



Grant-In-Aid

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

The State of Delaware has recently completed an upgrade to the sign-in process and has migrated all former single sign-on platform (SSO) users to the State's new streamlined identity provider – My.Delaware (<https://my.delaware.gov>). With My.Delaware, your identity is secured with one trusted platform, allowing you access to all your State of Delaware applications with one login.

Returning GIA application users that previously had an SSO account to access GIA should have received an activation email on the evening of August 4, 2021, requesting the user to complete the activation of your My.Delaware account. Users will need to click the link in the generated email to complete the activation. Additional information on this can be found in the [My.Delaware Identity Provider User Guide](#).

If you do not have access to your agency's State of Delaware Single Sign-On (SSO) User Id and password that used to apply for GIA last year, or you did not receive an activation email on August 4, 2021, requesting you to complete the activation of your My.Delaware account, then you will need to create a new My.Delaware login. Follow the instructions contained in the [My.Delaware Identity Provider User Guide](#) beginning on page 8.

If you have additional questions regarding the login process, or if you'd like to have your agency's prior year application linked to any new account that may be created, then please email this request to GIA_Support@Delaware.gov. In your request, please provide a contact name and phone number, as well as the email address used to create the new account for assistance. Please note this process may take several days and may not be feasible if the deadline for application submissions is approaching.

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 the [My.Delaware Identity Provider User Guide](#) beginning on page 8.

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. 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's application can be copied. If your agency did not submit a GIA application last year, then you will need to complete the current year's application manually. (continued next page)

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 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 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 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 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 the GIA application guides found 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 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, 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 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 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 section “GIA Dashboard Functionality,” 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 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 the GIA application guides found 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. Additionally, no GIA funds can be used for providing child daycare, purchasing capital equipment, payment of any

part of an elected official’s salary or benefits, a political campaign or for partisan political purposes, or the hiring of 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?

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.

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 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
HB 265	FY 2022	July 1, 2021 to June 30, 2022
SB 260	FY 2021	July 1, 2020 to June 30, 2021
HB 260	FY 2020	July 1, 2019 to June 30, 2020
SB 237	FY 2019	July 1, 2018 to June 30, 2019
HB 281	FY 2018	July 1, 2017 to June 30, 2018

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