Illinois Digital Equity Capacity (IDEC) Grant Technical Assistance Session

February 7, 2025

Illinois Department of Commerce & Economic Opportunity
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Agenda

- Context of Digital Equity Act (10 min)
- Illinois Digital Equity Capacity Grant NOFO (30 min)
  - Program details
  - Deadlines
  - Application requirement
  - Goals and metrics
  - Merit review
- GATA Prequalification (15 min)
- Q&A (5 min)

Objectives

- Learn key Illinois Digital Equity Capacity Grant Notice of Funding Opportunity information, including timelines, funded project types, eligible entities and other components.
- Learn how to pre-qualify as a potential grantee for DCEO
- Tips for effectively applying for IDEC

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Context

Illinois Broadband Team

- The IOB was founded in 2019, yet is now one of the 50 state broadband offices tasked with **carrying out $1B+ in federal broadband infrastructure and digital equity programs**
- How?
  - Connect Illinois Broadband Grant Program (2020 - 2024)
  - Broadband Equity Access & Deployment (BEAD) Program (2024 - 2029)
  - Digital Equity Act Capacity Grant (2024 - 2029)

Illinois Office of Broadband

Grants Management	Compliance	Community Engagement	Policy
• Grants Manager • Asst. Grants Manager (3) • Fiscal Liaison	• Compliance Manager	• Community Engagement Manager (3)	• Policy Analyst • Illini Science Policy Scholar

Illinois Broadband Lab at the University of Illinois System

- Mapping & Data
- Regional Engagement
- Digital Navigator Network

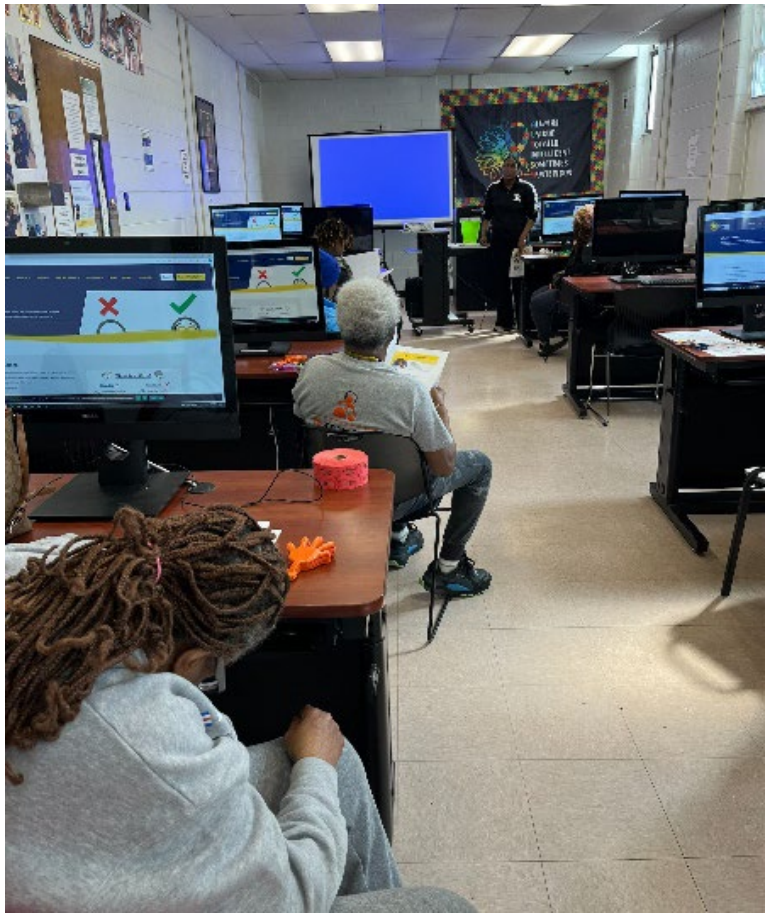
Digital Equity and Inclusion

Digital Equity: The condition in which individuals and communities have the information technology capacity that is needed for full participation in the society and economy of the United States.

Digital Inclusion: The activities that are necessary to ensure that all individuals have access to and the use of, affordable information and communication technologies such as:

- Reliable broadband
- Devices
- Digital skills training
- Tech support
- Privacy and cybersecurity

When we use the word equity, we accurately acknowledge the systemic barriers that must be dismantled before achieving equitable outcome for all.



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Digital Equity As a Multi-Solver

Industry and Business
- Point of Sale and Customer Use
- Employment and Remote Work
- Global Communication and Reach
- Cybersecurity

Healthcare
- In-Clinic Documentation and Care
- Patient and Provider Communication
- Telehealth and Tele-Behavioral Health
- Digital Health Literacy

Education
- Remote Learning
- State of the Art Tools
- Workforce Development

Agriculture
- Precision Agriculture
- Crop and Livestock Management
- Business Tools

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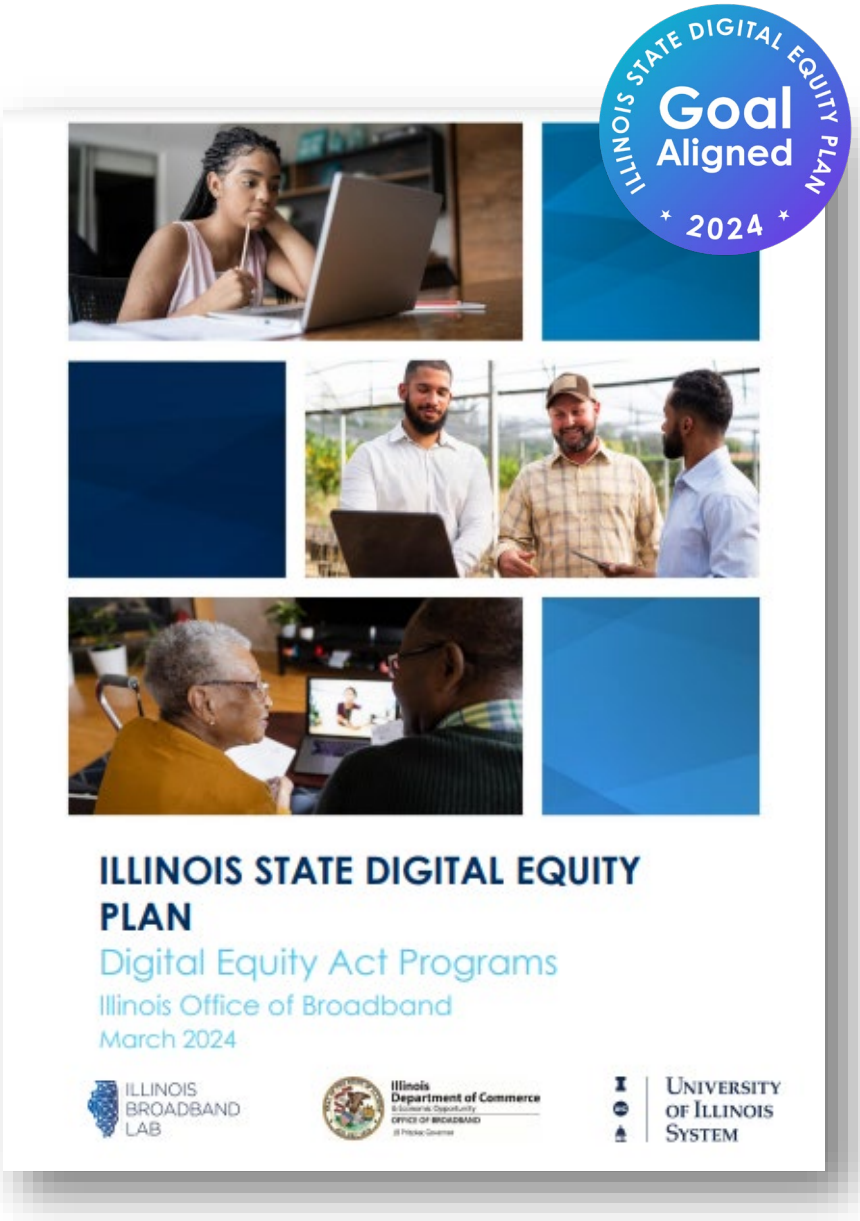
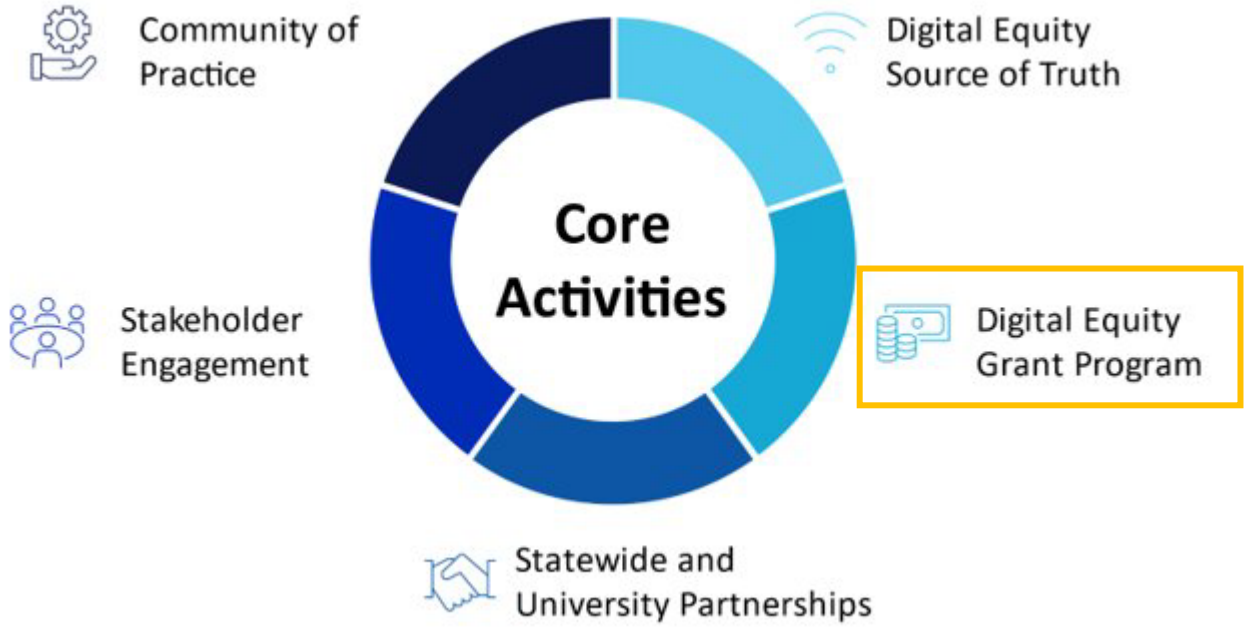
State Digital Equity Plan Vision

- Ensuring universal access to high-speed broadband that is affordable, reliable, and fully scalable for residences, businesses, and community anchor institutions (CAIs) across Illinois by 2030.
- Leveraging new and existing resources to advance the adoption of internet use through targeted digital-inclusion strategies and sustainable broadband-equity outcomes to help communities identify and address current gaps in broadband equity.
- Empowering all Illinoisans to use and participate fully in an increasingly digital economy and society.



Illinois State Digital Equity Plan

The 2021 Digital Equity Act provides over $30 million to Illinois to implement the State Digital Equity Plan (SDEP). The goals of the plan are to ensure that all people and communities have the skills, technology, and capacity needed to reap the full benefits of our digital economy. Core Activities of the SDEP includes:



Creating a statewide **Digital Equity Grant Program** is one of the Plan's Core Activities

Equity in Process: State Grant Co-Creation

As Illinois embarks on implementation of the State Digital Equity Plan, the **Office of Broadband co-designed a forthcoming statewide grant program alongside end users.**

Through a series of workshops in May - July, digital equity stakeholders weighed in on:

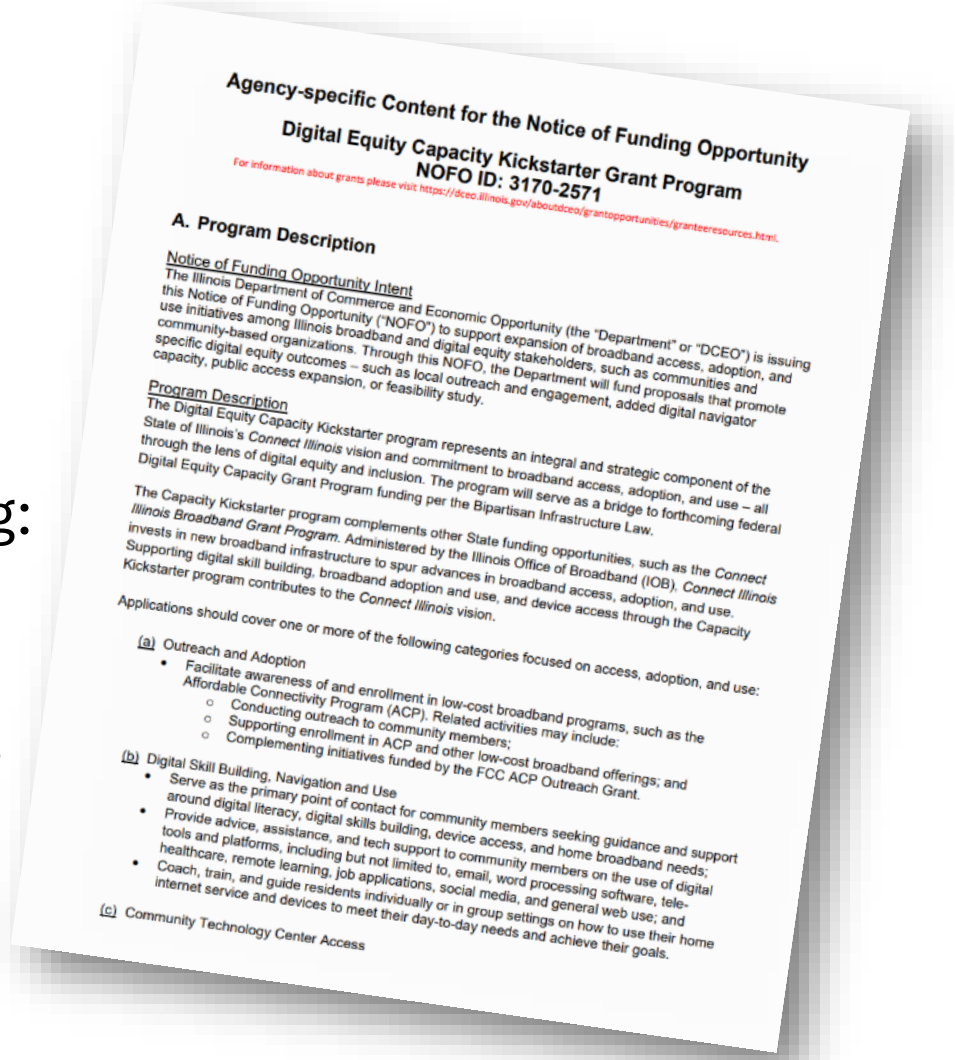
- Program categories and areas of focus
- How applications are evaluated
- Impact metrics
- Budgets
- Building awareness of grant programs
- …and more

Illinois Digital Equity Capacity Grant (IDEC)

What is a NOFO

A “NOFO” is a Notice of Funding Opportunity shared with the public that outlines key information for prospective applicants including:

- Eligible entities for applying
- Timeline and important dates and deadlines
- Grant award amounts
- Application requirements
- Detailed process for applying



Agency-specific Content for the Notice of Funding Opportunity

Digital Equity Capacity Kickstarter Grant Program

NOFO ID: 3170-2571

For information about grants please visit https://dceo.illinois.gov/aboutdceo/grantopportunities/granteeresources.html.

A. Program Description

Notice of Funding Opportunity Intent

The Illinois Department of Commerce and Economic Opportunity (the “Department” or “DCEO”) is issuing this Notice of Funding Opportunity (“NOFO”) to support expansion of broadband access, adoption, and use initiatives among Illinois broadband and digital equity stakeholders, such as communities and community-based organizations. Through this NOFO, the Department will fund proposals that promote specific digital equity outcomes – such as local outreach and engagement, added digital navigator capacity, public access expansion, or feasibility study.

Program Description

The Digital Equity Capacity Kickstarter program represents an integral and strategic component of the State of Illinois’s *Connect Illinois* vision and commitment to broadband access, adoption, and use – all through the lens of digital equity and inclusion. The program will serve as a bridge to forthcoming federal Digital Equity Capacity Grant Program funding per the Bipartisan Infrastructure Law.

The Capacity Kickstarter program complements other State funding opportunities, such as the *Connect Illinois Broadband Grant Program*. Administered by the Illinois Office of Broadband (IOB), *Connect Illinois* invests in new broadband infrastructure to spur advances in broadband access, adoption, and use. Supporting digital skill building, broadband adoption and use, and device access through the Capacity Kickstarter program contributes to the *Connect Illinois* vision.

Applications should cover one or more of the following categories focused on access, adoption, and use:

(a) Outreach and Adoption
- Facilitate awareness of and enrollment in low-cost broadband programs, such as the Affordable Connectivity Program (ACP). Related activities may include:
  - Conducting outreach to community members;
  - Supporting enrollment in ACP and other low-cost broadband offerings; and
  - Complementing initiatives funded by the FCC ACP Outreach Grant.

(b) Digital Skill Building, Navigation and Use
- Serve as the primary point of contact for community members seeking guidance and support around digital literacy, digital skills building, device access, and home broadband needs;
- Provide advice, assistance, and tech support to community members on the use of digital tools and platforms, including but not limited to, email, word processing software, tele-healthcare, remote learning, job applications, social media, and general web use; and
- Coach, train, and guide residents individually or in group settings on how to use their home internet service and devices to meet their day-to-day needs and achieve their goals.

(c) Community Technology Center Access

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Timeline for State Digital Equity Grant Program

Office Hours: Tuesdays at 11 am and Fridays at 2 pm on WebEx through duration of wave

Visit IOB Events Page for link to join!
https://dceo.illinois.gov/broadband/events.html

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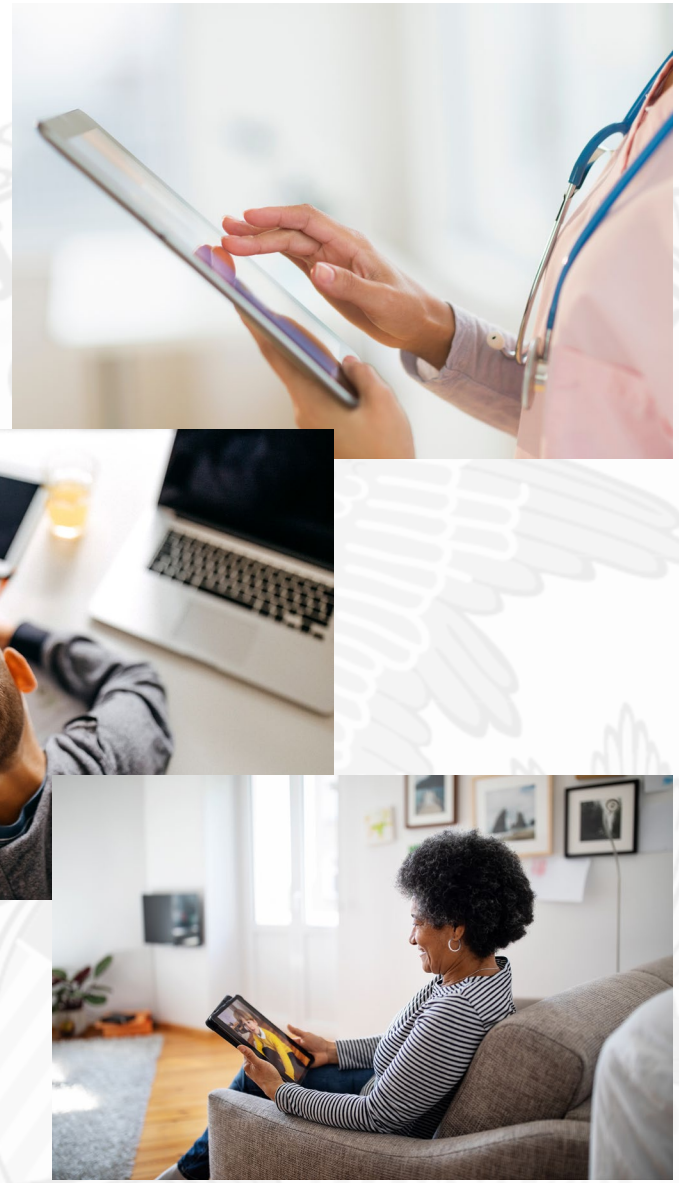
Program Description

Program Goal: **Empower and equip** individuals and communities with the skills, resources, and confidence they need to use the internet to fully participate in Illinois' modern society and economy.

Further areas of focus:

- Address systemic barriers to digital equity
- Improve outcomes in health, education, economic stability, and quality of life
  - i.e., through building a resume and applying for a job, accessing healthcare from home, paying bills online, or helping family members with homework



NTIA Requires Prioritization of Covered Populations

- Low-income households
- Incarcerated individuals
- People with disabilities
- Racial and ethnic minorities
- Aging populations
- Veterans
- Rural inhabitants
- People with language barriers

80% of Illinoisans are part of these identity groups and communities disproportionally impacted by digital inequity

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Eligible Project Types

Digital Literacy and Skill Building	Classes, workshops, coaching, or other learning opportunities to help Covered Populations build digital skills.
Device Distribution	Distribution of devices, including laptops, computers, tablets, or other devices that address barriers faced by Covered Populations.
Digital Navigator(s)	Member of a community trained and designated to help Covered Populations enroll in high-speed internet service, navigate technology challenges, obtain devices, and find digital skill building opportunities.
Computer Center	Establish, improve, or expand community spaces with no-cost access to computers and the internet.
Local Broadband Planning	Resources for communities to create their own roadmaps to expanding broadband connectivity. This includes defining their access goals, assessing market and consumer dynamics, engaging internet providers, and exploring public-private partnerships and funding options.

One application may cover one or more project type.
Please refer to NOFO for details on each project type.

Funded Initiatives Must...

Focus on Covered Populations: The project should align with the Digital Equity Plan's goals and objectives, and the priorities of the Covered Populations being served, including subgroups within each Covered Population.

Create Long-Lasting and Meaningful Change: Projects should address the systemic barriers and gaps to digital access, with a consideration for sustainability of initiatives created or expanded through this funding.

Have a Measurable Implementation Strategy: Projects should be based on objectives that are measurable, achievable, sustainable, timebound, and designed to address identified disparities directly and logically.

Involve Opportunity for Stakeholder Feedback: Stakeholders directly affected by the proposed strategies and interventions should have opportunities to provide ongoing feedback regarding the effectiveness of interventions and offers ideas on on-going improvements.

Performance Goals and Measures

Collection of data points will enable Illinois to assess the effectiveness of funded programs, per NTIA requirements.

- Grant recipients are required to **incorporate program measurement and evaluation activities** as a part of their program design and implementation.
- These activities must **include progress made toward meeting the measurable objectives* identified in Illinois' State Digital Equity Plan**.
- Additional project-specific data points to evaluate progress and impact will be identified prior to sub-grantee agreement.

** Measurable objectives can be found starting on page 11 of the Digital Equity Plan Appendix PDF.*

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Performance Goals and Measures

All projects must collect and report on the following data points, which will be further defined through sub-grantee agreements:

a. Number of Covered Population(s) served;
b. Number of people served within each Covered Population;
c. Total number of people served;
d. Number of programs implemented by type;
e. Anecdotal/personal testimony demonstrating the positive impact of the Program;
f. Quantifiable evidence of progress toward the measurable objectives identified in the Digital Equity Plan;
g. Impact on the State or Territory's goals regarding:
    i. Economic and workforce development outcomes;
    ii. Educational outcomes;
    iii. Health outcomes;
    iv. Civic and social engagement; and
    v. Delivery of essential services.

Funding Information

Total amount of funding expected to be awarded through this NOFO is up to $13,500,000. Awards will range from $30,000 to $300,000 on an annual basis, for a three-year term.

Use of Funds:

- To develop and implement digital inclusion activities that benefit covered populations.
- To facilitate the adoption of broadband by covered populations in order to provide educational and employment opportunities to those populations.
- To implement
  - training programs for covered populations that cover basic, advanced, and applied skills; or
  - other workforce development programs.
- To make available equipment, instrumentation, networking capability, hardware and software, or digital network technology for broadband services to covered populations at low or no cost.
- To construct, upgrade, expend, or operate new or existing public access computing centers for covered populations through community anchor institutions.

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Eligible Entities

A **foundation, corporation, institution, or association** that is a not-for-profit entity and not a school.

Entities that carry out **workforce development programs**

An **Indian Tribe, an Alaska Native entity, or a Native Hawaiian organization**

Community anchor institution, meaning a public school, housing authority, library, healthcare provider, higher education institutions and other nonprofit or community support organizations.

A local **educational agency**

Political subdivision, **agency** including those supervising adult education and literacy activities or for providing public housing

A **partnership** between any of the entities described above.

Cost Sharing or Matching

Cost sharing or matching means the portion of project costs not paid by grant funds but rather contributed by the applicant through other funding sources and/or in-kind contributions.

- To ensure that IDEC is accessible and equitable, cost sharing or matching funds are not required for an application to be competitive but are encouraged.
- Matching funds are not a part of the scoring rubric.

Indirect Cost Rate

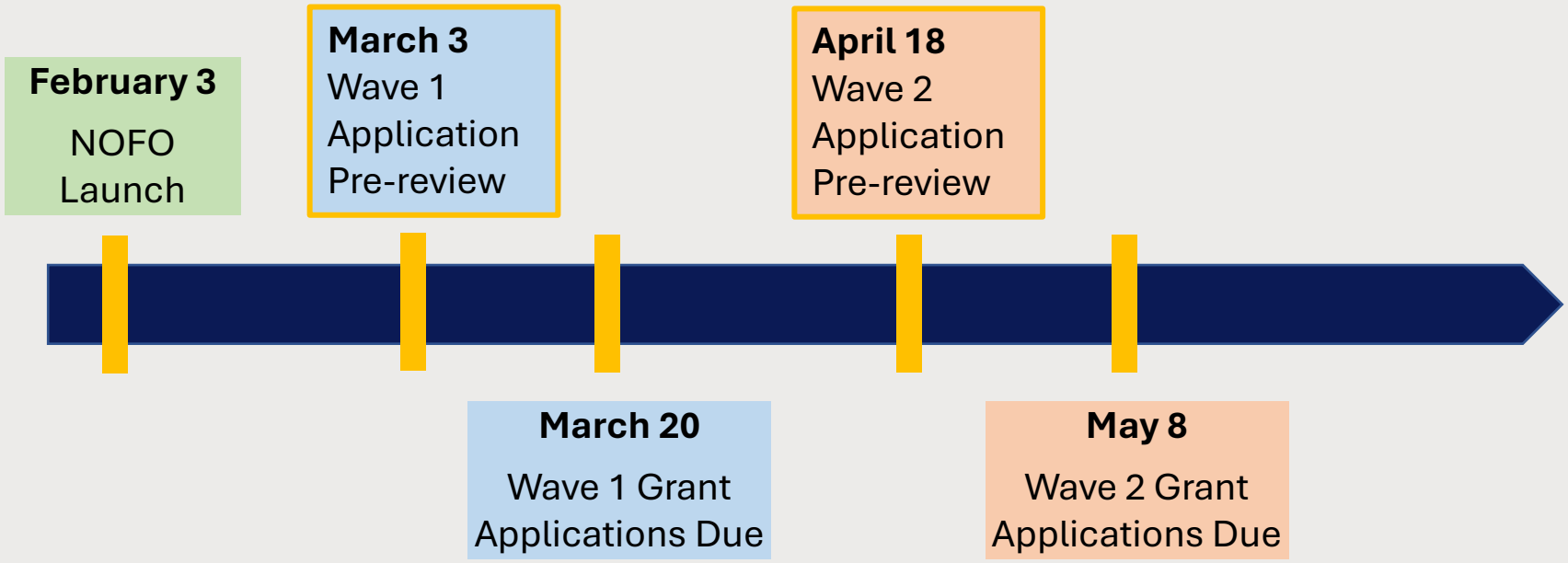
- All grantees must complete an indirect cost rate negotiation (NICRA) or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance.
- The following State University Facilities & Administration Rate and Base will apply to all State issued awards that contain either Federal pass-through funding or State funding.

RATE:

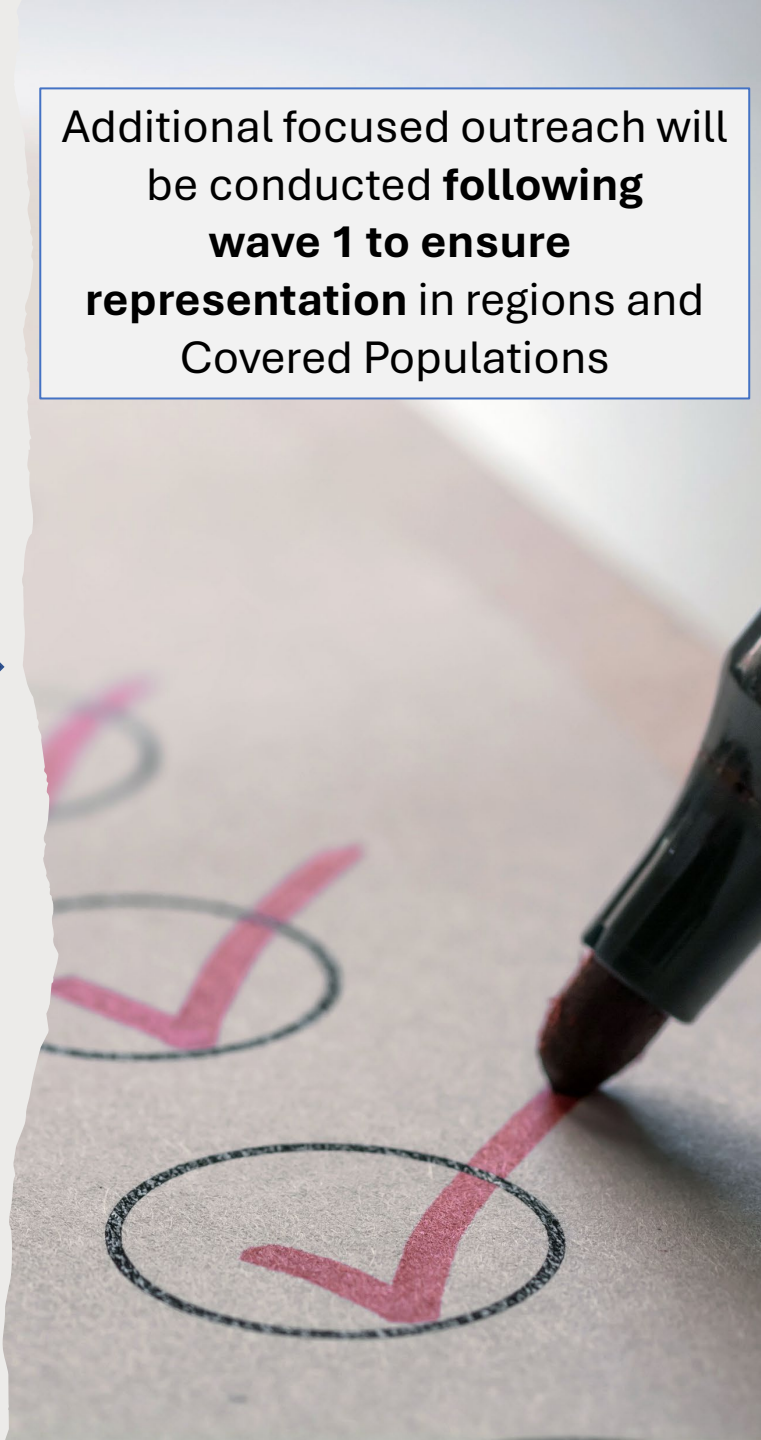
  - 20% Rate for awards or programs administered On-Campus*
  - 10% Rate for awards or programs administered Off-Campus*

Please refer to IDEC NOFO for additional information

Grant Pre-review



Additional focused outreach will be conducted **following wave 1 to ensure representation** in regions and Covered Populations



<u>Pre-review</u>: Program staff will review applications submitted prior to March 3 for wave 1 and prior to April 18 in wave 2 to determine if all required documents have been received.

- Applicants with incomplete applications will be **notified via email of missing components** and can **resubmit again prior to NOFO closure** date.

Application Requirement

- Grant Application Link
- Uniform grant application package:
  - Grant application, including cover letter, program-specific application, evidence of community support)
  - Budget
  - Conflict of interest disclosure
  - Mandatory disclosures

- Deadline:
  - Wave 1 – March 20, 5 pm CST
  - Wave 2 – May 8, 5 pm CST

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Conflict of Interest Disclosure

Conflict of Interest Disclosure

Award applicants and recipients of awards from the State of Illinois (collectively referred to herein as "Grantee") must disclose in writing to the awarding State agency any actual or potential conflict of interest that could affect the State award for which the Grantee has applied or has received. *See* 30 ILCS 708/35; 44 Ill. Admin. Code § 7000.40(b)(3); 2 CFR § 200.112. A conflict of interest exists if an organization's officers, directors, agents, employees and/or their spouses or immediate family members use their position(s) for a purpose that is, or gives the appearance of, being motivated by a desire for a personal gain, financial or nonfinancial, whether direct or indirect, for themselves or others, particularly those with whom they have a family business or other close associations. In addition, the following conflict of interest standards apply to governmental and non-governmental entities.

Definitions:

Governmental Entity. If the Grantee is a governmental entity, no officer or employee of the Grantee, member of its governing body or any other public official of the locality in which the award objectives will be carried out shall participate in any decision relating to a State award which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or which affects the personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in the work to be performed under the State award.

Non-governmental Entity. If the Grantee is a non-governmental entity, no officer or employee of the Grantee shall participate in any decision relating to a State award which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or which affects the personal interest of a spouse or immediate family member, or has any financial interest, direct or indirect, in the work to be performed under the State award.

The Grantee shall also establish safeguards, evidenced by policies, rules and/or bylaws, to prohibit employees or officers of Grantee from engaging in actions, which create or which appear to create a conflict of interest as described herein.

Mandatory Disclosure

Mandatory Disclosure

Award applicants and recipients of awards from the State of Illinois (collectively referred to herein as "Grantee") must disclose, in a timely manner and in writing to the State awarding agency, all violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award. *See* 30 ILCS 708/40; 44 Ill. Admin. Code § 7000.40(b)(4); 2 CFR § 200.113. Failure to make the required disclosures may result in remedial action.

Are there any violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the awarding of a grant to your organization? ☐ No ☐ Yes

If there any violations of State or federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the awarding of a grant to your organization, please describe them all here:

Grantee has a continuing duty to disclose to the Department of Commerce and Economic Opportunity (the "Department") all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this grant award.

By signing this document, below, as the duly authorized representative of the Grantee, I hereby certify that:

- All of the statements in this Mandatory Disclosure form are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001).

Application Review Criteria

Criteria	Description	Points
Community Need and Service of Covered Populations	The level of demonstrated need for improved broadband access, adoption, and/or use, and focus on serving one or more Covered Populations.	25
Capacity of the Eligible Applicant	The level of commitment and appropriate skills of the lead organization to manage the project(s), particularly experience in similar digital equity programming, initiatives, or activities OR demonstrated knowledge of and experience serving Covered Population(s).	30
Quality of the Proposal, including Alignment to State Digital Equity Plan	The level of specificity and clarity in the applicant's implementation plan, outreach to and service of Covered Populations, and alignment to specific State Digital Equity Plan goals and outcomes.	30
Support from the Community	The level of demonstrated support from community stakeholders. Community support may be demonstrated through: letters of support; committed resources (i.e., space, funding); evidence of community-based planning, program design or input; or other meaningful showcase of support.	10
Budget	Reasonable and viable use of funding that aligns with project priorities and evidence of need. If staff salary is included, demonstrate equity in compensation.	10
Plan for Sustainability	The plan for program sustainability following the grant's period of performance.	5

Consider language access, staff training, fair wages, and focus use of funding on direct community benefit.

Budget Template

Budget Category	State
4. Equipment	$ -
6. Contractual Services (includes Activity Delivery and construction engineering)	$ -
7. Consultant (Professional Services)	$ -
8. Construction	$ -
14. Other or Misc. Costs	$ -
15A. Acquisition	$ -
15B. Capital - use only when instructed	$ -
15C. Design Engineering - Economic Development grants only	$ -
State Request	$ -
Non-State Amount	
TOTAL PROJECT COSTS	

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Sample Budget Make-Up

Digital Literacy and Skill Building	Cost of digital skills curriculum or certification, space, barrier-reducing costs for participants, marketing and supplies.
Device Distribution	Equipment, personnel and fringe benefits, supplies, contractual services for tech support and skills training as needed
Digital Navigator(s)	Personnel and fringe benefits, travel, supplies
Computer Center	Occupancy (rent & utilities), equipment, personnel and fringe benefits, travel, supplies
Local Broadband Planning	Contractual Services with engineering and consulting firms, personnel and fringe benefits, travel

Consider language access, staff training, fair wages, and focus use of funding on direct community benefit.

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Merit Review

- Merit Review Committee will evaluate and grade each application (3 reviewers per application)
- An average of all scores will be the final applicant score
- Grants will be awarded in order from highest score to lowest score until funding is exhausted, with a priority for geographic diversity and ensuring service across all Covered Populations.
- Applications will be reviewed against others in their economic development region. A scoring threshold will be established per economic development regions to determine funded applications.
- Applications that are not selected in Wave 1 will carry over to Wave 2 for evaluation.

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Award Administration Information

Funding terms and conditions will be specified in NOSA (Notice of State Award)

Agreement(s) and budget(s) with subrecipients and subcontractors must be pre-approved by and on file with DCEO. The successful applicant shall retain sole responsibility for the performance of its subrecipient(s) and/or subcontractor(s).

Applicants are eligible for multi-year grants if the renewals are conditioned on a comprehensive evaluation of the awardee's fiscal, administrative, and programmatic compliance during the preceding grant term.

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Reporting and Monitoring

- Periodic (quarterly) Performance Report (PPR) and Periodic Financial Report (PFR)
- Grantees are required within 45 calendar days following the end of the period of performance to submit a final closeout report
- Grantees funded through this NOFO must completing electronic reports on a quarterly basis. Metrics from reports will be used to evaluate grantee progress, and contribute to a statewide evaluation of progress toward goals outlined in the State Digital Equity Plan.
- Grantees funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department
- Grantees shall be subject to Illinois' statewide Audit Report Review requirements.

Digital Equity Act Resources

Landing Pages, Links, & Resources:

State Digital Equity Plan

- State Digital Equity Plan *(Final, Approved by NTIA April 10, 2024)*
  - Appendix
- Executive Summary
  - English
  - Spanish
  - Polish
  - Simplified Chinese
  - Tagalog
  - Arabic

Digital Equity Plan Implementation

- **Webinars**
  - Grant Capacity Building Series
    - State Grant Basics – Recording | Slides
    - How to Write a Great Grant Application – Recording | Slides
    - How to Build a Strong Digital Inclusion Program – Recording | Slides
    - Building Digital Inclusion Coalitions – Recording | Slides
    - Equity in Digital Inclusion Project Implementation – Recording | Slides
    - Preparing for Grants – Deeper Dive into Grant Writing - Recording | Slides
    - Leveraging Data for Storytelling - Recording | Slides
- **Digital Equity Resources**
  - Digital Skills Online Resources
  - Ventura County Digital Upskilling Training Program
  - Digital Equity Act Population Viewer
  - Free Digital Navigator Training by Community Tech Network
  - Free Digital Skills Library
  - NDIA's Digital Navigator Model
  - Data Sources
  - NDIA's Digital Inclusion Program Manual

https://dceo.illinois.gov/broadband/digital-equity-act.html

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Get support and stay in the know!

Not sure where to start? Email **broadband@illinois.gov**

Office Hours: Tuesdays at 11 am and Fridays at 2 pm on WebEx through duration of wave

- **Visit IOB Events Page for link to join!** https://dceo.illinois.gov/broadband/events.html

For questions, guidance, or to schedule a guest presentation, contact your **Illinois Office of Broadband Community Engagement Manager**:

- Northern Region: Alicia.Ross@illinois.gov, 217-720-8149
- Central Region: Lingling.Liu@illinois.gov, 217-720-7718
- Southern Region: Hillary.Rains@illinois.gov, 217-720-4768

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Follow us on LinkedIn

View our website dceo.illinois.gov/broadband and other helpful links

GATA, Pre-Qualification, and Other Requirements

Office of Accountability

Illinois
Department of Commerce
& Economic Opportunity

Overview

- Review the DCEO Grant Process
- How to register in the IL GATA Grantee Portal
- Pre-Qualification
- Notice of Funding Opportunity
- What to expect after Grant Award

Grants Process

Pre-Qualification, Application Submission & Review

- All Pre-Qualification items must be in good standing
- Fiscal and Administrative Assessment (ICQ)
- Application documents submitted
- Application reviewed by Merit Review Committee
- Applicants will receive notice from DCEO

Grant Agreement

- NOSA and Development of Grant Agreement
- Document will lay out all expectations and grant requirements
- Signatures from Grantee and DCEO

Periodic Reporting

- Implementation of project objectives
- Financial and Performance Reports
- Reimbursement of expenditures
- Annual Audit Reports

Closeout of Grant

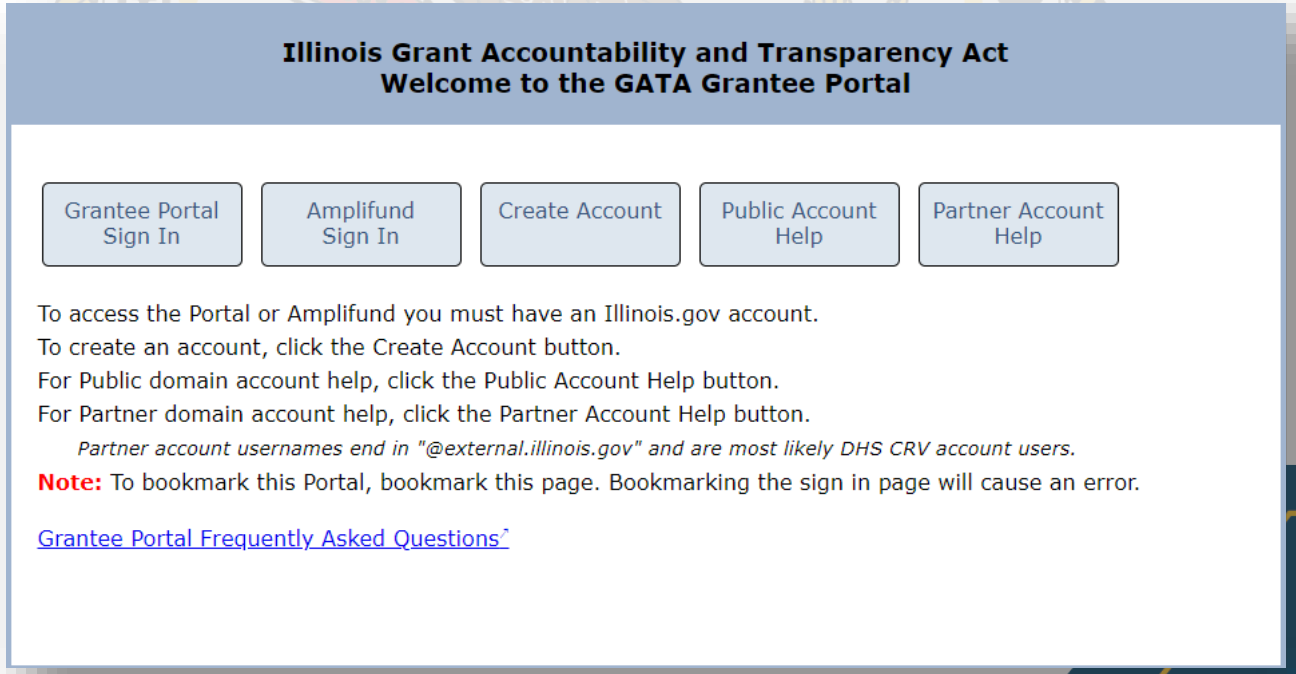
- Grant closed once grant period ends

What is GATA?

- GATA - Grant Accountability and Transparency Act
- GATA Goals:
  - Remove duplicative processes
  - Increase accountability and transparency
  - Follow 2 CFR 200

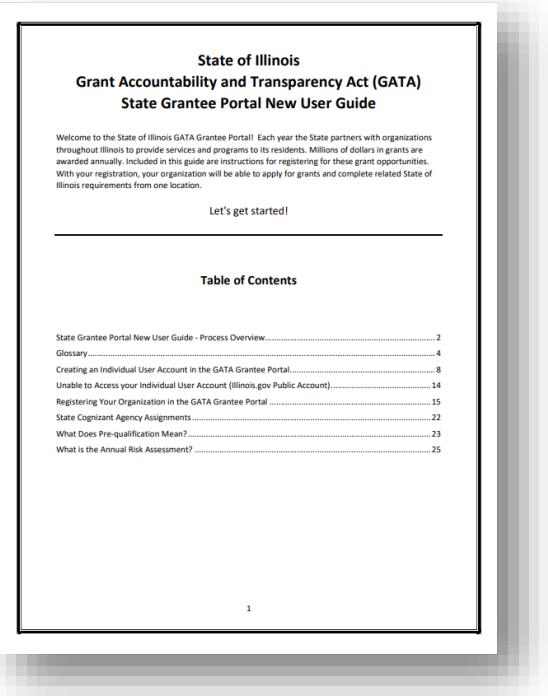
Getting Started in the GATA Grantee Portal

- https://grants.illinois.gov/portal/
  - Create Account



Getting Started in the GATA Grantee Portal

- GATA New User Guide
  - https://www2.illinois.gov/sites/GATA/Documents/Resource%20Library/GATA%20New%20User%20Guide.pdf
  - Provides step-by-step GATA Portal instructions
  - For new or current Portal users
- Grant Accountability and Transparency Unit at GOMB
  - https://gata.illinois.gov/



State of Illinois
Grant Accountability and Transparency Act (GATA)
State Grantee Portal New User Guide

Welcome to the State of Illinois GATA Grantee Portal! Each year the State partners with organizations throughout Illinois to provide services and programs to its residents. Millions of dollars in grants are awarded annually. Included in this guide are instructions for registering for these grant opportunities. With your registration, your organization will be able to apply for grants and complete related State of Illinois requirements from one location.

Let's get started!

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What is the Annual Risk Assessment? 25

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Pre-Qualification

- Required
- Maintain compliance
- Meet expectations
- Responsibly manage funds
- Effective Communication

PRE-QUALIFICATION INFORMATION	
SAM.gov Account:	Good until 2/23/2025
Federal Employer ID (FEIN):	Good
Federal Excluded Parties List:	Good
Federal Delinquent Debt:	Good
Illinois Secretary of State:	Good
Illinois Stop Payment List:	Good
Illinois DHFS Sanction List:	Good

Grantee must be in qualified status by the application review date by the state awarding agency.

Pre-Qualification in the GATA Grantee Portal

Pre-Qualification Status

Your organization not in good standing. Items in red require your action.

Items in yellow are being evaluated by the State. Their status could take up to one business day.

Requirement	Status	Remediation
SAM.gov Account	UEI not found	Help
Federal Employer ID (FEIN)	Pending	Help
Federal Excluded Parties List	Good	Help
Illinois Secretary of State	Not Found	Help
Illinois Stop Payment List	Good	Help
Illinois DHFS Sanction List	Good	Help

Your organization must remain in good standing in all pre-qualification requirements. The status of these requirements are validated nightly. Notifications when changes occur to the pre-qualification status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

SAM.gov Account

- Active registration required
  - Validated annually
- UEI Number
  - Used in the IL GATA Grantee Portal
- Registration should be set to “Public“
- Receiving UEI vs Complete Registration

Requirement
SAM.gov Account
Federal Employer ID (FEIN)
Federal Excluded Parties List
Illinois Secretary of State
Illinois Stop Payment List
Illinois DHFS Sanction List

Federal Employer ID (FEIN)

- Business entity identification
- Used by federal government
- Request from IRS
- Verification confirmed automatically from SAM.gov

Requirement
SAM.gov Account
Federal Employer ID (FEIN)
Federal Excluded Parties List
Illinois Secretary of State
Illinois Stop Payment List
Illinois DHFS Sanction List

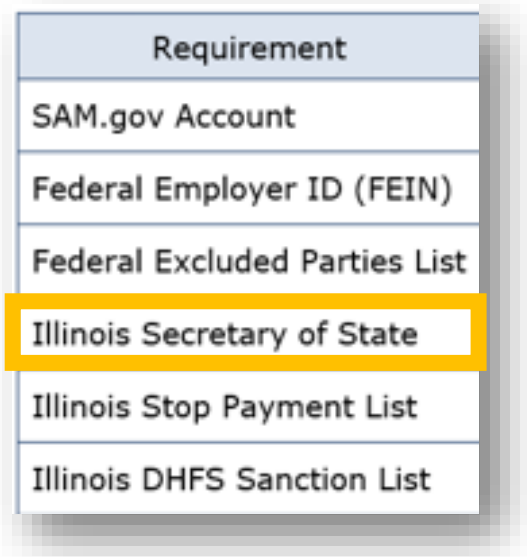
Federal Excluded Parties List

- Excluded from receiving Federal contracts
- Suspensions and debarments
- Generated by SAM.gov
- Automatically updated

Requirement
SAM.gov Account
Federal Employer ID (FEIN)
Federal Excluded Parties List
Illinois Secretary of State
Illinois Stop Payment List
Illinois DHFS Sanction List

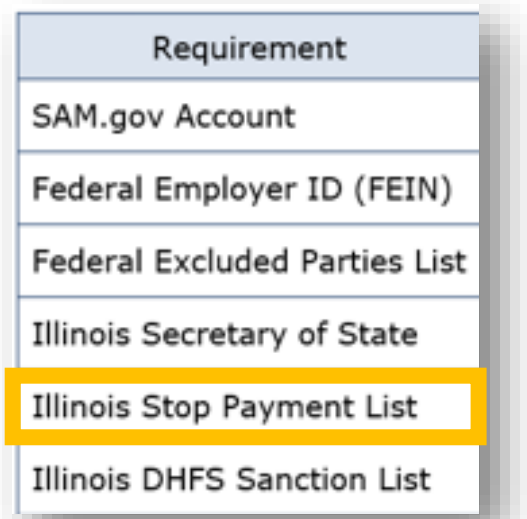
Illinois Secretary of State

- Certificate of Good Standing
- Business entity exists
- Allowed to conduct business in Illinois
- In compliance with State regulations
- www.ilsos.gov
- Not needed for governmental entities



Illinois Stop Payment List

- Entity has fallen out of compliance.
- View reason in the portal
- For questions, contact your former Grant Manager or your cognizant agency
  - For DCEO, contact ceo.granthelp@illinois.gov



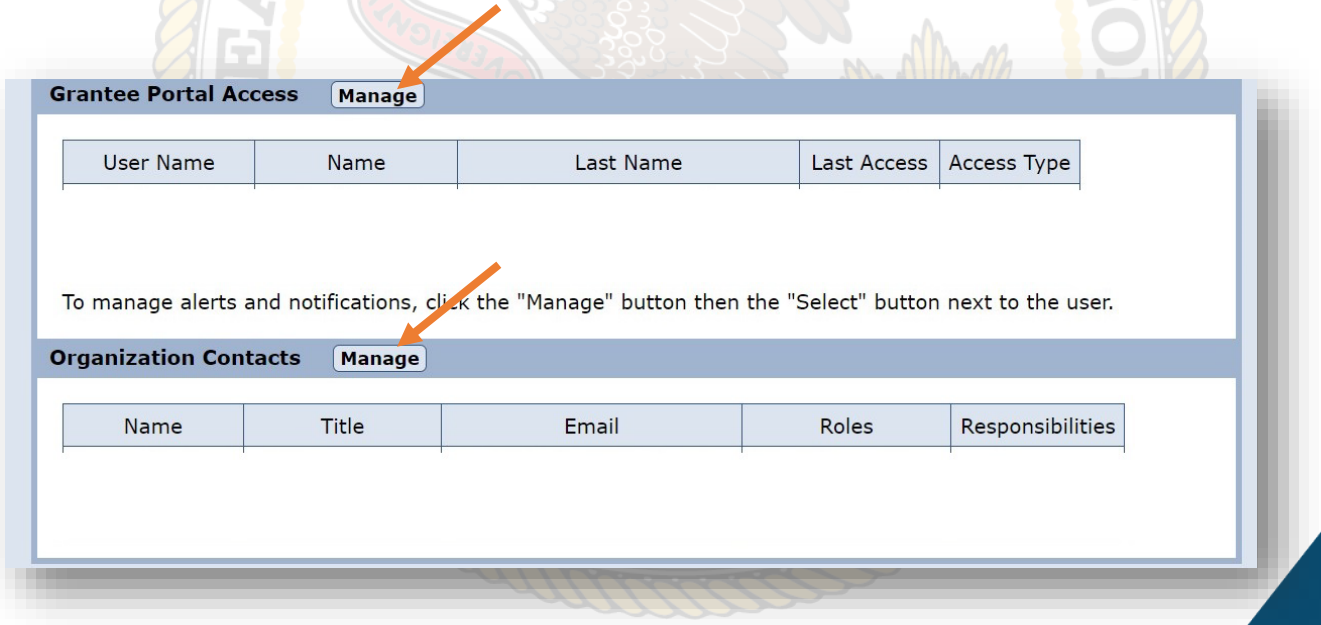
Illinois DHFS Sanction List

- Not eligible for Medicaid Reimbursement
- Administrative action taken against entity or individual
- Violation of:
  - Administrative Rule
  - Civil Law
  - Criminal Offense

Requirement
SAM.gov Account
Federal Employer ID (FEIN)
Federal Excluded Parties List
Illinois Secretary of State
Illinois Stop Payment List
Illinois DHFS Sanction List

Other GATA Grantee Portal Tips

- Maintain current and accurate contact list
- Ensure fiscal year end date is accurate



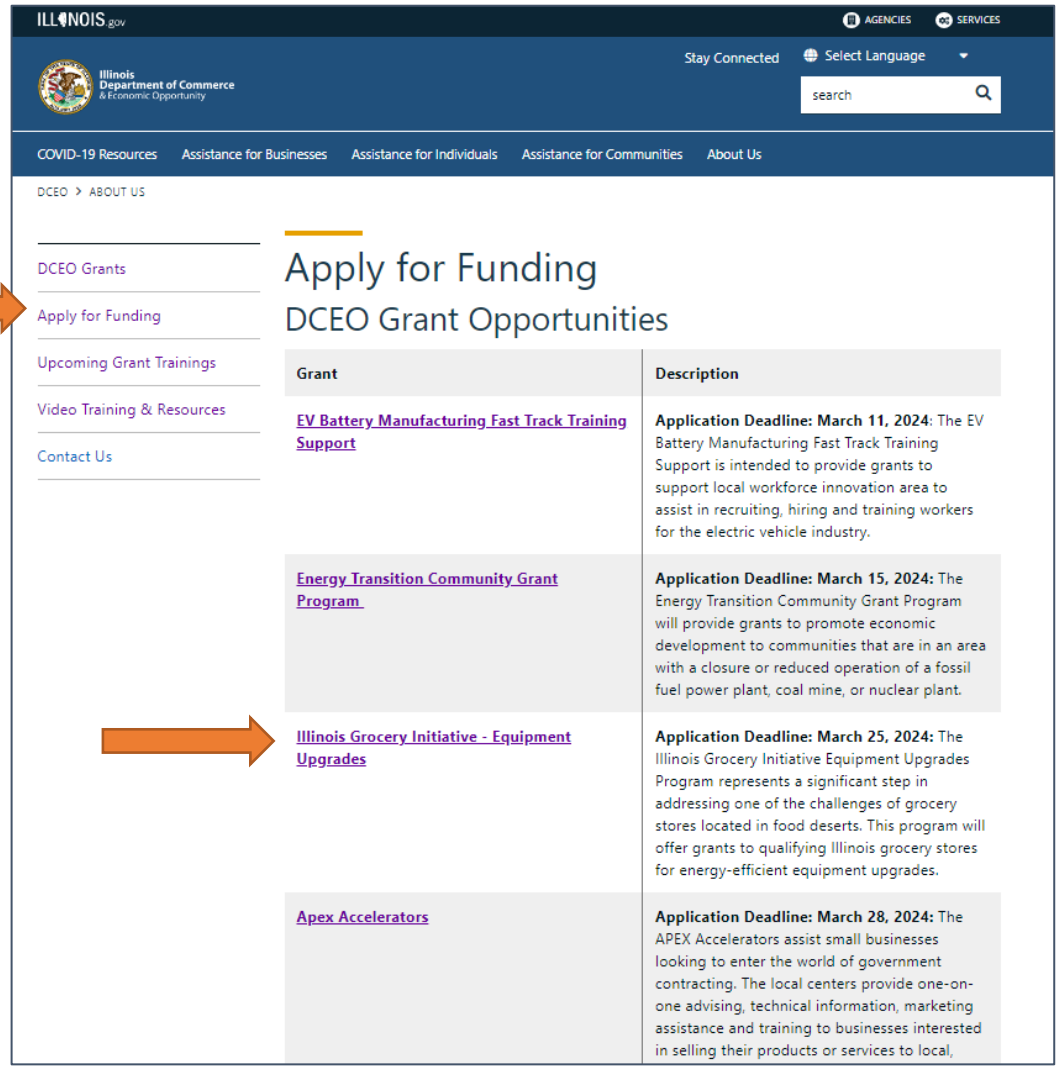
Notice of Funding Opportunity (NOFO)

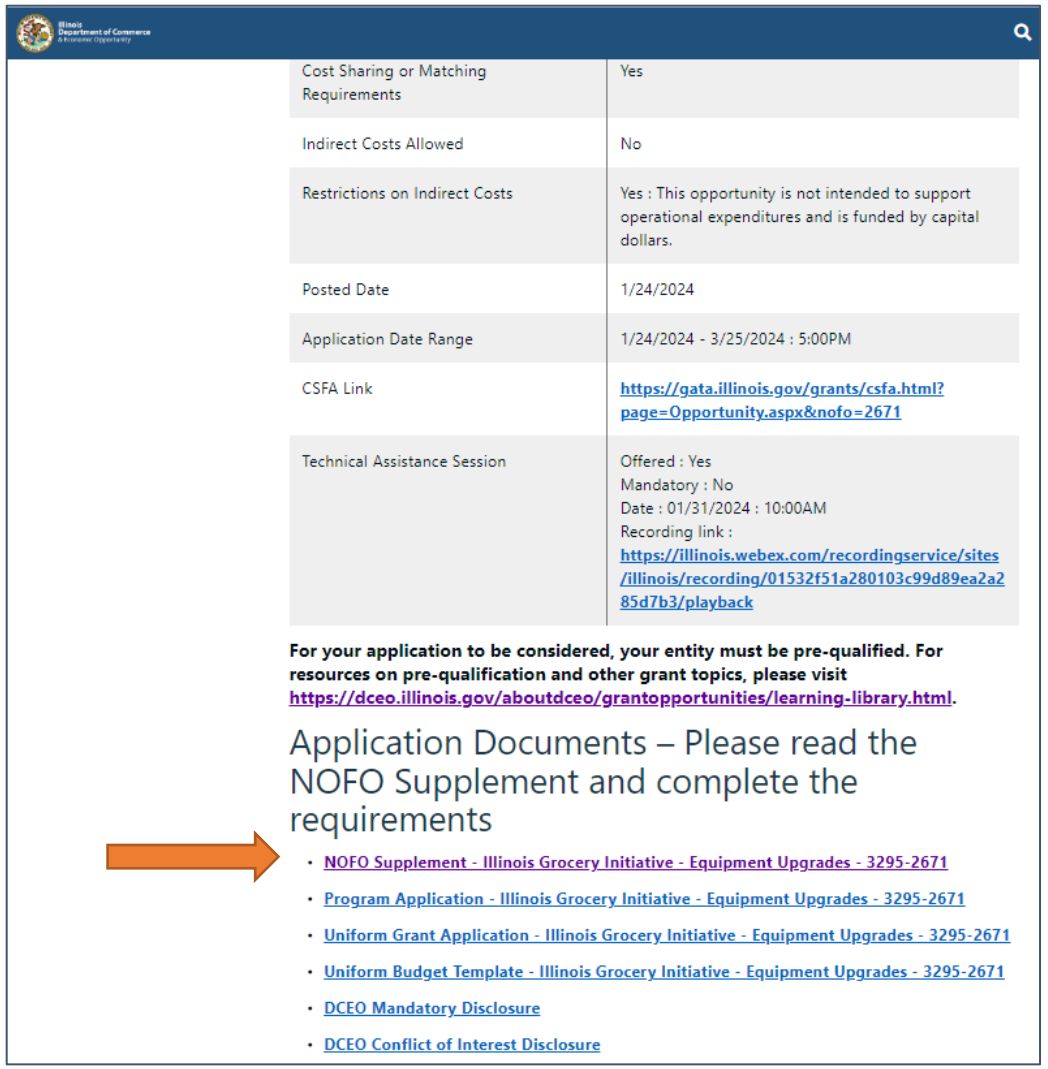
- **Outlines all important details of program and how to apply**
- **NOFO Sections:**
  - Program Description
  - Funding Information
  - Eligibility Information
  - Application and Submission Information
  - Application Review Information
  - Award Administration Information
  - State Awarding Agency Contacts
  - Other Information, if applicable

Other NOFOs can be found in the CSFA

Where to Find NOFOs

https://dceo.illinois.gov/dceo-grants.html



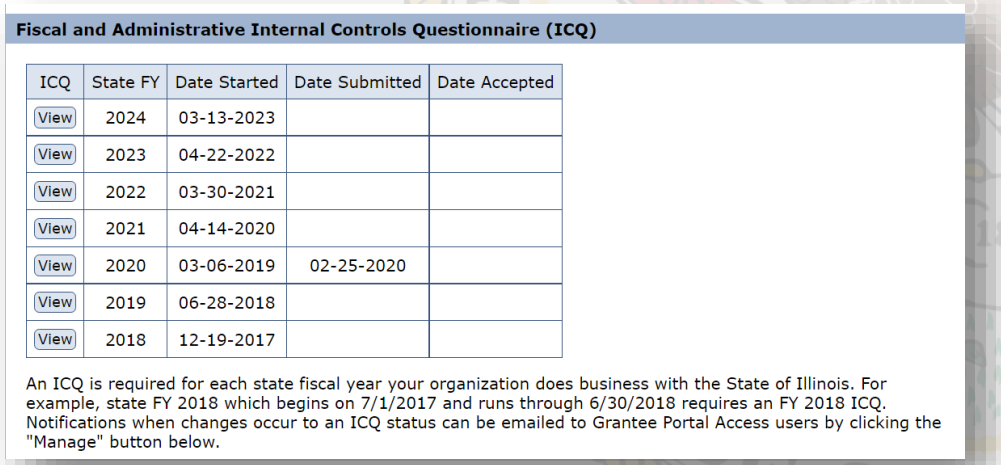


Application Submission Tips

- The NOFO contains all necessary information for application submission
  - Most NOFOs have a unique link for application submission.
  - Do not email application documents! Upload documents using link in NOFO.
- Questions?
  - Each NOFO lists a program contact
  - Technical questions – ceo.granthelp@illinois.gov
- Hard deadline!
  - If 5:00pm is the deadline, then 5:01pm is ineligible
  - Plan to submit at least a day in advance, leaving time for any technical difficulties.

Fiscal and Administrative Internal Controls Questionnaire (ICQ)

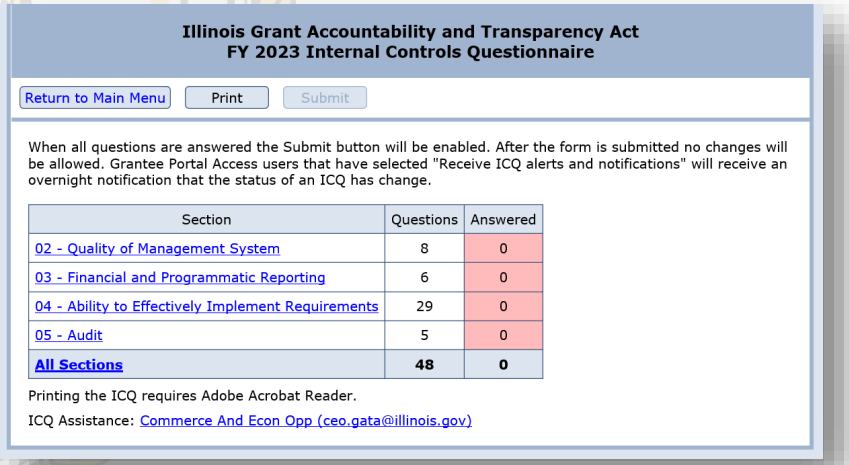
- Must be completed every State Fiscal Year in the GATA Grantee Portal
- Mitigates risk and builds grantee capacity (not punitive)



Fiscal and Administrative Internal Controls Questionnaire (ICQ)

ICQ	State FY	Date Started	Date Submitted	Date Accepted
View	2024	03-13-2023		
View	2023	04-22-2022		
View	2022	03-30-2021		
View	2021	04-14-2020		
View	2020	03-06-2019	02-25-2020	
View	2019	06-28-2018		
View	2018	12-19-2017		

An ICQ is required for each state fiscal year your organization does business with the State of Illinois. For example, state FY 2018 which begins on 7/1/2017 and runs through 6/30/2018 requires an FY 2018 ICQ. Notifications when changes occur to an ICQ status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.



Illinois Grant Accountability and Transparency Act
FY 2023 Internal Controls Questionnaire

Return to Main Menu | Print | Submit

When all questions are answered the Submit button will be enabled. After the form is submitted no changes will be allowed. Grantee Portal Access users that have selected "Receive ICQ alerts and notifications" will receive an overnight notification that the status of an ICQ has change.

Section	Questions	Answered
02 - Quality of Management System	8	0
03 - Financial and Programmatic Reporting	6	0
04 - Ability to Effectively Implement Requirements	29	0
05 - Audit	5	0
All Sections	**48**	**0**

Printing the ICQ requires Adobe Acrobat Reader.

ICQ Assistance: Commerce And Econ Opp (ceo.gata@illinois.gov)

Post-Award Requirements

- With Your Grant Manager
  - Periodic Financial Report
  - Periodic Performance Report
- In the GATA Grantee Portal
  - Consolidated Year End Financial Statement and Audit

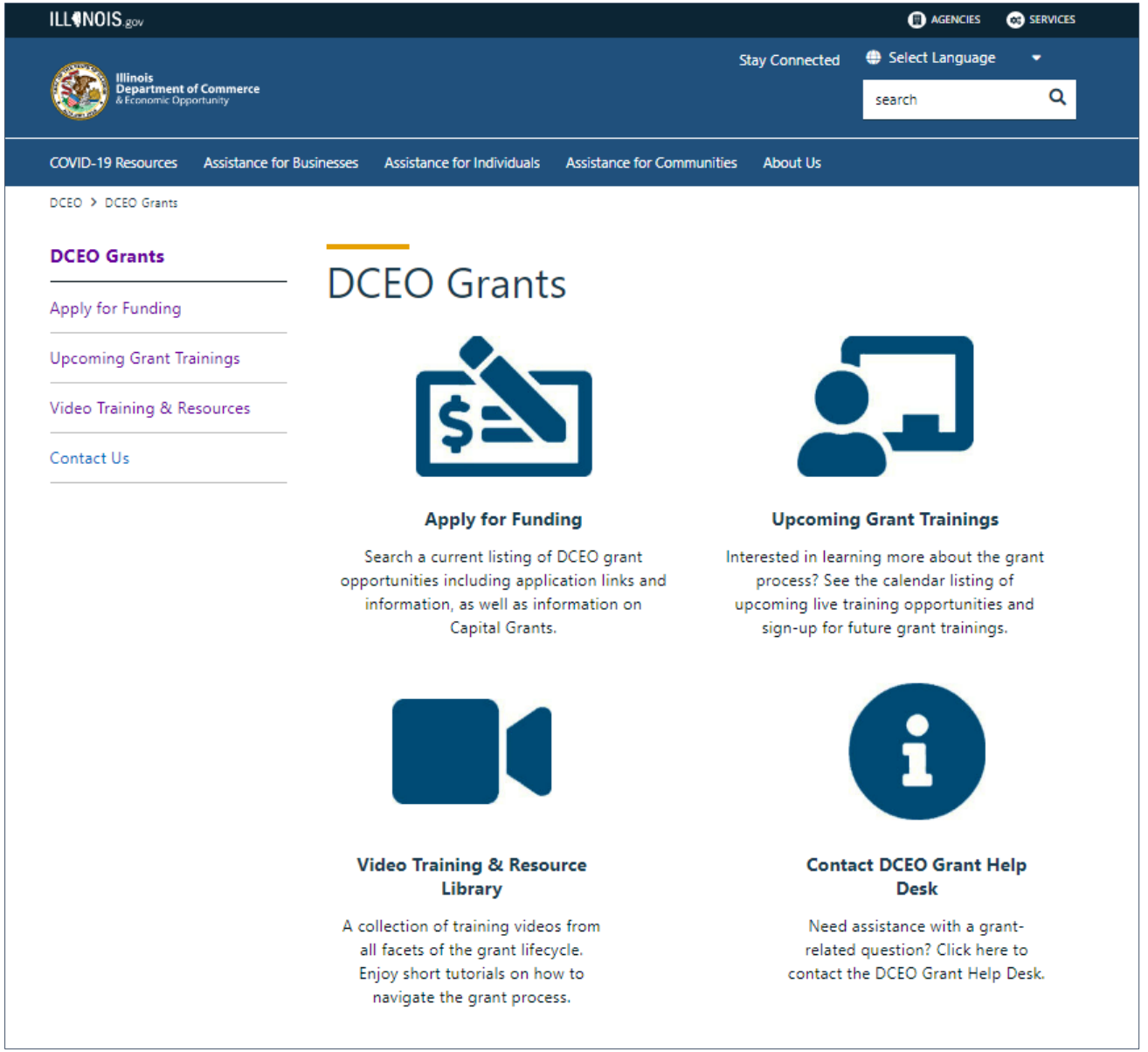
Audit Types and Submission Deadlines

Total Expenditures of Federal Awards (direct or pass through)	Total Expenditures of State Awards	Not-For-Profit and Governmental Grantees	For Profit Grantees	Audit Report Submission Deadline
During the grantee's fiscal year				
$1,000,000 or more	N/A	Single Audit	Program-Specific Audit	9 months after grantee fiscal year end
Less than $1,000,000	$500,000 or more	Generally Accepted Governmental Auditing Standards Financial Statement Audit		6 months after grantee fiscal year end
	$300,000 or more	General Accepted Auditing Standards Financial Statement Audit		6 months after grantee fiscal year end
	Less than $300,000	Submit audit report if audit conducted due to other requirements		6 months after grantee fiscal year end

DCEO Grantee Resource Site

https://dceo.illinois.gov/dceo-grants.html

- Current Grant Opportunities
- Video & Resource Library
- Upcoming Grant Trainings
  - Sign up for training emails
  - Office Hours (Tuesdays 2-3pm)
- Grant Help Desk
  - ceo.granthelp@illinois.gov



Q&A

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