Grant-In-Aid

Frequently Asked Questions

1. **I’m having issues logging in, or I forgot my password.**
2. **The individual who completed my agency’s GIA application last year is no longer with our organization. How can I log in to copy last year’s application?**
3. **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 cannot remember your My.Delaware password for an existing account, follow the instructions contained in the [My.Delaware Identity Provider User Guide](#) beginning on page 9 to reset and create a new password.

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

   If the Helpdesk cannot provide assistance to access the account, you may need to create a new one. Follow the instructions contained in the [My.Delaware Identity Provider User Guide](#) beginning on page 3 to create a new account.

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

   Unfortunately, without having access to the login information, or the email account that that individual used to register the account, there will not be a way to access that account. You will instead need to create a new account. Follow the instructions contained in the [My.Delaware Identity Provider User Guide](#) beginning on page 3 to create a new account.

   If you’d like to have your agency’s prior year application linked to your new account, then please email your request, along with the first and last name and email address used to create the new account, to GIA_Support@Delaware.gov. **You must complete steps 1-11 (pages 3-8) exactly as indicated in the My.Delaware Identity Provider User Guide.** If you do not complete step 11 to reach the GIA Dashboard, the IT Support group will **not** be able to link prior accounts to your new account successfully. Please ensure you have completed this step before contacting GIA Support with this request.

   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 accessing the website from a browser other than Microsoft Edge. Oftentimes clearing your browser’s cache and cookies will prevent this message from returning. Please try the steps found [here](#) for assistance clearing your cache and cookies specific to your browser.

   If you continue to receive this message, 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 Login/Email 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’s application can be copied. If your agency did not submit a GIA application last year, then you may need to complete the current year’s application manually.

If you have applied for GIA in prior years and still have access to that same account (using the same Login/Email), you should be able to create a PDF copy of those applications for yourself. Follow the instructions contained in the GIA application guides, under the section “Creating a PDF Copy.” The application guides can be found on the GIA website.

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 Login/Email), 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 the GIA application guides, under the section “Creating a PDF Copy.” The application guides can be found on the GIA website.

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 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.

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

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

In practice, the Office of the Controller General has used the $50,000 revenue threshold that the Internal Revenue Service (IRS) uses in requiring non-profit organizations to file a federal tax return as a guideline for an audit requirement. Organizations with less than $50,000 in revenue may submit other forms of financial documentation outside of an audit, such as a letter from a third-party CPA firm or other professional financial agency, verifying they have reviewed your organization’s financials. These services are often less than the 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 9 of the GIA bill requires the submission of an audit completed within the past three years. If your agency cannot provide an audit, Section 9 states that the agency must submit a detailed statement explaining the absence of an audit.

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

Information about the Joint Finance Committee (JFC) 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 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 committee members, 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.

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 to all applicants notifying them of their award status shortly after July 1st. No information will be provided on the status of any GIA request until the General Assembly passes a GIA bill. Historically, the GIA bill is the final appropriations bill enacted by the legislature on June 30th.
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 the GIA application guides on the GIA website, under the section “Controller General Analyst Contact Information,” 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 8 of the GIA bill specify that payments are to 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 that occurs at the start of each new fiscal year.

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

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

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 the GIA application guides, under the section “Uploading PDF, Word, and Excel Documents.” The application guides can be found on the GIA website.
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 the GIA application guides under the “GIA Dashboard Functionality” section, which can be found on the GIA website.

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

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 the GIA application guides on the GIA website, under the section “Controller General Analyst Contact Information,” or towards the bottom of this page.

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

No, funding cannot be used for the relocation, rehabilitation, renovation, or purchase of buildings. GIA funds cannot be used to provide child daycare, purchase capital equipment, pay any part of an elected official’s salary or benefits, a political campaign or partisan political purposes, or hire lobbyists or other lobbying services. These restrictions are listed in Section 6 of the GIA bill and here.

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

Historically, workshops have been held, typically at Legislative Hall, for those interested in applying for GIA. Traditionally, a new applicant has not been required to attend a workshop before applying.

There are no plans to hold in-person or virtual workshops currently. 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 the previous year's 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. You may search for your organization’s name and award amount and use it as needed.

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Fiscal Year</th>
<th>Fiscal Year Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB 252</td>
<td>FY 2023</td>
<td>July 1, 2022 to June 30, 2023</td>
</tr>
<tr>
<td>HB 265</td>
<td>FY 2022</td>
<td>July 1, 2021 to June 30, 2022</td>
</tr>
<tr>
<td>SB 260</td>
<td>FY 2021</td>
<td>July 1, 2020 to June 30, 2021</td>
</tr>
<tr>
<td>HB 260</td>
<td>FY 2020</td>
<td>July 1, 2019 to June 30, 2020</td>
</tr>
<tr>
<td>SB 237</td>
<td>FY 2019</td>
<td>July 1, 2018 to June 30, 2019</td>
</tr>
</tbody>
</table>

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

Last Updated: August 1, 2022