

Illinois Department of Natural Resources

Important Information when Applying for FY 2018 Grants from IDNR

The State started implementation of new grant processes as required by Federal Uniform Grant Guidance (2 CFR 200) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708) in FY 2017.

The Illinois Department of Natural Resources (IDNR) has worked during FY 2017 to implement required grant changes. In FY 2018 we will continue to strengthen our compliance with grant requirements through the knowledge and experience we have gained and additional automated grant processes from GATA. Your assistance in meeting the Uniform Guidance and GATA requirements is essential and very much appreciated by all Grant Administration staff.

For NEW Grantees:

The Grant Pre-Award process requires potential grantees to complete the following:

1. Authentication
2. Grantee Registration
3. Grantee Pre-qualification
4. Fiscal and Administrative Risk Assessment (ICQ)
5. Programmatic Risk Assessment

Here is a link to a webpage that provides a short description of each of these processes:

<https://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx>

And here are the pertinent links to allow an entity to perform the required registration activities to be Prequalified:

- 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

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 (<https://www.illinois.gov/sites/gata/Pages/default.aspx>) is a great source of information on the State of Illinois Grant Requirements and Processes. It includes useful links (including the link to the grantee portal discussed below) to Uniform Guidance and GATA related sites.

In order to register or update your organization's information with GATA you go through the GATA Grantee Portal.

Link to the Grantee Portal: <https://grants.illinois.gov/portal>

Frequently Asked Questions about the Grantee Portal:

<https://www.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx>

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.

For Grantees that have previously Registered/Prequalified:

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: <https://www.illinois.gov/sites/gata/Pages/default.aspx>

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