

State of Delaware Grant-In-Aid Fiscal Year 2028

Senior Center Transportation Services Application Guide



Office of the Controller General
Delaware General Assembly
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Senior Center Transportation Services Grant-In-Aid (GIA) is an appropriation made by the General Assembly to Senior Centers that operate a transportation program and are physically located only in Kent and Sussex counties. The purpose of GIA 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>.

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Before you begin...

Please review all materials carefully.

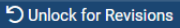
1. Application Guidelines

- a) **The deadline for submission of applications is Friday, March 12, 2027, at 3:00 p.m.**
- b) All applications must be submitted through the [Grants Management 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.
- d) 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 the 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 or a review or compilation of financial statements completed within the past three years by a Certified Public Accountant or a Public Accountant. If the agency cannot comply, it must provide a statement of the circumstances surrounding the reason in its application and should submit supporting financial documentation such as profit and loss statements, relevant budget materials, IRS Form 990s, or bank statements.
 - Use funds in accordance with the application.
 - Demonstrate community support.
 - Request funds only for a program that does not receive full funding from other sources of revenue.
 - Must not request funds through a fiscal agent.
- e) 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.
 - The hiring of lobbyists or other lobbying services.

- Activities, programs, or services that benefit individuals who do not reside in Delaware.
- f) **Organizations that receive or wish to receive GIA funding must maintain a supplier profile at the State of Delaware's [eSupplier Portal](#).** This secure login site allows new suppliers to register and existing suppliers to manage payment information. *Accurate, up-to-date information ensures timely processing of GIA payments.*
- All GIA recipients are encouraged to select ACH (Automated Clearing House), also known as direct deposit, as their payment option. This will provide payment directly to the bank account specified in the eSupplier Portal, with no fees per payment.

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 under the Freedom of Information Act (FOIA). Please provide a separate document listing any information 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\(o\)\(2\) of Title 29](#) of the Delaware Code.
- c) The Grants Management System will periodically auto-save your work. At the bottom of each page is a **blue** button labeled Save Draft (). It is essential to click this before going to the next page or walking away from your computer to prevent losing information.
- d) All items marked with an asterisk (*) are mandatory fields. The application can be submitted only if all asterisked items have been completed. As you go through the application, you can click the **blue** button labeled Validate () for your application in progress. Clicking this button will allow the system to determine and advise which fields still need to be completed to apply.
- A **red X** () will appear alongside red text next to an incomplete field. Additionally, a Submission Failed dialogue box will appear at the top of your screen to indicate any incomplete fields. Clicking a specific line of text in the Submission Failed dialogue box will take you directly to where you need to finish providing information in the application.
- e) Once the application has been submitted, if the deadline for submission has not passed, you may unlock your application for revisions. From your home screen, look for Applications in the UNDER REVIEW ([🔍 UNDER REVIEW \(2\)](#)) tab. Click the Application you want to open or the Open () button. Once the application opens, click the blue button at the bottom of your screen labeled "Unlock for Revisions" (), and 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), the Grant-In-Aid Coordinator,

or the Grants Administrator. You may email CGOGrants@Delaware.gov to see if your request can be accommodated. If the application review process has already occurred, you will likely be unable to make any changes.

- f) Handouts or other literature may be scanned and uploaded to the application for submission if desired. This can be done from the Agreement tab of the electronic application form.

3. Controller General Analyst Contact Information

Please get in touch with the analyst below with any questions you may have while completing your application.

Office of the Controller General – (302) 744-4200		
Grant-In-Aid Coordinator – Jason R. Smith (Jason.R.Smith@Delaware.gov)		
Grants Administrator – Bobbie Higgs (Bobbie.Higgs@Delaware.gov)		
GIA Category	Analyst	Email
Senior Center Transportation Services	Jason R. Smith	Jason.R.Smith@Delaware.gov

4. Technical Assistance

For technical assistance with My Delaware login issues, please call the Legislative Information Systems (LIS) Helpdesk at (302) 744-4260 or email LIS.Helpdesk@Delaware.gov.

If you encounter issues within the Grants Management System, call the Office of the Controller General at (302) 744-4200 or by email at CGOGrants@Delaware.gov.

5. Current Year and Proposed Year

Fields in the Revenue and Expenses section of the application will reference “Current Year” and “Proposed Year.” These fields are intended to reflect either your Senior Center’s fiscal year or calendar year (depending on what your organization uses).

The State of Delaware’s annual fiscal year runs from July 1st to June 30th. The Fiscal Year 2028 GIA request from the State of Delaware is for July 1, 2027, through June 30, 2028.

Senior Centers using fiscal years should apply the following:

Current Year	–	FY 2027
Proposed Year	–	FY 2028

Senior Centers using calendar years should apply the following:

Current Year	–	2026
Proposed Year	–	2027

The OCG recognizes that these Current and Proposed Year figures may need to include projected or forecasted figures, as actual figures may not be available at the time. The Senior Center should use its best effort to provide figures that most accurately reflect and support the request in this application.

Completing the Online Application

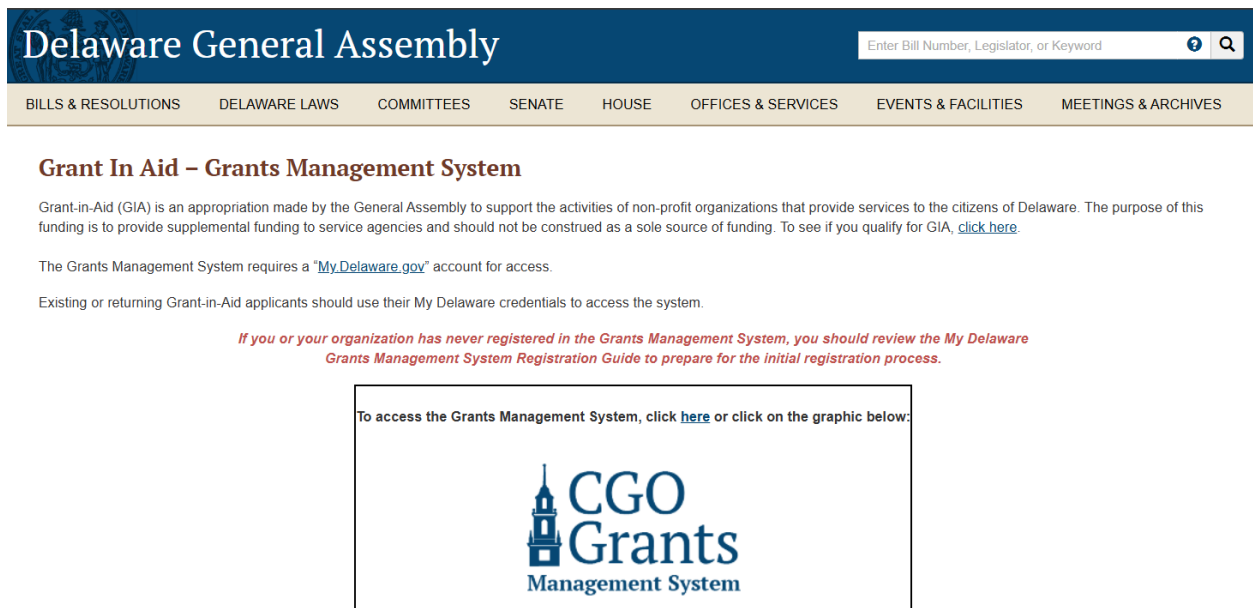
IMPORTANT: This application guide assumes you have completed the initial registration process outlined in the My Delaware and Grants Management System Registration Guide. If you or your organization has never registered or signed into the Grants Management System before, you **must** complete the steps outlined in that guide before beginning here. Please visit the [Grant-In-Aid \(GIA\) website](#) to review the registration guide before starting the steps outlined below.

Step 1: Navigate to the GIA website.

<https://gia.delaware.gov>

The GIA website will include application opening and closing dates, detailed user guides, and other reference materials related to the GIA process.

Step 2: Click the graphic for the Grants Management System.



Once you click the graphic on the GIA homepage, you will be taken to the Grants Management System landing page. The Grants Management System requires a "My.Delaware.gov" account to access it. Log in to the Grants Management System with your My Delaware account by clicking the blue "Applicant Login" button.



Applicant: Existing User

If you have previously registered for this system, please login using your My.Delaware.gov login credentials:

[Applicant Login](#)

CGO Staff

Delaware Controller General's Office staff login only:

[Staff Login](#)

Privacy & Security

Learn more about our:

[Privacy & Security Policies](#)

Applicant: New Registration

The General Assembly provides two grant funding opportunities each fiscal year: [Grant-In-Aid \(GIA\)](#) and the [Community Reinvestment Fund \(CRF\)](#). GIA funding is for eligible non-profit organizations that provide activities, programs, or services to the citizens of Delaware. CRF funding is a capital grant program for county and local governments and non-profit 501(c)(3) organizations that can be used to support community redevelopment, revitalization, and investment capital projects within Delaware communities. If you are acting on behalf of an eligible organization seeking to submit a GIA or CRF request, you must complete the registration process.

For questions you may contact the Delaware Controller General's Office at 302-744-4200, or by email at CGOGrants@Delaware.gov.

The Grants Management System requires a "My.Delaware.gov" account for access. You may begin the registration process here to sign up or sign in with a My Delaware account:

[Applicant Registration](#)

[Reference Documents](#)

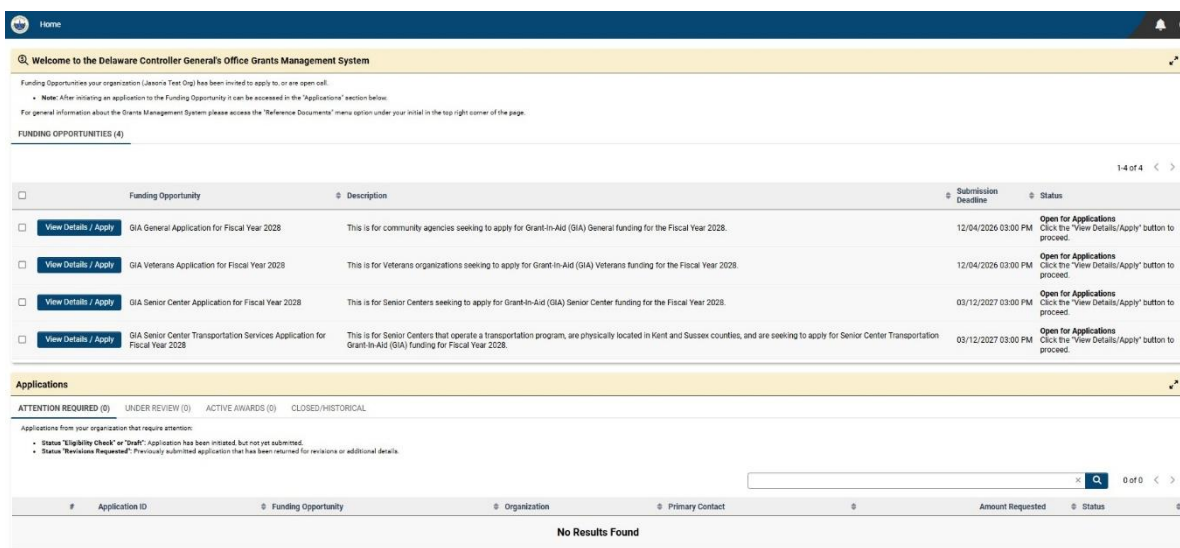
Step 3: Sign In to your My Delaware account.

Clicking the blue "Applicant Login" button will take you to the My Delaware.gov sign in screen.

You may log in with your credentials here if you already have a My Delaware account.

If you do not have an existing My Delaware account, you can create one by clicking the Sign Up button. Detailed instructions for completing a new registration for a My Delaware account are available in the My Delaware and Grants Management System Registration Guide on the [GIA website](#).

Once you sign in with your My Delaware credentials, you should be automatically signed into the Grants Management System Home screen.

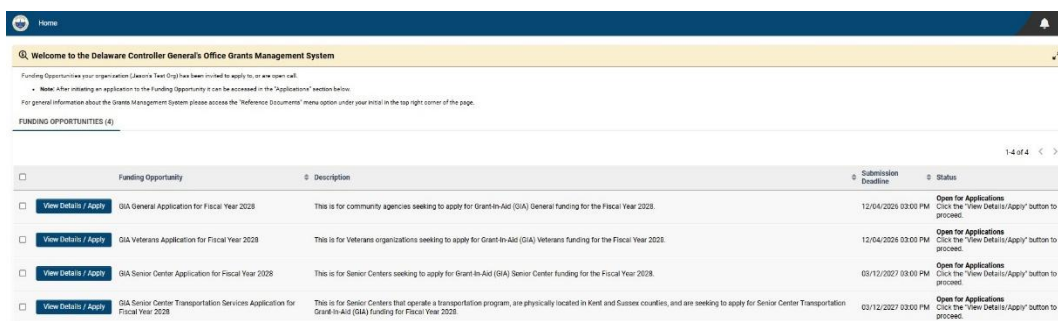


Shown above: An example of the Home screen.

Step 4: Start a new application.

To start a new application, click the blue “View Details/Apply” button next to the Funding Opportunity for “GIA Senior Center Transportation Services Application for Fiscal Year 2028.”

Only Funding Opportunities that are scheduled or actively accepting applications will be available in this section. Information on the opening and closing dates for all GIA application types is available on the [GIA website](#).



Shown above: An example of a portion of the Home screen showing where a funding opportunity will be found.

After clicking on the appropriate blue “View Details/Apply” button for which you wish to apply, you will be navigated to the Funding Opportunity details screen, which will provide you with additional program details, the opening date/time and submission deadline, any available additional information, relevant attachments, as well as who may be contacted with questions regarding the funding opportunity.

Funding Opportunity: GIA Senior Center Transportation Services Application for Fiscal Year 2028

Program Details

Senior Center Transportation Services Grant-In-Aid (GIA) is an appropriation made by the General Assembly to Senior Centers that operate a transportation program and are physically located in Kent and Sussex counties only. The purpose of this funding is to provide supplemental funding to community agencies and should not be construed as a sole source of funding.

This funding opportunity is for Senior Centers that operate a transportation program and are physically located in Kent and Sussex counties only.

To be considered for a GIA appropriation, an agency must meet the following criteria (as written in Section 5 of the annual GIA Act):

- 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 OR a review or compilation of financial statements completed within the past three years by a Certified Public Accountant or a Public Accountant. If the agency cannot comply, it must provide a statement of the circumstances surrounding the reason in its application and should submit supporting financial documentation such as profit and loss statements, relevant budget materials, IRS Form 990s, or bank statements.
- Use funds in accordance with the application.
- Demonstrate community support.
- Request funds only for a program which does not receive full funding from other sources of revenue.
- Must not request funds through a fiscal agent.
- And submit an online application no later than **Friday, March 12, 2027, at 3 p.m.**

No funds appropriated in the annual GIA Act shall be expended for (as written in Section 6 of the annual GIA Act):

- 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.
- The hiring of lobbyists or other lobbying services.
- Activities, programs, or services that benefit individuals that do not reside in Delaware.

For additional information, visit the [GIA website](https://gia.delaware.gov).

[Apply for Funding Opportunity](#) [Home](#)

Shown above: An example of the Fiscal Year 2028 funding opportunity details.

After reviewing the available information for the funding opportunity, when you are ready to apply, click the blue “Apply for Funding Opportunity” button towards the bottom center of the page.

Step 5: Answer Eligibility Quiz Questions.

Follow the on-screen prompts to complete the eligibility questionnaire so your organization can apply for the associated Funding Opportunity.

If it's determined that your organization is not eligible based on the answer(s) you have provided, you will see a system message advising that your organization is not eligible. You may click the orange “Withdraw” button at the bottom right of the page to remove the application from your portal's “Attention Required” section.

Not Eligible

Based on the answer you provided above, your organization is not eligible to receive funding through Grant-In-Aid. Section 5 of the annual Grants-In-Aid Act and the Grant-In-Aid website (<https://gia.delaware.gov>) contain a listing of qualifications an organization must have to be considered for a Grant-In-Aid appropriation.

- If you have made an error in your answer, it may be adjusted above.

Please click the **Withdraw** button to remove this application from your portal “Attention Required” section.

If it's determined that your organization is eligible based on the answer(s) you have provided, you will see a system message advising that your eligibility check is complete. You may proceed by clicking the blue “Proceed” button at the bottom center of the page.

Eligibility Check Complete - Proceed

Please click the **Proceed** button to continue to the main application form.

- If you have made an error in any of your answers, they may be adjusted above.

Step 6: Begin the GIA Application.

You are now ready to begin working on your GIA application form. Follow the available on-screen instructions to begin. The top of your screen will show you which Funding Opportunity you are working on. Also included will be the status of your application, its unique application ID, available instructions (which can be collapsed by hitting the gray “Minus” button after reviewing), and the blue “View” button, which will allow you to preview your application at any time before submitting (after clicking the blue “Save Draft” button at the bottom center of the page).

The screenshot shows the top portion of the GIA application form. At the top, there is a dark blue header with a 'Home' button and a user profile icon. Below the header, the page title is 'GST27-9094-TEST - Jason's Test Org'. The funding opportunity is 'GIA Senior Center Transportation Services Application for Fiscal Year 2027'. There is a 'View' button. The application status is 'Draft' and the application ID is 'GST27-9094-TEST'. A large blue box contains instructions: 'The sections of this form can be completed in any order desired.', 'Click Save Draft at any time to save your work.', 'The Application Preview will generate a PDF version of the form for your review (click Save Draft first).', 'The Validate button will alert you to any missing or invalid information, but will not submit the application. Once complete, click the Submit button.', and 'The submission deadline is 03/13/2026 at 03:00pm'. Below the instructions is a 'Preview Application' section with a 'View' button. At the bottom, there is a tab bar with 'GENERAL', 'EQUIPMENT', 'REVENUE AND EXPENSES', 'FUNDING REQUEST', and 'AGREEMENT'. The 'GENERAL' tab is selected. Below the tabs, there is a 'Organization Information' section with a 'Save Draft' button, a 'Validate' button, a 'Submit' button, and a 'Next' button. A 'Withdraw' button is also visible on the right.

Below the Preview Application Section, you will see a tab bar showing the subsections of the form you must complete.

GENERAL EQUIPMENT REVENUE AND EXPENSES FUNDING REQUEST AGREEMENT

Step 7: General Tab – Organization Information.

Many fields in this section should be auto-populated with information obtained during registration. If any read-only details need to be updated, you can update the organization information using the “My Organization Profile” menu under the first initial of your name in the top right corner of the page. You can update Primary Contact Information using the “My Profile” menu under the first initial of your name in the top right corner of the page if you need to add your Title or Phone.

You will also be prompted to answer the question:

* Is the Primary Contact ☐ Yes ☐ No
the Senior Center
Director?:

Based upon the response:

- If responding **Yes**, then continue to complete any remaining required fields or questions contained in this section.
- If responding **No**, the system will ask you to provide the name of the Senior Center Director and the email address.

Answer any remaining required fields contained in this section.

Step 8: General Tab – Collaborators.

The Grants Management System allows multiple contacts to collaborate on an application, including editing and submitting the application. Follow the on-screen instructions to add contacts as collaborators to the application.

IMPORTANT: If the contact cannot be found, you may need to create/invite them to the system. Only registered or invited system users can be added as collaborators. Click the blue “Save Draft” button to save your work, then access your organization profile from the menu under the first initial of your name in the top right corner of the page. Navigate to the “My Organization Profile” screen and click the “Contacts” tab on the left. Follow the on-screen instructions to invite other contacts within your organization to register.

When finished completing the information on the General tab, click “Equipment” to navigate to the next screen.

GENERAL **EQUIPMENT** REVENUE AND EXPENSES FUNDING REQUEST AGREEMENT

Step 9: Equipment Tab – Transportation Equipment Information.

On the Equipment tab, in the Transportation Equipment Information section, add the details for each vehicle your Senior Center uses to provide transportation services to homebound senior clients. At least one vehicle is required. Add only vehicles that provide transportation services for homebound senior clients. If your Senior Center has multiple transportation vehicles, each must be entered separately.

Transportation Equipment Information

Instructions

Please use this section to add details for each vehicle your Senior Center uses to provide transportation services for homebound senior clients.

- To add a vehicle click the + plus button below.
- At least one vehicle is required.
- Only add vehicles that provide transportation services for homebound senior clients.
- If your Senior Center has multiple transportation vehicles, each must be entered separately.

Note: You may need to click "Save Draft" button to refresh the equipment table below.

0 of 0

#	Vehicle Description	Vehicle Identification Number (VIN):	Equipment Details
No Results Found			

Click the blue “+” button to begin entering details for your Senior Center’s vehicle. Follow the on-screen instructions to complete the fields required on this screen.

IMPORTANT:

Once you start entering fields on this screen, you will need to complete all fields and attach supporting documentation for the system to save this information successfully. Otherwise, you may have to come back and re-enter the details if you are unable to complete this page of the form in one sitting.

Required fields of things you will need to know:

1. Year/Manufacturer/Model of the Vehicle
2. Vehicle Identification Number (VIN)
3. If applicable, the month and year the vehicle was obtained through Delaware Transit Corporation's administration of the Federal Transit Administration Section 5310 Program
4. Current Vehicle Mileage
5. Number of miles driven in the previous calendar year (a reasonable estimate is acceptable)
6. Days the vehicle is typically in service
7. Selection of the Annual Service Frequency in the Previous and Current Year
8. Estimated Daily Ridership of the Vehicle in the current calendar year
9. Supporting Documents for the Vehicles, including transportation routes, vehicle registration, insurance certificates, driver's licenses of certified drivers, etc.

The screenshot shows a web application interface for 'Equipment Entry'. At the top, there's a header with 'Activity' and 'Actions' buttons. Below this is a blue instruction box with an information icon and text: 'Instructions: Equipment Entry. Please complete all details below. When complete click the Validate button. Then click the X in the upper right corner to return to the main application. The Delete Equipment button can be used if this Equipment was created in error or is not required.' To the right of the instructions is a 'JUMP TO' menu with 'Equipment' selected. The main form area is titled 'EQUIPMENT' and contains three sections: 1. 'Transportation Vehicle Description (Year/Manufacturer/Model)' with a text input field containing '2024 Ford E450' and a character count of '26 characters left'. 2. 'Vehicle Identification Number (VIN):' with a text input field containing '12345678909876543' and a character count of '0 characters left'. 3. 'Was this vehicle obtained through the Delaware Transit Corporation's administration of the Federal Transit Administration Section 5310 Program?' with radio buttons for 'Yes' (selected) and 'No'. At the bottom of the form are two buttons: a blue 'Validate' button and a yellow 'Delete Equipment' button.

When completed, click the blue “Validate” button at the bottom center of the screen, followed by the gray “X” in the upper right corner to return to the Equipment tab on the main application form.

The yellow “Delete Equipment” button can be used if this equipment entry was created in error or is no longer required.

Returning to the main application form should show the Transportation Equipment Information you just completed.

If you need to add additional transportation vehicles, click the blue “+” button to add vehicle details. Be sure to review the vehicle information on page 12 of this application guide, so you have it available as you complete the details.

The screenshot shows the 'Transportation Equipment Information' section of the application. At the top, there's a header 'GST27-9094-TEST - Jason's Test Org' and a 'View' button. Below the header, there are tabs: 'GENERAL', 'EQUIPMENT' (selected), 'REVENUE AND EXPENSES', 'FUNDING REQUEST', and 'AGREEMENT'. The 'Transportation Equipment Information' section is expanded, showing instructions and a table of equipment. The instructions state: 'Please use this section to add details for each vehicle your Senior Center uses to provide transportation services for homebound senior clients. To add a vehicle click the + plus button below. At least one vehicle is required. Only add vehicles that provide transportation services for homebound senior clients. If your Senior Center has multiple transportation vehicles, each must be entered separately. Note: You may need to click "Save Draft" button to refresh the equipment table below.' The table has columns: '#', 'Vehicle Description', 'Vehicle Identification Number (VIN)', and 'Equipment Details'. It contains one row: '1', '2024 Ford E450', '12345678909876543', and 'Complete'. At the bottom, there are buttons: 'Save Draft', 'Validate', 'Submit', 'Back', 'Next', and 'Withdraw'.

When finished entering your transportation vehicle(s) information on the Equipment tab, click “Revenue and Expenses” to navigate to the next screen.

GENERAL EQUIPMENT **REVENUE AND EXPENSES** FUNDING REQUEST AGREEMENT

Step 10: Revenue and Expenses Tab – Transportation Program Revenue.

On the Revenue and Expenses tab, in the Transportation Program Revenue section, complete the required information. Click the blue “Add/Edit Revenue” button to enter your Senior Center’s revenue details for your transportation program.

The screenshot shows the 'Transportation Program Revenue' section of the application. It has a header 'Transportation Program Revenue' and a message: 'Please click the Add/Edit Revenue button and enter the revenue details for your transportation program'. Below the message is a button 'Add/Edit Revenue'. At the bottom, there is a label 'Revenue'.

Follow the on-screen instructions to enter the Current Year and Proposed Year fields of your Senior Center’s total revenue for its Transportation Program.

These figures should include any estimated annual or per-trip fees assessed specifically to senior center members for participation in the transportation program.

Enter \$0 if there is no revenue for the Current Year and/or Proposed Year.

When complete, click the blue “Save” button at the bottom center of the screen, then click the gray “X” in the upper right corner to return to the main Application form. The application will update to reflect the figures you entered on the Revenue screen.

Instructions

Please add the details of your Senior Center's total revenue for its Transportation Program for the current and proposed fiscal years.

- These figures should include any estimated annual or per-trip fees assessed specifically to senior center members for participation in the transportation program.
- Enter \$0 if there is no revenue for the Current Year and/or Proposed Year.

When complete click the **Save** button, followed by the **X** in the upper right corner to return to the main Application record.

Revenue

Revenue	Current Year	Proposed Year
Client Transportation Income		

Save

An example of the Revenue screen is shown above.

Step 11: Revenue and Expenses Tab – Transportation Program Expenses.

On the Revenue and Expenses tab, in the Transportation Program Expenses section, complete the required information. Click the blue “Add/Edit Expenses” button to enter your Senior Center’s expense details for your transportation program.

▼ Transportation Program Expenses

Please click the **Add/Edit Expenses** button and enter the expense details for your transportation program

 **Add/Edit Expenses**

Expenses



Other Expenses



Total Expenses

Special Notes

Follow the on-screen instructions to enter the Current Year and Proposed Year fields of your Senior Center’s total operational expenses for its Transportation Program.

Expenses should be for vehicles that provide transportation services only to homebound senior clients.

If your Senior Center has more than one vehicle, expenses for all vehicles may be combined into a single entry for each applicable line.

Enter \$0 if there are no expenses for a given category for the Current Year and/or Proposed Year.

Within the Other Expenses section, click the “+” button to add rows. To delete a row, click the “X” button at the end of the row.

For guidance on what figures your Senior Center should be using in the Current Year and Proposed Year fields, please see page 5 of this application guide for clarification.

This page also contains a Special Notes field. If you have any additional details you'd like to provide relating to the revenue or expenses of your Senior Center's transportation program, you may enter them here.

When complete, click the blue "Save" button at the bottom center of the screen, then click the gray "X" in the upper right corner to return to the main Application form. The application will update to reflect the figures you have entered on the Expenses screen.

When you have finished completing the information on the Revenue and Expenses tab, click "Funding Request" to navigate to the next screen.

GENERAL EQUIPMENT REVENUE AND EXPENSES **FUNDING REQUEST** AGREEMENT

Step 12: Funding Request Tab.

On the Funding Request tab, in the Funding Request section, enter the amount requested to operate your Senior Center's Transportation Program.

Please note that the system will not allow you to enter a number higher than the "Total Expenses for the Proposed Year" as shown on the Revenue and Expenses tab.

The screenshot shows the 'Funding Request' tab selected. At the top, there's a navigation bar with 'GENERAL', 'EQUIPMENT', 'REVENUE AND EXPENSES', 'FUNDING REQUEST' (highlighted), and 'AGREEMENT'. Below the navigation bar, the 'Funding Request' section is visible. It includes a dropdown menu for 'Funding Request' and a 'JUMP TO' dropdown with 'Funding Request' selected. A label reads '* Amount Requested to Operate the Transportation Program:'. Below this is a text input field with a warning message: 'Cannot exceed the "Total Expenses for the Proposed Year" as shown on the Revenue and Expenses tab.' At the bottom, there's a row of buttons: 'Save Draft' (blue), 'Validate' (blue), 'Submit' (blue), 'Back' (blue), 'Next' (blue), and 'Withdraw' (yellow).

When completed, click the blue "Save Draft" button at the bottom center of the screen.

When finished completing the information on the Funding Request tab, click "Agreement" to navigate to the next screen.

GENERAL EQUIPMENT REVENUE AND EXPENSES FUNDING REQUEST **AGREEMENT**

Step 13: Agreement Tab.

On the Agreement Tab, continue scrolling until you get to the Senior Center Transportation Agreement section. Please carefully read each statement in this section. If you agree, you must check the "I agree to all of the above." statement indicated.

Directions

Please carefully READ EACH of the following statements.

I agree...

1. To submit funding requests on the forms provided at the times designated and participate in the allocations review process.
2. To submit accurate information with this application. NOTE: Any misstatement of facts may forfeit any remaining balance of grants due and/or future grants.
3. This organization operates as a Senior Center (i.e., a community facility that provides programs and services designed to meet the physical, social, and emotional needs of older adults) and is not a Skilled Nursing or Assisted Living Facility.
4. This organization offers a door-to-door transportation program for homebound seniors, including rides to the Center and/or other trips, such as shopping or recreational outings.
5. This organization meets the criteria established and uses, or intends to use, any Grant-in-Aid appropriated by the General Assembly in accordance with its application and does not, or does not intend to, use funding in a manner that is restricted as set forth in the Grant-in-Aid legislation (Sections 5 and 6 of the annual Grants-In-Aid Act).
6. This organization agrees to provide the Office of the Controller General or the University of Delaware Institute for Public Administration with financial or programmatic information upon request.
7. This organization does not owe outstanding Unemployment Insurance Taxes or Workers Compensation Taxes to the Department of Labor and, if applicable, has not failed to pay its annual Corporation Franchise Tax to the Department of State.
8. This agreement has been read and approved at the meeting of the governing body of this agency OR reviewed and agreed upon by this agency's designated representative, such as the Executive Director, Chief Executive Officer, or Chief Financial Officer, who is authorized to act on behalf of the agency and the governing body.

☐ I agree to all of the above.

After agreeing to the statements, continue scrolling until you see an Attached Files section (shown below). Here, you can drag and drop files into the box or click “browse files” to open a box, allowing you to search for the file on your computer or network drives. These files may include any additional or supporting files, such as financial documentation, that you wish to attach to your application. This is not required.

Attached Files

Drop files here or browse files

Maximum file size: 2 GB | Allowed file types: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, JPEG, BMP, GIF, PNG, TIF, TIFF

Step 14: Validate and Submit.

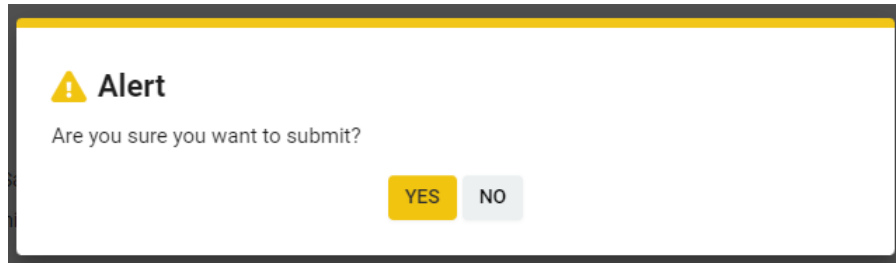
Once you have completed all the application fields, click the blue “Validate” button to check your application for completeness. If the system has identified incomplete areas of your application, it will move your viewpoint to the top of your screen and highlight the areas that still need to be addressed before you can submit. An example is shown below. You can click each line identified, and the system will automatically take you to the applicable tab and highlight the field that needs to be completed. Follow the on-screen instructions to complete the required fields.

You can click the blue “Validate” button unlimited times as you work through the required fields to see areas of your application that still need to be addressed.

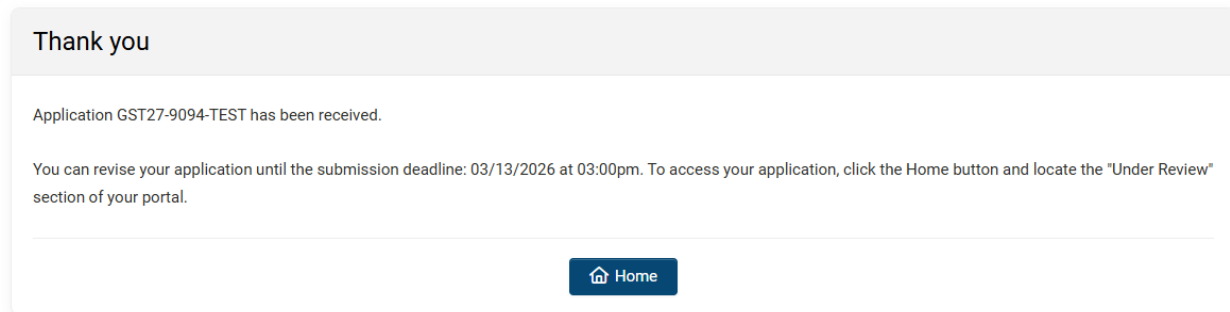
Submission Failed:

- Is all organization and contact information shown above correct? cannot be empty.
- Invalid numeric input of Amount Requested to Operate the Transportation Program:
- Certification cannot be empty.
- Please click the "Add/Edit Expenses" button on the Revenue and Expenses tab and enter the expense details for your transportation program.

Once you have clicked the blue “Validate” button and received no system-identified errors, assuming you have finished your application, you are ready to click the blue “Submit” button. The system will ask you if you are sure that you want to submit.



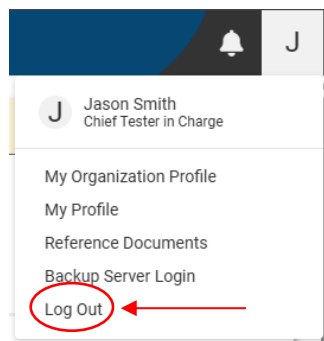
Clicking the orange “YES” button will submit your application. Once the application has been successfully submitted, the screen below will appear advising that your application has been received, and you will receive a system-generated email confirmation.



The system will bring you back to the home screen, where you can see other available funding opportunities, any additional applications in progress, or submitted applications under review.

Step 15: Log Out.

To log out of the system, open the menu under the first initial of your name in the top-right corner of the page and click Log Out, or close the browser tab.



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