



# Grant-In-Aid

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

If you cannot remember your My Delaware password for an existing account, follow the instructions on page 17 of 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 cannot log in, you should contact the Legislative Information Systems (LIS) Helpdesk at (302) 744-4260 or by email at [LIS.Helpdesk@Delaware.gov](mailto:LIS.Helpdesk@Delaware.gov).

If the Helpdesk cannot assist you in accessing the account, you may need to create a new one. To do so, follow the instructions in the My Delaware and Grants Management System Registration Guide beginning on page 4.

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

Organizations can have multiple registered users in the Grants Management System. Existing registered users of an organization or Controller General's Office staff may send invitations for the organization to those who wish to register with an organization that already exists in the Grants Management System.

Anyone who wants to have access to the system will need to have a My Delaware account.

If you need assistance being invited or added as a new contact to your organization, please send your request to [GIA\\_Support@Delaware.gov](mailto:GIA_Support@Delaware.gov).

## 3. I don't have a copy of last year's application. Would it be possible to send one to me?

If you want a copy of your agency's prior year GIA application sent, you must email this request to [GIA\\_Support@Delaware.gov](mailto:GIA_Support@Delaware.gov). Receiving these requests through email ensures that the Controller General's Office 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.

Fiscal Year 2025 Grant-in-Aid applications are also available in the Grants Management System for the users who created or submitted the application or were added as a Co-Applicant to the application. Follow the instructions in the **Guide to View, Save, or Print a PDF copy of your Grant Application** on the Grant-in-Aid website (<https://gia.delaware.gov>).

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

Section 9 of the GIA bill requires one of the following:

- 1) The submission of an audit with an application completed by either a Certified Public Accountant or a Public Accountant within the past three years.
- 2) The submission of a review or compilation of financial statements completed by either a Certified Public Accountant or a Public Accountant within the past three years.
- 3) If the agency is not able to provide either of the above, it must submit a statement of the circumstances surrounding the reason in its electronic application. The statement should also include any supporting financial documentation that may assist the Joint Finance Committee in its application review, including, but not limited to, prepared profit and loss statements, relevant budget materials, IRS Form 990s, or bank statements.

Please note that the lack of audit, review or compilation of financial statements, or supporting financial documentation 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.

#### **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 Joint Finance Committee (JFC) legislators. 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 typically begin to meet 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 30<sup>th</sup>.

#### **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 offer public comments after the presentation by the State of Delaware agencies. Some GIA applicants have used this opportunity to advocate for their agency and GIA application before the entire committee. All individuals, including those representing an organization, are allotted two minutes to address the committee. The Joint Finance Committee's webpage always includes upcoming meeting notices.

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?**

No information will be provided on the status of any GIA request until the General Assembly passes a GIA bill.

Once the Grants-in-Aid Act passes and is signed by the Governor, within a few business days, an email will be sent to all applicants notifying them of their award status. Applicants are also welcome to review a copy of the Grants-in-Aid Act once it has been prefiled in either the Senate or House chamber after its release by the Joint Finance Committee to review the proposed allocations. Historically, the GIA bill is the final appropriations bill enacted by the legislature on June 30<sup>th</sup>.

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

Each GIA category is assigned a team of Joint Finance Committee (JFC) legislators. 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 typically begin to meet 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 30<sup>th</sup>.

**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 10<sup>th</sup>. Any changes made to your eSupplier profile after this date may delay or prevent your July payment from reaching you in a timely manner. If a change is required after July 10<sup>th</sup> 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](mailto: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. You may attach PDF scans of supporting documents to your application through the Grants Management System if desired.

### **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. Follow the instructions in the **Guide to View, Save, or Print a PDF copy of your Grant Application** on the Grant-in-Aid website (<https://gia.delaware.gov>).

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](mailto: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?

There are no plans to hold GIA workshops for new applicants at this time; should this change, information will be posted on the GIA website (<https://gia.delaware.gov>).

Organizations with specific questions about the application process may contact the Office of the Controller General at (302) 744-4200 or by email at **GIA\_Support@Delaware.gov**. Inquiries by email are typically responded to within one to two business days.

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

Starting with Fiscal Year 2025, award letters are available in the Grants Management System for retrieval. Award Decision Letters are available by opening the specific application for which the award notice is sought. The PDF file of the Notification Letter is located in the Award Decision Letter section between the Application ID and the Submitted Application, just above the various application tabs.

Agencies may also request award decision letters for Fiscal Year 2025 by emailing the request to the Office of the Controller at **GIA\_Support@Delaware.gov**. Requests by email are typically responded to within one to two business days.

The Office of the Controller General can only reissue award letters for Fiscal Year 2025. 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.

<b>Bill Number</b>	<b>Fiscal Year</b>	<b>Fiscal Year Time Period</b>
<a href="#">SB 327</a>	FY 2025	July 1, 2024 to June 30, 2025
<a href="#">HB 197</a>	FY 2024	July 1, 2023 to June 30, 2024
<a href="#">SB 252</a>	FY 2023	July 1, 2022 to June 30, 2023
<a href="#">HB 265</a>	FY 2022	July 1, 2021 to June 30, 2022
<a href="#">SB 260</a>	FY 2021	July 1, 2020 to June 30, 2021

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