

**Grant Accountability and Transparency Act
Pre-Award Requirements**

If you received an FFY17 award from the State of Illinois, please register in 2017.

If you are a new grantee with the State of Illinois, you will need to register in 2018 once it is available.

In alignment with the Grant Accountability and Transparency Act (GATA) and Federal Uniform Guidance (2 CFR 200), grantee entities must complete the below requirements prior to receiving a Fiscal Year 2017 (FY17) grant award from the State of Illinois. This process went live for the State on Monday, June 27, 2016.

Visit the *Grantee Links* tab on grants.illinois.gov to learn more.

There are four steps in the registration process:

- 1. Grantee Registration**
- 2. Grantee Pre-Qualification**
- 3. Fiscal and Administrative Risk Assessment/Internal Control Questionnaire**
- 4. Indirect Cost Rate Declaration**

1. Grantee Registration (Required one-time at the organization/entity level)

Please note: Entities with multiple departments, divisions, etc. (primarily affects Local Governments – Counties and Cities) should register and complete the ICQ based upon their fiscal and administrative responsibility and reporting structure. In general this will be at the highest level (i.e. County or City level). However if the various departments or divisions of a local government are *independent* in their fiscal and administrative responsibility and reporting structure (separate audited financial statements, single audit determination, etc.) then each department or division would be requested to register and complete the ICQ and a separate indirect cost rate must be negotiated. The registrations can use the same FEIN but would require a unique DUNS numbers. In every case, the various departments or divisions will be responsible at the program level of the risk assessment profile (programmatic risk assessments will completed with individual funding opportunities).

All grantee entities must be registered with the State of Illinois. To complete the Grantee Registration,

- Go to the *Grantee Links* tab on grants.illinois.gov, or
- Click here to access the Grantee Registration form directly: <https://grants.illinois.gov/registration/>
- Complete all required fields
- Click 'Submit'
- Completion of the Grantee Registration triggers the remaining grantee pre-award requirements

2. Grantee Pre-Qualification (Required one-time at the organization/entity level; periodically validated)

All grantee entities must be qualified to do business with the State of Illinois. To be qualified for an FY17 grant award, an entity must:

- a) Have a current DUNS number (click [HERE](#) to view instructions on obtaining a DUNS number);
- b) Have a current SAM CAGE Code (click [HERE](#) to view instructions on obtaining a SAM Cage Code);
- c) Not be on the Federal Excluded Parties List (click [HERE](#) to verify utilizing the Quick Search); and
- d) Be in Good Standing with the Illinois Secretary of State (click [HERE](#) to verify).

The pre-qualification status will be verified by a state agency after the Grantee Registration is submitted. If an entity has a pre-qualification issue, a state awarding agency will notify the entity. Entities on the Federal Excluded Parties List are not eligible to do business with the State of Illinois. Entities may remediate all other pre-qualification issues.

Requirements for Department and Division Registration and Pre-qualification

To register and complete the pre-qualification **as a separate Department or Division**, each Department or Division must:

- Have a unique DUNS number. One FEIN may have multiple DUNS numbers. A DUNS number may NOT have multiple FEIN numbers.
- The entity name in the registration must include the Department or Division name, for example Sangamon County – County Health Department.

3. Fiscal & Administrative Risk Assessment/ICQ (Required annually at the organization/entity level)

All grantee entities must complete an Internal Controls Questionnaire (ICQ). The ICQ is completed once, annually **at the organization/entity level**. All state agencies will utilize the results of the ICQ. A link to the automated ICQ will be sent to the contact email address provided during the Grantee Registration process (#1).

4. Requirements for Department and division Indirect Cost Rates

To negotiate an indirect cost rate **by Department or Division**, *in addition to* **Requirements for Department and Division Registration and Prequalification noted above**, the entity **must have** a Government Central Service Cost Allocation Plan. Under a Governmental Central Services Cost Allocation Plan, the centralized services provided by the County (such as Personnel) must be allocated to the Departments and Divisions and included in the costs for calculating and negotiating an indirect cost rate.

For additional information please refer to Appendix V to Part 200—State/Local Government Wide Central Service Cost Allocation Plans of 2 CFR 200.