

Illinois Department of Natural Resources

Important Information when Applying for FY 2019 Grants from IDNR

The State implemented Statewide grant processes to provide for compliance with Federal Uniform Grant Guidance (2 CFR 200) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708).

The GATA Grantee Portal system provides an automated means of ensure State agencies and grantees are following compliant grant processes. This includes grantee Registration and Prequalification through the Grantee Portal.

To establish a Grantee Portal Account:

To begin this process grantees must go to www.grants.illinois.gov. Select Grantee Links from the banner near the top of the page. One of the selections is Grantee Portal FAQs. This page provides a number of documents that answer most questions about the process: <https://www2.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx>

Another selection under Grantee Links is the Grantee Portal. This selection will take you to a screen that asks if you want to Sign In, Create an Account, or get Help. First you need to create an account. Review the FAQ documents if you encounter difficulties.

Enter the requested information for the organization:

- **Have a valid DUNS number** - <https://www.dandb.com/free-duns-number/>
- **Have an active SAM.gov account** - <https://www.sam.gov/portal/SAM/#1>
- **Not be on the Federal Excluded Parties List** - determined from SAM.gov
- **Be in Good Standing with the Illinois Secretary of State, as applicable:**
 - **All Not-for-Profits and commercial entities doing business within the State of Illinois are required to register with the Illinois Secretary of State (SOS). A registered entity will receive a file number from the SOS. This SOS file number must be entered into the GATA system, so the SOS registration can be verified.**
http://www.cyberdriveillinois.com/departments/business_services/business_not-for-profit/home.html
 - **Units of Local Government are not required to register with the Secretary of State. This distinction is determined through the local unit's selection of "Government" as entity type, that is done as part of GATA registration.**
- **Not be on the Illinois Stop Payment list – See GATA website under Grantee Compliance Enforcement System - GATA system verified**
- **Not be on the Illinois Department of Healthcare and Family Services Provider Sanctions list - GATA system verified**

If the organization does not have a DUNS number, it must obtain one.

If the organization is not registered on SAM.gov, it must do so.

If the organization's SAM.gov registration is not Active, steps must be taken activate it.

If a Secretary of State File ID is Not in Good Standing, steps must be to remedy the registration.

Please carefully follow the steps above to ensure that any grant application your organization submits is given full consideration. IDNR is **NOT able to consider** grant applications where the potential grantee is not Registered and Prequalified through the GATA system.

The GATA website (www.grants.illinois.gov) is a great source of information on the State of Illinois Grant Requirements and Processes. Check here first if you have questions.

GATA Registration and Prequalification allow for an organization's grant application to be considered. But before an award can be made to a grantee, they must complete the Fiscal and Administrative Internal Control Questionnaire accessed through the Grantee Portal. In addition, the grantee will also receive and must complete a Programmatic Risk Assessment that will be provided by the program's Grant Administrator, in order to receive a grant award. The grantee's response to the questionnaires will be used in assessing a grantee's risk and determining any specific conditions that the grantee will be subject to if they accept the grant award.

These requirements and the GATA standard forms will be used across a grant cycle for administering grant programs. The forms will ensure compliance with grant requirements and the collection of consistent grant information across all State of Illinois agencies. These include standard Grant Application forms, Budget Proposal forms, Grant Agreements, and Grant Reporting forms. If you apply for/receive grants from more than one State Agency, you will only complete the GATA Registration/Prequalification process once. However, a separate Programmatic Risk Assessment must be completed for each grant program when an agency is considering providing the grantee with a grant award.

Once you have received an award, your organization is required to provide the State of Illinois with your Indirect Cost Rate selection. There are four selection options: provide your Federally Negotiated Indirect Cost Rate; take the de Minimis rate of 10% for indirect costs (only if entity has never had a Federally Negotiated Indirect Cost Rate); not claim any indirect costs; or, negotiate an Indirect Cost Rate with the State's vendor. There is considerable information and training on Indirect Cost Rates on the GATA website. An organization should start there in determining what would be the appropriate Indirect Cost Rate selection. The GATA Portal system automatically contacts grantees and provides directions for selecting/negotiating Indirect Cost Rate.

For Grantees that have previously Registered/Prequalified that have Active Awards:

If you have previously registered on the GATA system, to continue your Prequalified status you will need to ensure that your DUNS status and SAM.gov registration status remain active along with the other requirements detailed above. You will need to complete a new Internal Control Questionnaire for the new Fiscal Year and update your Indirect Cost Rate selection. The Grant Administrator will provide a new Programmatic Risk Assessment for each program applied to by a grantee.

NOTE: Certain Grant Programs are exempted from GATA requirements in whole or have received an exception to specific portions of the GATA requirements. Grant Administrators will provide potential grantees with direction when one of these types of programs opens to accept applications.

FEDERAL & STATE GRANT RESOURCES:

Uniform Grant Guidance

2 CFR 200: http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Federal Grant Resources: COFAR ([Federal] Council on Financial Assistance Reform)

<https://cfo.gov/cofar/training/>

<https://cfo.gov/cofar/cofar-resources/>

<https://cfo.gov/wp-content/uploads/2015/09/9.9.15-Frequently-Asked-Questions.pdf>

Frequently Asked Questions for D-U-N-S Number and SAM Registration

<http://fedgov.dnb.com/webform/displayFAQPage.do>

Grant Accountability and Transparency Act (30 ILCS 708):

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3559&ChapterID=7>

GATA Home Page: www.grants.illinois.gov

The resource library tab on the GATA Home Page includes numerous webinars on various GATA topics.