
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.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Remediation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM.gov Account</td>
<td>Good</td>
<td>Help</td>
</tr>
<tr>
<td>Federal Employer ID (FEIN)</td>
<td>Good</td>
<td>Help</td>
</tr>
<tr>
<td>Federal Excluded Parties List</td>
<td>Good</td>
<td>Help</td>
</tr>
<tr>
<td>Illinois Secretary of State</td>
<td>Good</td>
<td>Help</td>
</tr>
<tr>
<td>Illinois Stop Payment List</td>
<td>Good</td>
<td>Help</td>
</tr>
<tr>
<td>Illinois DHFS Sanction List</td>
<td>Good</td>
<td>Help</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>ICQ</th>
<th>State FY</th>
<th>Date Started</th>
<th>Date Submitted</th>
<th>Date Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>2018</td>
<td>07-14-2017</td>
<td>07-17-2017</td>
<td>07-17-2017</td>
</tr>
<tr>
<td>Select</td>
<td>2017</td>
<td>08-08-2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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
### 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**

### Frequently Asked Questions

- [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](#)

### Department of Human Services (DHS) Centralized Repository Vault (CRV) Users

If you have a DHS CRV account or an Illinois.gov partner 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**

For assistance with your CRV account please [click here](#).
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 individual associated with an organization
  ▫ 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

All fields are required except those labeled 'Optional'.

Organization DUNS

Organization FEIN

Organization Type

Illinois Secretary of State File ID

Illinois Secretary of State

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
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

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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.
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

<table>
<thead>
<tr>
<th>User Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Portal Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron.Doty</td>
<td>Aaron</td>
<td>Doty</td>
<td><a href="mailto:addoty@gmail.com">addoty@gmail.com</a></td>
<td>02-27-2018 04:40 PM</td>
</tr>
<tr>
<td>numbernut</td>
<td>Lori</td>
<td>Beeler</td>
<td><a href="mailto:numbernut_99@yahoo.com">numbernut_99@yahoo.com</a></td>
<td>11-27-2017 11:42 AM</td>
</tr>
</tbody>
</table>

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

## Organization Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Roles</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>Director</td>
<td><a href="mailto:Jane.Doe@email.com">Jane.Doe@email.com</a></td>
<td>CEO</td>
<td></td>
</tr>
<tr>
<td>John Doe</td>
<td>CFO and Budget Director</td>
<td><a href="mailto:John.Doe@email.com">John.Doe@email.com</a></td>
<td>CFO, Fiscal Officer</td>
<td>Indirect cost rate</td>
</tr>
</tbody>
</table>
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