



### **Grantee Frequently Asked Questions**

As Illinoisans have had to alter our way of life to combat the spread of the COVID-19 virus, the Department of Commerce and Economic Opportunity (the “Department”) understands the uncertainty this may cause our grantee community. As such, the following anticipated grantee FAQs and answers has been compiled to address the concerns of our current grantees:

#### **Grantee FAQs**

- 1. How will current events, such as Governor Pritzker’s executive order to Stay at Home, affect grant payments to my organization for grants that were ongoing prior to the COVID-19 response?**

The Governor’s executive order does not include essential businesses or entities performing essential activities. This means that most state agencies are still at work and available to service the public. The Department and the Illinois Office of the Comptroller can continue to process grant payments for existing grants. Please allow for additional time as we expect that requests will take longer.

- 2. I’ve received a Notice of State Award and am expecting to enter into a grant agreement soon, how will I be affected?**

The State of Illinois Office of Comptroller (IOC) is now prioritizing COVID-19 response obligations. If your grant was not obligated prior to 3/16/20, the IOC will delay processing obligations until further notice. Reach out to your program or grant manager before incurring expenditures related to this grant.

- 3. What if my organization cannot meet the performance measures and/or deliverables required by my grant agreement because COVID-19 has impacted operations?**

Please notify your program or grant manager as soon as any impact is known. The Department may modify existing grant agreements to reduce performance measures, deliverables, and grant fund amounts to account for the impact of COVID-19. We may also consider granting no cost extensions to awards which were active as of March 31, 2020 and scheduled to expire prior or up to December 31, 2020 to allow programmatic deliverables to be completed once the COVID-19 pandemic has subsided. These allowances will be considered on a case-by-case basis

- 4. My organization is experiencing a loss of operations relating to COVID-19. Will extensions be allowed for periodic financial and performance reporting and close out reports?**

The Department may allow grantees flexibility with their financial and periodic reporting deadlines on a grant program basis. However, grantees must notify the program manager as soon as any impact is known to request a postponed deadline. If we allow such a delay, grantees may continue to draw down funds without the timely submission of these reports and the reports must be



submitted at the end of the postponed period. Your program or grant manager will notify you of specific program guidance.

**5. Will extensions be allowed for the audit report requirements?**

Grantees responding to COVID 19 are allowed to delay the completion and submission of the Single Audit report as required under Subpart F of 2 CFR 200, Audit Requirements, to twelve (12) months beyond the normal due date.

Other grantees with operational loss related to COVID19 who have not yet filed their single audits with the Federal Audit Clearinghouse as of March 19, 2020 that have fiscal year-ends through June 30, 2020, are allowed to delay the completion and submission of the Single Audit reporting package, as required under Subpart F of 2 CFR § 200.501 -Audit Requirements, up to six (6) months beyond the normal due date.

Grantees taking advantage of these extensions would still qualify the grantee as a "low-risk auditee" under the criteria of 2 CFR § 200.520(a), Criteria for a low risk auditee and should maintain documentation of the reason for the delayed filing.

The Illinois Office of Management and Budget's Grant Accountability and Transparency Unit are also allowing grantees to delay submissions of consolidated year-end financial reports (CYEFR) and financial audit reports up to six (6) months beyond the normal due date. Further guidance will be provided in the near future.

**6. My organization is having issues registering or renewing its Sam.gov registration by the deadline. How will this affect my grant(s)?**

Current registrants in the System for Award Management (SAM) with active registrations expiring before May 16, 2020, automatically will be afforded a one-time extension of 60 days. If your organization needs to use this one-time extension, please notify your program manager to ensure your organization does not become non-compliant.

If your organization is applying for a COVID-19 response grant program and are having issues completing a first-time SAM.gov registration by the application deadline, please contact the program manager. The Department may allow an exception to this requirement for grant programs providing emergency response services related to COVID-19.

**7. My organization is struggling financially from the impact of COVID-19? Can my organization use current grant funds to keep our doors open?**

Your organization should not use current grant funds for expenditures that are not related to the grant scope of work.

The Department may allow grantees to continue to charge salaries and benefits to currently active awards consistent with the grantees' policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources. We may also allow other costs to be charged to awards necessary to resume activities supported by the award, consistent with applicable Federal cost



**Illinois  
Department of Commerce  
& Economic Opportunity**

JB Pritzker, Governor

principles and the benefit to the project and costs related to the cancellation of events, travel, or other activities necessary and reasonable for the performance of the award, or the pausing and restarting of grant funded activities due to the public health emergency. Your program or grant manager will notify you of specific program guidance.

Please keep in mind that grantees will be required to maintain appropriate records and cost documentation as required by 2 CFR § 200.302 - Financial management and 2 CFR § 200.333 - Retention requirement of records to substantiate the charging of any salaries and other project activities costs related to interruption of operations or services.

**8. Are there other resources, outside of our DCEO grant, we can access for financial assistance?**

The administration is doing everything in its power to support Illinois' working families and businesses during the ongoing COVID-19 outbreak, such as but not limited to loans and grants to small businesses and unemployment insurance. The economic assistance being offered can be found at: <https://www2.illinois.gov/sites/coronavirus/Resources/Pages/EconomicAssistance.aspx> and <https://www2.illinois.gov/dceo/SmallBizAssistance/Pages/EmergencySBAInitiatives.aspx>

Also, follow the Department's [Twitter](#), [Facebook](#) and [LinkedIn](#) for future opportunities.

**9. My organization is a subrecipient of federal funds passed through by DCEO, how will M-20-11 (Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19)) and M-20-17 (Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to Loss of Operations) affect my grants?**

The Department must rely on guidance from the federal funding agency regarding the application of M-20-11, M-20-17 and all subsequent guidance provided by the federal government. Your program or grant manager will notify you of specific guidance provided directly from our federal funders.

**10. Who can I contact if I have further questions or concerns?**

Please contact your program or grant manager with specific questions or concern; otherwise, visit the Department's website at <https://www2.illinois.gov/dceo/> or follow us on [Twitter](#), [Facebook](#) and [LinkedIn](#) for updates.

The Home Page of the GATA website <http://www.grants.illinois.gov> will also provide information regarding "GATA Support for Grantees Impacted by COVID-19"

For current information about the COVID-19, please visit the State of Illinois Coronavirus Disease (COVID-19) response [website](#). Also, you can visit the Illinois Department of Public Health's [website](#) or the [Center of Disease Control](#). And Johns Hopkins has a very informative [map](#). Things are shifting moment to moment, so it's important to stay informed and educate those around you.