



# Illinois Department of Commerce & Economic Opportunity

Illinois Works – Pre-Qualification Overview

---

# Competitive Grant Lifecycle

## Pre-Award Requirements

- 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

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

## Application Submission/Review

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

NOTE: application and information above can be found on the Catalog of State Financial Assistance (CSFA) or DCEO staff for direct grants

## Active Grant

- Grant funds are paid on a reimbursement basis, except an initial working capital advance
- Grant funds will be disbursed upon approval of expenditure 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.
- **Make registration public for quicker pre-qualification**

<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.
- Will receive notifications re: noncompliance prior to being added to IL Stop Payment List.
- Statewide enforcement: can not apply to grant programs, modify grant agreement or receive grant funds.
- Review status in the Grantee Portal.



Illinois  
Department of Commerce  
& Economic Opportunity

# Fiscal and Administrative Risk Questionnaire

- Must be completed in the Grantee Portal annually to assess the Grantee's ability to manage grants. Results used by all State Agencies.
- Result of questionnaire may result in specific conditions. Is not punitive. Mitigates risk and builds grantee capacity.



Illinois  
Department of Commerce  
& Economic Opportunity

## Fiscal and Administrative Internal Controls Questionnaire (ICQ)

ICQ	State FY	Date Started	Date Submitted	Date Accepted
<a href="#">View</a>	2022	03-30-2021		
<a href="#">View</a>	2021	04-14-2020		
<a href="#">View</a>	2020	03-06-2019	02-25-2020	
<a href="#">View</a>	2019	06-28-2018		
<a href="#">View</a>	2018	12-19-2017		

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.

# Fiscal and Administrative Risk Questionnaire

[Return to Main Menu](#)

[Print](#)

[Submit](#)

When all questions are answered the Submit button will be enabled. After the form is submitted no changes will be allowed. Grantee Portal Access users that have selected "Receive ICQ alerts and notifications" will receive an overnight notification that the status of an ICQ has change.

Section	Questions	Answered
<a href="#">02 - Quality of Management System (2 CFR 200.302)</a>	7	0
<a href="#">03 - Financial and Regulatory Reporting (2 CFR 200.327)</a>	3	0
<a href="#">04 - Budgetary Controls (2 CFR 200.308)</a>	2	0
<a href="#">05 - Cost Principles (2 CFR 200.400)</a>	9	0
<a href="#">06 - Audit (2 CFR 200.500)</a>	4	0
<a href="#">07 - Organizational Governance (Including but not limited to: Board of Directors, City Council, County Board, Leadership, Legislature, Governor's Office, etc.)</a>	9	0
<a href="#">08 - Property Standards (2 CFR 200.310 - 316)</a>	8	0
<a href="#">09 - Procurement Standards (2 CFR 200.317 - 326)</a>	10	0
<a href="#">10 - Subrecipient Monitoring and Management (2 CFR 200.330 - 332)</a>	12	0
<a href="#">11 - Fraud, Waste and Abuse</a>	6	0
<b><a href="#">All Sections</a></b>	<b>70</b>	<b>0</b>



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



# State of Illinois Grantee Portal

- Go to: <https://grants.Illinois.gov/portal/>
- Create Account
- Verify email
- Go back to: <https://grants.Illinois.gov/portal/>
- Sign In Here
- Read and Accept Usage Terms and Conditions
- Enter your entity's DUNS
- Create Grant Account

Sign into <https://grants.Illinois.gov/portal/> to manage account, etc.



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

# Pre-qualification

- Must be registered and pre-qualified to apply for a grant
- Pre-qualification is dynamic and updated nightly
- FEIN/DUNS/SAM/ILSOS is automatically verified by system
- Automated emails sent when status changes

## Pre-Qualification Status

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

**Items in yellow are being evaluated by the State. Their status could take up to one business day.**

Requirement	Status	Remediation
SAM.gov Account	DUNS not found	<a href="#">Help</a>
Federal Employer ID (FEIN)	Pending	<a href="#">Help</a>
Federal Excluded Parties List	Good	<a href="#">Help</a>
Illinois Secretary of State	Not Found	<a href="#">Help</a>
Illinois Stop Payment List	Good	<a href="#">Help</a>
Illinois DHFS Sanction List	Good	<a href="#">Help</a>

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  
Department of Commerce  
& Economic Opportunity

# Competitive Grant Lifecycle

## Pre-Award Requirements

- 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

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

## Application Submission/Review

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

NOTE: application and information above can be found on the Catalog of State Financial Assistance (CSFA) or DCEO staff for direct grants

## Active Grant

- Grant funds are paid on a reimbursement basis, except an initial working capital advance
- Grant funds will be disbursed upon approval of expenditure reports



Illinois  
Department of Commerce  
& Economic Opportunity

# Before you Apply:

- Read the entire Notice of Funding Opportunity
  - Procurement requirements
  - Audit requirements
  - Eligible use of funds
  - Goals of the program
- Assess your organization's internal tracking system
- Assess your organization's capacity to manage program and report outcomes
- Ask questions!



Illinois  
Department of Commerce  
& Economic Opportunity

# Application Submission

- The Illinois Pre-Apprenticeship Program application can be found at <https://www.illinoisworknet.com/ilworkspreapprenticeshipnofo2021>
- Grant opportunities can also be found:
  - Catalog of State Financial Assistance ([grants.illinois.gov](https://grants.illinois.gov)) for all grant opportunities statewide.
  - DCEO grants can be found on the Grant Opportunities Page ([www.illinois.gov/dceo](https://www.illinois.gov/dceo))



Illinois  
Department of Commerce  
& Economic Opportunity

# Grantee Selection

- Details of application criteria is outlined in the Notice of Funding Opportunity which is found in the Catalog of State Financial Assistance (CSFA).
- All applications will be scored by a merit review committee.
- All applicants will be informed of the decision.
- All accepted applicants must complete a Programmatic Risk Assessment.
- Accepted applicants will receive a Notice of State Award and denied applicants will be given an opportunity to appeal.
- Grantees will be assigned a grant manager to work through the grant agreement terms and conditions.



Illinois  
Department of Commerce  
& Economic Opportunity

# Competitive Grant Lifecycle

## Pre-Award Requirements

- 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

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

## Application Submission/Review

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

NOTE: application and information above can be found on the Catalog of State Financial Assistance (CSFA) or DCEO staff for direct grants

## Active Grant

- Grant funds are paid on a reimbursement basis, except an initial working capital advance
- Grant funds will be disbursed upon approval of expenditure reports



Illinois  
Department of Commerce  
& Economic Opportunity

# Active Grant Requirements

- Periodic Financial Report (outside Grantee Portal)
- Periodic Performance Report (outside Grantee Portal)
- Consolidated Year End Financial Statement and Audit (in Grantee Portal)



Illinois  
Department of Commerce  
& Economic Opportunity



# Audit Types and Submission Deadlines

Total Expenditures of Federal Awards (direct or pass through)	Total Expenditures of Federal and State Awards	Not-For Profit and Governmental Grantees	For Profit Grantees	Audit Report Submission Deadline
During the grantee's fiscal year				
\$750,000 or more	N/A	Single Audit	Program-Specific Audit	9 months after grantee fiscal year end
Less than \$750,000	\$500,000 or more	Generally Accepted Governmental Auditing Standards Financial Statement Audit		6 months after grantee fiscal year end
	\$300,000 or more	Generally Accepted Auditing Standards Financial Statement Audit		6 months after grantee fiscal year end
	Less than \$300,000	Submit audit report if audit conducted due to other requirements		6 months after fiscal year end



# Other Important Tips for Grantee Portal

- Maintain current and accurate contact list in the portal
- Ensure the fiscal year end date in portal is accurate



Illinois  
Department of Commerce  
& Economic Opportunity

# Competitive Grant Lifecycle

## Pre-Award Requirements



## Application Submission/Review



## Active Grant

- 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

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

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

NOTE: application and information above can be found on the Catalog of State Financial Assistance (CSFA) or DCEO staff for direct grants

- Grant funds are paid on a reimbursement basis, except an initial working capital advance
- Grant funds will be disbursed upon approval of expenditure reports



Illinois  
Department of Commerce  
& Economic Opportunity

Questions?



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