

State of Illinois Grant Accountability and Transparency Act (GATA) State Grantee Portal New User Guide

Welcome to the State of Illinois GATA Grantee Portal! Each year the State partners with organizations throughout Illinois to provide services and programs to its residents. Millions of dollars in grants are awarded annually. Included in this guide are instructions for registering for these grant opportunities. With your registration, your organization will be able to apply for grants and complete related State of Illinois requirements from one location.

Let's get started!

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State Grantee Portal New User Guide - Process Overview

If you are a new user, there are a number of steps that you must complete to gain access to and use the Grantee Portal. The Grantee Portal can be accessed at: <https://grants.illinois.gov/portal/>

To assist you in this process, we are providing a short summary below of the steps you must complete and the information you will need to use the GATA Grantee Portal with steps further explained later in the guide.

1. First step to establish your organization's Grantee Portal is to set up your individual user account. Each user account includes an individual's first and last name and a unique email address. (The same email address cannot be used for more than one individual user account.) As part of the process, you will also be asked to create your Portal username and a password to log into the Grantee Portal. This process is further explained on pages 8-13 of this New User Guide.
2. After you successfully create your user account, then you must validate your email address. The system will send you a validation link through email. You will have 24 hours from your receipt of the validation link to complete the validation process.
3. Next, you will log into the Grantee Portal to either link your individual user account to an existing organization in the GATA system or register your organization in the Grantee Portal. If you are registering an organization that is not in the GATA system you will complete an online registration form. Once you have all the information, form entry can be completed in approximately 10 minutes. The following information is needed for Grantee Portal registration:
 - a. Organization's Unique Entity Identifier or UEI assigned in the federal Sam.gov website. See page 15 for additional details.
 - i. If you do not have a UEI, you will need to visit the U.S. Federal Contractor Registration website at <https://sam.gov/content/entity-registration> and complete its registration process.
 - ii. Once all required information is entered into SAM.gov, it may take up to 10 business days to obtain a UEI.
 - b. Organization FEIN
 - c. Organization name
 - d. Organization address
 - e. Primary email address for the organization
 - f. Primary phone number for the organization
 - g. Fiscal year end month and day for the organization (e.g., 6/30)
 - h. Organization Type (for tax reporting purposes)
 - i. Illinois Secretary of State File ID (required for select types of organizations).
 - i. The Grantee Portal will tell you if your organization type requires a File ID.
 - ii. If a File ID is required and you do not have one, you will need to visit the Illinois Secretary of State website at https://www.ilsos.gov/publications/business_services/home.html to complete its registration process. The Secretary of State will process and assign the File ID once all required information is entered.

4. If your organization has not received funding from the State of Illinois before, you will need to know the name of the State agency from which you are seeking grant moneys. The State agency name is provided on the Notice of Funding Opportunity (NOFO). You can view the NOFO from the Catalog of State Financial Assistance (CSFA) at: <https://www2.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx>. The state agency that provides the most funding to your organization is assigned as your Lead State Agency or State Cognizant Agency.
5. Each year, you will need to complete an Internal Control Questionnaire (ICQ) from the Grantee Portal. The ICQ is Illinois' risk assessment to help state agencies identify the support needs of each grantee. State agencies are successful when their grantees are successful.
 - a. The ICQ includes a series of questions about the internal controls of your organization. Some of the questions are technical. An accountant or person with a financial background is recommended to complete the ICQ.
 - b. The ICQ may take 30 minutes to complete. Responses save as you go and can be changed before the ICQ is submitted. The completed ICQ is submitted through the Grantee Portal and can be printed from the Grantee Portal.
 - c. Your ICQ responses will be shared with state agencies. Only 1 ICQ is completed each fiscal year regardless of how many grants your organization applies for or receives.

Glossary

"Award" or "Grant" means financial assistance that provides support or stimulation to accomplish a public purpose. "Awards" include grants and other agreements in the form of money, or property in lieu of money, by the State agency or federal government to an eligible recipient. "Award" does not include: technical assistance that provides services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies or insurance; direct payments of any kind to individuals; or contracts that must be entered into and administered under State or federal procurement laws and regulations.

"Awardee" or "Non-Federal Entity" means a State, local government, institution of higher education, or organization, whether nonprofit or for-profit, that carries out a State, federal or federal pass-through award/grant as a recipient or subrecipient.

"Catalog of State Financial Assistance" or "CSFA" means the single, authoritative, Statewide, comprehensive source document of State financial assistance program information maintained by the Governor's Office of Management and Budget (available at <http://grants.illinois.gov>).

"Catalog of State Financial Assistance Number" or "CSFA Number" means the number assigned to a State program in the CSFA. The first 3 digits represent the State agency number and the last 4 digits represent the program.

"Federal Excluded Parties List" or "SAM Exclusions" means the parties listed on the governmentwide exclusions in the System for Award Management (<https://www.sam.gov>), as described in 2 CFR 200, Appendix II, paragraph (H).

"GATA" means the Grant Accountability and Transparency Act [30 ILCS 708].

"Grant Agreement" means a legal instrument of financial assistance between a State awarding agency or a federal awarding agency and an awardee that:

- is used to enter into a relationship, the principal purpose of which is to transfer anything of value from the State awarding agency or a federal awarding agency to the awardee to carry out a public purpose authorized by law and not to acquire property or services for the State or federal awarding agency's direct benefit or use; and
- is distinguished from a Cooperative Agreement in that it does not provide for substantial involvement between the State awarding agency or the federal awarding agency and the awardee in carrying out the activity contemplated by the award.

"Grant Agreement" does not include an agreement that provides only direct cash assistance to an individual, a subsidy, a loan, a loan guarantee or insurance.

"Grant Application" means a specified form that is completed by a potential grantee in connection with a request for a specific funding opportunity or a request for financial support of a project or activity.

"Grantee" or "Non-Federal Entity" means a State, local government, institution of higher education, or organization, whether nonprofit or for-profit, that carries out a State, federal or federal pass-through award as a recipient or subrecipient. The terms "Grantee", "Awardee", and "Non-federal Entity" are used interchangeably.

"Grantee Compliance Enforcement System" or "GCES" means the statewide, uniform framework for State awarding agencies to manage occurrences of non-compliance with grant requirements by using the Illinois Stop Payment List. The GCES is available in the Resource Library at www.grants.illinois.gov.

"Grantee Portal" means the internet-based platform used by the State to conduct registration, pre-qualification and fiscal and administrative risk assessments of entities that seek to receive an award from a State awarding agency. Awardees utilize the Grantee Portal to monitor and maintain qualified status.

"HFS Suspended List" or "Illinois Medicaid Sanctions List" means the list, maintained by the Illinois Department of Healthcare and Family Services, of persons and entities who are debarred, suspended, or otherwise excluded from the receipt of federally financed Medicaid. The list may be viewed on the HFS website at <http://www.state.il.us/agency/oig/sanctionlist.asp>.

"Illinois Stop Payment List" or the "Illinois Debarred and Suspended List" means the list maintained by the Governor's Office of Management and Budget that contains the names of those individuals and entities that are ineligible, either temporarily or permanently, to receive grant funds, regardless of source, from a State awarding agency. The Illinois Stop Payment List is internally available to authorized State of Illinois personnel. It is a centralized repository for cross-agency information sharing for the purpose of improving the grantee risk assessment process and enhancing fiscal management transparency. The Illinois Stop Payment List is a component of the GCES.

"Internal Controls for non-federal entities" means a process, implemented by an awardee, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations;
- Reliability of reporting for internal and external use;
- Compliance with applicable laws and regulations; and

State awarding agencies are required to follow internal control compliance requirements in OMB Circular No. A-123, Management's Responsibility for Enterprise Risk Management and Internal Control.

"Internal Control Questionnaire" or "ICQ" means the financial and administrative risk assessment tool centrally used to assess an organization's fiscal and administrative risk profile. The automated ICQ is available through the Grantee Portal.

"Local Government" means any entity defined as a unit of local government by Article VII, Section 1 of the Illinois Constitution and includes school districts.

"Non-Federal Entity" means a state, local government, institution of higher education, or organization, whether nonprofit or for-profit, that carries out a State, federal or federal pass-through award as a recipient or subrecipient. The term "Grantee", "Awardee", and "Non-federal Entity" are used interchangeably.

"Nonprofit Organization" means any corporation, trust, association, cooperative or other organization, not including institutions of higher education, that:

- is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest;
- is not organized primarily for profit; and
- uses net proceeds to maintain, improve or expand the operations of the organization.

"Notice of Funding Opportunity" or "NOFO" means an agency's formally issued announcement of the availability of State, federal or federal pass-through funding through one of its financial assistance programs. The announcement provides eligibility and evaluation criteria, funding preferences/priorities, the submission deadline, and information on how to obtain an application for the funding opportunity.

"Recipient" means an entity that receives a State or federal award directly from a State or federal agency to carry out an activity under an award program. "Recipient" does not include subrecipients. (See the definition of non-federal entity.)

"SAM" means the federal System for Award Management (<https://www.sam.gov>). Illinois utilizes SAM.gov as the federal clearing house for qualification verification of potential awardees.

"State Agency" means an Illinois agency under the Governor that is authorized to issue awards of State funds or awards of federal funds as a pass-through entity. Illinois agencies not under the Governor and not statutorily required to follow GATA but choose to do so are also considered State Agencies under these definitions. For purposes of GATA, "State Agency" does not include public institutions of higher education.

"State Awarding Agency" means a State agency that provides an award to a non-federal entity. "State awarding agency" has the same definition as a "state grantmaking agency".

"State Cognizant Agency" or "SCA" means the State awarding agency designated to carry out the responsibilities described in 2 CFR 200 sections 200.513 (Responsibilities), 200.206 (State awarding agency review of risk posed by applicants), 200.208 (specific conditions for the fiscal and administrative risk assessment) and 200.214 (suspension and debarment), and appendices III through VII and IX to part 200, and GATA Section 25(6) (recipient/subrecipient prequalification requirements). The State of Illinois uses these State cognizant agencies as the State cognizant agencies for audit, indirect cost, pre-qualification, and fiscal and administrative risk assessment. Grantees are informed of their SCA through the Grantee Portal. SCA assignments are also documented for State agency personnel on the GATA implementation website.

"State Fiscal Year" means the period beginning on July 1 and ending on June 30.

"State Grant" means:

- the State financial assistance that an awardee receives directly from a State awarding agency; or
- the instrument setting forth the terms and conditions when the instrument is the Grant Agreement, Cooperative Agreement, or other agreement for assistance.
- The funding source of the State grant can be federal, federal pass-through, state or a combination thereof.

"State Grant" does not include contracts issued pursuant to the Illinois Procurement Code that a State agency uses to buy goods or services from a contractor or a contract to operate State government-owned, contractor-operated facilities.

"State Program" means all State awards that are assigned a single number in the CSFA or a cluster of programs.

"Stop Payment Status" means the temporary or permanent status of a grantee determined to be non-compliant with grant compliance requirements as stated in the GCES. The severity of the non-compliance issue dictates the enforcement action required by the State agency.

"Subrecipient" means a non-federal entity that receives an award from a pass-through entity to carry out part of a federal or State program. A subrecipient is also known as a first-tier subrecipient or awardee. There can be additional tiers of subrecipients based on pass-through levels. "Subrecipient" does not include an individual who is a beneficiary of the program. A subrecipient may also be a recipient of other State or federal awards directly from a State or federal awarding agency.

"Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards" or "Uniform Requirements" means those rules applicable to grants contained in 2 CFR 200.

"Unique Entity Identifier" or "UEI" means the unique identifier assigned to the Grantee or to subrecipients by SAM.gov.

Creating an Individual User Account in the GATA Grantee Portal

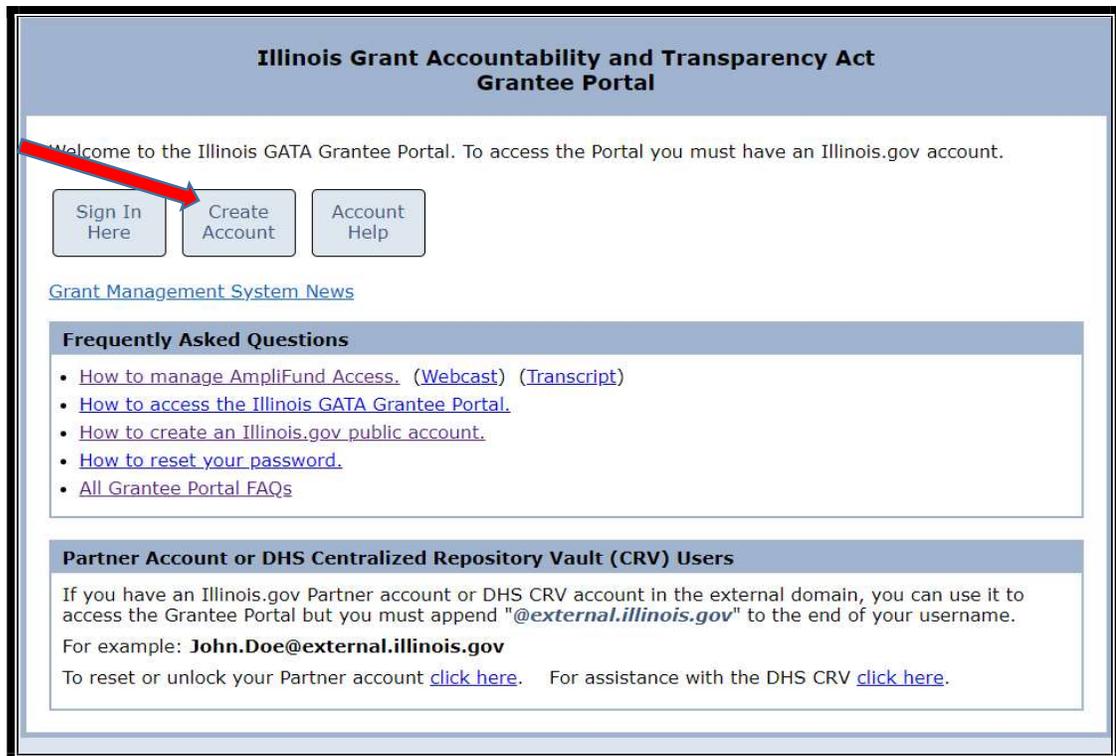
For security reasons, each individual accessing the Grantee Portal must have their own user account called an Individual Illinois.gov public account. **Email addresses and Usernames cannot be shared.** When an individual Illinois.gov public account is created, a unique email address and a unique Username is required. Organizations should not use a generic organization email address to establish an individual's Username; for example: JohnQSmith@yourorganization.com NOT contactus@yourorganization.com.

There can be multiple Grantee Portal users for your organization. It's a good idea to have backup users for your organization. Each user must have their own individual Illinois.gov account and must link or be associated on the organization's Grantee Portal record. Access to the organization's Grantee Portal is controlled by the organization. Individuals linked to the organization's Grantee Portal can approve new users requesting access. New users cannot access the Portal until they have been approved.

If you already have an Individual User Account (Illinois.gov Public Account), go to **Step 6**

Step 1 – Browse to <https://grants.illinois.gov/portal>

Step 2 – Click the CREATE ACCOUNT button



Step 3 – Click CREATE A NEW ACCOUNT



Step 4 – Fill in all fields and click the REGISTER button at the bottom

The screenshot shows the 'Create a new Account' registration page on ILLINOIS.gov. The page title is 'Create a new Account' and the sub-header is 'Registration'. Below the header, there is a note about the username format: 'Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long. Examples: John.Smith JSm1th'. The form contains the following fields: 'First Name', 'Last Name', 'Email Address', 'Confirm Email Address', 'Cell Phone (Optional)' with an example '999-999-9999', 'Cell Carrier' with a dropdown menu showing '- Not Supplied -', 'Choose your Username', 'Password', and 'Confirm Password'. Below the 'Confirm Password' field, there is a link for 'Password Rules'. At the bottom of the form, there are two buttons: 'Register' and 'Cancel'. A red arrow points to the 'Register' button.

If the Username already exists, you will receive this error message. Each individual Illinois.gov public account must have a unique Username.

Please note the following message(s) and make any needed corrections:

- Username already exists. Please enter a different username.

If the Email Address already exists, you will receive this error message. Each individual Illinois.gov public account must have a unique Email Address.

Please note the following message(s) and make any needed corrections:

- That email address has already been registered in our system.

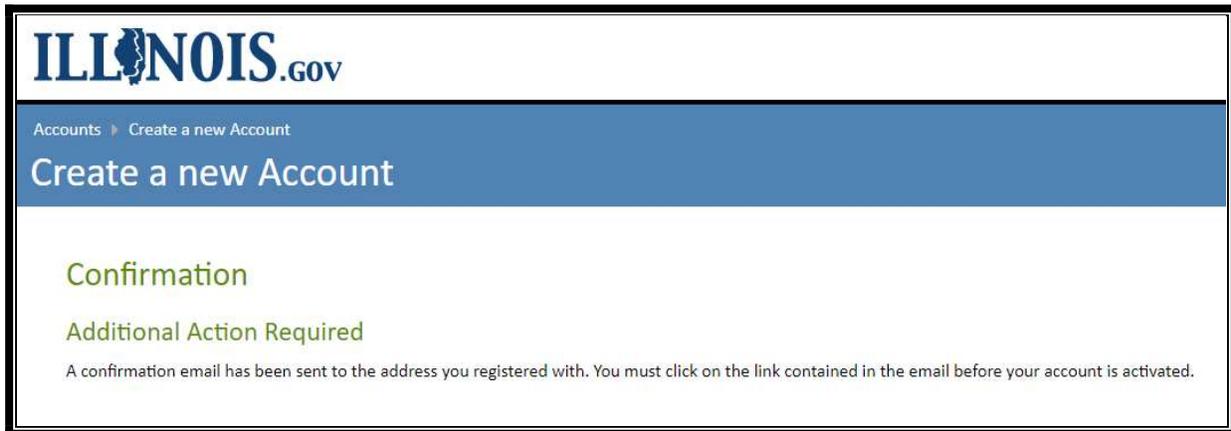
If you received either of these errors:

Update the Username and/or Email Address with a unique Username and/or Email Address.

Click the REGISTER button at the bottom.

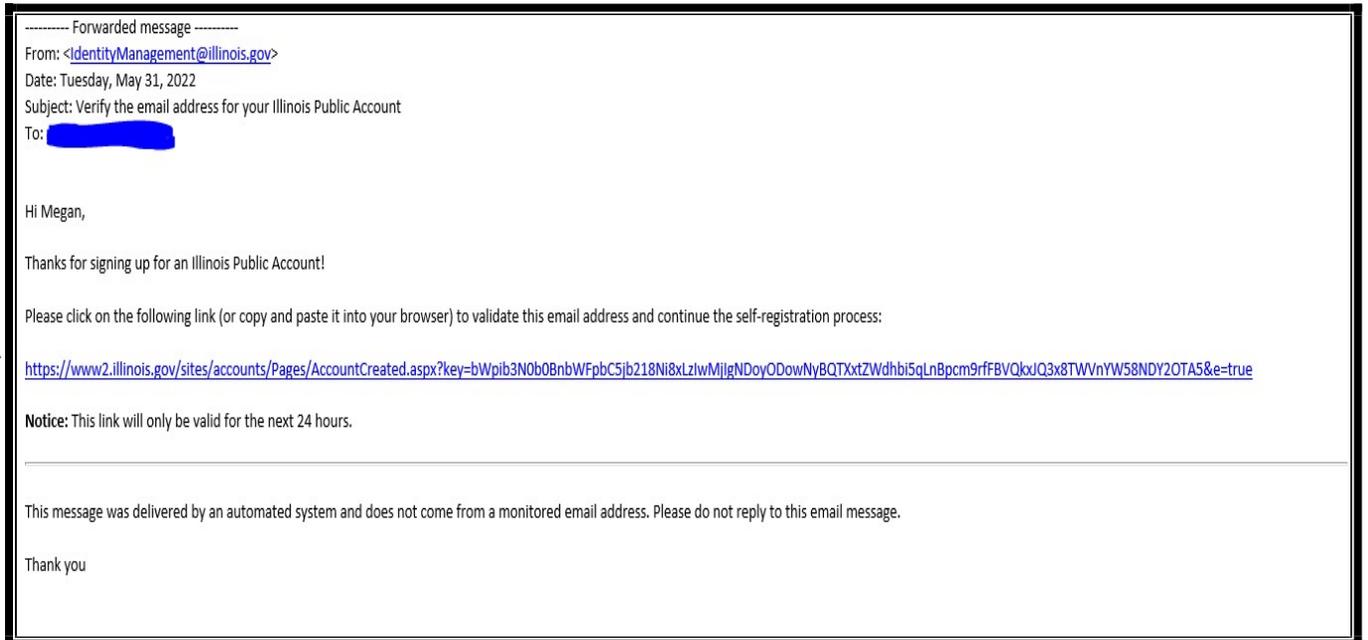
If no error message is returned, the REGISTRATION was accepted.

When the Registration is accepted, the following message appears to confirm that a confirmation email will be sent to the email address provided.



Step 5 - An email from IdentityManagement@illinois.gov will validate the email used for the Individual Illinois.gov Public Account Registration. IMPORTANT NOTE THE VALIDATION EMAIL LINK EXPIRES IN 24 HOURS. PLEASE VALIDATE YOUR ACCOUNT AS SOON AS YOU RECEIVE IT.

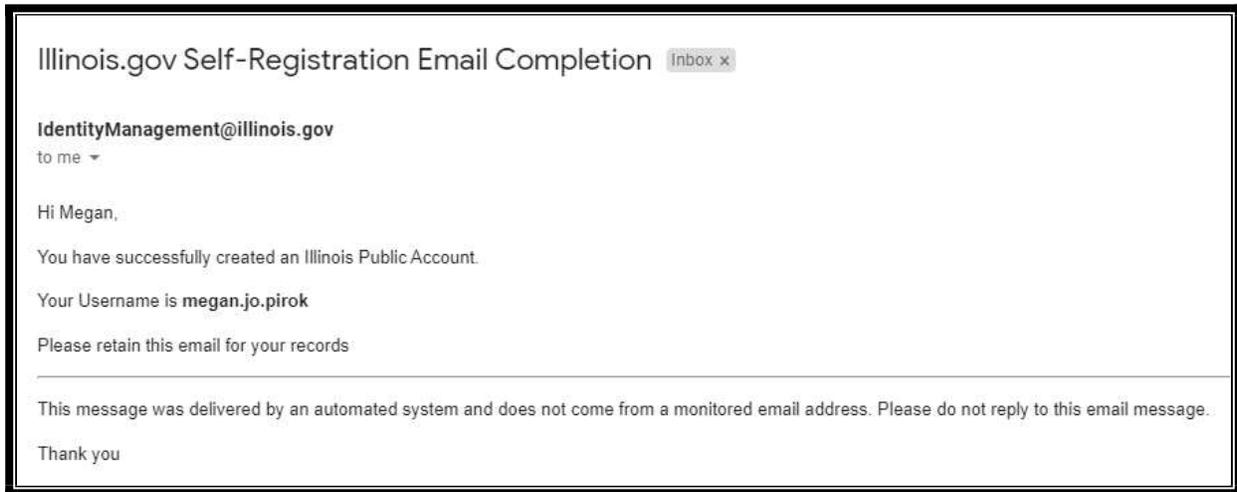
You will receive an email from IdentityManagement@illinois.gov to the email address you entered at Registration. If you did not receive the email, check your spam or trash folder. To validate this email address and continue the self-registration process, click the link in the email message:



You will be directed to this page after clicking the validation link.

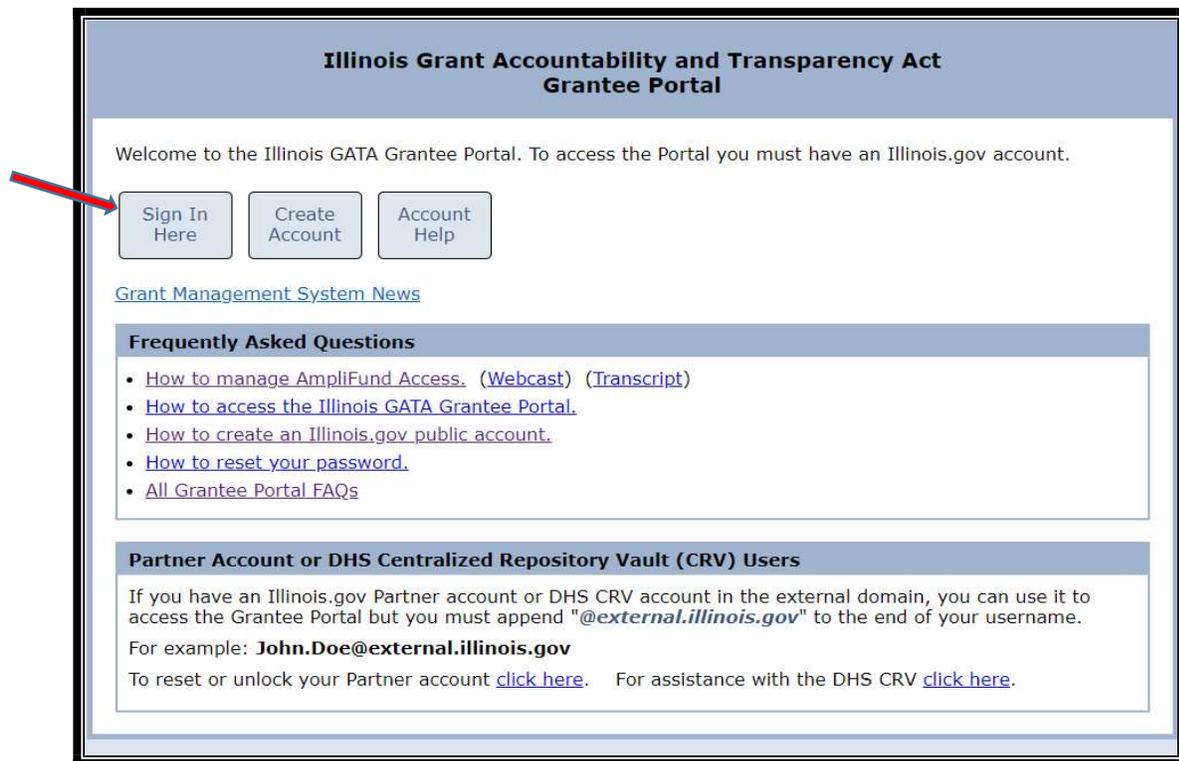


You will also receive a second email from IdentityManagement@illinois.gov confirming that you have successfully created the Illinois Pubic Account.

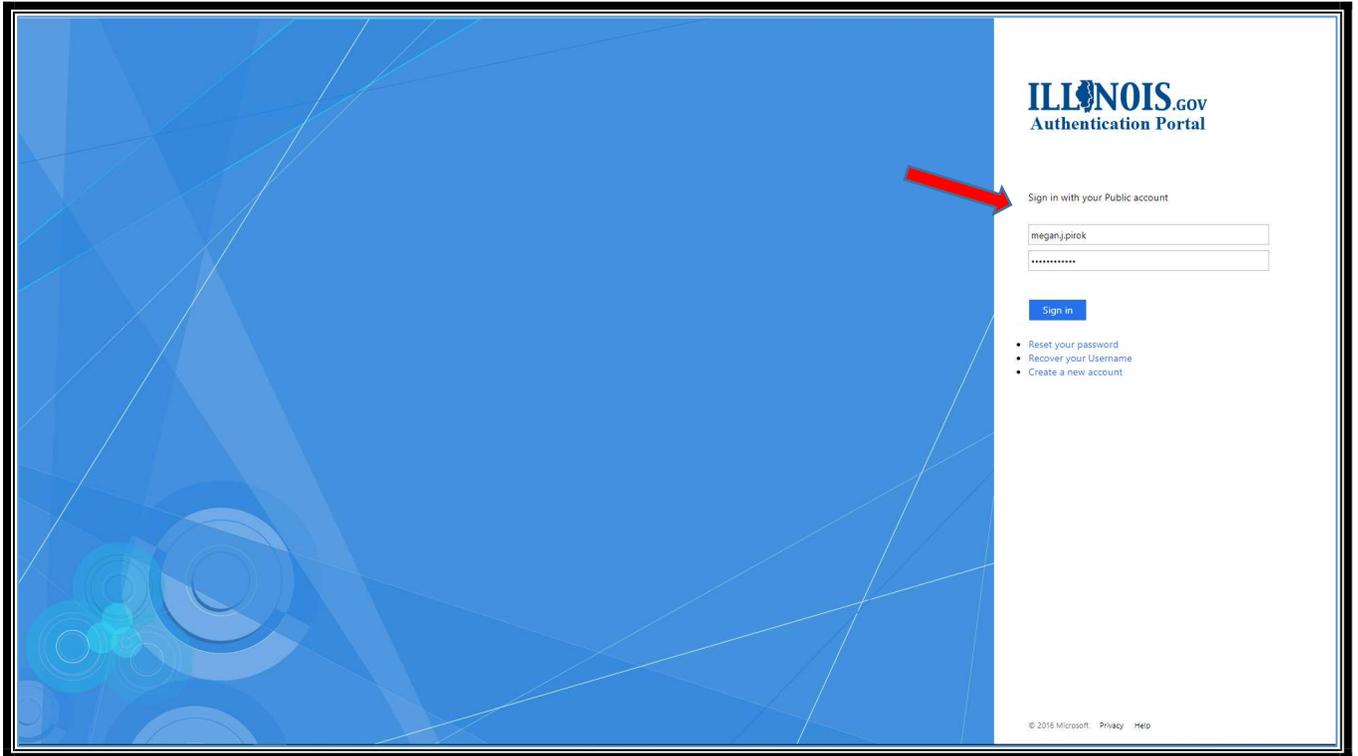


Step 6 – Go to <https://grants.illinois.gov/portal>

Step 7 – Click the SIGN IN HERE button



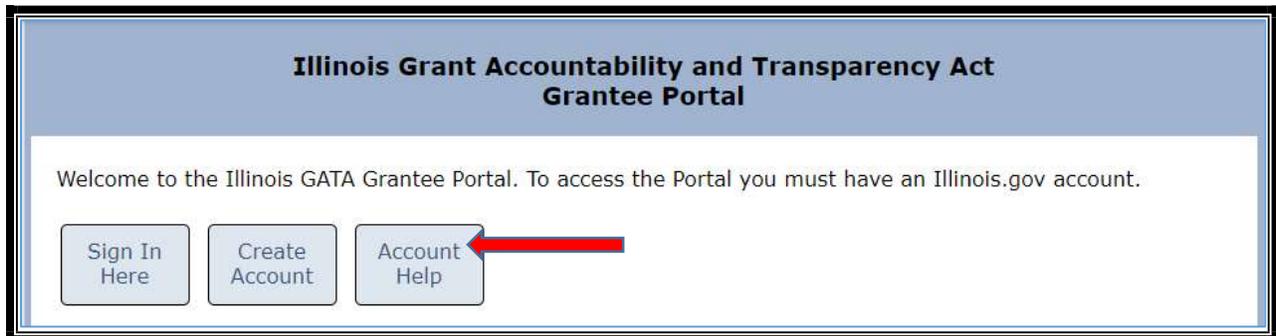
STEP 8 - Enter your Username and Password for your Individual Illinois.gov Public Account and click the “Sign in” button to access the GATA Grantee Portal



Unable to Access your Individual User Account (Illinois.gov Public Account)

Step 1 – Go to <https://grants.illinois.gov/portal>

Step 2 – Click the ACCOUNT HELP button



Step 3 – Click RESET YOUR PASSWORD or RECOVER YOUR USERNAME, depending on which issue you're experiencing.



Step 4 – Follow the instructions provided in the subsequent screen to Reset Your Password or Recover Your Username

Registering Your Organization in the GATA Grantee Portal

All organizations must be registered and in good standing in the GATA Grantee Portal – <https://grants.illinois.gov/portal> - to have a grant application reviewed by the State agency awarding the grants. No matter how many grants you apply for, your organization only registers once in the GATA Grantee Portal.

A SAM.gov assigned Unique Entity Identifier (UEI) is required to complete Organization Registration in the GATA Grantee Portal. SAM.gov is a federal clearing house. Illinois has no authority or influence in their processing. Once all required information has been submitted in SAM.gov, it may take up to 10 business days to obtain a UEI.

- How to register an organization in SAM.gov - https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=7241d4831b0ecd940ca4a97ae54bcbe3
 - This link includes a list of the information needed to complete the SAM.gov registration.
 - Because SAM.gov is a federal website, the requirements and the SAM.gov registration process comes from the federal government. Illinois cannot expedite or change the SAM.gov requirements.
- Determine if your organization is SAM.gov registered - https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0016414&sys_kb_id=7064190c1bbe41d4937fa64ce54bcb85&spa=1
- Additional support Links for the SAM.gov registration process - https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0039524&sys_kb_id=85a2ba061b0bcd500ca4a97ae54bcbc7&spa=1

All individual Illinois.gov Accounts must be associated with an Organization in the Grantee Portal.

Step 1 – Go to <https://grants.illinois.gov/portal>

Step 2 – Click the SIGN IN HERE button



**Illinois Grant Accountability and Transparency Act
Grantee Portal**

Welcome to the Illinois GATA Grantee Portal. To access the Portal you must have an Illinois.gov account.

[Sign In Here](#) [Create Account](#) [Account Help](#)

[Grant Management System News](#)

Frequently Asked Questions

- [How to manage AmpliFund Access. \(Webcast\) \(Transcript\)](#)
- [How to access the Illinois GATA Grantee Portal.](#)
- [How to create an Illinois.gov public account.](#)
- [How to reset your password.](#)
- [All Grantee Portal FAQs](#)

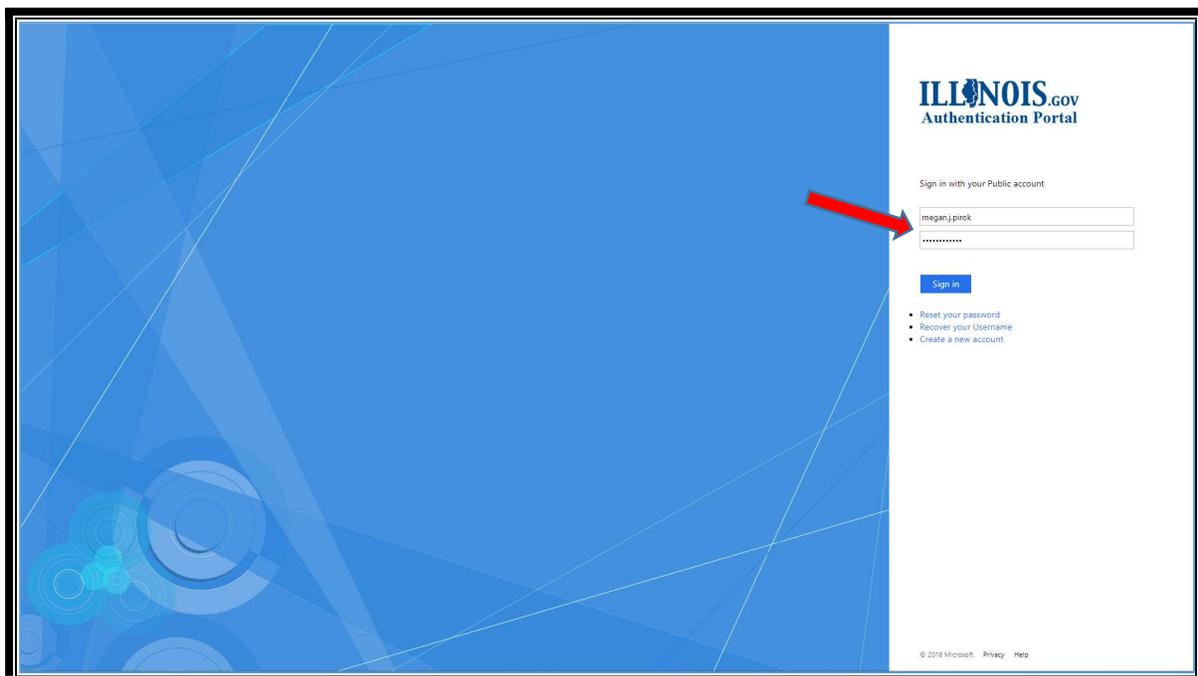
Partner Account or DHS Centralized Repository Vault (CRV) Users

If you have an Illinois.gov Partner account or DHS CRV account in the external domain, you can use it to access the Grantee Portal but you must append "[@external.illinois.gov](#)" to the end of your username.

For example: **John.Doe@external.illinois.gov**

To reset or unlock your Partner account [click here](#). For assistance with the DHS CRV [click here](#).

Step 3 – Enter your Username and Password for your Individual Illinois.gov Public Account and click the “Sign in” button.



**ILLINOIS.gov
Authentication Portal**

Sign in with your Public account

[Sign in](#)

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)

© 2016 Microsoft | [Privacy](#) | [Help](#)

Step 4 – Read and Accept the Usage Terms and Conditions



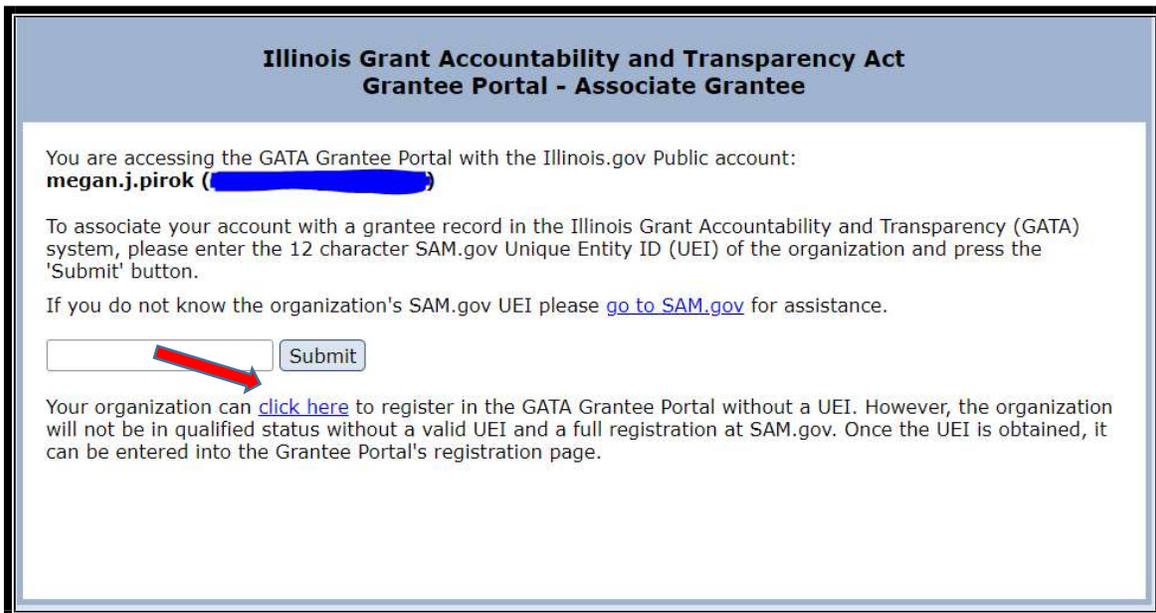
USAGE TERMS AND CONDITIONS
*** UNAUTHORIZED ACCESS IS PROHIBITED ***

Further access to this system is strictly limited to users authorized by the State of Illinois conducting official State business. Users of this system shall have no expectation of privacy. By accessing this system the user consents to monitoring and recording, which may be disclosed for administrative, disciplinary, civil, or criminal actions, penalties, or prosecution. Neither the State of Illinois nor any of its employees shall be liable for any damages arising in any way out of the use of this system or any information contained herein.

Step 5 – Enter your organization’s UEI in the field provided and click the Submit button. If you do not have a UEI assigned by SAM.gov, you can still create an organization registration. A temporary UEI is assigned by the system.

The first time you sign into the GATA Grantee Portal, you will be prompted to enter the 12-character SAM.gov Unique Entity Identifier (UEI) of your organization. You will automatically connect to your organization the next time you log into the Grantee Portal.

If you do not know if your organization has a Grantee Portal Registration or you do not know your organization’s UEI, ask your Director or Accountant. Confirm if a temporary UEI is already in place. If the organization has already registered without a valid UEI, a temporary UEI was previously assigned. If you [CLICK HERE](#) to register without a UEI, the GATA system will assign a temporary UEI. **CREATING MULTIPLE TEMPORARY UEIs FOR AN ORGANIZATION WILL DELAY THE REGISTRATION PROCESS.**



**Illinois Grant Accountability and Transparency Act
Grantee Portal - Associate Grantee**

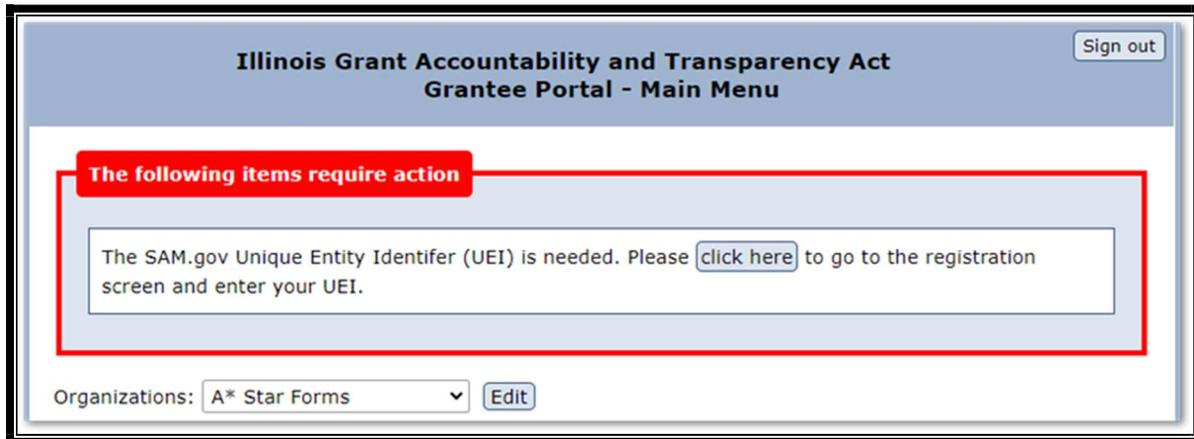
You are accessing the GATA Grantee Portal with the Illinois.gov Public account:
megan.j.pirok ([REDACTED])

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 12 character SAM.gov Unique Entity ID (UEI) of the organization and press the 'Submit' button.

If you do not know the organization's SAM.gov UEI please [go to SAM.gov](#) for assistance.

Your organization can [click here](#) to register in the GATA Grantee Portal without a UEI. However, the organization will not be in qualified status without a valid UEI and a full registration at SAM.gov. Once the UEI is obtained, it can be entered into the Grantee Portal's registration page.

The top of the Grantee Portal - Main Menu flags if a temporary UEI has been assigned. Your organization's Grantee Portal registration will not be complete until a valid UEI is entered. The organization cannot have an application reviewed or receive a grant from Illinois without a valid UEI.



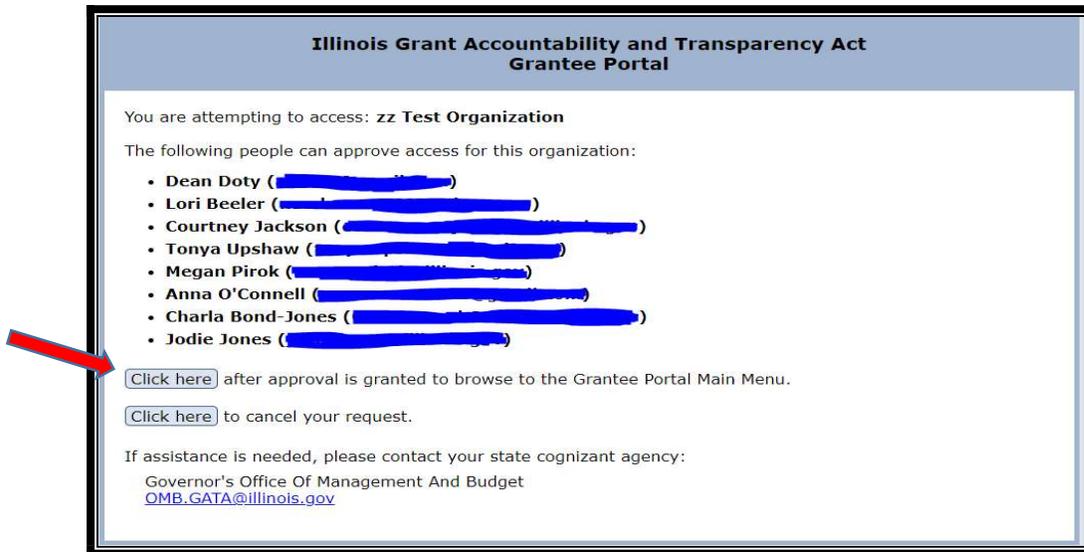
This warning will disappear when a valid UEI has been entered and the organization's Grantee Portal registration is complete.

When a UEI is entered, the GATA system searches for that organization in the GATA Grantee Portal.

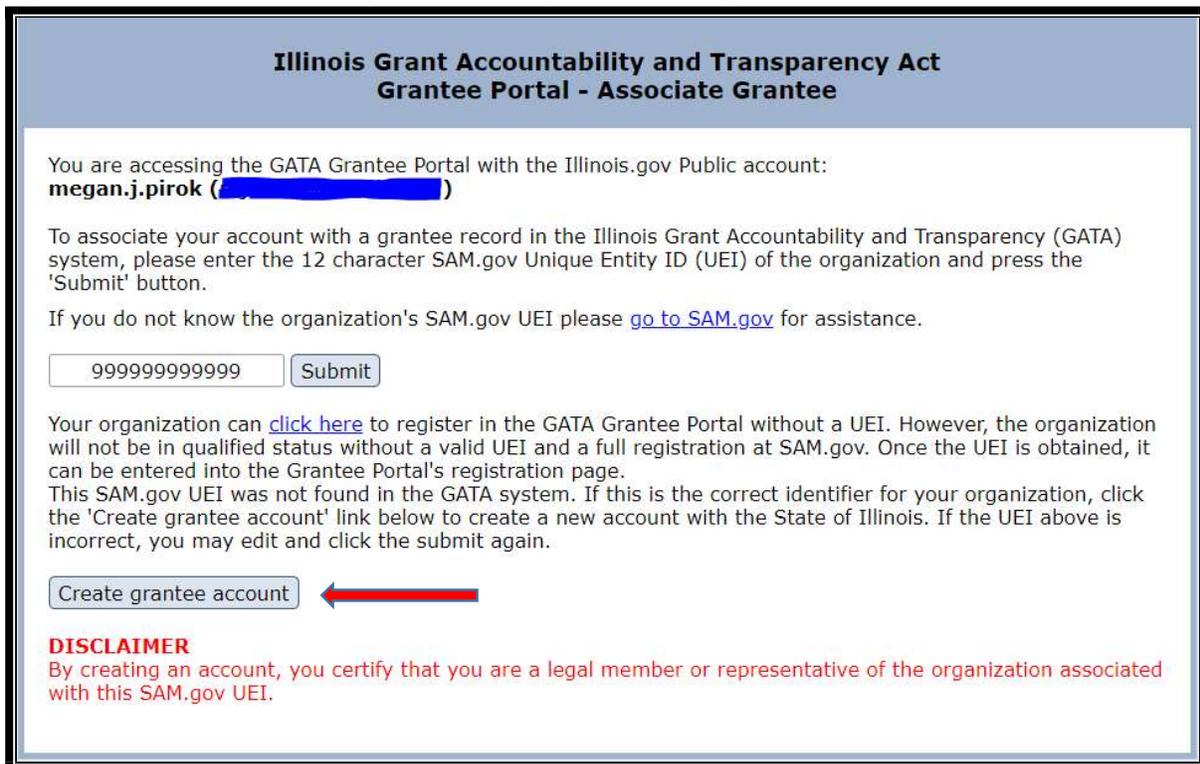
Step 6a - If the GATA Grantee Portal has a record for the UEI entered, verify that the organization returned is YOUR organization. Select the disclaimer "Yes".



The next screen shows the waiting page if other users have already been linked to the organization's registration. Grantees control access to their GATA Grantee Portal. As a new user, your access request must be approved by an existing user. Contact an existing user if follow-up is needed to approve your access. Once approved, click "CLICK HERE" to access the organization's Grantee Portal.



Step 6b - If an organization record does not exist in the GATA Grantee Portal for the UEI entered, click on the "Create grantee account" button and the GATA registration screen will appear to register the organization.



Before you CREATE GRANTEE ACCOUNT, please confirm with your Director or Accountant that a Grantee Portal Registration has not already been created for your organization. If the organization has already registered without a valid UEI, a temporary UEI was already assigned. **CREATING MULTIPLE TEMPORARY UEIs FOR AN ORGANIZATION WILL DELAY THE REGISTRATION PROCESS.**

Step 7 - To create a grantee account with your existing SAM.gov UEI, fill in the yellow fields in the registration form. Click the “Save” button.

The UEI entered in Step 5 will appear in the SAM.gov UEI field of the registration form.

**Illinois Grant Accountability and Transparency Act
Grantee Portal - Registration**

Cancel Save

To create an account with the Illinois Grant Accountability and Transparency System please fill in the form and click the "Save" button. All fields are required except those labeled "Optional".

SAM.gov UEI
999999999999 If you do not have a UEI, please [click here to register at SAM.gov](#).

Organization FEIN (Numbers only. 9 digit Federal Employer ID Number)

Organization Type
▼

Illinois Secretary of State File ID (Numbers only)
 Illinois Secretary of State

Organization Name

Organization Address 1 **Organization Address 2** (Optional)

City **State** **Zip Code**
 IL

Primary Email **Primary Phone**
 --- --- ---

Does this organization have 2 or more years experience with Illinois grants? Yes No

IMPORTANT: Please enter and validate this organization's correct fiscal year end date. GATA must record the correct date for audit requirements. Upon clicking the "Save" button, changes to this date can only be done by contacting the state cognizant agency.

Fiscal Year End Month: ▼ **Fiscal Year End Day:**

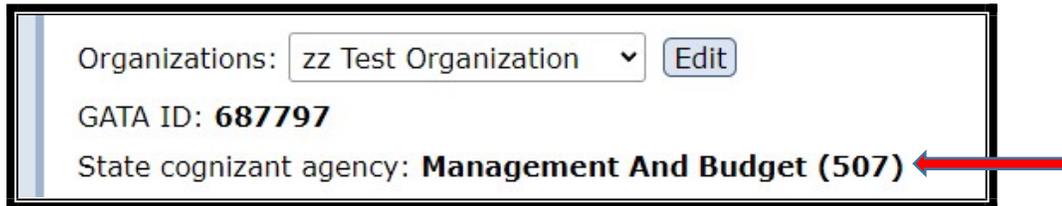
Cancel Save

Each organization maintains their registration. Updates can be made at any time. Use the EDIT button on the Grantee Portal Main Menu to update fields in the organization's Grantee Portal. If a temporary UEI was assigned, use the EDIT button to enter your SAM.gov assigned UEI once it's received.

Organizations:	zz Test Organization	▼	Edit	
GATA ID:	687797			
State cognizant agency:	Management And Budget (507)			

State Cognizant Agency Assignments

Once the organization's Grantee Portal registration is complete, the GATA system searches the Catalog of State Financial Assistance (CSFA) to determine if the organization has received an Illinois grant in the last 5 years. (The CSFA is the State of Illinois listing of grant awards available at www.grants.illinois.gov.) If the organization has previously received a grant from Illinois, a lead State Agency or State Cognizant Agency is automatically assigned as shown:

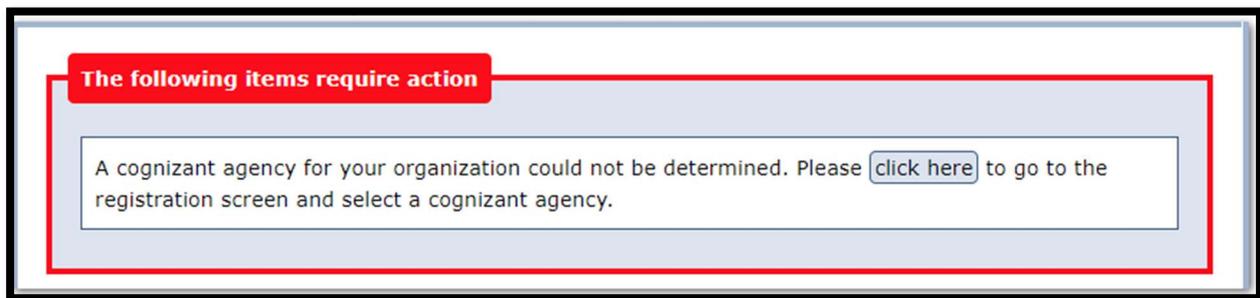


Organizations:

GATA ID: **687797**

State cognizant agency: **Management And Budget (507)** ←

If the CSFA has no record of your organization receiving an Illinois grant in the last 5 years, the following notification will appear across the top of the Grantee Portal Main Menu.

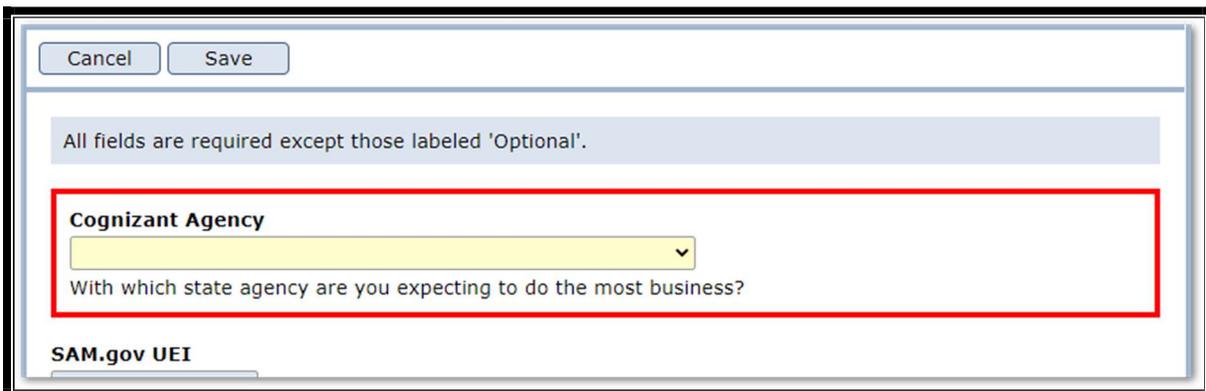


The following items require action

A cognizant agency for your organization could not be determined. Please to go to the registration screen and select a cognizant agency.

Step 1 –Click on “Click Here”. The Registration form will appear.

Step 2 – Under the Cognizant Agency heading, use the drop-down to view a list of state agencies that award grants. Select the state agency you are expecting to do business with. This agency will be assigned as your State Cognizant Agency.



All fields are required except those labeled 'Optional'.

Cognizant Agency

With which state agency are you expecting to do the most business?

SAM.gov UEI

What Does Pre-qualification Mean?

Pre-qualification means that all of the registration steps have been met and that the status for the grantee is “Good” relative to an active SAM.gov registration, the Federal Excluded Parties List, Stop Payment List, the Secretary of State registration (if required) and the DHFS Sanctions List (also known as the Illinois Medicaid Sanctions List). **Once the pre-qualification steps are met, the grantee is in “Qualified” status.**

An organization must be in qualified status by the application review date set by the state awarding agency. Federal flexibilities can temporarily allow applications to be considered before a SAM.gov account is active, but grants cannot be awarded to entities that do not have an active SAM.gov account.

Pre-Qualification Status

Your organization not in good standing. Items in red require your action.

Requirement	Status	Remediation	
SAM.gov Account	Good	Help	<p>Remediation for Illinois Stop Payment List</p> <p>The following State agency has your organization FEIN on stop payment. For assistance in removing your organization from the list, please use the contact provided.</p> <hr/> <p>Agency Name: Management And Budget Contact Name: John Doe Contact Email: John.Doe@illinois.gov Contact Phone: 217-555-1212</p> <hr/> <p>Please click the link below for additional information about the Illinois Stop Payment List</p> <p style="color: blue; text-decoration: underline;">Grantee Compliance Enforcement System</p>
Federal Employer ID (FEIN)	Good	Help	
Federal Excluded Parties List	Good	Help	
Illinois Stop Payment List	On List	Help	
Illinois DHFS Sanction List	Good	Help	

Your organization must remain in good standing in all pre-qualification requirements. The status of these requirements are validated nightly. Notifications when changes occur to the pre-qualification status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

Illinois automates the pre-qualification verification based on the Grantee Portal Registration. The State utilizes connections to several external resources for the automated verification process, including the federally required SAM.gov account. The following verifications are automated:

- Verification that the federal Unique Entity Identifier (UEI) is assigned in SAM.gov
- Federal confirmation of the entity’s status on the SAM.gov Exclusion List (Excluded Parties List)
- Confirmation of Illinois Secretary of State (SOS) Good Standing, if applicable (Only required for three (3) Organization Types: nonprofits, for profits and LLCs. The Organization Type selected at Registration determines if the SOS status must be verified.)
- Confirmation of the entity’s status on the Illinois Stop Payment List
- Confirmation of the entity’s status on the HFS Sanction List (also known as the Illinois Medicaid Sanctions List)

Federal requirements (2 CFR 200 Appendix 1 D.3.) mandate entities have an active SAM.gov account from www.SAM.gov.

- SAM.gov is a federal clearing house that performs various validations
- An organization's SAM.gov account must be validated annually
- Federal assistance guides for SAM.gov are available from this link: https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0039524&sys_kb_id=85a2ba061b0bcd500ca4a97ae54bcbc7&spa=1
- In the SAM Search Authorization section of SAM.gov registration, select, "YES" to ensure the organization's public information is accessible. (Illinois has automated data feeds from SAM.gov. If "NO" is selected, the organization's "QUALIFIED" status may be flagged under the SAM.gov Account.)

Proceedings Questions

Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

SAM Search Authorization ←

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes ←

ENTITY TYPES

The Grantee Portal communicates the organization's pre-qualification status. An email alerts the entity of their status changes. SAM.gov verifications occur nightly under current search limitations. The registration is re-checked annually thereafter.

What is the Annual Risk Assessment?

State agencies rely on grantees to carry out programs and services on their behalf. **State agencies are successful when their grantees are successful.** To help identify the technical assistance needs of each grantee, Illinois uses an automated risk assessment Internal Control Questionnaire, ICQ, to identify each grantee's assistance needs. Organizations electronically complete and submit the ICQ annually through the Grantee Portal.

Your organization must have an accepted ICQ for the applicable state fiscal year to receive grant funding.

Fiscal and Administrative Internal Controls Questionnaire (ICQ)				
ICQ	State FY	Date Started	Date Submitted	Date Accepted
View	2023	04-26-2022	04-27-2022	
View	2022	03-07-2021	05-27-2022	05-27-2022
View	2021	05-12-2020	03-03-2021	
View	2020	03-05-2019		
View	2019	02-08-2019	02-08-2019	12-19-2019
View	2017	08-08-2017		

An ICQ is required for each state fiscal year your organization does business with the State of Illinois. For example, state FY 2018 which begins on 7/1/2017 and runs through 6/30/2018 requires an FY 2018 ICQ. Notifications when changes occur to an ICQ status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

Step 1 – Select the applicable ICQ for the state fiscal year

The state fiscal year is 7/1/XX through 6/30/XX. State Fiscal year 2023 is 7/1/22 through 6/30/23, for example. The state awarding agency will indicate the state fiscal year associated with each of your organization's grant(s).

Step 2 – Complete and submit the applicable ICQ

The ICQ asks about the organization's current internal controls. Because some of the questions are technical in nature, a person with a financial background is best suited to complete some portions of the ICQ. Once completed, click the SUBMIT button to transmit the ICQ to the assigned State Cognizant Agency. You can view the submitted ICQ at any time through the Grantee Portal.

Step 3 – The ICQ is approved by the State Cognizant Agency

If the state cognizant agency has questions about the ICQ responses, the agency will contact the grantee through the Grantee Portal. The Grantee Portal will indicate the Date Accepted by the State Cognizant Agency. The same Fiscal Year ICQ is used regardless of how many grants or different state agencies you receive funding from.