

**ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS**  
**Changes to Federal and State Grant Requirements**  
**FY 2017**

The Illinois Department of Veterans' Affairs (IDVA) is working to implement changes required by Federal Uniform Grant Guidance (2 CFR 200) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708).

The Grant Pre-Award process now requires applicants to complete the following:

1. Grantee Registration
2. Grantee Pre-qualification
3. Fiscal and Administrative Risk Assessment (ICQ)
4. Programmatic Risk Assessment

Please carefully follow the steps here to make the Pre-Award process go as smooth as possible.

Pre-Award Requirements:

1. Grantee Registration Process:

All grantees must be registered with the State of Illinois. Grantee Registration is completed by accessing, completing and submitting the following Grantee registration form:

<https://grants.illinois.gov/registration>

Completion of the Grantee Registration triggers the remaining grantee pre-award requirements.

2. Grantee Pre-Qualification:

All grantees must be qualified to do business with the State of Illinois. To be qualified for an FY17 grant award, an entity must:

- a. Have a current DUNS number;

link to register for a DUNS number:

<http://www.dnb.com/duns-number/what-is-duns.html>

- b. Have a current SAM CAGE Code;

link to register for a SAM GACE code:

<https://www.sam.gov/index.html/#1>

- c. Not be on the Federal Excluded Parties list

- d. Be in Good Standing with the Illinois Secretary of State

link to register at the Secretary of State Business Services:

[http://www.cyberdriveillinois.com/departments/business\\_services/home.html](http://www.cyberdriveillinois.com/departments/business_services/home.html)

Grantee Registration trigger additional grantee pre-award requirements.

Pre-Qualification state will be verified after Grantee Registration is submitted. If an entity has a pre-qualification issue, a state awarding agencies will notify the entity. Entities on the Federal Excluded Parties List are not eligible to do business with the State of Illinois. Entities are to remediate all other pre-qualification issues before they can receive a grant.

### 3. Fiscal and Administrative Risk Assessment (ICQ)

Following completion of the Grantee Registration process above, the entity will be sent an email regarding their registration. In addition, they will receive an email with a link to an Internal Controls Questionnaire (ICQ). The grantee completes the ICQ as part of the Fiscal and Administrative Risk Assessment process. The results of the ICQ will be utilized by all state agencies considering making grants to the entity.

### 4. Programmatic Risk Assessment (ICQ)

Entitles must complete a Programmatic Risk Assessment for each grant award. If a grantee applies for grants under multiple programs they will complete a grant-specific Programmatic Risk Assessment for each program. The Programmatic Risk Assessment is administered by the awarding agency. The Programmatic Risk Assessment is generally performed towards the end of the application process. Your state awarding agency will inform you of the timing of the Programmatic Risk Assessment ICQ and instructions for its return.

*These four grantee pre-award requirements are mandated by Uniform Guidance (2 CFR 200) and the Grant Accountability and Transparency Act (GATA). Grantees must complete these requirements prior to receiving a grant award from the State of Illinois.*

The Department of Veterans' Affairs will now be using GATA standard forms for administering most grant programs. The forms will ensure compliance with grant requirements and the collection of consistent grant information across all State of Illinois agencies. These include standard Grant Application Forms, Budget Proposal forms, and a GATA standard Grant Agreement. In addition to providing for the collection of standard information, these documents will contain the grant specific information needed when applying for a grant and entering into a grant agreement.

#### FEDERAL & STATE RESOURCES:

2 CFR 200:

[http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

Federal Grant Resources: COFAR [Federal] Council on Financial Assistance Reform)

<https://cfo.gov/cofar/training/>

<https://cfo.gov/cofar/cofar-resources/>

<https://cfo.gov/wp-content/uploads/2015/09/9.9.15-Frequently-Asked-Questions.pdf>

Grant Accountability and Transparency Act (30 ILCS 708):

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3559&ChapterID=7>

GATA Home Page:

<http://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx>

The resource library tab on the GATA Home Page includes numerous webinars on various GATA topics.