

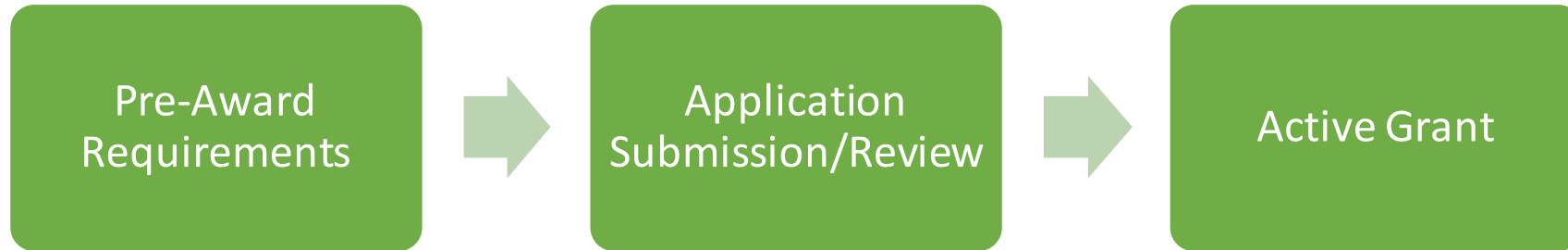


# Illinois Department of Commerce & Economic Opportunity

Rebuild Downtowns & Main Streets Capital Grant Program  
Grant Process

---

# Grant Process



- Register on the Grantee Portal
- Valid DUNS number
- Current SAM.gov account
- Not be on the Federal Excluded Parties list
- Be in Good Standing with the Illinois Secretary of State
- Not be on the IL Stop Payment List
- Fiscal and Administrative Risk Assessment

- Merit Review Committee
- Programmatic Risk Assessment Questionnaire
- Accepted Applicants will Receive Notice
- Grant Agreement Execution

- Grant payment terms are outlined in the program's Grant Agreement.
- Compliance with terms and conditions will be enforced through the Grantee Compliance Enforcement System

NOTE: can all be found at [grants.illinois.gov/portal](https://grants.illinois.gov/portal)



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

# Pre-Award Requirements

## Register on the Grantee Portal

- Portal will track requirements

## Obtain a DUNS Number

## Create a SAM.gov Account

- Registration can take up to one month, please complete this step immediately. Awards cannot be made if your entity is not registered.
- Sam.gov does not charge to register on their site.

## Compliance Checks

- Not be on the Federal Excluded Parties List.
- Be in good standing with Illinois Secretary of State.

## Complete Risk Assessments



Illinois  
Department of Commerce  
& Economic Opportunity

# Familiarize Yourself with Grant Requirements

## Read the Entire Notice of Funding Opportunity

- Can be found on DCEO Grant Opportunities page or at [grants.Illinois.gov](https://grants.Illinois.gov).

## Be Aware of the Audit Requirements

- If your entity expends over \$300,000 per year in grant funds, an audit will be required.

## Tips to Create a Strong Application

- Review the Program Description in Detail (Section A)
  - Understand the goals of the Rebuild Illinois Capital Plan, the 2019 Economic Plan and the American Rescue Plan Act State and Local Recovery Fund
- Address all items asked in the project narrative requirements (Section D.2.5)
- Address all items in the Criteria section (Section E.1)



Illinois  
Department of Commerce  
& Economic Opportunity

# Application Process

Application information can be found in the Notice of Funding Opportunity (Section D2 of the NOFO)

- Includes - Uniform Grant Application, Uniform Budget, Conflict of Interest Disclosures, Mandatory Disclosures and Project Narrative.

A merit review team of three members will review the applications

- Details of the scoring criteria is outlined in the Notice of Funding Opportunity.

All applicants receive notice of approval or denial in writing

- Approved applicants receive a Notice of State Award that outlines the Grant Agreement
- All approved applicants will have to complete a Programmatic Risk Assessment
- Denied applicants receive notice

Grant Agreements are executed after acceptance of the Notice of State Award



Illinois  
Department of Commerce  
& Economic Opportunity

# Active Grant Information

## A Grant Manager will be Assigned to Each Grantee

- Grant Managers serve as a point of contact to answer questions and collect reports.

## Reporting Requirements

- Periodic Performance Report – Report on program measures.
- Periodic Financial Report – Report on grant expenditures.

## Cash Disbursement

- Cash disbursement terms will be outlined in the Grant Agreement.

## Grant Monitoring

- Grants may be monitored and it is required all grant documents be retained for five years after the completion of the grant program.



Illinois  
Department of Commerce  
& Economic Opportunity

Questions?



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

# Appendix



**Illinois**  
**Department of Commerce**  
& Economic Opportunity



# Register on the Grantee Portal

Register at <https://grants.Illinois.gov/portal>

This tracks progress during pre-qualification and required reports.



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

# DUNS Number

Tracking database of all government contractors.

<https://www.dnb.com/duns-number.html>

Note: this is a free registration process.



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

# System for Award Management

Central registration point for all government contractors and review of federal stop pay lists

<https://sam.gov>

Note: this is a free registration process.



Illinois  
Department of Commerce  
& Economic Opportunity

# Certificate of Good Standing

Verified from the IL Secretary of State that organization is registered and up to date.

[https://www.cyberdriveillinois.com/departments/business\\_services/corp.html](https://www.cyberdriveillinois.com/departments/business_services/corp.html)



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

# IL Stop Payment List

A Grantee would be on this list for not meeting terms of past grants with the State of Illinois.

Status can be found at [grants.illinois.gov/portal](https://grants.illinois.gov/portal).



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

# Fiscal and Administrative Risk Questionnaire

Must be completed annually to assess the Grantee's ability to manage grants.

Result of questionnaire may result in additional grant conditions.

Can be completed at <http://grants.illinois.gov>.



Illinois  
Department of Commerce  
& Economic Opportunity