Using the Grantee Portal and GATA Website, www.grants.Illinois.gov

Presented by
Jennifer Butler, CMC
Dawn Pyles

Introduction

- Emphasize how the Grantee Portal is the core for Illinois' centralized grant management functions – internet required
- Overview the entity authentication, registration and pre-qualification processes through the Grantee Portal, www.grants.illinois.gov/portal
- Clarify how registration data automates qualification verification
- Highlight how communications are improved through the Grantee Portal
- Overview the GATA website, www.grants.illinois.gov

Grantee Portal

Illinois Grant Accountability and Transparency Act
Grantee Portal - Main Menu

Organizations: zz Test Organization ▼ Edit
GATA ID:
State cognizant agency:
Contact for assistance:
You are signed in as:

Notes and Comments   Add Note

Post notes for other portal users in your organization. State agency staff can also view and create notes.

Pre-Qualification Status

Your organization is currently in good standing with all pre-qualification requirements.

Requirement	Status	Remediation
SAM.gov Account	Good	Help
Federal Employer ID (FEIN)	Good	Help
Federal Excluded Parties List	Good	Help
Illinois Secretary of State	Good	Help
Illinois Stop Payment List	Good	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.

Fiscal and Administrative Internal Controls Questionnaire (ICQ)

ICQ	State FY	Date Started	Date Submitted	Date Accepted
Select	2018	07-14-2017	07/17-2017	07/17-2017
Select	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.
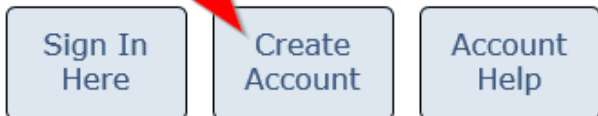
4

Grantee Portal - Core for Centralized Grant Processing

- All centralized grant processing runs through the Grantee Portal
- The Portal is segmented for ease of use
  - Organization Information
  - Pre-Qualification Status
  - Fiscal and Administrative Internal Control Questionnaire (ICQ)
  - Indirect Cost Rate
  - Notice of State Award (NOSA)
  - Audit Report Reviews
  - Grantee Portal Access / Organization Contacts
- Each entity controls who accesses the organization's Portal
- Designated individuals receive emails when a change or update is made to their organization's Portal

Authentication

Authentication is a one-time requirement

Authentication (Cyber Security) Overview

- Effective FY18, all entities must complete cyber security through the Illinois.gov Public Authentication Portal
  - "Authentication" establishes a user name and password for the <u>individual</u> associated with an <u>organization</u>
  - All individuals utilizing the Grantee Portal must "authenticate"
  - A personal, work-related (not shared) email address should be used
- If you created an account after March 2017 or have an established user account for another state agency system, your authentication is complete
- If you did not create an account after March 2017 and do not have an user account, you must establish an ID and password for the Grantee Portal
  - An email confirms that the account has been established

Registration and Pre-qualification

Registration must be verified annually for each organization

Illinois Grant Accountability and Transparency Act
Grantee Portal – Registration

[Cancel] [Save]

All fields are required except those labeled 'Optional'.

Organization DUNS

Organization FEIN

Organization Type
[▼]

Illinois Secretary of State File ID
[   ]   <u>Illinois Secretary of State</u>

Organization Name
[   ]

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

City   **State**   **Zip Code**
[   ]   [   ]   [   ]

Primary Email   **Primary Phone**
[   ]   [   ]

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

Fiscal Year End Date: 06/30

[Cancel] [Save]

Grantee Registration Overview

- Sign-in ID and password connects the individual to the organization they represent
- Enter the organization's Dun and Bradstreet Number (DUNS)
- If registered for FY18, data is returned for verification; update if necessary
- If not previously registered, complete all data fields:
  - DUNS
  - Federal Employer Identification Number (FEIN)
  - Organization type; Secretary of State File ID (if required)
  - Organization contact information
  - Fiscal year-end
  - Does your organization have 2 or more years experience with an Illinois grant?

Pre-qualification Overview

- Pre-qualification automates 7 verifications:
  - Federal confirmation of a valid DUNS, associated FEIN, active SAM.gov account, not on the SAM.gov Exclusion List (Excluded Parties List)
  - State confirmation of Secretary of State (SOS) Good Standing, not on the Illinois Stop Payment List, not on the HFS Sanction List
- Federal requirements mandate entities have an active SAM.gov account, www.SAM.gov
  - SAM.gov is a federal clearing house that performs various validations
  - A SAM.gov account must be validated annually

Pre-qualification Overview (cont.)

- Organization type is entered at Registration
- Nonprofits, for profits and Limited Liability Corporations (LLCs) are required to register with the Illinois Secretary of State (SOS)
  - If one of these organization types was selected, a File ID is required
  - SOS Good Standing is checked based on the File ID
- Illinois Stop Payment List reports entities out of compliance with grant requirements per the Grantee Compliance Enforcement System
  - Correct the noncompliance issue with the applicable state agency to be removed from the list
- HFS Sanction List, maintained by the Department of Health and Family Services, reports entities with an agency-level violation

Pre-Qualification Status

Requirement	Status	Remediation
SAM.gov Account	Good	Help
Federal Employer ID (FEIN)	Good	Help
Federal Excluded Parties List	Good	Help
Illinois Secretary of State	Good	Help
Illinois Stop Payment List	Good	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.

Registration must be verified annually for each organization

Qualification Section of the Grantee Portal

- Grantee Portal summarizes statuses from SAM.gov, SOS, Illinois Stop Payment List and HFS Sanction List
- If status is not "GOOD", online HELP provides an explanation and a link to correct the issue
- All 7 entries must be "GOOD" to be Qualified
- Organization must be Qualified to be eligible to apply for a grant
- Only the SAM.gov Exclusion List cannot be remediated
- Status is checked at registration and nightly thereafter
- Email alerts the organization if Qualified status changes

Grantee Portal Access [Manage]

User Name	First Name	Last Name	Email	Portal Access
Aaron.Doty	Aaron	Doty	addoty@gmail.com	02-27-2018 04:40 PM
numbernut	Lori	Beeler	numbernut_99@yahoo.com	11-27-2017 11:42 AM

To manage alerts and notifications, click the "Manage" button then the "Select" button next to the user.

Organization Contacts [Manage]

Name	Title	Email	Roles	Responsibilities
Jane Doe	Director	Jane.Doe@email.com	CEO	
John Doe	CFO and Budget Director	John.Doe@email.com	CFO, Fiscal Officer	Indirect cost rate

Alerts identify email addresses for notifications

Contacts provide the name of key individuals by title

Grantee Portal is your Grant Gateway

- The Grantee Portal is the communication core for Illinois grants
  - Internet access is required for all grantees and potential grantees
- All entities must utilize the Grantee Portal to register and complete required qualifications
  - An entity must be Qualified to apply for grant funding
  - Completed registration and pre-qualification prompts the Fiscal and Administrative ICQ and the Indirect Cost Rate election
- The Grantee Portal is the single source of centralized information related to grant management
- The Grantee Portal is evolving; additional grant management functionality will be added and enhanced over time

GATA website

www.grants.illinois.gov

Questions

Jennifer Butler

Jennifer.Butler@illinois.gov

Dawn Pyles

Dawn.Pyles@illinois.gov