



Illinois Department of Commerce & Economic Opportunity

JB Pritzker, Governor

Get Ready to Apply for a Grant

































Illinois Department of Commerce & Economic Opportunity

JB Pritzker, Governor

Also Known as...
Understanding the
Grant Accountability and
Transparency Act
(GATA) Pre-Award Process

























GATA Pre-Award Requirements

- The Grant Accountability and Transparency Act (GATA) provides uniform guidance for all State of Illinois grant programs
 - State Agencies are required to manage grant programs in accordance with GATA and Uniform Federal Guidance.
 - Applicants and grantees must comply with GATA grant requirements
- GATA requires applicant organizations to complete the following steps before receiving a grant award:
 - Pre-qualification on the GATA Grantee Portal, and
 - 2. Completion of two risk assessments:
 - Fiscal and Administrative Internal Controls Questionnaire (ICQ)
 - Programmatic Risk Assessment





















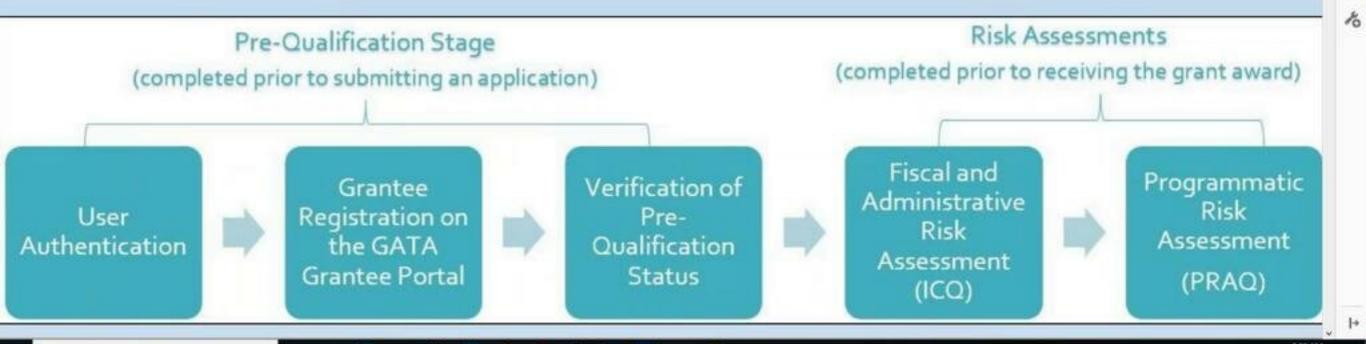




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GATA Pre-Award Requirements (cont'd)

- Pre-Qualification requirements must be completed <u>before an entity can submit a</u> grant application to the State of Illinois.
- The 2 risk assessments can be completed at any time <u>before the issuance of a state</u> <u>award</u>.



Pre-Qualification Requirements

- GATA requires that an entity:
 - · Have a valid FEIN number;
 - · Have a valid DUNS number;
 - Have a current SAM.gov account;
 - · Not be on the Federal Excluded Parties List;
 - · Be in Good Standing with the Illinois Secretary of State, as applicable;
 - · Not be on the Illinois Stop Payment list; and,
 - Not be on the Dept. of Healthcare and Family Services Provider Sanctions list.
- These requirements are verified and maintained on the GATA Grantee Portal at https://grants.Illinois.gov/portal.

























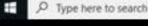


GATA Pre-Qualification Process

To begin this process an entity must:



(This process is completed once and then maintained through the portal.)



























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Step 1 - Obtain a FEIN

A Federal Employer Identification Number (FEIN) is used by the federal government to identify a business entity.

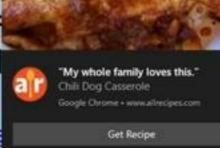
- To obtain a FEIN/EIN:
 - 1. Go to the IRS website at, https://www.irs.gov/businesses/small-businessesself-employed/employer-in-mumbers.
 - 2. Click on "How to Apply for an EIN".
 - 3. Follow the instructions for your preferred method to apply. (If you apply online you can get a FEIN/EIN immediately.)
- It is **FREE** to obtain a FEIN/EIN.

Step 2 - Register Your Business with Illinois

Illinois businesses can organize as a:

- Sole Proprietorship;
- · General and Limited Partnership;
- Limited Liability Partnerships (LLP);
- Limited Liability Companies (LLC);
- "S" Corporation; or,
- "C" Corporation
- For more information regarding getting your business registered, diff types of business structures, or finding your county clerk's office, pl visit DCEO's website, Step by Step Guide

[https://www2.illinois.gov/dceo/SmallBizAssistance/BeginHere/Pages/StepByStepGuide

























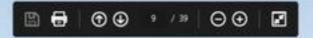


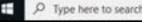
Step 2 – Register Your Business with Illinois

Sole Proprietorships and General Partnerships

 When a business name is different from the owner(s) full legal name(s), the Illinois Assumed Name Act requires Sole Proprietorships and General Partnerships to register with their local county clerk's office for registration under the Assumed Name Act.

 For help finding your county clerk's office, please visit DCEO's website, Step by Step Guide, or contact your local Small Business Development Center at 618-650-2929.













Step 2 – Register Your Business with Illinois

- To register your business:
 - Refer to the Illinois Secretary of State Business Services website at <u>http://www.cyberdriveillinois.com/departments/business_services/home.html</u>
 - Review the necessary forms for your entity's designation: <u>Limited Partnership</u>, <u>Limited Liability Company</u>, <u>Limited Liability Partnership</u>, <u>Corporation (C)</u>, or <u>Corporation (S)</u>.

(Note, governmental entities, school districts and select religious organizations are not required to be registered with the Illinois Secretary of State.)

 There will be a cost for registering your business with the state of Illinois. The cost is dependent on your entity's designation.











Step 3 – Register with the Dept of Revenue

Any entity conducting business in Illinois or has Illinois customers must register their business with the Illinois Department of Revenue.

- To register online visit: https://mytax.illinois.gov/ /#3
 (For more information, please visit:
 https://www2.illinois.gov/rev/businesses/Pages/register.aspx.)
- It is **FREE** to register with the Department of Revenue.

Step 4 – Obtain a DUNS Number

The Data Universal Numbering System (DUNS) is the official tracking database of all government contractors.

- To register for a DUNS Number, go to: http://fedgov.dnb.com/webform/
- A valid DUNS number will be required to complete Step 5 Register with Sam.gov. It can take 1 business day to obtain your DUNS#.
- It is **FREE** to obtain a DUNS number.



























Step 5 – Register with SAM.Gov

SAM.gov is the central registration point for all government contractors and review of federal stop pay lists.

- To register a new Sam.gov account, you will need:
 - A valid DUNS Number
 - Taxpayer Identification Number (TIN) or FEIN
 - Banking information such as bank's routing number and bank account number. (This
 is needed to setup Electronic Funds Transfer.)
 - A valid email address and access to a mobile phone to receive a security code. (See next 6 slides)
- To verify an existing SAM.gov account, check that it is active and up to date by going to: https://sam.gov/SAM/pages/public/samStatusTracker.jsf.
- It is **FREE** to register with Sam.gov









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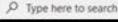
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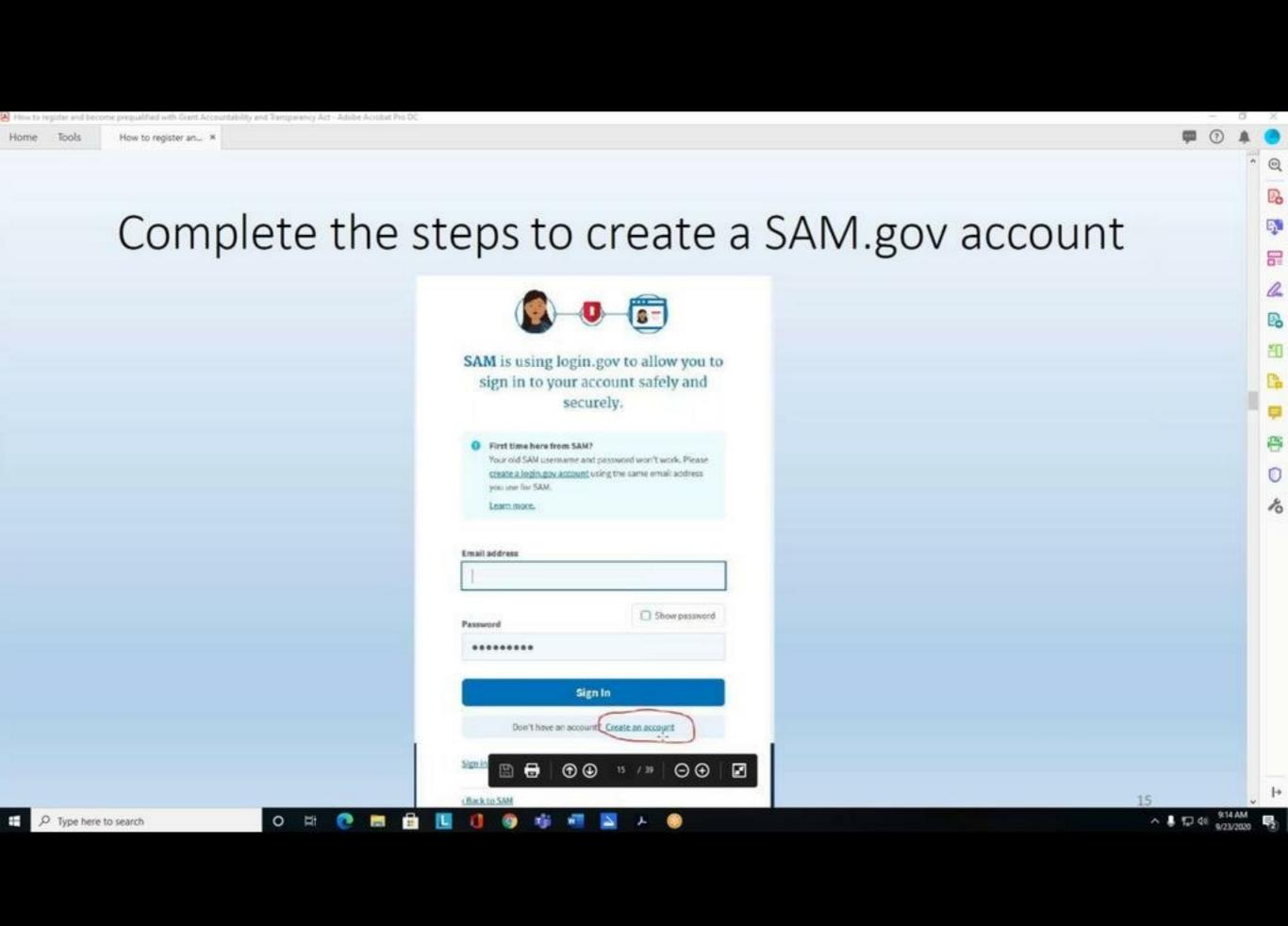








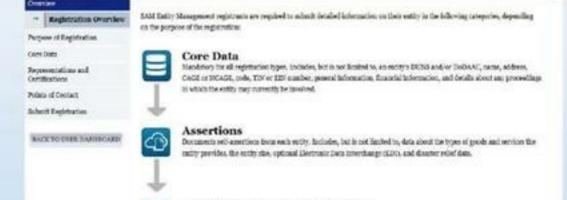


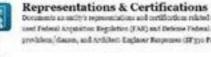




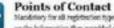


You will need to complete each section of the registration. Click "Start Registration" to begin the process.





Documents an early's representations and cartifications related to their small business status, responses to command: used Federal Acquisition Singulation (EAR) and Defense Federal Acquisition Regulation Employment (DEARS) providers/dasses, and Architect Englawer Responses (SF370 Fact II).



Mandeloxy for all registration types. The entity will be solved to provide contact information for any mandatory POC based. ou the information they provided during the registration process. Includes, but is not limited to, eccounts constrable, electronic business, and government business.

As with within the SAM coton includes prime contractors, organizations or kell-filtude applying for assistance associa, those reverting loans, wie proprieture, corporations, partnerships, and any Federal government agracine desisting to do business with

Easily Administrators and/or Easily Registrative Representatives are enquote like for enuaring the accuracy of an entity registration in SANL An entity registration must be rearred every ploy days in order to securin active and will expise if it is not updated in a timely manner. An expliced registration may affect the shiftly to do business with the Federal government.

START REGISTRATION











































Status: Work in Progress

During processing, CAGE rejected your record with the following message: Rejected-Failure to respond to a CAGE request within 5 business days. . Log back into SAM and update your registration to address the issue.





Completed





Completed



Completed







Active

Completed

Status: Active

Your registration was activated on Mar 08, 2019. It expires on Mar 07, 2020 which is one year after you submitted it for processing.



Completed



Not Required Not Required





Completed



In Progress









Completed

Completed

Obtaining an active SAM.gov account can take several weeks depending on the volume of requests to SAM.gov. If you have any questions about the process, SAM.gov offers a customer service line 866-606-8220 or a live chat option at https://www.fsd.gov/.





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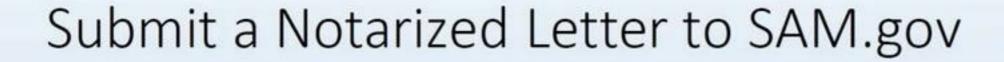












- After registration, SAM.gov requires you to send a notarized letter indicating you are the authorized entity administrator.
 - Use the templates provided at FSD.gov and print them on your entity's letterhead.
 - After completed and notarized, MAIL the document to Federal Service Desk.

FEDERAL SERVICE DESK

ATTN: SAM.GOV REGISTRATION PROCESSING 460 INDUSTRIAL BLVD LONDON, KY 40741-7285 UNITED STATES OF AMERICA



















Step 6 – Register with GATA

After completing steps 1-5, entities must register with GATA to verify the qualified status.

- To register with GATA, go to the GATA Grantee Portal at: https://grants.illinois.gov/portal.
- Entities must complete the following steps:
 - 1. Authentication
 - 2. Grantee Registration
 - 3. Verification of Pre-qualification Status













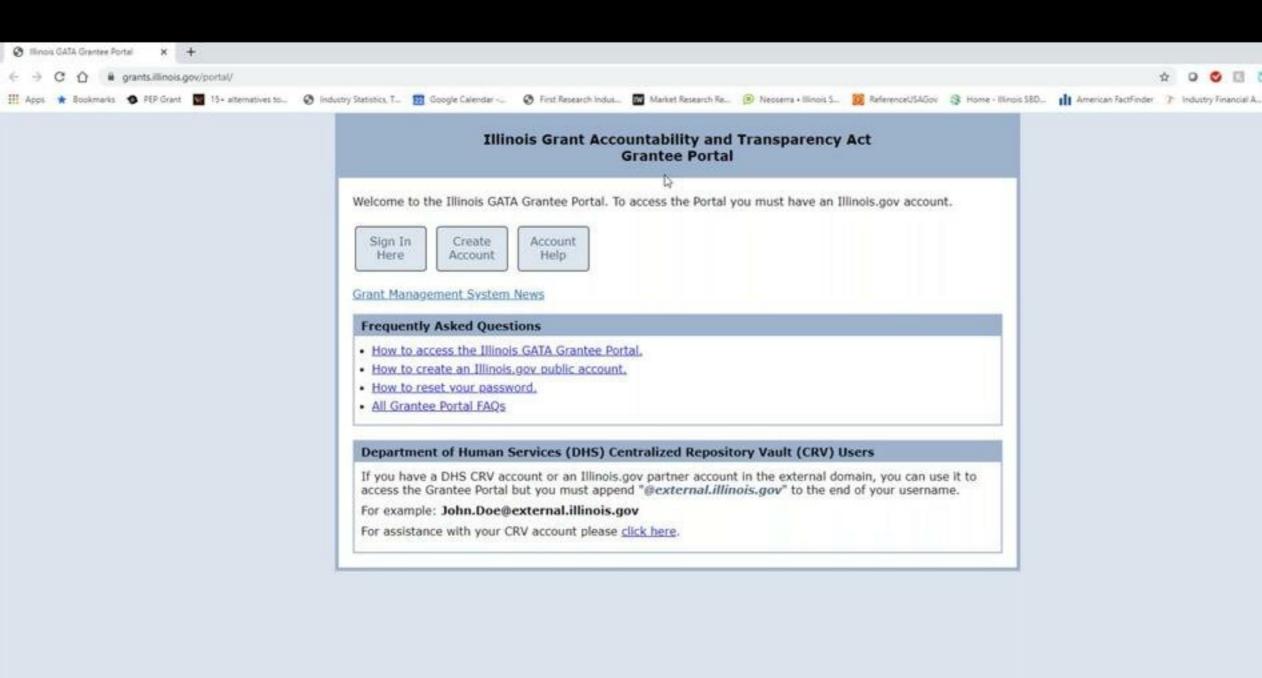








































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- Entities must complete the following steps:
 - 1. Authentication
 - 2. Grantee Registration
 - 3. Verification of Pre-qualification Status





















1. AUTHENTICATION

- Authentication verifies the relationship between an individual and the organization they represent and is performed once for each individual associated with a registration.
 - A personal or business email address is required to establish an account on the grantee portal.
- To obtain an account click the "Create account" button.
 - For help with the Illinois.gov Authentication Portal please click the 'Can't access your account' link below the sign in button.

(See next 3 slides)

You should receive an email from IdentityManagement@Illinois.gov_to the address you entered to create your new account. If you did not receive the email, check your spam or trash folder. To verify your account you will need click the link in the email message that was sent from IdentityManagement@Illinois.gov.



























2. GRANTEE REGISTRATION

- Grantee Registration is completed by browsing to https://grants.illinois.gov/portal_and signing in with your new Illinois public account.
- You will be requested to enter your DUNS number to associate your Illinois.gov account with your organization.
 - New accounts must enter the organization's information on the Registration screen.
 - Existing accounts must click the "Edit" button next to the organization name on the Main Menu.

(See next 4 slides)















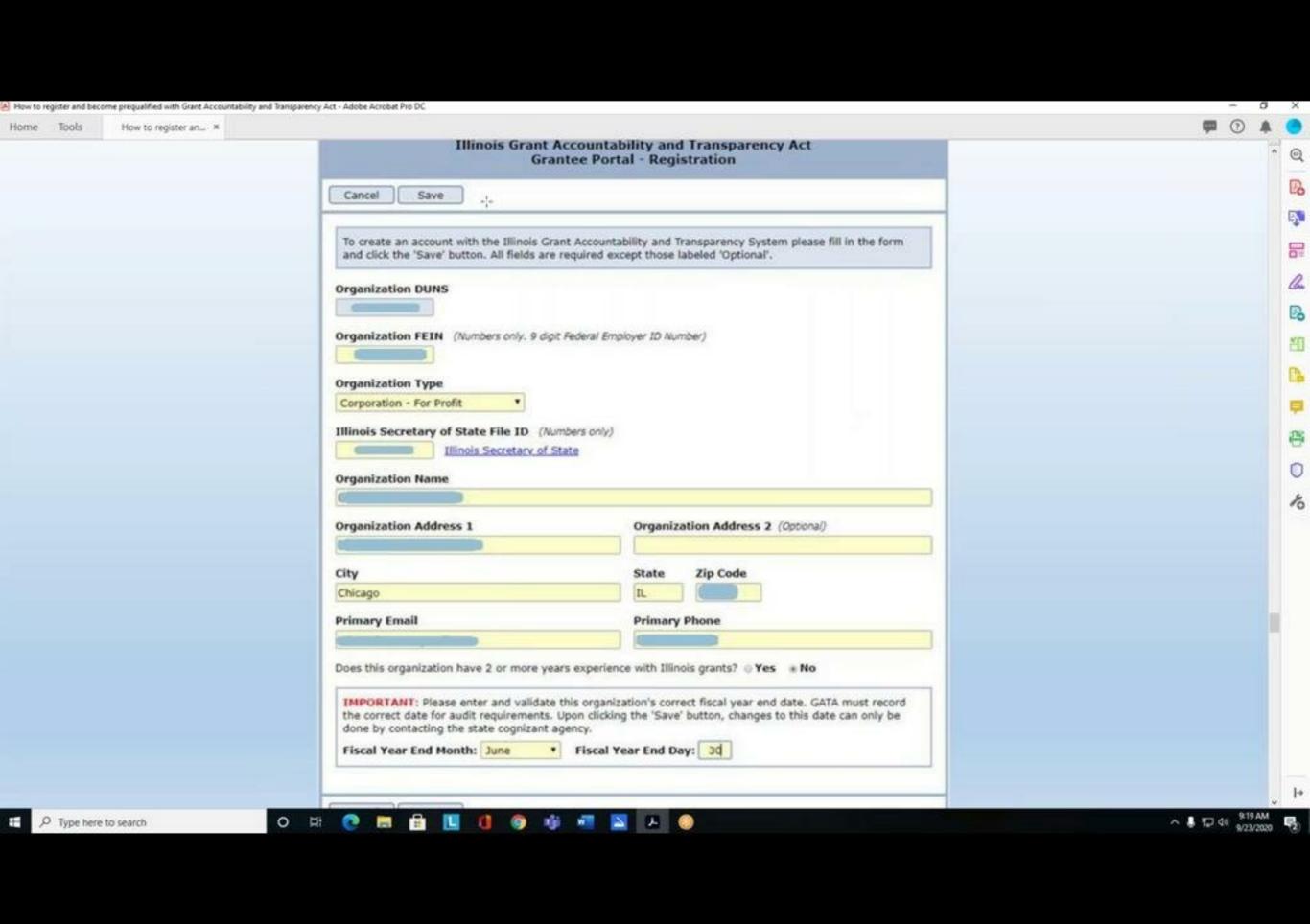








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RISK ASSESSMENTS

GATA requires entities to complete a fiscal and administrative and programmatic risk assessment prior to receiving a grant award.

(These assessments can be completed before, during or after the application process.)

- Fiscal and Administrative ICQ is available on the GATA Grantee Portal after successful registration and pre-qualification.
- Programmatic Risk Assessment will be made available by the State Agency during or after the application period.































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- Entities must complete an Internal Controls Questionnaire (ICQ) as the Fiscal and Administrative Risk Assessment.
- The ICQ is available on the GATA Grantee Portal and completed once annually.
- All state agencies will utilize the results of the ICQ.

(See next 2 slides)



























When all of the questions are complete, the submit button will become red.

Illinois Grant Accountability and Transparency Act FY 2019 Internal Controls Questionnaire

Return to Main Menu

Submit

When all questions are answered the Submit button will be enabled. After the form is submitted no changes will be allowed. Grantee Portal Access users that have selected "Receive ICQ alerts and notifications" will receive an overnight notification that the status of an ICQ has change

Section	Questions	Answered
02 - Quality of Management System (2 CFR 200:302)	7.	7
03 - Financial and Regulatory Reporting (2 CFR 200,327)	3	3
04 - Budgetary Controls (2 CFR 200.308)	2	2
05 - Cost Principles (2 CFR 200.400)	8	8
06 - Audit (2.CFR 200.500)	2	2
07 - Organizational Governance [Including but not limited to; Board of Directors, City Council, County Board, Leadership, Legislature, Governor's Office, etc.)	9	9
08 - Property Standards (2 CFR 200.310 - 316)	1	1
09 - Procurement Standards (2 CFR 200.317 - 326)	1	1
10 - Subrecipient Monitoring and Management (2 CFR 200,330 - 332)	1	1
11 - Fraud, Waste and Abuse	6	6
All Sections	10	40

Enter the names of the entity CEO, CFO and the person completing the assessment and click certify and submit.

Illinois Grant Accountabili Grantee Portal - 1	
Name of Chief Financial Officer (or equivalent):	
Name of Executive Director (or equivalent):	
Submitter Name and Title:	
Date: 09/20/2019	
By clicking the "Certify and Submit" button for this intern	
The Executive Director and Chief Financial Officer atter To the best of my knowledge and belief that the information or the omission of the organization of the omission.	

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ICQ Assistance: Commerce And Econ Opp (ceo.gata@illinois.gov)























PROGRAMMATIC RISK ASSESSMENT

- Entities must complete a grant-specific Programmatic Risk Assessment for each grant award.
- Your state awarding agency will inform you of the timing of the Programmatic Risk Assessment and administer the Programmatic Risk Assessment.
 - DCEO will request a programmatic risk assessment be completed after you have submitted your grant application and DCEO has determined to move forward with your grant application.





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Questions?

If you have questions concerning the GATA process, you may contact:

- your Cognizant State Agency (contact information is in the GATA Grantee Portal;
- your grant manager; or,
- email CEO.GATA@Illinois.gov.

Refer to the "Understanding the GATA Pre-Award Process – Grantee Guide" for additional instructions.

Business Resources:



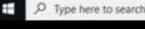
For additional assistance completing pre-qualification requirements contact:

First Stop **Business** Information Center

DCEO offers a single statewide resource for entrepreneurs and businesses to obtain comprehensive regulatory and permitting information. Center staff provide professional guidance to entrepreneurs by linking them to state and local resources. Services include:

- Toll free helpline 1.800.252.2923 or email us
- Para información en español por favor llamar al: 1.800.252.2923 o envíe su mensaje por medio del Correo electrónico Sonia. Gerson@illinois.gov
- Business startup kit & business specialists
- Starting Your Business In Illinois Handbook (PDF English / Spanish)

or contact your local Small Business Development Center at 618-650-2929





































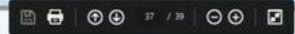


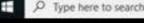
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- Starting Your Business In Illinois Handbook (PDF English / Spanish)
- or contact your local Small Business Development Center at 618-650-2929.































Illinois Funding Opportunities

- To view current funding opportunities available in the State of Illinois visit the Illinois Catalog of State Financial Assistance (CSFA) at https://www2.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx.
- DCEO has and will continue to issue funding opportunities for Illinois entities. To stay informed of the latest funding opportunities DCEO has to offer, review the CSFA and follow DCEO on social media e.g., Facebook, LinkedIn, and/or Twitter.



















SBDC Contact Information

East St. Louis SBDC

ESL Higher Education Campus

601 James R. Thompson Bldg. D, Room 1017

East St. Louis, IL 62201

618-482-8330 phone gdimagg@siue.edu

mawiela@siue.edu

Edwardsville SBDC

SIUE Core Campus

Alumni Hall

Room 2126

Edwardsville, IL 62026

618-650-2929 phone

618-650-2647 fax

gdimagg@siue.edu

mawiela@siue.edu



Administration





OFFICE OF ENTREPRENEURSHIP. INNOVATION & TECHNOLOGY Bruce Rauner, Governor































