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# Digital Equity Capacity Grant Webinar Series:

## State Grant Basics

May 29, 2024



**Illinois**  
**Department of Commerce**  
& Economic Opportunity  
OFFICE OF BROADBAND



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# Welcome!



**Devon Braunstein**  
Director  
Illinois Office of Broadband



**Lingling Liu**  
Community Engagement Manager  
Illinois Office of Broadband



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# Objectives

- **Get to know Illinois Office of Broadband and Illinois Broadband Lab**
- **Understand context around Illinois Digital Equity Capacity Grant**
- **Learn how to pre-qualify and navigate state grant systems**
- **Feel prepared to participate in future grant programs**



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# Agenda

- **Meet the Illinois Office of Broadband and Broadband Lab**
- **Context:**
  - Digital Equity Act
  - State Digital Equity Grant Program
- **State Grant Basics**
  - GATA, Pre-Qualification, and Other State Grant Requirements
- **Next Steps**
- **Q&A**



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# **Meet the Illinois Office of Broadband and Broadband Lab**

# Illinois Office of Broadband

Launched in 2019 with the Connect Illinois initiative

Tasked with connecting every single resident in Illinois with fast, reliable, and affordable internet

- Administering grants for broadband infrastructure (BEAD \$1B+) and digital equity (\$30M+)
- Engaging regional champions and community organizations



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# Illinois Broadband Lab



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- University contributor to Office's broadband partnership
- Tasked with research, data gathering, and digital navigation resources
- Lead statewide engagement through public university partnerships (Broadband READY)
  - Illinois Broadband Map
  - County One-Pagers
  - Dashboards & Research
  - Digital Navigator Network

<https://broadband.uillinois.edu/>

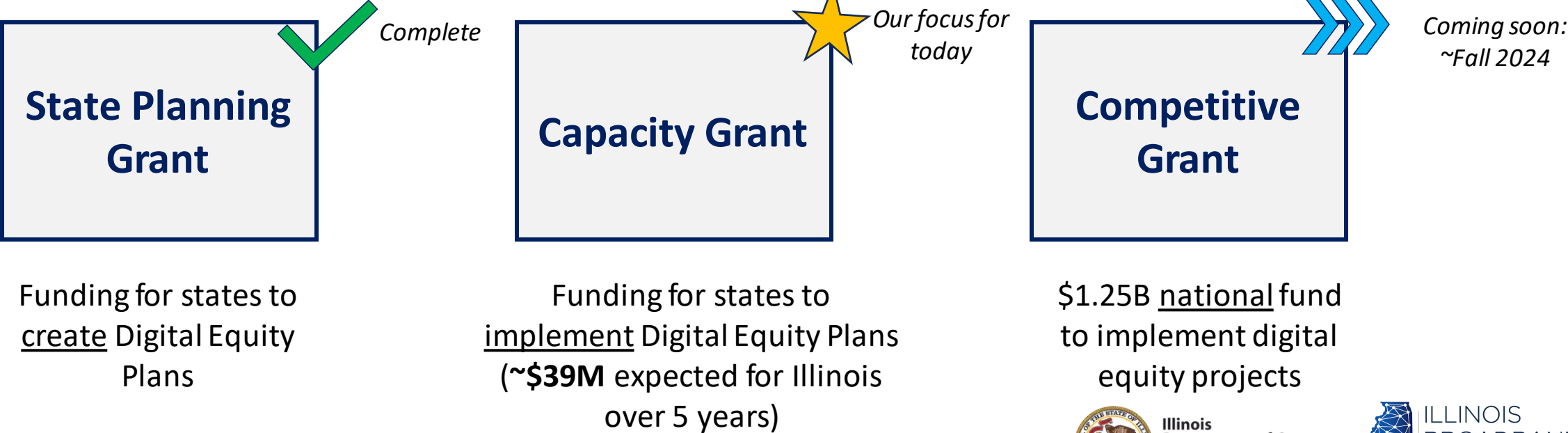


**Context**



# 2021 Digital Equity Act

The Digital Equity Act provides \$2.75 billion to establish three grant programs that promote digital equity and inclusion. Programs aim to ensure that all people and communities have the skills, technology, and capacity needed to reap the full benefits of our digital economy.

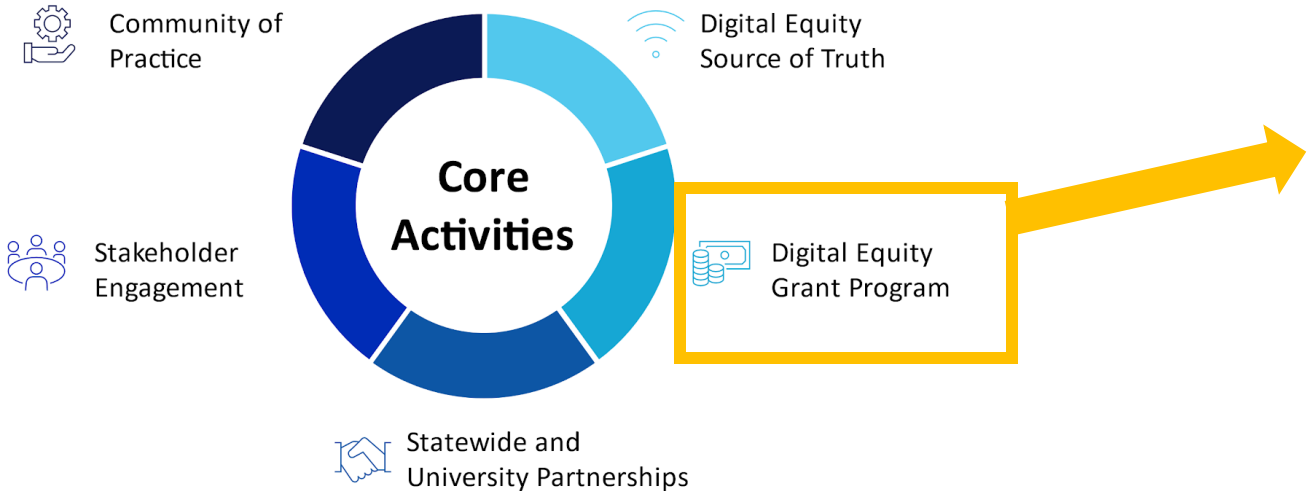


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# State Digital Equity Plan Has Been Approved

Approval of the SDEP unlocks the opportunity for Illinois to apply for first Capacity Grant allocation from NTIA of \$23.7 million to implement the plan.



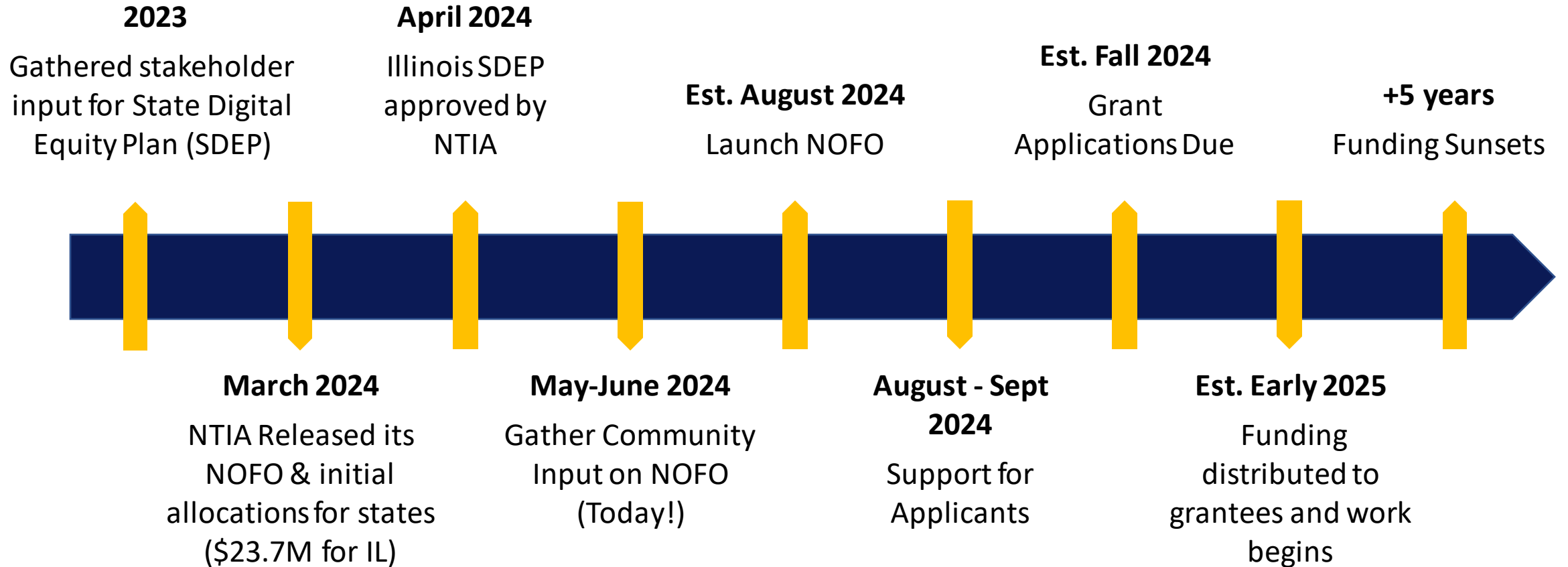
Creating a statewide Digital Equity Grant Program is one of the Plan's Core Activities



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# Timeline for State Digital Equity Grant Program



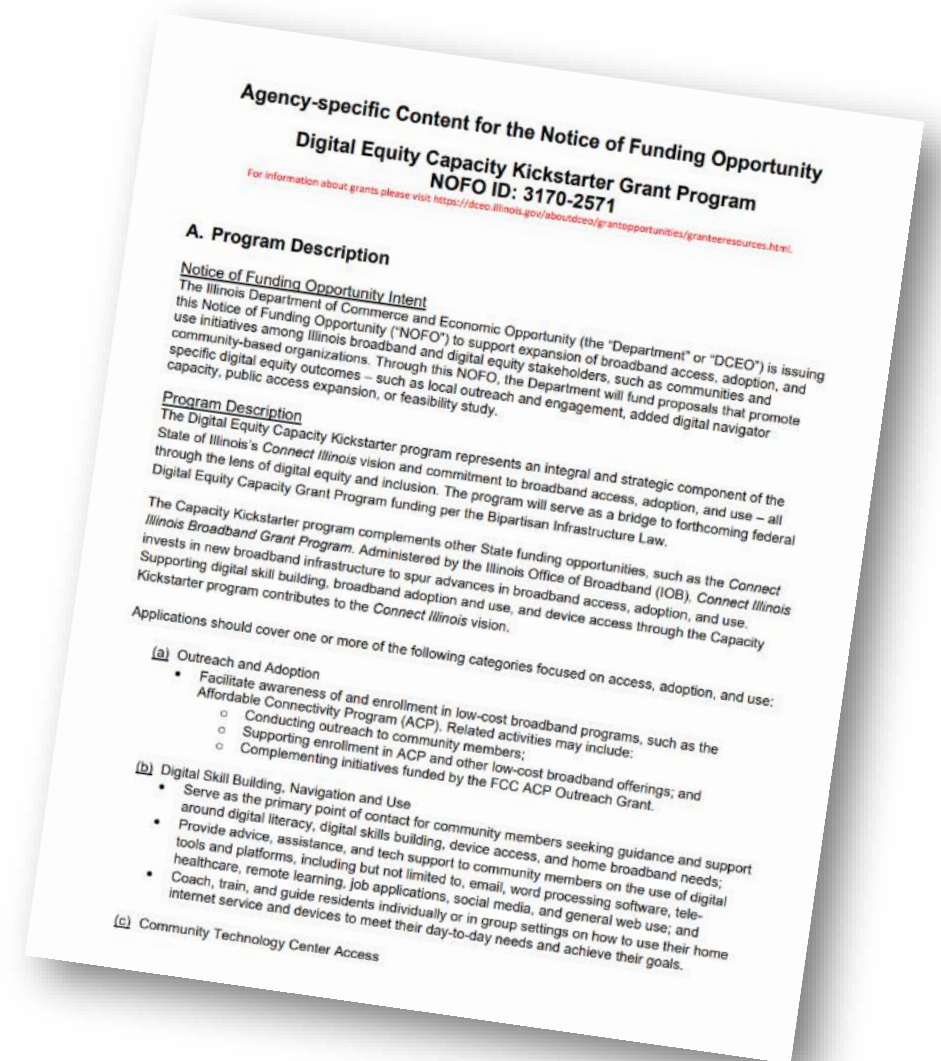
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# What is a NOFO

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



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# NTIA Requires Prioritization of Covered Populations

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Low-income households

Incarcerated individuals

People with disabilities

Racial and ethnic minorities

Aging populations

Veterans

Rural inhabitants

People with language barriers

**72% of Illinoisans are part of these identity groups and communities disproportionately impacted by digital inequity**



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# Tentative Grant Project Types

*Subject to change based on design process and adherence to program and agency requirements*

## Device Distribution Programs

Laptop, computer, or other device distribution to Covered Populations.

## Digital Literacy + Skills Training

Classes, workshops, coaching, or other learning opportunities to help Covered Populations build digital skills and confidence.

## Digital Navigation + Tech Support

Individuals embedded in community trained to help connect Covered Populations access affordable broadband, digital skill building, and other essential resources.

## Broadband Affordability Program

Small infrastructure projects to increase affordability and choice within multi-dwelling units (MDUs), affordable housing, or other residential communities.

## Access Expansion Feasibility Study

Opportunity for communities to chart their own broadband path through local coordination and planning.

## Coalition Building

Seed funding for regional or local digital equity coalition formation, building, and growth.

# State Grant Basics

**Amber Broughton**

Office of Accountability

Department of Commerce and Economic Opportunity

# GATA, Pre-Qualification, and Other Requirements

Office of Accountability



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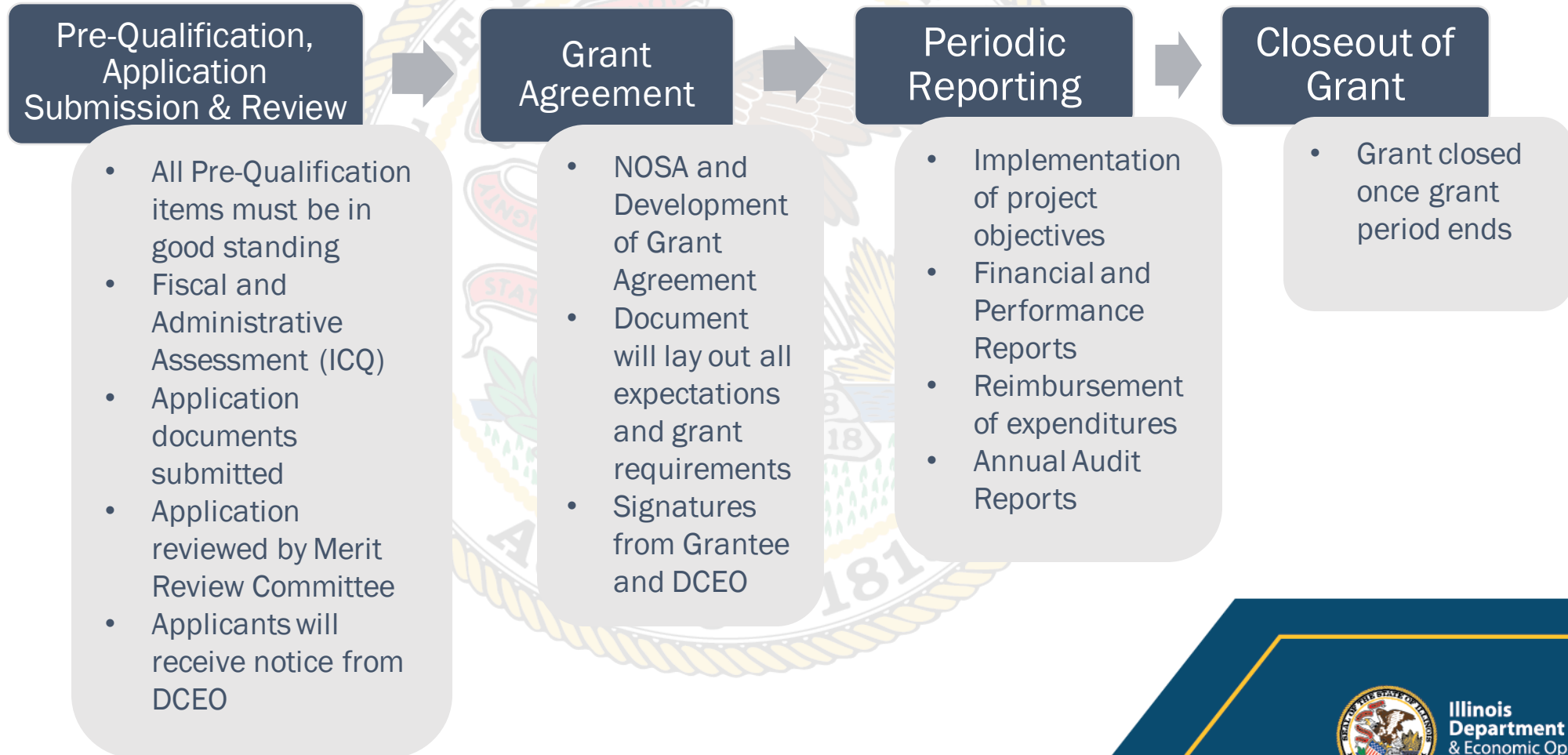


# Overview

- 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



# 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



**Illinois Grant Accountability and Transparency Act**  
**Welcome to the GATA Grantee Portal**

[Grantee Portal Sign In](#) [Amplifund Sign In](#) [Create Account](#) [Public Account Help](#) [Partner Account Help](#)

To access the Portal or Amplifund you must have an Illinois.gov account.  
To create an account, click the Create Account button.  
For Public domain account help, click the Public Account Help button.  
For Partner domain account help, click the Partner Account Help button.

*Partner account usernames end in "@external.illinois.gov" and are most likely DHS CRV account users.*

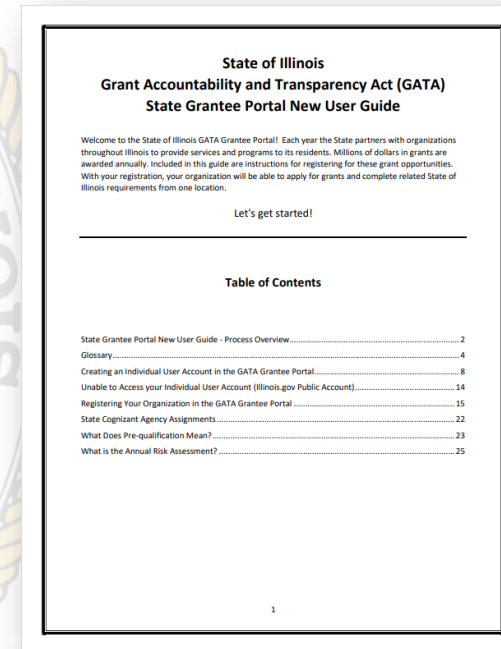
**Note:** To bookmark this Portal, bookmark this page. Bookmarking the sign in page will cause an error.

[Grantee Portal Frequently Asked Questions](#)



# 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/>



# Pre-Qualification

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

PRE-QUALIFICATION INFORMATION	
<b>SAM.gov Account:</b>	Good until 8/5/2023
<b>Federal Employer ID (FEIN):</b>	Good
<b>Federal Excluded Parties List:</b>	Good
<b>Federal Delinquent Debt:</b>	Good
<b>Illinois Secretary of State:</b>	Good
<b>Illinois Stop Payment List:</b>	Good
<b>Illinois DHFS Sanction List:</b>	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	<a href="#">Help</a>
Federal Employer ID (FEIN)	Pending	<a href="#">Help</a>
Federal Excluded Parties List	Good	<a href="#">Help</a>
Illinois Secretary of State	Not Found	<a href="#">Help</a>
Illinois Stop Payment List	Good	<a href="#">Help</a>
Illinois DHFS Sanction List	Good	<a href="#">Help</a>

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
<b>Federal Employer ID (FEIN)</b>
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)
<b>Federal Excluded Parties List</b>
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](http://www.ilsos.gov)
- Not needed for governmental entities

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



# 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](mailto:ceo.granthelp@illinois.gov)

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



# Illinois DHFS Sanction List

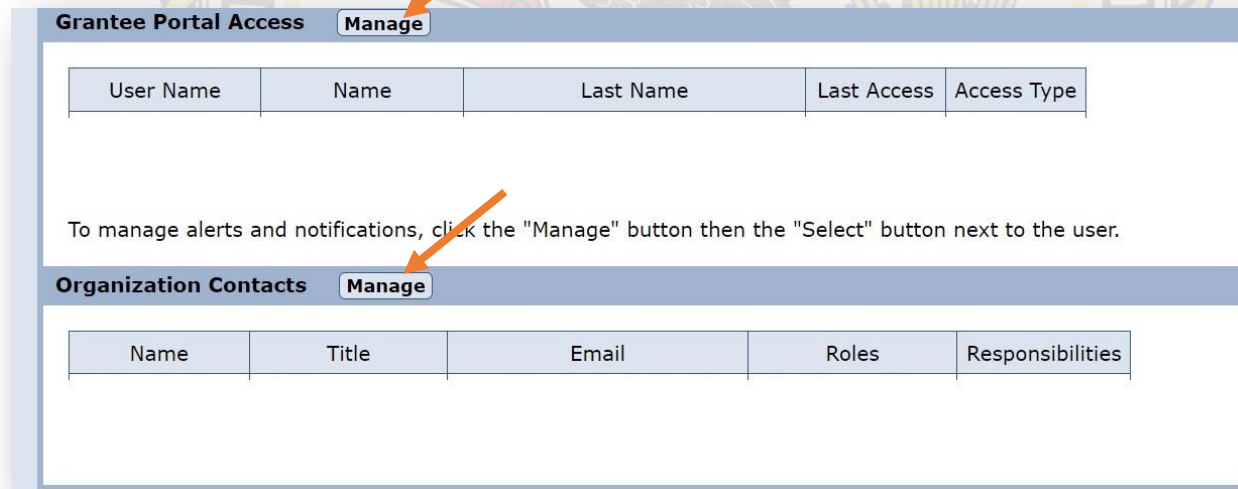
- Not eligible for Medicaid Reimbursement
- Administrative action taken against entity or individual
- Violation of:
  - Administrative Rule
  - Civil Law
  - Criminal Offense

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



# Other GATA Grantee Portal Tips

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



The screenshot displays two sections of the GATA Grantee Portal. The first section, 'Grantee Portal Access', features a table with columns for 'User Name', 'Name', 'Last Name', 'Last Access', and 'Access Type'. A 'Manage' button is located to the right of the table header. The second section, 'Organization Contacts', features a table with columns for 'Name', 'Title', 'Email', 'Roles', and 'Responsibilities'. A 'Manage' button is also located to the right of the table header. Two orange arrows point to the 'Manage' buttons in both sections. Below the first table, a text instruction reads: 'To manage alerts and notifications, click the "Manage" button then the "Select" button next to the user.'

User Name	Name	Last Name	Last Access	Access Type
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To manage alerts and notifications, click the "Manage" button then the "Select" button next to the user.

Name	Title	Email	Roles	Responsibilities
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# 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 Contracts
  - Other Information, if applicable

Other NOFOs  
can be found in  
the CSFA



# Where to Find NOFOs

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

ILLINOIS.gov AGENCIES SERVICES

Stay Connected Select Language search

COVID-19 Resources Assistance for Businesses Assistance for Individuals Assistance for Communities About Us

DCEO > ABOUT US

DCEO Grants  
Apply for Funding  
Upcoming Grant Trainings  
Video Training & Resources  
Contact Us

## Apply for Funding DCEO Grant Opportunities

Grant	Description
<a href="#">EV Battery Manufacturing Fast Track Training Support</a>	<b>Application Deadline: March 11, 2024:</b> The EV Battery Manufacturing Fast Track Training Support is intended to provide grants to support local workforce innovation area to assist in recruiting, hiring and training workers for the electric vehicle industry.
<a href="#">Energy Transition Community Grant Program</a>	<b>Application Deadline: March 15, 2024:</b> The Energy Transition Community Grant Program will provide grants to promote economic development to communities that are in an area with a closure or reduced operation of a fossil fuel power plant, coal mine, or nuclear plant.
<a href="#">Illinois Grocery Initiative - Equipment Upgrades</a>	<b>Application Deadline: March 25, 2024:</b> The Illinois Grocery Initiative Equipment Upgrades Program represents a significant step in addressing one of the challenges of grocery stores located in food deserts. This program will offer grants to qualifying Illinois grocery stores for energy-efficient equipment upgrades.
<a href="#">Apex Accelerators</a>	<b>Application Deadline: March 28, 2024:</b> The APEX Accelerators assist small businesses looking to enter the world of government contracting. The local centers provide one-on-one advising, technical information, marketing assistance and training to businesses interested in selling their products or services to local.

Cost Sharing or Matching Requirements	Yes
Indirect Costs Allowed	No
Restrictions on Indirect Costs	Yes : This opportunity is not intended to support operational expenditures and is funded by capital dollars.
Posted Date	1/24/2024
Application Date Range	1/24/2024 - 3/25/2024 : 5:00PM
CSFA Link	<a href="https://gata.illinois.gov/grants/csfa.html?page=Opportunity.aspx&amp;nofo=2671">https://gata.illinois.gov/grants/csfa.html?page=Opportunity.aspx&amp;nofo=2671</a>
Technical Assistance Session	Offered : Yes Mandatory : No Date : 01/31/2024 : 10:00AM Recording link : <a href="https://illinois.webex.com/recording/service/sites/illinois/recording/01532f51a280103c99d89ea2a285d7b3/playback">https://illinois.webex.com/recording/service/sites/illinois/recording/01532f51a280103c99d89ea2a285d7b3/playback</a>

**For your application to be considered, your entity must be pre-qualified. For resources on pre-qualification and other grant topics, please visit <https://dceo.illinois.gov/aboutdceo/grantopportunities/learning-library.html>.**

### Application Documents – Please read the NOFO Supplement and complete the requirements

- [NOFO Supplement - Illinois Grocery Initiative - Equipment Upgrades - 3295-2671](#)
- [Program Application - Illinois Grocery Initiative - Equipment Upgrades - 3295-2671](#)
- [Uniform Grant Application - Illinois Grocery Initiative - Equipment Upgrades - 3295-2671](#)
- [Uniform Budget Template - Illinois Grocery Initiative - Equipment Upgrades - 3295-2671](#)
- [DCEO Mandatory Disclosure](#)
- [DCEO Conflict of Interest Disclosure](#)



# 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
<a href="#">View</a>	2024	03-13-2023		
<a href="#">View</a>	2023	04-22-2022		
<a href="#">View</a>	2022	03-30-2021		
<a href="#">View</a>	2021	04-14-2020		
<a href="#">View</a>	2020	03-06-2019	02-25-2020	
<a href="#">View</a>	2019	06-28-2018		
<a href="#">View</a>	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
<a href="#">02 - Quality of Management System</a>	8	0
<a href="#">03 - Financial and Programmatic Reporting</a>	6	0
<a href="#">04 - Ability to Effectively Implement Requirements</a>	29	0
<a href="#">05 - Audit</a>	5	0
<b>All Sections</b>	<b>48</b>	<b>0</b>

Printing the ICQ requires Adobe Acrobat Reader.  
ICQ Assistance: [Commerce And Econ Opp \(ceo.gata@illinois.gov\)](mailto: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				
\$750,000 or more	N/A	Single Audit	Program-Specific Audit	9 months after grantee fiscal year end
Less than \$750,000	\$500,000 or more	Generally Accepted Governmental Auditing Standards Financial Statement Audit		6 months after grantee fiscal year end
	\$300,000 or more	Generally 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 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](mailto:ceo.granthelp@illinois.gov)



A screenshot of the Illinois Department of Commerce &amp; Economic Opportunity (DCEO) website's 'DCEO Grants' page. The page has a dark blue header with the Illinois state seal and 'ILLINOIS.gov' logo on the left, and 'Stay Connected' and 'Select Language' on the right. Below the header is a navigation bar with links for 'COVID-19 Resources', 'Assistance for Businesses', 'Assistance for Individuals', 'Assistance for Communities', and 'About Us'. The main content area is titled 'DCEO &gt; DCEO Grants' and features a sidebar with links: 'DCEO Grants', 'Apply for Funding', 'Upcoming Grant Trainings', 'Video Training &amp; Resources', and 'Contact Us'. The main content area is divided into four sections, each with an icon and a title: 1. 'Apply for Funding' with a dollar sign and pencil icon, describing a search for current grant opportunities. 2. 'Upcoming Grant Trainings' with a calendar and person icon, describing a calendar of live training opportunities. 3. 'Video Training &amp; Resource Library' with a video camera icon, describing a collection of training videos. 4. 'Contact DCEO Grant Help Desk' with an information icon, describing assistance for grant-related questions.

# Next Steps

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# Upcoming Grants Capacity Building Workshops



**Capacity building workshops help ensure grant opportunities are inclusive and accessible**

## **June 5: How to Write a Great Grant Application**

Learn how to write strong digital equity grant proposals, including understanding the NOFO and the essential grant components such as program narrative, budget, project plan, impact measurement, and scoring criteria.

## **June 12: Building a Strong Digital Inclusion Program**

Hear from successful digital skill building and digital navigator programs about how to structure a program mission, measure outputs and outcomes, and determine metrics for success.



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# Be Our Partner!

Fill out our partner form!

Receive the most up-to-date information about grant programs, action items, and get inspired by other #IllinoisBroadbandStories

[bit.ly/IOBPartner](https://bit.ly/IOBPartner)



- Sign up for the Illinois Broadband Connections Newsletter at <https://bit.ly/IOBNewsletter>
- Follow the Illinois Broadband Lab on Facebook, Instagram, and LinkedIn



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# Q&A

Contact: [broadband@illinois.gov](mailto:broadband@illinois.gov)



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