



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

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](http://grants.illinois.gov) to learn more.

**There are four (4) Grantee Pre-Award Requirements:**

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

Please see below for details on completing each of the requirements.

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

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](http://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 a 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.

### **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. 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. Programmatic Risk Assessment (*Required for each grant application*)**

All grantee entities must complete a Programmatic Risk Assessment for each grant application. The grant-specific Programmatic Risk Assessment is administered by the awarding agency. For Illinois Department of Public Health grants released on or after July 5, 2016, the Programmatic Risk Assessment will be completed during the application process in EGrAMS. For grants released before July 5, 2016, the assessment will be distributed to the applicant by the grant program office and must be completed prior to award.