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MEMORANDUM

Date: August 17, 2016

To: Illinois licensed and based EMS provider agencies that provide EMS services within the State of Illinois

From: Paula Atteberry, RN, BSN  
Special Programs Coordinator  
Division of EMS and Highway Safety

Re: Emergency Medical Services (EMS) Assistance Fund Grant Available FY17

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The Illinois Department of Public Health (IDPH) is pleased to have the opportunity again this year to distribute funds to Illinois EMS Agencies who can demonstrate the need for resources. The grant program will provide *for the purposes of organization, development and improvement of Emergency Medical Services Systems, including but not limited to training of personnel and acquisition, modification and maintenance of necessary supplies and equipment.* (210 ILCS 50/3.220(c)) The application and training materials to complete the application are available through IDPH's Electronic Grant Administration and Management System (EGrAMS) home page which can be found at [idphgrants.com](http://idphgrants.com).

**There have been changes to the grant process. In alignment with the Grant Accountability and Transparency Act (GATA) and Federal Uniform Guidance (2 CFR 200), grantee entities must complete pre-award requirements prior to receiving a Fiscal Year 2017 grant award from the State of Illinois (see attached document). Steps 1 and 2 must be addressed. If applicable, your agency will be notified by email if steps 3 and 4 need to be completed. For further information please review the attached document or go to [idphgrants.com](http://idphgrants.com).**

As in past years, due to the limited amount of grant funds available, the Department will not consider applications for new vehicles, vehicle re-chassis, building projects or grant requests over \$5000.00.

The participation of the Regional EMS Advisory Council is very important to this grant program. Individual EMS regional plans dictate the process that each region will follow in managing the disbursement of information regarding this grant. The Regional EMS Advisory Council provides the Division of EMS and Highway Safety with recommendations for disbursement of grant funds. Final grant awards will be determined by the Division of EMS and Highway Safety.

**Deadline to complete applications through IDPH's EGrAMS is Tuesday, October 4, 2016.** The Regional Advisory Council must have all application recommendations and rankings completed **by Friday, January 13, 2017**. If you have any questions regarding the grant application process please contact me at [paula.atteberry@illinois.gov](mailto:paula.atteberry@illinois.gov) or at 217-785-2083.

cc: Jack Fleeharty RN, EMT-P, EMS and Highway Safety Division Chief  
Dan Pippin, Budget and Grants Manager  
Mark Edmiston, CPA, Grants and Fiscal Management Division Chief  
Regional EMS Coordinators

Attachment

## **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.

### **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.

**Please contact Chief Accountability Officer, Estrelitta Harmon at  
[estrelitta.harmon@illinois.gov](mailto:estrelitta.harmon@illinois.gov) with questions. Office of Performance Management – June 2016**