**FREQUENTLY ASKED QUESTIONS**

**Who is my point-of-contact at DCEO?**

Your Establishment Grant Manager will be your point of contact while your Grant is being established. You will send your Grant Application documents to them. Any additional questions can be directed to them as well. Your Establishment Grant Manager will be in contact with you throughout the process and will occasionally need further information from you while your Grant is under review.

After your Grant Agreement is executed, you will be assigned a new Administration Grant Manager who will coordinate the reporting and reimbursement process.

**What does the DCEO Grant Establishment process look like?**

Once the Grant Application documents are submitted, the Establishment Grant Manager reviews the documents and will let the Grantee know if revisions or additional information is needed.

The Grant project will then undergo review with leadership at DCEO. After that, it moves on to a couple of other state agencies for their approval, a review from the DCEO Business Enterprise Program team, and finally the Governor’s Office of Management and Budget for final approval and bond release. After the final approval, it comes back to the DCEO office, where the Establishment Grant Manager will develop a Grant Agreement. Once the executed Grant Agreement is in place, the executed Grant Agreement will then be reassigned to a new Administration Grant Manager who will coordinate the reporting and reimbursements.

**How do we submit applications for review?**

Please submit all documents in PDF or Excel format (budget) for review electronically through email directly to your assigned Grant Manager.

**How long does the Grant Establishment process take?**

DCEO cannot give a timeline as to how long the review process will take because of how many reviews your Grant Application will pass through to receive approval. A Grantee can expect the Establishment process to take at least three months.

**How can I check the status of my Grant Application?**

You can email your Establishment Grant Manager to inquire about the status of your Grant Application.

**The funds have already been appropriated to my entity in the Capital Bill, why is a review necessary?**

DCEO requires a thorough review of all Grants being distributed using state and federal funds. Although many of the Capital Grants have specific projects laid out in the Capital Bill, a thorough review of Grantees, their project ideas, and all expenses being reimbursed is needed to maintain accountability with these publicly funded projects.

**Can I start my project before the Grant Agreement is executed?**

If you move forward and complete any of the activities in the Scope of Work before execution of the Grant Agreement, it will be at your own risk.  If you do complete some of the scope activities, sign contracts, etc. ahead of time, you won’t be penalized for doing so early. However, without an executed Grant Agreement in place, we can’t guarantee all items are bondable or approved.

**Are we allowed to request funds prior to an executed Grant Agreement?**

No reimbursements will be dispersed prior to an executed Grant Agreement.

**We do not have the funds to start our project, can we request an advance?**

A Working Capital Advance (WCA) can be requested for expenses of Months 1 & 2 of the project. Please note, the WCA will not be dispersed until proper documentation is received and a Grant Agreement has been executed.

**Can we submit applications for a project that has been completed?**

Yes, based on the dates of the project or if your intent of the Grant includes Prior Incurred Costs language. Prior Incurred Costs are retroactively allowable to July 1, 2019 under the first Capital Bill signed by the Governor.

**If I lease but do not own the property where work will take place, do I need permission from the property owner to allow work to be completed?**

Yes, you will need a signed formal letter from the property owner stating they approve the work that is being done on their property. Please make sure the letter specifies the scope of work for the project.

**When will I receive my reimbursement?**

After the executed Grant Agreement is provided to the Grantee by DCEO, the Grantee will submit for reimbursement (either monthly or quarterly) and provide supporting documentation reflecting expenditures charged to the approved Grant Budget (i.e., proof of payment including invoice and copy of the canceled check to match invoice showing proof of payment.) The Grantee will receive Grant funds within approximately 2-4 weeks from being processed by the Illinois Comptroller’s Office. This continues until all Grant funds are exhausted.

If the Grantee requested a Working Capital Advance, funds for Month 1 and Month 2 (provided through the Estimated Expenditure Schedule) will be requested from the IOC by DCEO upon execution of the Grant Agreement.

**What is my CSFA number?**

The Catalog of State Financial Assistance (CSFA) is a single, authoritative, statewide, comprehensive source document of State financial assistance information. CSFA data is based on State Agency entries. Each Grant Agreement is assigned a CSFA number based on the project’s scope of work. Your Grant Manager can provide the CSFA number if you do not know what it is.

**Why do the dates on my NOSA not match the dates on the term in my Grant Agreement?**

It is not a requirement that the dates on the NOSA term match the dates on the term in the Grant Agreement. The Grant term is the correct term and is based on a current start date due to Prior Incurred Cost language issued by the Legislature.

**Who is the authorized signatory for the applications?**

County (or the County for Sheriff’s County Board Chairman

Dept., Health Dept. etc.) *Special*

*Circumstances given to Board Chairman*

*Of Commissioners, or County Executive*

*If authorized by ordinance to DCEO.*

City (or the City for the Police Dept., Mayor

Fire Dept., etc.) *Special Circumstances given*

*To City Manager, if authorized by ordinance*

*provided to DCEO.*

Village (or the Village for the Police Dept., Village President

Fire Dept., etc.) *Special Circumstances given*

*To Village Manager, if authorized by ordinance*

*provided to DCEO.*

Township Township Supervisor

Fire Protection District President

Municipal Library or Library District President of the Library Board

Park District President of the Park District Board

School District Superintendent of Schools/School Board Chairman

University President or Chancellor

Community College President

Nonprofit Executive Director/Chief Executive Officer

Nonprofit Volunteer Fire Dept. Fire Chief or Board President

*with its own FEIN*