Competitive Grant Lifecycle

Pre-Award Requirements

- Valid UEI 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

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

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Unique Entity Identifier (UEI)

Tracking database of all government contractors.

https://sam.gov/content/entity-registration

Note: this is a free registration process.

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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.

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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

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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 UEI
- Create Grant Account

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

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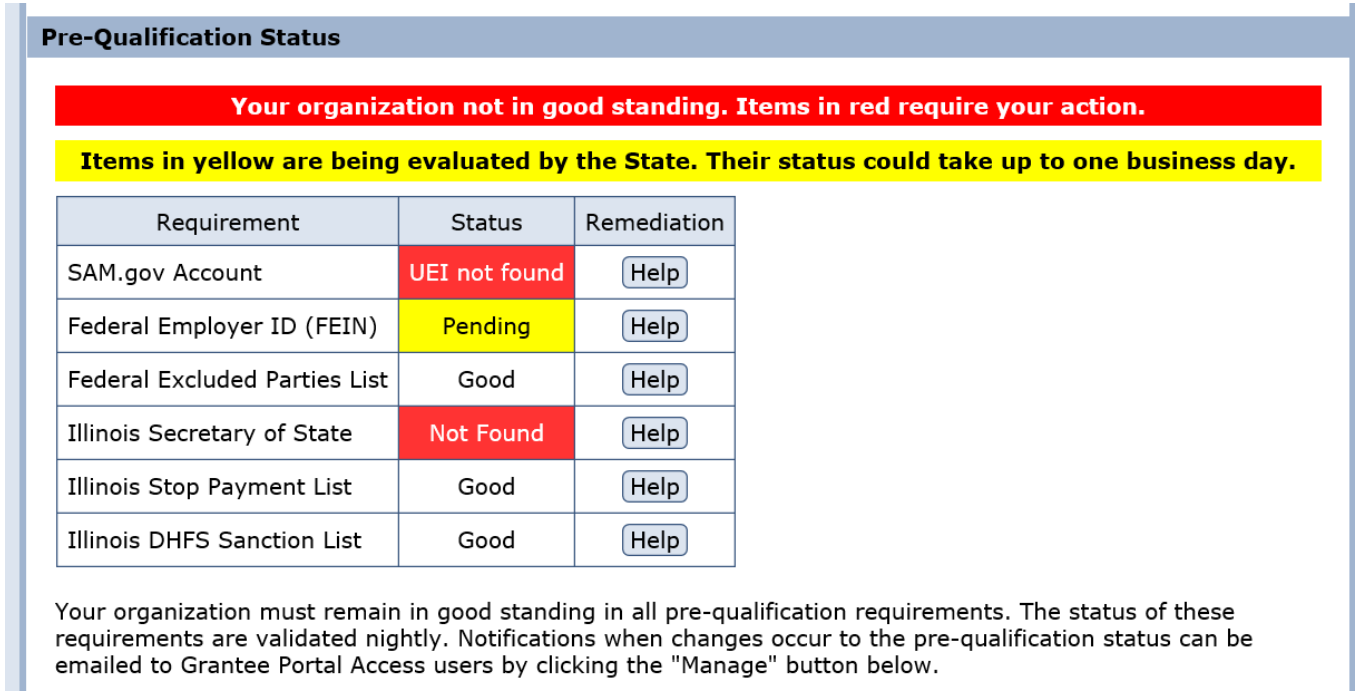
Pre-qualification

- Must be registered and pre-qualified to apply for a grant
- Pre-qualification is dynamic and updated nightly
- FEIN/UEI/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	UEI not found	Help
Federal Employer ID (FEIN)	Pending	Help
Federal Excluded Parties List	Good	Help
Illinois Secretary of State	Not Found	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.

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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.
- Dynamic.
- Statewide enforcement: can not apply/modify grant agreement or receive grant funds.
- Review status in the Grantee Portal.

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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

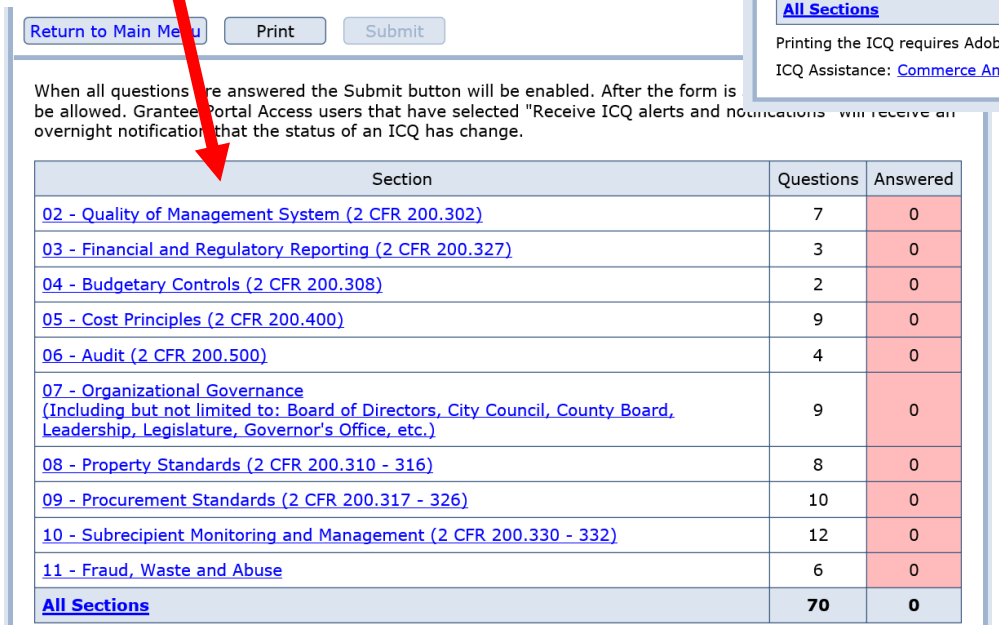
Fiscal and Administrative Internal Controls Questionnaire (ICQ)

ICQ	State FY	Date Started	Date Submitted	Date Accepted
View	2023	04-22-2022		
View	2022	03-30-2021		
View	2021	04-14-2020		
View	2020	03-06-2019	02-25-2020	
View	2019	06-28-2018		
View	2018	12-19-2017		

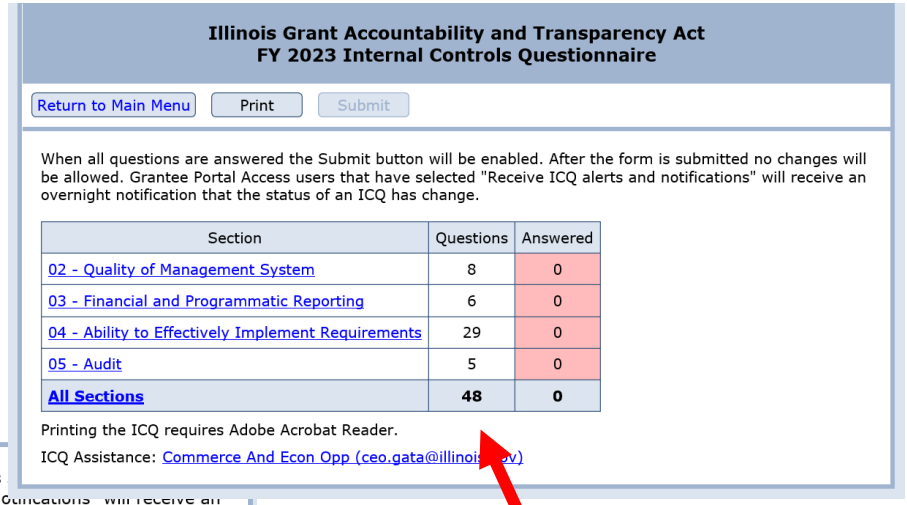
An ICQ is required for each state fiscal year your organization does business with the State of Illinois. For example, state FY 2018 which begins on 7/1/2017 and runs through 6/30/2018 requires an FY 2018 ICQ. Notifications when changes occur to an ICQ status can be emailed to Grantee Portal Access users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

Fiscal and Administrative Risk Questionnaire

ICQ for FY22 and previous



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



Section	Questions	Answered
02 - Quality of Management System	8	0
03 - Financial and Programmatic Reporting	6	0
04 - Ability to Effectively Implement Requirements	29	0
05 - Audit	5	0
All Sections	**48**	**0**

Printing the ICQ requires Adobe Acrobat Reader.

ICQ Assistance: Commerce And Econ Opp (ceo.gata@illinois.gov)

ICQ for FY23 and beyond

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Post Award Requirements

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

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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

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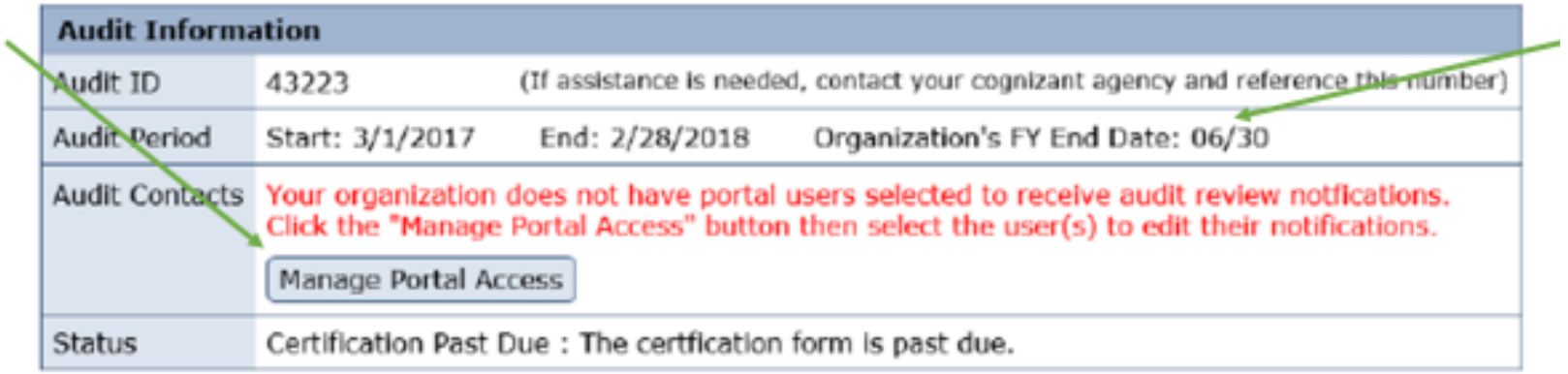
Beginning in FY23, expenditures of direct federal awards are not to be included in the calculations of whether GAAS or GAGAS audits are required. It will only be state awards and federal awards passed through by the state to the subrecipient.

Other Important Tips for Grantee Portal

- Maintain current and accurate contact list in the portal
- Ensure fiscal year end date in portal (MM/DD) is accurate



Audit Information		
Audit ID	43223	(If assistance is needed, contact your cognizant agency and reference this number)
Audit Period	Start: 3/1/2017 End: 2/28/2018	Organization's FY End Date: 06/30
Audit Contacts	Your organization does not have portal users selected to receive audit review notfications. Click the "Manage Portal Access" button then select the user(s) to edit their notifications. Manage Portal Access	
Status	Certification Past Due : The certfication form is past due.	

Illinois Department of Commerce & Economic Opportunity

DCEO Grant Award Process

- Details of application criteria is outlined in the Notice of Funding Opportunity which is found in the Catalog of State Financial Assistance (CSFA).
- A Merit Review Committee is established for each grant to score application.
- Grantees will complete a Programmatic Risk Assessment Questionnaire (PRAQ).
- Grantees will be notified of grant awards through a Notice of State Award (NOSA) in the Grantee Portal before the grant agreement is executed. Will preview Terms and Conditions. Email notification of NOSA will be sent.
- Denial notices will be emailed.
- Grantee will work with DCEO Grant Manager to executed the Grant Agreement.

Where do I find grant opportunities?

- Visit the Illinois Catalog of State Financial Assistance (CSFA) at https://gata.illinois.gov/(click on “CSFA” on the ribbon toward the top).
- All grants from the State of Illinois are on this site with details on program requirements and how to apply.
- Check often for new opportunities.
- Subscribe to weekly mailing list for new grant opportunities.

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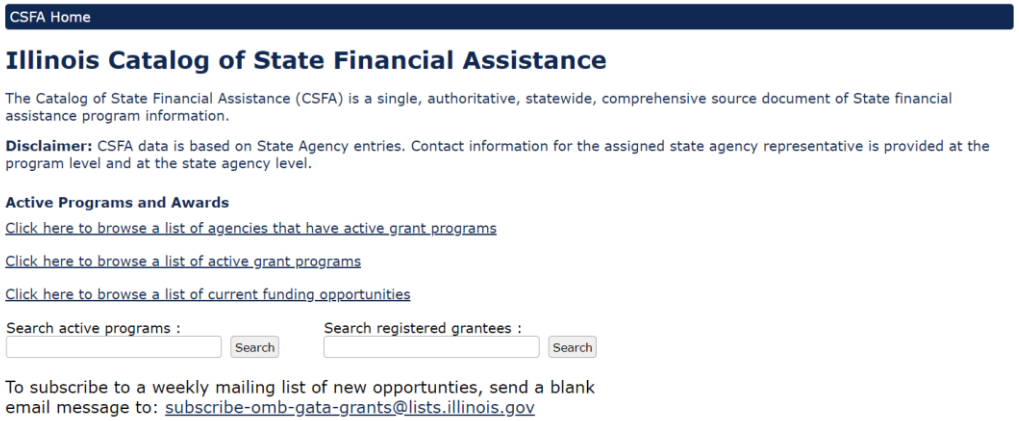
*most questions about grants can be answered in the Notice of Funding Opportunity


CSFA Home

Illinois Catalog of State Financial Assistance

The Catalog of State Financial Assistance (CSFA) is a single, authoritative, statewide, comprehensive source document of State financial assistance program information.

Disclaimer: CSFA data is based on State Agency entries. Contact information for the assigned state agency representative is provided at the program level and at the state agency level.

Active Programs and Awards

Click here to browse a list of agencies that have active grant programs

Click here to browse a list of active grant programs

Click here to browse a list of current funding opportunities

Search active programs : Search

Search registered grantees : Search

To subscribe to a weekly mailing list of new opportunties, send a blank email message to: subscribe-omb-gata-grants@lists.illinois.gov

Grantee Resource Site

- https://www2.illinois.gov/dceo/AboutDCEO/GrantOpportunities/Pages/GranteeResources.aspx
- Step-by-Step Pre-Qualification process
- State Grantee Portal New User Guide
- DCEO Grant Opportunities – Apply for Funding

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Notice of Funding Opportunity (NOFO)

Outlines all important details of program and how to apply

- Program Description
- Funding Information
- Eligibility Information
  - Eligible Applicants
  - Cost Sharing or Matching
  - Indirect Cost Rate
- Application and Submission Information
  - Address to Request Application
  - Content and Form of Application Submission
  - UEI and SAM
  - Submission Dates and Times
  - Intergovernmental Review, if applicable
  - Funding Restriction
  - Other Submission Requirements

Illinois Department of Commerce & Economic Opportunity

Notice of Funding Opportunity (NOFO)

- Application Review Information
  - Criteria
  - Review and Selection Process
  - Anticipated Announcement and Award Dates, if applicable
- Award Administration Information
  - State Award Notices
  - Administrative and National Policy Requirements
  - Reporting
- State Awarding Agency Contracts
- Other Information, if applicable

Illinois Department of Commerce & Economic Opportunity

How do grantees receive funds?

- State funded grants are typically disbursed as a reimbursement with the potential of up to 2 months of working capital disbursed at time of grant agreement execution.
- All Grantees will have a grant manager that will manage their grant to answer questions and manage outcomes.

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Questions?

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