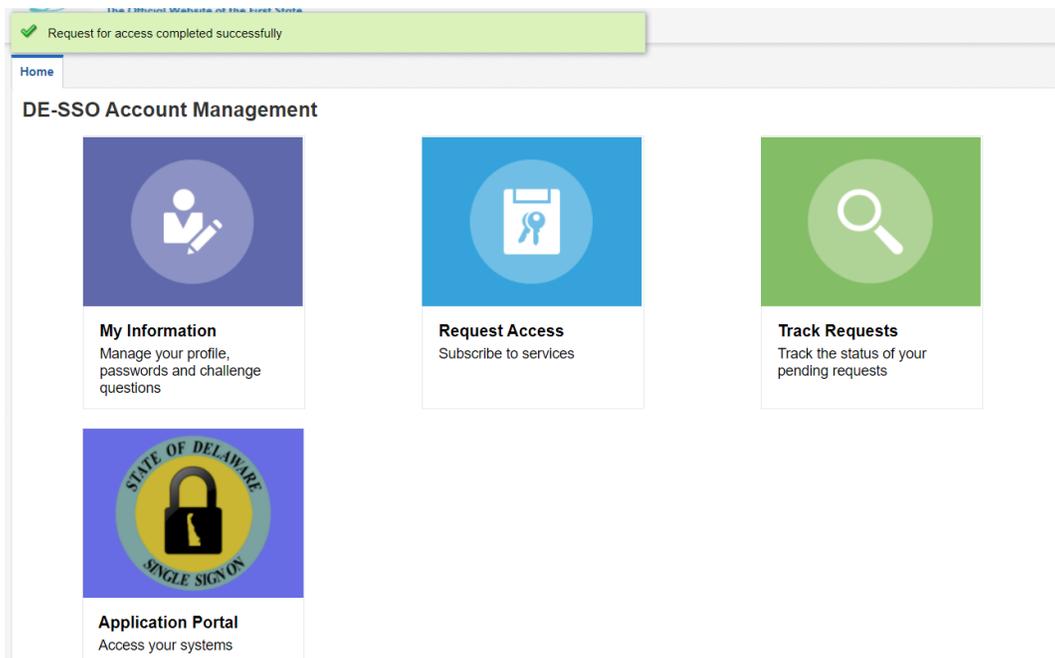


Step 10: Once GIA service has been added to your cart , click the “Next” button at the top of the screen.

Step 11: Review the details of your cart to ensure the GIA service has been added. Then click the green “Submit” button to complete the GIA service subscription process.

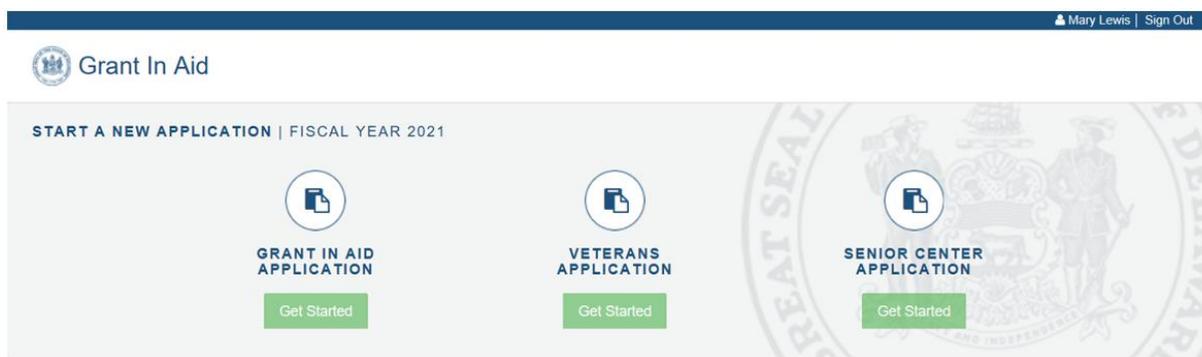


Step 12: You will then be automatically navigated back to the “Home” tab. On this same page, you will momentarily see a green notification bar towards the top (pictured below) that the “request for access was completed successfully.”



Step 13: Navigate back to the GIA Login page (<https://gia.delaware.gov>), and click the green “Login” button. You may be prompted to review your account information. If everything is current, which it should be since it was just created, click the “Close” button. If there is information that is not correct, click the “Update Information” button and that will log you out of the GIA system and redirect you back to the SSO to update your information. Once you click the “Close” button, you should now be viewing your GIA dashboard. From here, you can start creating GIA applications.

Please note, the green “Get Started” buttons will only be active while applications are currently being accepted for the particular application type. Information regarding the opening and closing dates for all GIA application types can be found on the [GIA website](#). Also, after successfully registering your SSO account, you will receive two emails sent to the email address used to register. The first confirming that your account has been created, and the second will contain a link asking you to verify your email address.



Previous GIA Applicants:

If you have been instructed by the Office of the Controller General or the Legislative Information Services Helpdesk to create a new account in anticipation of connecting the new account to a former SSO account that is now inaccessible, you **must** complete Step 13. Navigating to the GIA portal is necessary so that the IT Department will be able to locate your new account.

If you’d like to have your agency’s prior year application linked to the new account, then please email the new User Id, along with the first and last name, and email address used to create the new account to GIA_Support@Delaware.gov. Please note this process may take several days and may not be feasible if the deadline for application submissions is approaching.

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 login to copy last year's application?](#)
3. [When logging in, I keep getting an "unresolvable error has occurred" error message.](#)
4. [I cannot see my application from last year. I would like to copy it.](#)
5. [I do not have a copy of my agency's prior year application. Could it be sent to me?](#)
6. [My organization cannot afford an audit. How can my agency meet this requirement when applying?](#)
7. [How current does my audit need to be?](#)
8. [Who are the Joint Finance Committee members?](#)
9. [When does the Joint Finance Committee review GIA applications?](#)
10. [When can I speak to the Joint Finance Committee regarding my agency/application?](#)
11. [How can I track the status of my GIA application, and when will I be notified of whether I've been awarded funds?](#)
12. [When are GIA funding decisions made?](#)
13. [Where can I find the contact information for the Controller General Analyst assigned to my agency's GIA category?](#)
14. [When can I expect to receive my GIA payment\(s\)?](#)
15. [Can I submit a paper copy of my application or other supporting documents from my agency?](#)
16. [How do I know that my application has been submitted?](#)
17. [How can I get a copy of my submitted application?](#)
18. [I submitted a GIA application, but it contains an error. What can I do?](#)
19. [Can I use GIA funding to renovate my agency's facility?](#)
20. [Are there GIA workshops for new applicants? And if so, am I required to attend?](#)
21. [How can I request a copy of my agency's GIA award letter from prior years?](#)

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

If you have exhausted the “Forgot User Id?” and “Forgot Password?” options on the State of Delaware Single Sign-On (SSO) [page](#), and still 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 is unable to provide you with assistance to access the account, then you may need to create a new User Id. Follow the instructions contained in this GIA application guide under the section “[Registering an Account](#)” (page 16).

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

Unfortunately, without having access to the login information, or the email account that was used by that individual to register the account, there will not be a way to access that account. You will instead need to create a new User Id. Follow the instructions contained in this GIA application guide under the section “[Registering an Account](#)” (page 16).

If you'd like to have your agency's prior year application linked to your new account, then please email the new User Id, along with the first and last name, and email address used to create the new account to GIA_Support@Delaware.gov. Please note this process may take several days and may not be feasible if the deadline for application submissions is approaching.

3. When logging in, I keep getting an “unresolvable error has occurred” error message.

This error message may occur when trying to access the website from a web browser other than Internet Explorer. As indicated in our GIA application guides, the system works best using Internet Explorer version 11.0 or newer.

As Microsoft phases out the usage of Internet Explorer, it is anticipated that in future years, the GIA application system will be best accessible using Microsoft Edge. If you continue to receive this message while using Internet Explorer, you will need to contact the LIS Helpdesk at (302) 744-4260, or by email at LIS.Helpdesk@Delaware.gov.

4. I cannot see my application from last year. I would like to copy it.

To view prior year applications, you must be using the same User Id that was used to submit those applications. If the individual who completed the preceding year(s) application no longer is with the organization, see the response to [FAQ number 2](#) above. Only the prior year application can be copied. If your agency did not submit a GIA application last year, then you will need to complete the current year application manually.

If you have applied for GIA in prior years, and still have access to that same account (using the same User Id), you should be able to create a PDF copy of those applications for yourself. Follow the instructions contained in this GIA application guide, under the section “[Creating a PDF Copy](#)” (page 15).

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

If you have applied for GIA in prior years, and still have access to that same account (using the same User Id), you should be able to create a PDF copy of those applications for yourself (to save a copy or to print). Follow the instructions contained in this GIA application guide, under the section “[Creating a PDF Copy](#)” (page 15).

If you do not have access to this account, but would still like to have a copy of your agency’s prior year GIA application sent to you, you will need to send this request by 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 domain of the email address, or listed in the prior year’s application as a primary or alternate contact, board member, or officer). If the identity of the requestor cannot be verified, it will be suggested that the request be made by a member identified in a previous year’s application.

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

Section 10 of the GIA bill requires the submission of an audit with an application, completed by either a Certified Public Accountant or a Public Accountant, completed within the past three years. If your agency is not able to provide an audit, Section 10 states that the agency must submit a detailed statement of the circumstances surrounding the reason.

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 the requirement of an audit. 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 full cost of an audit. A letter identifying the reasons behind not being able to provide an audit should accompany any financial statements. Please note that the lack of audit may impact the ultimate funding decision of the Joint Finance Committee.

7. How current does my audit need to be?

Section 10 of the GIA bill requires the submission of an audit, completed within the past three years. If your agency is not able to provide an audit, Section 10 states that the agency must submit a detailed statement explaining the absence of an audit.

8. Who are the Joint Finance Committee members?

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

9. 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.

10. 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 that 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 made available on the Joint Finance Committee's [webpage](#).

If you intend to offer public comment and wish to provide handouts to members of the committee, please bring a minimum of 25 copies of your documents. Staff will be available onsite to handle the distribution of those materials when you are called to speak. If you wish to sign up in advance for public comment, you may contact the Office of the Controller General at (302) 744-4200, or you may email GIA_Support@Delaware.gov with your request, and it will be forwarded to the appropriate individual.

11. 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 out to all applicants notifying them of their award status shortly after July 1st. There will be no information 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.

12. 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.

13. 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 this GIA application guide, under the section "[Controller General Analyst Contact Information](#)" (page 5) or towards the bottom of this [page](#).

14. When can I expect to receive my GIA payment(s)?

[29 Del. C. § 6505\(d\)](#) and Section 9 of the GIA bill specifies that payments are to be released quarterly. GIA recipients that receive \$6,000 or less will receive their full award amount during the first quarter of the fiscal year (July). All other recipients will receive quarterly award payments in July, October, December, 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 that occurs at the start of each new fiscal year.**

Organizations who receive, or who wish to receive, GIA funding are required to 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.

All GIA recipients must be in compliance with Unemployment Insurance Taxes, Workers Compensation Taxes, and Corporation Franchise Taxes to receive award payments. Failure to comply may result in the delay or withholding of GIA award payments.

15. 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. You may attach PDF scans of supporting documents if so desired. Follow the instructions contained in this GIA application guide, under the section "[Attachments](#)" (page 10).

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

Once your GIA has been successfully submitted, the status of that application on the GIA Dashboard will change from “In Progress” to “Received.” This confirms that the Office of the Controller General has received your application. More information about the GIA Dashboard and its other features are available in this GIA application guide, under the section “[GIA Dashboard Functionality](#)” (page 14).

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

Once your application has been submitted, you should be able to create a PDF copy of the application for yourself (to save a copy and/or to print). Follow the instructions contained in this GIA application guide, under the section “[Creating a PDF Copy](#)” (page 15). 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 domain of the email address, or listed in the application as a primary or alternate contact, board member, or officer). If the identity of the requestor cannot be verified, it will be suggested that the request be made by a member identified in the application.

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

Please contact the Controller General Analyst that is assigned to your agency’s GIA category. They will work with you to correct the error and update your application. This information can be found in this GIA application guide, under the section “[Controller General Analyst Contact Information](#)” (page 5) or towards the bottom of this [page](#).

19. Can I use GIA funding to renovate my agency’s facility?

No, per Section 6 of the GIA bill, funding cannot be used for the relocation, rehabilitation, renovation or purchase of buildings. Other restrictions of use for GIA funds can be found in this GIA application guide, under the section “[Application Guidelines](#)” (page 3) or on this [page](#).

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

In years past, workshops have been held, typically at Legislative Hall, for those interested in applying for GIA. There has traditionally **not** been a requirement that a new applicant attends a workshop before applying.

Due to COVID-19 and construction activities at Legislative Hall for the remainder of 2020, there are no plans to hold in-person or virtual workshops at this time. Organizations with specific questions about the application process are encouraged to contact the Office of the Controller General at (302) 744-4200, or by sending an email to GIA_Support@Delaware.gov. Inquiries by email are typically responded to within one business day.

21. 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 previous year GIA bills, which should satisfy any legal or audit requirements. Listed below are the GIA bills for the past five years, starting with the most recent GIA Act first. You may search for your organization's name and award amount and use it as needed.

Bill Number	Fiscal Year	Fiscal Year Time Period
SB 260	FY 2021	July 1, 2020 to June 30, 2021
HB 260	FY 2020	July 1, 2019 to June 30, 2020
SB 237	FY 2019	July 1, 2018 to June 30, 2019
HB 281	FY 2018	July 1, 2017 to June 30, 2018
SB 295	FY 2017	July 1, 2016 to June 30, 2017

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Last Updated: August 19, 2020